



# **SULE LAMIDO UNIVERSITY KAFIN HAUSA**

P.M.B. 048, Kafin Hausa, Jigawa State

## ***SCHEME OF SERVICE FOR ACADEMIC STAFF*** *(Revised Edition)*

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## **PREAMBLE**

University connotes universalism – a global centre for excellence, which advances the frontiers of knowledge through teaching, learning, research and community service. University education is essentially a constituent element of economic, social, political and cultural development in any society primarily because the role of a university everywhere is to produce well educated people not only equipped with knowledge and skills, but also the critical and intellectual capacity to resolve problems, analyse new and emerging trends, ask relevant questions in the interest of the development of the community and the nation.

The appraisal exercise for academic staff is an annual event which is aimed at evaluating the performance of staff at the end of every academic session based on Key Performance Indicators as detailed in this publication. The appraisal exercise is not meant for promotions only, but to commend or reprimand staff following due process. It is therefore mandatory that all academic staff should fill the forms at the appropriate time.

This scheme of service for academic staff may be reviewed after five (5) years based on the University Council's directives.



## SECTION A: POSTS, SALARIES AND DUTIES

### 1.0 LECTURER CADRE

#### 1.1 Posts and Salaries

<b>Graduate Assistant</b>	-	<b>CONUASS 01</b>
<b>Assistant Lecturer</b>	-	<b>CONUASS 02</b>
<b>Lecturer II</b>	-	<b>CONUASS 03</b>
<b>Lecturer I</b>	-	<b>CONUASS 04</b>
<b>Senior Lecturer</b>	-	<b>CONUASS 05</b>
<b>Associate Professor</b>	-	<b>CONUASS 06</b>
<b>Professor</b>	-	<b>CONUASS 07</b>

#### 1.2 Duties

##### i) Graduate Assistant - CONUASS 01

Graduate Assistantship is a training position for Academic Staff for the post of Assistant Lecturer. However, the trainee on this rank is to:

- Assist the Senior colleagues in the Department in the conduct of tutorials and/or laboratory demonstrations in the ratio of 30:70 of his/her time;
- Work towards attaining a Master's degree in the ratio of 70:30 of his/her time;
- Participate in the invigilation of undergraduate examinations; and
- Carry out other duties that may be assigned.

##### ii) Assistant Lecturer - CONUASS 02

- Teach undergraduate courses in the Department;
- Carry out postgraduate research towards attaining a PhD;
- Participate in the invigilation of undergraduate examinations;
- Carry out undergraduate examinations and compile results;
- Attend statutory board meetings;
- Provide professional and community services; and
- Carry out other duties that may be assigned.

##### iii) Lecturer II - CONUASS 03

- Teach undergraduate courses in the Department;
- Carry out postgraduate research in the relevant area/specialisation;
- Invigilate undergraduate examinations;
- Carry out undergraduate examinations and compile results;



- e) Attend statutory board meetings;
- f) Conform to professional and ethical standards in the discharge of official duties;
- g) Provide professional and community services; and
- h) Carry out other duties that may be assigned.

**iv) Lecturer I - CONUASS 04**

- a) Teach undergraduate courses;
- b) Teach postgraduate courses (if he/she is not a postgraduate student);
- c) Supervise postgraduate students at levels not higher than the degree he/she has;
- d) May participate in the development of undergraduate and postgraduate courses;
- e) Invigilate undergraduate examinations;
- f) Carry out undergraduate examinations and compile results;
- g) Attend statutory board meetings;
- h) Conform to professional and ethical standards in the discharge of official duties;
- i) Provide professional and community services; and
- j) Carry out other duties that may be assigned.

**v) Senior Lecturer - CONUASS 05**

- a) Teach undergraduate and postgraduate courses;
- b) Supervise postgraduate students at all levels;
- c) Participate in the development of undergraduate and postgraduate courses;
- d) Supervise and participate in the invigilation of all examinations;
- e) Supervise the conduct of all examinations and compile results;
- f) Attend all statutory board meetings;
- g) Provide mentoring to junior academic staff of the department;
- h) Carry out research in the relevant area of specialisation;
- i) Conform to professional and ethical standards in the discharge of official duties;
- j) Provide professional and community services; and
- k) Carry out other duties that may be assigned.

**vi) Associate Professor - CONUASS 06**

- a) Teach undergraduate and postgraduate courses;
- b) Supervise undergraduate and postgraduate students;
- c) Develop undergraduate and postgraduate courses;
- d) Initiate, conduct and sustain research in the relevant area/specialisation;
- e) Provide academic leadership in the Department;
- f) Supervise and participate in the invigilation of all examinations;
- g) Supervise and conduct all examinations and compile results;
- h) Attend all statutory board meetings;
- i) Provide mentoring to junior academic staff of the Department;
- j) Conform to professional and ethical standards in the discharge of official duties;
- k) Provide professional and community services; and
- l) Carry out other duties that may be assigned.

**vii) Professor - CONUASS 07**

- a) Teach undergraduate and postgraduate courses;
- b) Supervise undergraduate and postgraduate students;
- c) Develop undergraduate and postgraduate courses;
- d) Initiate, conduct and sustain research in the area of specialisation;
- e) Provide academic leadership in the Department;
- f) Play a major role in the academic leadership of the University;
- g) Give professorial inaugural lecture in his/her area of specialisation;
- h) Supervise and participate in the invigilation of all examinations;
- i) Supervise and conduct all examinations and compile results;
- j) Attend all statutory board meetings;
- k) Provide mentoring to junior academic staff of the department;
- l) Conform to highest professional and ethical standards in the discharge of official duties;
- m) Provide professional and community services; and
- n) Carry out other duties that may be assigned.

**1.3 Methods of Entry and Advancement within the Cadre**

Refer to the Guidelines for Appointments and Promotions of Academic Staff in Section B of the document.



## 2.0 RESEARCH FELLOW CADRE

### 2.1 Posts and Salaries

<b>Research Assistant</b>	-	<b>CONUASS 01</b>
<b>Research Officer</b>	-	<b>CONUASS 02</b>
<b>Research Fellow II</b>	-	<b>CONUASS 03</b>
<b>Research Fellow I</b>	-	<b>CONUASS 04</b>
<b>Senior Research Fellow</b>	-	<b>CONUASS 05</b>
<b>Associate Research Professor</b>	-	<b>CONUASS 06</b>
<b>Research Professor</b>	-	<b>CONUASS 07</b>

### 2.2 Duties

#### **i) Research Assistant - CONUASS 01**

- a) Work towards attainment of a master's degree in the ratio of 70:30 of his/her time;
- b) Assist Senior Researchers in carrying out research activities; and
- c) Carry out other duties that may be assigned.

#### **ii) Research Officer - CONUASS 02**

- a) Carry out postgraduate work towards the attainment of PhD;
- b) To assist Senior Researchers in carrying out research activities;
- c) Provide professional and community services; and
- d) Carry out other duties that may be assigned.

#### **iii) Research Fellow II - CONUASS 03**

- a) Conduct researches in the relevant area/specialisation;
- b) Teach undergraduate courses based on need;
- c) Provide professional and community services; and
- d) Carry out other duties that may be assigned.

#### **iv) Research Fellow I - CONUASS 04**

- a) Conduct researches in the relevant area/specialisation;
- b) Teach undergraduate courses based on need;
- c) Assist in teaching postgraduate courses at levels lower than the degree he/she has;
- d) Provide professional and community services; and
- e) Carry out other duties that may be assigned.

**v) Senior Research Fellow - CONUASS 05**

- a) Conduct researches in the relevant area/specialisation;
- b) Teach undergraduate and postgraduate courses based on need;
- c) Supervise postgraduate students;
- d) Provide professional and community services; and
- e) Carry out other duties that may be assigned.

**vi) Associate Research Professor - CONUASS 06**

- a) Initiate, conduct and sustain research in the relevant area/specialisation;
- b) Teach postgraduate and undergraduate courses based on need;
- c) Supervise postgraduate students;
- d) Participate in the development of undergraduate and postgraduate courses;
- e) Provide academic leadership in relevant area/specialisation;
- f) Provide professional and community service; and
- g) Carry out other duties that may be assigned.

**vii) Research Professor - CONUASS 07**

- a) Initiate, conduct and sustain research in the area of specialisation;
- b) Teach postgraduate and undergraduate courses based on need;
- c) Supervise postgraduate students;
- d) Develop undergraduate and postgraduate courses;
- e) Provide academic leadership in relevant area/specialisation;
- f) Play a major role in the academic leadership of the University;
- g) Give professorial inaugural lecture in his/her discipline;
- h) Attend all statutory board meetings;
- i) Provide mentoring to junior researchers of the department;
- j) Conform to highest professional and ethical standards in the discharge of official duties;
- k) Provide professional and community services; and
- l) Carry out other duties that may be assigned.

**2.3 Methods of Entry and Advancement within the Cadre**

Refer to the Guidelines for the Appointments and Promotions of Academic Staff in Section B of the document.



### 3.0 LIBRARIAN CADRE

#### 3.1 Posts and Salaries

<b>Graduate Librarian</b>	-	<b>CONUASS 01</b>
<b>Assistant Librarian</b>	-	<b>CONUASS 02</b>
<b>Librarian II</b>	-	<b>CONUASS 03</b>
<b>Librarian I</b>	-	<b>CONUASS 04</b>
<b>Senior Librarian</b>	-	<b>CONUASS 05</b>
<b>Reader Librarian</b>	-	<b>CONUASS 06</b>
<b>Professor Librarian</b>	-	<b>CONUASS 07</b>
<b>University Librarian</b>	-	<b>Fixed</b>

#### 3.2 Duties

- i) Graduate Librarian** - **CONUASS 01**
- Provide basic Library services;
  - Work towards the attainment of a master's degree in the ratio of 70:30 of his/her time; and
  - Carry out other duties as may be assigned.
- ii) Assistant Librarian** - **CONUASS 02**
- Provide basic Library services;
  - Carry out research and training towards the attainment of a Ph.D.;
  - Carry out academic, administrative and supervisory responsibilities in the Library;
  - Provide research assistance to undergraduate students;
  - Provide professional and community services; and
  - Carry out other duties as may be assigned.
- iii) Librarian II** - **CONUASS 03**
- Provide specialised Library services;
  - Carry out research and training in the relevant area/specialization;
  - Demonstrate knowledge and application of IT and other recent developments in Library and Information Science;
  - Provide research assistance to undergraduate students;
  - Participate in the development of the Library system;
  - Carry out academic and administrative responsibilities in the Library;
  - Provide professional and community services; and
  - Carry out other duties as may be assigned.

**iv) Librarian I - CONUASS 04**

- a) Provide specialised Library services;
- b) Carry out research and training of library staff in the relevant area;
- c) Demonstrate proficiency in the application of IT in providing specialised services in the Library;
- d) Participate in the leadership and management of the Library;
- e) Carry out academic and administrative responsibilities in the Library;
- f) Serve as Library's Faculty Liaison Officer;
- g) Teach Library Skills (Bibliographic Information/Information Literacy, etc.) to Undergraduate and Postgraduate Students;
- h) Provide research assistance to Postgraduate Students;
- i) Provide professional and community services; and
- j) Carry out other duties as may be assigned.

**v) Senior Librarian - CONUASS 05**

- a) Provide specialised Library services;
- b) Play a major role in research training and mentoring of staff in relevant areas in the Library;
- c) Demonstrate versatility in the application of IT in providing specialised services in the Library and the international information highway;
- d) Participate in the leadership and management of the Library;
- e) Carry out academic, administrative and supervisory responsibilities that may be assigned by the University Librarian;
- f) Serve as Library's Faculty Liaison Officer;
- g) Teach Library Skills (Bibliographic Information/Information Literacy, etc.) to Undergraduate and Postgraduate Students;
- h) Provide research assistance to Postgraduate Students;
- i) Provide professional and community service; and
- j) Carry out other duties that may be assigned.

**vi) Reader Librarian - CONUASS 06**

- a) Assist in providing leadership in the Library, organisation and management of the Library system;
- b) Provide specialised Library services;
- c) Initiate and sustain research, as well as train and mentor staff in the relevant area;



- d) Demonstrate versatility in the application, use and reliance on IT in providing efficient and effective Library services, management and their sustainability;
- e) Carry out academic, administrative and supervisory responsibilities in the Library;
- f) Teach Library Skills (Bibliographic Information/Information Literacy, etc.) to Postgraduate Students;
- g) Provide research assistance to Postgraduate Students;
- h) Provide professional and community services; and
- i) Carry out other duties as may be assigned.

**vii) Professor Librarian - CONUASS 07**

- j) Assist in providing leadership in the Library, organisation and management of the Library system;
- k) Provide specialised Library services;
- l) Initiate and sustain research, as well as train and mentor staff in the relevant area;
- m) Demonstrate versatility in the application, use and reliance on IT in providing efficient and effective Library services, management and their sustainability;
- n) Carry out academic, administrative and supervisory responsibilities in the Library;
- o) Teach library skills (bibliographic information/information literacy, etc.) to postgraduate students;
- p) Provide research assistance to postgraduate students;
- q) Give professorial inaugural lecture in his/her area of specialisation;
- r) Attend all statutory board meetings;
- s) Provide mentoring to junior librarians of the department/library;
- t) Conform to highest professional and ethical standards in the discharge of official duties;
- u) Provide professional and community services; and
- v) Carry out other duties as may be assigned.

**viii) University Librarian - FIXED**

- a) Responsible to the Vice-Chancellor in providing efficient and effective administration, management and organisation of the Library system and services in the University and its Campuses, Colleges, Faculties, Schools, Departments, Institutes, Centres and other teaching or research units;
- b) Provide overall leadership in the entire Library system;
- c) Initiate, implement and sustain measures/policies that would develop the Library and enhance Library related services throughout the University;



- d) Demonstrate versatility in the application, use and reliance on IT in providing efficient and effective Library services, management and their sustainability;
- e) Prepare comprehensive Annual Report on the state of the Library services in the system;
- f) Initiate, conduct and sustain researches aimed at improving the services provided by the Library and develop the capacity of the staff;
- g) Prepare Annual Budget Estimates for the Library;
- h) Teach Library Skills (Bibliographic Information/Information Literacy, etc.) to Postgraduate Students;
- i) Provide research assistance to Postgraduate Students;
- j) Provide professional and community services; and
- k) Carry out other duties that may be assigned.

### **3.3 Methods of Entry and Advancement within the Cadre**

Refer to the Guidelines for the Appointments and Promotions of Academic Staff in Section B of the document



## **SECTION B: GUIDELINES FOR APPOINTMENTS AND PROMOTIONS OF ACADEMIC STAFF (CONUASS 01 – 07)**

### **4.0 INTRODUCTION**

Sule Lamido University Kafin Hausa shall strive to be a citadel where knowledge is excellently harnessed for the benefit of mankind and with care for the environment. The Philosophy of the University is to build a world class university renowned for its excellent academic and research programmes, which shall be a magnet for all those who desire knowledge for its own good and for the development of the society. Research is central to these activities, in so far as effective teaching is based on research outcome while functional participation in community service that is knowledge oriented is also based on research outcomes. Research is the veritable tool for advancing the frontiers of knowledge and for updating the curricular of academic programmes offered by a university. Therefore, a good university is known and judged by the excellent quality of its research output.

The desire of the University is to be a leading research-focused University; hence, emphasis has to be placed on research and scholarly publications. This is in keeping with the Vision and Mission of the University.

### **4.1 Objectives**

The objectives of these guidelines are to encourage, acknowledge and reward:

- a) Sound scholarship;
- b) Effective and competent teaching;
- c) Professional competence and technical skills where appropriate; and
- d) Community engagement.

### **4.2 General Guidelines**

- a) The criteria for appointments, appraisals and promotions shall normally be reviewed every five (5) years.
- b) Appointment or promotion to any post is contingent upon the existence of the post, that is, a post for which provision has been approved in the Budget of that year.
- c) The minimum period that a staff must serve in a lower rank before being eligible for consideration for promotion to the next higher rank is three (3) years (or at least thirty (30) months as at 30<sup>th</sup> September of the promotion year), except for advancement on attainment of higher qualification or accelerated promotion.
- d) The A &PC shall, on behalf of Council, handle all matters pertaining to the Appointments and Promotions of all categories of Senior Staff in the University.



- e) Promotion shall be an annual exercise, the process shall commence from 1<sup>st</sup> June and be completed by 30<sup>th</sup> September and is to take effect from the first day of October of the year.
- f) No member of staff shall be considered for promotion unless his/her Appointment has been confirmed.
- g) In the event that confirmation of Appointment is deferred, the person so affected shall be informed in writing by the Registrar of the reason(s) for that decision. Any confirmation approved subsequently shall take effect from the date determined by the A & PC.
- h) All appointments except already confirmed shall be made on probation for two (2) years in the first instance. After a review of performance, the appointment may be terminated or extended for specific periods or confirmed to the age of retirement by the Council following the recommendation of the A & PC.
- i) Where a member of Staff holding a temporary appointment is converted to a permanent position within the University, the period during which he was on temporary appointment shall count in full as part of his service.
- j) An academic staff that has a Ph.D. Degree should be appointed/advanced to Lecturer II while those with master's degree should be appointed/advanced to the rank of Assistant Lecturer straight away.
- k) No staff should be promoted to the rank of Senior Lecturer without a Ph.D. Degree.
- l) Graduate Assistant/Assistant Lecturer without a master's degree shall have their appointment terminated if they fail to obtain it within three (3) years.
- m) Books in relevant areas should be considered for promotion.
- n) Articles published in reputable National and International Journals should be considered for promotion. Papers published in journals of colleges of education, polytechnics and monotechnics should not be considered for promotion.
- o) Online publications from reputable sources shall have to be sighted.
- p) Members of staff on study fellowship who are eligible for promotion could enjoy a maximum of one promotion, up to the Lecturer I position within the study period.
- q) Any staff on leave of absence shall not be considered for promotion during the period.
- r) Where the H.O.D. is not a Professor, the appraisal of an Associate Professor and Professor shall be forwarded to the Dean for appropriate action.



- s) Items accepted for publications but not yet published may be accepted and assessed as if they had been published, provided that they are accompanied by letters of acceptance or publishers' contact, which shall not be more than one (1) year and provided also that the total weight assigned to such unpublished items does not exceed 20% of the total publication score of the candidate.
- t) The attainment of the minimum number of points for appointments and promotions to any rank does not guarantee the candidate's appointment or promotion.
- u) An Appraisal Committee of Professors (ACP) shall be appointed by the Vice-Chancellor to appraise staff for Associate Professorship and Professorship.

#### **4.2.1 Criteria for Appointment of External Assessors**

- i) A person to be appointed as External Assessor must be a Professor who has attained eminence in the academic field/discipline concerned.
- ii) Scholars who have had research collaboration resulting in joint publication(s) with the candidate concerned shall not be qualified for appointment as his External Assessors.

#### **4.2.2 External Assessment**

- i. Appointment or promotion to Professorial Cadre is subject to external assessment.
- ii. External assessment shall be preceded by an internal assessment at Faculty/College level for positions above Senior Lecturer.
- iii. Members of staff with a *prima-facie* case for promotion to the Professorial Cadre shall submit four (4) sets of their publications to the Vice-Chancellor through the Registrar within three (3) months from the date of receipt of the notification from the Registrar, failing which the assessment shall be deemed to have lapsed.
- iv. As regards external assessments for Professorial Cadre, including Personal Chairs, the Vice-Chancellor shall invite the Dean or Provost, who may consult the Head of Department, to propose six (6) names within three (3) weeks, who must be Professors to serve as Assessors. The six (6) names shall be of persons in the same field as that of the candidate for assessment. However, the Vice-Chancellor is not restricted to the six (6) names proposed.
- v. The Vice-Chancellor shall, on receiving the list of External Assessors, obtain the consent of the External Assessors. Thereafter, he shall forward the publications of the qualified candidates to the Assessors normally within three (3) months of the date of A & PC's decision. The Assessors shall



normally send their reports in strict confidence to the Vice-Chancellor within ninety (90) days.

- vi. A candidate whose external assessment returned negative (at least from two assessors) should be communicated of his deficiencies and may make a fresh submission through the normal procedures at the next promotion exercise.
- vii. The process of Assessment shall normally be concluded within two (2) years, after which the process shall be aborted.

#### 4.3 Table I: Summary of Criteria for Appointments and Promotions

POSITION	CRITERIA FOR APPOINTMENT	CRITERIA FOR PROMOTION	REMARKS
Graduate Assistant	At least a Second Class Upper Honours degree or equivalent plus NYSC certificate or letter of exemption.		Required to enrol for master's degree upon Appointment (not exceeding three (3) years within which to obtain master's degree).
Assistant Lecturer	<ul style="list-style-type: none"> <li>i) Academic master's degree.</li> <li>ii) Unclassified degrees e.g. DVM, LLB + BL, B.Pharm.</li> </ul>	Promotion avenue for Graduate Assistant who has successfully obtained a master's degree.	<ul style="list-style-type: none"> <li>i) Should be advised to register for Masters.</li> <li>ii) This is point of entry for special considerations.</li> </ul>
Lecturer II	<ul style="list-style-type: none"> <li>i) A Ph.D.</li> <li>ii) Academic master's degree plus three (3) years of post-qualification teaching experience in tertiary institution and a minimum of two (2) conference/seminar papers and two (2) scholarly journal publications.</li> <li>iii) Entry point with master's degree in DVM, LLB plus BL etc.</li> <li>iv) MBBS plus professional registration.</li> </ul>	<ul style="list-style-type: none"> <li>i) Three (3) years' time-in-rank after obtaining relevant master's degree, plus at least two (2) academic conference/seminar papers and two (2) scholarly journal publications.</li> <li>ii) Obtaining a Ph.D. in the relevant area by an Assistant Lecturer;</li> </ul>	
Lecturer I	<ul style="list-style-type: none"> <li>i) A Ph.D. with at least three (3) scholarly journal publications and two (2) conference/seminar papers, plus three (3) years post-qualification teaching experience.</li> <li>ii) Master's degree with at least five (5) scholarly journal publications and two (2) conference/seminar papers, plus six (6) years relevant post qualification teaching experience.</li> </ul>	<ul style="list-style-type: none"> <li>i) Promotion avenue for Lecturer II with a Ph.D., three (3) scholarly journal publications and two (2) conference/seminar papers.</li> <li>iii) Promotion avenue for Lecturer II with master's degree and at least three (3) years' time in-rank, five (5) scholarly journal publications and two (2) conference/seminar papers.</li> </ul>	<ul style="list-style-type: none"> <li>i) For accelerated promotion a Lecturer II is required to have a Ph.D., spent two (2) years' time-in-rank with at least Six (6) scholarly journal publications and two (2) conference/seminar papers.</li> <li>ii) Evidence of two (2) years effective teaching in the University.</li> </ul>



Senior Lecturer	A Ph.D. degree with at least five (5) scholarly journal publications and two (2) conference/ seminar papers, plus six (6) years University teaching experience.	Promotion avenue for Lecturer I with a Ph.D. degree, at least three (3) years' time-in-rank, five (5) scholarly journal publications and two (2) conference/seminar papers.	<p>i) For accelerated promotion, a Lecturer I is required to have a Ph.D., spent two (2) years' time-in-rank with at least ten (10) scholarly journal publications and two (2) conference/ seminar papers.</p> <p>ii) Evidence of two (2) years effective teaching in the University.</p>
Associate Professor	<p>i) Must possess a Ph.D. Degree.</p> <p>ii) Must have at least ten (10) scholarly journal publications.</p> <p>iii) Minimum of four (4) Academic Conference/ Seminar Papers.</p> <p>iv) Must have nine (9) years University teaching and research experience.</p>	Promotion avenue for Senior Lecturer with at least three (3) years' time-in-rank, ten (10) scholarly journal publications and four (4) academic conference/seminar papers.	Subject to favourable External Assessment.
Professor	<p>i) Must possess a Ph.D. Degree.</p> <p>ii) Evidence of at least fifteen (15) scholarly journal publications.</p> <p>iii) Minimum of six (6) Academic Conference/ Seminar Papers.</p> <p>iv) Twelve (12) years of university teaching and research experience.</p>	Promotion avenue for Associate Professor with at least three (3) years' time-in-rank, fifteen (15) scholarly journal publications and six (6) academic conference/ seminar papers.	Subject to favourable external assessment.

**Note:** Accelerated Promotion (reduced time-in-rank) may be considered from the ranks of Lecturer II to Lecturer I and from Lecturer I to the rank of Senior Lecturer.



## **5.0 DEPARTMENTAL, FACULTY AND CENTRAL APPOINTMENTS AND PROMOTIONS COMMITTEES (A & PCs)**

### **5.1 Departmental A & PC**

There shall be Departmental Appointments and Promotions Committee with the following composition:

5.1.1 The Head of Department as Chairman.

5.1.2 A minimum of two (2) and maximum of four (4) other staff of the Department appointed by the Head of Department for a period of one year, as members. He/she should stay away for one year before he becomes eligible for appointment again.

5.1.3 A member of A & PC shall not be below the rank of Lecturer II.

5.1.4 A member shall not sit on the Committee when his/her case is being considered for promotion.

### **5.2 Functions of the Departmental A & PC**

5.2.1 To review the status of every staff member in the Department annually with a view to recommending those who are suitable and eligible for promotion.

5.2.2 Verification and assessment of all claims made in a candidate's Curriculum Vitae (CV) including assessment of all publications cited therein.

5.2.3 Consider and recommend to the Faculty Appointments and Promotions Committee all cases for appointments and promotions of academic staff.

### **5.3 Faculty A & PC**

There shall be Faculty Appointments and Promotions Committee, which shall comprise the following:

5.3.1 Dean of the Faculty as Chairman.

5.3.2 All Heads of Department in the Faculty as members.

5.3.3 All Professors from each of the constituted Departments and one Professor from a cognate Faculty.

### **5.4 Functions of the Faculty A & PC**

5.4.1 The Faculty A & PC shall consider the recommendations of the various Departmental A & PCs and shall further make its own assessment of the quality of the Teaching, Research, and/or Publications and level of administrative experience of each member of Staff being considered for Promotion.



- 5.4.2 Recommendations from Faculty A & PC shall be forwarded to the Central A & PC.
- 5.4.3 Dispassionate adjudication in matters of disagreement between the Departmental A & PC and a candidate for promotion, confirmation, renewal of contract or any combination of the above. In any of these cases, the candidate shall have the right to initiate action by writing directly to the Committee and shall have the right to fair hearing.
- 5.4.4 Consider and recommend all cases of promotion from Departments to the Central A & PC.

## **5.5 Central A & PC**

There shall be the Central Appointments and Promotions Committee, which shall comprise the following:

- 5.5.1 Chairman of Council's Representative who is the Vice-Chancellor as Chairman
- 5.5.2 Two (2) members of Council not being members of the Senate
- 5.5.3 Two (2) members of the Professoriate appointed by the Senate
- 5.5.4 Directors, Deans or Principals concerned
- 5.5.5 The Registrar as the Secretary
- 5.5.6 Members in-attendance to include the Bursar, University Librarian, Director, PPD & MS, Head of Establishment Division and Head of Council and General Administration Division.

## **5.6 Functions of the Central A & PC**

- 5.6.1 To recommend to the Council, the appointment of Officers of the University (other than the Chancellor, Pro-Chancellor, Vice-Chancellor and Deputy Vice-Chancellors);
- 5.6.2 To appoint or promote all other members of the University staff who are classified by the Council as Senior Staff, provided that the Chairman of the Council shall be consulted on all appointments or promotions to the grade of Professor;
- 5.6.3 To consider and recommend to the Council, guidelines for appointments and promotions of staff, including review, where necessary; and
- 5.6.4 Perform such other duties as the Council may delegate to it.



## **6.0 CRITERIA FOR APPOINTMENTS AND PROMOTIONS**

### **6.1 Detailed Criteria for Appointments and Promotions**

#### **6.1.1 Graduate Assistant/Graduate Librarian**

To be eligible for appointment as a Graduate Assistant/Graduate Librarian, a candidate shall have a degree with a minimum of second class upper division.

#### **6.1.2 Assistant Lecturer/Assistant Librarian**

To be eligible for appointment, advancement or promotion to Assistant Lecturer/ Librarian II, a candidate shall satisfy one of the following conditions:

- a) Possess an academic master's degree and a minimum of second class lower degree division.
- b) Possess a minimum of second class upper degree in LL.B plus a BL, B.Pharm, DVM.

#### **6.1.3 Lecturer II/Librarian II**

To be eligible for appointment, advancement or promotion to Lecturer II/ Librarian II, a candidate shall satisfy one of the following conditions:

- a) Possess a Ph.D. in the relevant area;
- b) Possess an academic master's degree, a minimum of two (2) academic scholarly journal publications and two (2) conference/seminar papers, plus three (3) years post-qualification experience.
- c) Possess an MBBS and full professional registration.

#### **6.1.4 Lecturer I/ Librarian I**

To be eligible for appointment/promotion to Lecturer I/Librarian I, a candidate shall satisfy any of the following conditions:

- a) Possess a Ph.D. in relevant area of study, with at least three (3) scholarly journal publications and two (2) conference/seminar papers, plus three (3) years post qualification teaching experience.
- b) Possess a recognised medical fellowship.
- c) To be eligible for promotion to Lecturer I, a candidate shall possess an academic master's degree, with at least five (5) scholarly journal publications and two (2) conference/seminar papers, plus six (6) years relevant post qualification teaching experience.
- d) A promotion avenue for Lecturer II with a Ph.D., three (3) scholarly journal publications and two (2) conference/seminar papers.



- e) For accelerated promotion a Lecturer II is required to have spent two (2) years' time-in-rank with at least six (6) scholarly journal publications and two (2) conference/seminar papers, including evidence of two (2) years effective teaching experience in the University.

#### **6.1.5 Senior Lecturer/Senior Librarian**

To be eligible for appointment or promotion to Senior Lecturer/Senior Librarian, a candidate shall satisfy all of the following conditions:

- a) Possess a Ph.D. in the relevant area.
- b) At least five (5) scholarly journal publications and two (2) Conference/Seminar Papers, plus six (6) years relevant post qualification university teaching experience.
- c) For accelerated promotion a Lecturer I is required to have spent two (2) years' time-in-rank with at least ten (10) scholarly journal publications and two (2) conference/seminar papers, including evidence of two (2) years effective teaching experience in the University.

#### **6.1.6 Associate Professor/Reader Librarian**

To be eligible for appointment or promotion to Associate Professor/Reader Librarian, a candidate shall satisfy all of the following conditions:

- a) Possess a Ph.D. in the relevant area except that medical fellowship suffices for those in clinical areas.
- b) Should have a minimum of ten (10) scholarly journal publications with at least four (4) academic conference/seminar papers.
- c) Subject to favourable external assessment.

#### **6.1.7 Professor/Professor Librarian**

To be eligible for appointment or promotion to Professor/Professor Librarian, a candidate shall satisfy all of these conditions:

- a) Possess a Ph.D. in the relevant area of study.
- b) Associate Professor with a Ph.D. and at least three (3) years' time-in-rank.
- c) Have at least fifteen (15) scholarly journal publications.
- d) Have a minimum of six (6) academic conference/seminar paper presentations, at least three (3) of which must be conference presentations.
- e) Subject to favourable external assessment.



## 6.2 Table II: Summary of Criteria for Appointments

S/N	CRITERIA	Professor Min/Max	Associate Professor Min/Max	Senior Lecturer Min/Max	Lecturer I Min/Max	Lecturer II Min/Max	Assistant Lecturer Min/Max	Graduate Assistant Min/Max
1	QUALIFICATIONS	10/10	10/10	10/10	6/10	6/10	6/10	3/10
2	RELEVANT EXPERIENCE, SUPERVISION AND EXTERNAL EXAMINATION	10/20	8/20	6/20	4/20	3/20	0/20	0/20
3	RESEARCH AND PUBLICATIONS	30/45	20/45	14/45	6/45	4/45	0/30	0/30
4	UNIVERSITY ADMINISTRATION AND COMMUNITY SERVICE	0/10	0/10	0/10	0/10	0/10	0/10	0/10
5	INTERVIEW PERFORMANCE	0/15	0/15	0/15	0/15	0/15	12/30	12/30
	<b>TOTAL</b>	<b>100Pts</b>	<b>100pts</b>	<b>100pts</b>	<b>100pts</b>	<b>100pts</b>	<b>100pts</b>	<b>100pts</b>
	<b>REQUIRED MINIMUM</b>	<b>70pts</b>	<b>65pts</b>	<b>50pts</b>	<b>35pts</b>	<b>25pts</b>	<b>18pts</b>	<b>15pts</b>

**NOTE:** The minimum score for qualifications and research/publications must be met in addition to required overall minimum.

## 6.3 Table III: Summary of Criteria for Promotions

S/N	CRITERIA	Professor Min/Max	Associate Professor Min/Max	Senior Lecturer Min/Max	Lecturer I Min/Max	Lecturer II Min/Max	Assistant Lecturer Min/Max
1	QUALIFICATIONS	10/10	10/10	10/10	6/10	6/10	6/10
2	RELEVANT EXPERIENCE	10/10	10/10	9/10	6/10	3/10	0/10
3	RESEARCH AND PUBLICATIONS	30/45	20/45	14/45	6/45	4/45	0/45
4	POSTGRADUATE SUPERVISION	0/10	0/10	0/10	0/10	0/10	0/10
5	UNDERGRADUATE SUPERVISION	0/5	0/5	0/5	0/5	0/5	0/5
6	TEACHING LOAD	0/10	0/10	0/10	0/10	0/10	0/10
7	UNIVERSITY ADMINISTRATION	0/5	0/5	0/5	0/5	0/5	0/05
8	COMMUNITY SERVICE	0/5	0/5	0/5	0/5	0/5	0/5
	<b>TOTAL</b>	<b>100pts</b>	<b>100pts</b>	<b>100pts</b>	<b>100pts</b>	<b>100pts</b>	<b>100pts</b>
	<b>REQUIRED MINIMUM</b>	<b>70pts</b>	<b>65pts</b>	<b>50pts</b>	<b>35pts</b>	<b>15pts</b>	<b>6pts</b>

**NOTE:** The minimum score for qualifications and research/publications must be met in addition to overall minimum

## 6.4 Table IV: Score for Qualifications

Qualification	Ph.D.	M.Phil	Masters	Unclassified Degrees (e.g. DVM, B. Pharm etc.)	First Degree	
					1 <sup>st</sup> Class	Upper 2 <sup>nd</sup> Class
<b>Score</b>	10	7	6	5	4	3

**NOTE:** A Ph.D./Academic master's degree qualification shall score the maximum points and shall not be scored again for any lower qualification.



## **7.0 ASSESSMENT AND WEIGHTING FOR APPOINTMENTS AND PROMOTIONS**

Points system shall be used in the assessment and weighting of Academic Staff for promotion. For each full year of teaching/research at university level, one (1) point shall be awarded up to a maximum of ten (10) points. In computing this, the period of stay away from the University such as leave of absence shall not count.

### **7.1 Supervision (*Maximum of 15 points*)**

7.2.1 Supervision of postgraduate students attracts two (2) points for Ph.D. and one (1) point for masters to a maximum of ten (10) points for postgraduate students supervised to conclusion.

7.2.2 Every postgraduate dissertation or thesis examined externally by the Staff attracts 0.5 point for Ph.D. and 0.2 for masters per student examined to a maximum of two (2) points.

7.2.3 Supervision of undergraduate projects attracts 0.25 point for each student supervised to conclusion to the maximum of five (5) points.

7.2.4 Every year of external examination involving undergraduate coursework will earn the candidate one (1) point, to a maximum of two (2) points.

### **7.2 Teaching Load**

A maximum of ten (10) points per session (one (1) point for each credit unit taught). Where a course is jointly taught the points should be pro-rated.

### **7.3 Recognised Publications for the Purposes of Assessment**

#### **A. Books/Chapters in Books/Refereed Conference proceedings**

1. Definition of a Book: for the purpose of a promotion exercise, a book is regarded as a publication of more than eighty (80) pages, cover excluded. A book must have an ISBN number.
2. Marks shall be awarded for each book bearing in mind its relevance, originality and contribution to knowledge.
3. Publishers should be:
  - i) Those that are recognised by the particular Faculty/Department;
  - ii) Academic units at the University level, research centres (public and private) and professional bodies (academic and technical); and
  - iii) Others as may be decided upon from time to time.
4. Evidence of peer review should be requested for at the departmental level.



5. Textbooks published for primary and secondary schools are unacceptable for promotion purposes.
  6. A published book should be the product of a rigorous assessment by Academics in the area of specialisation.
  7. A Book must be edited by reputable scholar and published by a reputable publishing house.
- B.** Acceptable publications include referral book, journal articles, and articles in refereed conference proceedings, monographs, technical reports and patents. All must possess distinctive academic quality, originality and contribution to knowledge.
- C.** A candidate seeking promotion to the grade of Associate Professor or Professor should be lead author or corresponding author in at least 40% of his/her Journal Articles.

#### **7.4 Research and Publications (*Maximum of 45 points*)**

**7.4.1 Conference and Seminar Papers:** Papers presented at conferences will attract one (1) point for sole authorship and 0.5 point for multiple authorship up to a maximum of five (5) points, while papers presented at seminars will attract 0.5 point up to a maximum of 2.5 points.

#### **7.4.2 Productive Work:**

- i) **Patents:** A grant made by government that confers upon the creator of an invention the rights to make, use, and sell that invention for a set period of time.

Attracts a maximum of five (5) points per each patented work to a maximum of ten (10) points.

- ii) **Technical Reports, Design and Commissioned Projects:** These must be products of research in the scholar's area. They attract two (2) points for sole authorship and one (1) point for joint authorship, up to a maximum of five (5) points.

**7.4.3 Journal Article:** This refers to a full length article or paper in a field relevant to the candidate's area of specialisation published in a learned journal of good reputation. Good reputation means published by a recognised academic/professional association, a university (including Faculties or Departments thereof), or renowned journal publishers (such as Elsevier and the International Institute for Science, Technology and Education (IASET), USA, UK and Canada). A journal article attracts two (2) points each for sole authorship, 1.5 points for joint authorship up to a maximum of four (4) and one (1) point for more than four (4) authors.



**7.4.4 Book Chapters:** This refers to a full-length chapter in a field relevant to the candidate's area of specialisation contained in a university level book published by reputable publishers. The maximum point that may be awarded to each chapter is two (2) point for sole authorship and one (1) point for joint authorship.

**7.4.5 Category A Book (University Research Professional/Applied):** A Category A book is defined here as the result of an original piece of research which makes an important contribution to knowledge in the author's field or closely related area. It shall attract a maximum of five (5) points, lower points being assigned according to its assessed quality.

**7.4.6 Category B Book (University Text, Single Authorship):** A Category B book is defined here as a book in the scholar's field which essentially presents knowledge which is itself not new but in a new or simplified form for the university level of the educational system. It should be awarded a maximum of three (3) points, lower points being given according to its assessed quality.

**7.4.7 Category C Book (University Text, Multiple Authorship):** This is defined here as a book, which is authored by the candidate in conjunction with others. It should attract a maximum of two (2) points. Other contributions by the candidate within the book will be separately assessed. However, a candidate should earn a maximum of three (3) points for both editing and contributing to the same book.

**Editing;** Editorship of book in candidate's own discipline will attract two (2) points for sole and one (1) point for multiple editorship up to a maximum of three (3) points.

**7.4.8 Category D Book (Other relevant text):** This is defined here as a book containing the candidate's creative writing such as a novel, a play or a collection of poems; or the translation of a complete book. A maximum of one (1) point shall be awarded for all such books. Candidates whose area of specialisation is creative writing or translation could earn a maximum of five (5) points from all such books.

**7.4.9 Inventions, Innovations and Exhibitions:** Two (2) points for sole works, one (1) point for joint works up to a maximum of three (3) points.

**7.4.10 Published Conference Proceedings (Not Book of Abstracts):** Sole authorship will attract one (1) point while joint authorship will attract 0.5 point up to a maximum of five (5) points.



#### 7.4.11 Table V: Summary for Scoring Publications and other Productive Works

S/N	ITEM DESCRIPTION	SCORE
1.	Articles in journals and patents.	Two (2) points for sole authorship, 1.5 points for joint authorship up to a maximum of four (4) authors and one (1) point for more than four (4) authors.
2.	Patents	Five (5) points up to a maximum of ten (10) points.
3.	Productive work (technical reports, design and commissioned projects).	Two (2) points for sole authorship and one (1) point for joint authorship, up to a maximum of five (5) points.
4.	Books in the candidate's discipline or in a closely related area.	i) University Research, Professional/Applied – five (5) points or less, depending on its quality. ii) University Texts (single authorship) – three (3) points or less, depending on its quality. iii) University Texts (multiple authorship) – two (2) points. iv) Other relevant texts - two (2) points.
5.	Chapter in books in candidate's discipline.	Two (2) points for sole authorship and one (1) point for multiple authorship.
6.	Editorship of book in the candidate's own discipline.	Two (2) points for sole editorship and one (1) point for multiple editorship, up to a maximum of three (3) points.
7.	Innovations and exhibitions.	Two (2) points for sole works and one (1) point for joint works, up to a maximum of three (3) points.
8.	Published conference proceedings (not book of abstracts).	One (1) point for sole authorship and 0.5 point for multiple authorship up to a maximum of five (5) points.
9.	Conference paper presentation.	One (1) point for sole authorship and 0.5 for multiple authorship up to a maximum of five (5) points.
10.	Seminar paper presentation.	0.5 point up to a maximum of 2.5 points.

### 7.5 University Administration and Community Service

*(Maximum of ten (10) points)*

**7.5.1 University Administration:** This entails responsibilities undertaken in or outside of the University in addition to the Staff's primary assignment, as Deputy Vice-Chancellor, Dean, Deputy Dean, Director, Coordinator, Head of Department/Unit, Hall Masters/Mistress, Membership of Boards/Committees, Students Advisor or Other Internal University Services, etc. This can attract a maximum of five (5) points, as follows:

- a) Headship of Departments, Deanship of Faculties and Directorship of Academic Centres/Units: Each academic year spent by the candidate in any of the above posts shall attract one (1) point, subject to a maximum of two (2) points for each, provided that no candidate shall earn points for two or more posts for the same year or years.



- b) University/Faculty Committee Membership: Membership of University or Faculty Committee attracts 0.2 point per committee per academic year, subject to an overall maximum of two (2) points.
- c) Faculty or Departmental Responsibilities: Serving as Faculty/ Departmental Examination Officer, Deputy Faculty Examinations Officer, Level Coordinator, Deputy Dean, or Sub-Dean attracts 0.5 points per session each subject to a maximum of three (3) points for all such responsibilities, provided that no candidate shall earn points for two or more posts for the same year.
- d) Deputy Vice-Chancellor: Attracts one (1) point per year subject to a maximum of two (2) points.

**7.5.2 Community Service:** Community service on public bodies, membership of professional bodies, documented public lectures/radio and television talks, other intellectual creative activities and so on. This can attract a maximum of five (5) points.

**7.5.3 Non-University Committee/Board Membership:** This attracts 0.2 points per year subject to a maximum of one (1) point.

## **8.0 STAFF ADVANCEMENT**

- a) A Graduate Assistant will be advanced to the Assistant Lecturer position on the attainment of an academic master's degree in the relevant area. The effective date of the advancement shall be the date they report back to the University after obtaining the degree.
- b) An Assistant Lecturer (or Graduate Assistant who goes for Ph.D. directly) shall be upgraded to the Lecturer II position on the attainment of a Ph.D. degree in the relevant area. The effective date of the advancement shall be the date they report back to the University after obtaining the degree.
- c) The Vice-Chancellor shall approve all cases of staff advancement.

## **9.0 RIGHT OF APPEAL**

There is a right of appeal to the Council through the Central A & PC, but this must be made through the Head of Department concerned and the Provost of the College/Dean of the Faculty concerned. An advanced copy of the appeal may be sent directly to the Vice-Chancellor by the candidate.

**NOTE:** Among others, the following unscholarly practices shall be treated as a serious academic fraud and if proven, shall attract a severe sanction:

- a) Recycling of papers, an act of self-plagiarism in which a candidate re-publishes a Publication with some deceptive modification to earn undue advantage;



- b) Salami Slicing which is a fraudulent act of cutting portions of different publications (which may or may not belong to the candidate) and turning them into an incoherent mismatch which is a clever but deceptive form of plagiarism;
- c) Inauspicious use of language as manifested in poor mechanics, weak logic, inappropriate style and poor editorial finishing;
- d) Forging results that never emanated from actual research efforts;
- e) An attachment to online journals being sponsored and run by hurriedly contrived professional associations with a grossly lopsided editorial membership sometimes in favour of Nigerians.



## APPENDIX 1: ANNUAL PERFORMANCE EVALUATION REPORT (APER) FORM



### SULE LAMIDO UNIVERSITY KAFIN HAUSA P. M. B. 048, Kafin Hausa, Jigawa State (Office of the Registrar)

SLU/R/APER/SP-01

#### ANNUAL PERFORMANCE EVALUATION REPORT (APER) FORM FOR ACADEMIC STAFF

Period of Report: From \_\_\_\_\_ To \_\_\_\_\_

**PART A** (To be completed by member of Staff)

#### INSTRUCTIONS:

- (a) Information should be handwritten and in **BLOCK LETTERS**
- (b) Three (3) copies of the form are to be completed

#### A) PERSONAL DATA:

- I. Names (Surname last): \_\_\_\_\_
- II. Staff Number: SP/: \_\_\_\_\_
- III. Rank: \_\_\_\_\_
- IV. Salary Grade Level: \_\_\_\_\_
- V. Faculty/School: \_\_\_\_\_
- VI. Department: \_\_\_\_\_
- VII. Rank and Date of First Appointment in this University: \_\_\_\_\_  
\_\_\_\_\_
- VIII. Date of Last Promotion in this University: \_\_\_\_\_
- IX. Date of Confirmation of Appointment: \_\_\_\_\_
- X. Date of Birth: \_\_\_\_\_
- XI. Place of Birth: \_\_\_\_\_
- XII. Phone No.: \_\_\_\_\_
- XIII. E-Mail Address: \_\_\_\_\_
- XIV. Nationality: \_\_\_\_\_
- XV. State of Origin: \_\_\_\_\_
- XVI. Local Government Area: \_\_\_\_\_



**B) QUALIFICATIONS (Starting with Highest):**

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**C) PUBLICATIONS AND OTHER PRODUCTIVE WORKS:**

Attach list of publications, indicating authors, dates, titles, journals, volumes, publishers (where relevant) and pages. Items published or accepted for publications, or productive works completed, since first appointment or last change in status (whichever is later) should be marked with single asterisk (\*). Joint authorship should be marked with double asterisks (\*\*).

Provide the list of publications in line with the pro-forma provided below:

Author and date	Tittle of paper + Journal, volume, number and pages	Score awarded by Staff	Score awarded by HOD	Score awarded by Appraisal Committee
<b>Total</b>				

**D) TEACHING, SUPERVISION AND PROFESSIONAL EXPERIENCE:**

I. Full-Time teaching in a University or at an equivalent level (give dates, employers, post held):

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II. Supervision of Undergraduate and Post-graduate work, since appointment/last change in status in this University:\_\_\_\_\_

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III. Professional Practice/activities during the period of report (Attach list):

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**E) COURSES TAUGHT DURING THE PERIOD OF REPORT IN THE LAST TWO SEMESTERS:**

Give course code, title and unit per semester. Asterisk shared courses.

**First Semester:**

S/N	Course Code	Title	Credit Unit
I.			
II.			
III.			
IV.			
<b>Total Number of Units</b>			

**Second Semester:**

S/N	Course Code	Title	Credit Unit
I.			
II.			
III.			
IV.			
<b>Total Number of Units</b>			



**F) UNIVERSITY ADMINISTRATION:**

List five administration positions/membership of committees during the period of report:

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**G) COMMUNITY SERVICE:**

Give details of research extension work, service on public bodies, membership of Professional bodies, and editorship of learned journals, radio or television talks, service to learned and professional bodies, publications outside main field, and so on.

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**H) HUMAN RELATIONSHIP (Optional):**

How would you describe your relationship with:

- a) Your Super-ordinates? Good ( ) Satisfactory ( ) Unsatisfactory ( )
- b) Your Colleagues? Good ( ) Satisfactory ( ) Unsatisfactory ( )
- c) Your Subordinate? Good ( ) Satisfactory ( ) Unsatisfactory ( )

\_\_\_\_\_  
(Signature of Staff Member)

\_\_\_\_\_  
(Date)



## PART B

### ASSESSMENT AND COMMENTS BY THE HEAD OF DEPARTMENT:

(Please refer to Tables I and II for Criteria of Appointments and Promotions)

#### I. Certification of the information provided by Staff:

- a) I certify that this form has been properly completed ( )  
 b) I certify that the information provided by Staff is correct ( )

#### II. Scoring:

Criteria	Maximum	Actual No.	Score Awarded
Relevant Experience	10		
Postgraduate Supervision	10		
Undergraduate Supervision	5		
Teaching load	10		
<b>Total</b>	<b>35</b>		

#### III. Comments of Head of Department and School Board or Equivalent on number of listed and accepted publications, promotion and confirmation of appointment:

Number of Publications submitted	Number of Publications since last Promotion	Time-in-rank	Current Position	Position Due	Confirmation of Appointment

#### IV. General Comments by the Head of Department:

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#### V. Recommendations by Head of Department:

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Name: \_\_\_\_\_ Rank: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART C****TO BE COMPLETED BY MEMBER OF STAFF:**

I certify that I have read the content of this report and I hereby make the following comment(s):

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Name: \_\_\_\_\_ Rank: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**PART D**

**SCORE TABLE AND RECOMMENDATIONS BY FACULTY/SCHOOL APPRAISAL COMMITTEE (To be completed by the Dean/Director):**

**I. Scoring:**

Ranking Group	Academic Achievement	Maximum Score	Score Awarded
	Publication/Research	45	
	Qualification	10	
	Total	55	

**II. Position for which the candidate is being considered:**


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**III.**

Ranking Group	Administration	Maximum Score	Score awarded
	University Administration	5	
	Total	5	

**IV. Score in the last three years:**

Year One: \_\_\_\_\_

Year Two: \_\_\_\_\_

Year Three: \_\_\_\_\_



V. Comments in Part A (H) if any: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VI. Comments in Part B (I - V) if any: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VII. Overall assessment and recommendation by the Faculty/School Appraisal Committee including any unsatisfactory aspect to be brought to the staff member's attention.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean/Director, Faculty/School of: \_\_\_\_\_