

FEDERAL UNIVERSITY GUSAU

Along Zaria-Sokoto Road, PMB 1001, Gusau, Zamfara state, Nigeria



DRAFT

REGULATIONS

Governing the

TERMS AND CONDITIONS OF SERVICE OF STAFF

JANUARY, 2023

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CHAPTER 1 GENERAL

Section 1: Citation

- (a) These Regulations shall be cited as “Rules Governing the Terms and Conditions of Service of Staff of Federal University Gusau”.
- (b) The Regulations are subject to the instrument establishing the University (as amended) as well as other ancillary enactments applicable to the University and shall come into effect after approval by the Governing Council of the University.

Section 2: Application of Regulations

These Regulations shall apply to all staff of the University and its components, excluding casual staff.

Section 3: Interpretation

Any question as to meaning, application or extent of these regulations or any part thereof, shall be referred to the Registrar for interpretation; and there shall be a right of appeal against such interpretation to the Vice Chancellor and if necessary to the Council.

Section 4: Amendments

These Regulations or any part thereof, may be amended or modified by the Governing Council of the University, after every five (5) years, either at its own discretion or in consideration of the collective proposals of members of staff submitted to the Council.

Section 5: Definition of Terms

- (a) **Appointing Authority** means the University Council.
- (b) **Academic Staff** means those categories of staff whose primary duties are teaching/research/community services/academic library services.
- (c) **Bursar** means the Bursar of the University.
- (d) **Chancellor** means the Chancellor of the University.
- (e) **Council** means the Governing Council of the University.
- (f) **Contract Appointment** means a duly made appointment for specific period of not more than two (2) years at a time, with given conditions of service, and which terminates at the date of expiration of the contract, unless otherwise mutually renewed for another specified period by both the University and the Contract Employee.
- (g) **Child** means an offspring, a step child or legally adopted/mandated child aged below eighteen (18) years who is unmarried, not in gainful employment, and who is wholly dependent on the staff.
- (h) **Date of Appointment** means the date on which an employee is appointed into the University or other organization before transfer of service to the University.
- (i) **Date of assumption of Duty** means the date on which an employee assumes duty in the University.
- (j) **Dean** means an Academic staff of the University who is designated as Dean of a recognized Faculty except otherwise stated e.g., Dean Student Affairs.

- (k) **Department** means any academic, professional, or administrative unit of the University recognized by the University Laws.
- (l) **Deputy Vice Chancellor** means the Deputy Vice Chancellor of the University.
- (m) **Emolument** means approved salaries and allowances payable to entitled staff in the employment of the University.
- (n) **Financial Year** means the period of 1st January to 31st December of every year.
- (o) **Head of Department** means a member of staff of the University who is designated as head of a recognized department.
- (p) **Inefficiency** means an act of omission, commission, incompetence, or misbehaviour in itself not serious enough to merit prosecution for misconduct, but the cumulative effect of which shows that an officer is not capable of discharging efficiently, the duties of the office he/she holds and therefore, may on repeated occurrence, constitute misconduct.
- (q) **Increment** means a pre-determined amount added to the annual emolument of an officer in every calendar year.
- (r) **Incremental Date** means 1st January of every year provided such an officer has spent at least six (6) months on a grade level.
- (s) **Junior Staff** means category of staff members from CONTISS II-5 or its equivalent.
- (t) **Leave Year** means the period from 1st October to 30th September of the following year.
- (u) **Management Team** means Vice Chancellor, Deputy Vice Chancellors, Registrar, Bursar, University Librarian.
- (v) **Medical practitioner** means a person qualified to practice medicine under the laws of Nigeria.
- (w) **Misconduct** means specific act of wrong-doing or an improper behaviour which is inimical to the image of the University and which can be investigated and proved. It can lead to termination of appointment, retirement etc. It includes but not limited to:
 - i. scandalous conduct such as: Attempt to change examination grades or infraction of examination regulations; Immoral behaviour; Unruly behaviour; Drunkenness; Foul language; Assault; Battery; etc.
 - ii. Refusal to proceed on transfer/accept posting;
 - iii. Habitual lateness to work;
 - iv. Deliberate delay in treating official document(s);
 - v. Failure to keep records;
 - vi. Pursuing full time study programme without permission of the University;
 - vii. Negligence
 - viii. Sleeping on duty;
 - ix. Improper dressing while on duty;
 - x. Hawking merchandizes within office premises;
 - xi. Refusal to take/carryout lawful instructions from superior officers i.e. (supervising officer);

- xii. Malingering;
 - xiii. Insubordination;
 - xiv. Discourteous behaviour; and
 - xv. Refusal to report loss or damage of university property.
- (x) **Non-teaching Staff** means University staff members whose appointments are other than teaching and research.
- (y) **Pro-Chancellor** means the Pro-Chancellor and Chairman of Council of the University.
- (z) **Promotion** means progression from lower to a higher rank.
- (aa) **Principal Officers** means Vice Chancellor, Deputy Vice Chancellors, Registrar, Bursar, University Librarian.
- (bb) **Registrar** means the Registrar of the University.
- (cc) **Senate** means the Senate of the University.
- (dd) **Senior Staff** refers to all Staff of the University on CONTISS 6-15 or CONUASS 1-7 or equivalent.
- (ee) **Session or Academic year** means a period of 12 months which begins on 1st October and ends on 30th September of the following year.
- (ff) **Serious/Gross Misconduct** Means a specific act of very serious wrong doing and improper behaviour which is inimical to the image of the University and which can be investigated and if proven, may lead to dismissal. It includes but not limited to:
- (i) Falsification of records (change of examination grades, personal particulars, etc.);
 - (ii) Suppression of records, mutilation or unauthorized removal of official documents and withholding of files;
 - (iii) Conviction on criminal charge (other than minor traffic or sanitary offence or the likes);
 - (iv) Absence from duty without leave;
 - (v) False claims against government officials;
 - (vi) Engaging in partisan political activities;
 - (vii) Bankruptcy/serious financial embarrassment;
 - (viii) Unauthorized disclosure of official information;
 - (ix) Bribery/extortion;
 - (x) Corruption;
 - (xi) Embezzlement;
 - (xii) Misappropriation;
 - (xiii) Violation of oath of secrecy;
 - (xiv) Action prejudicial to the security of the University;
 - (xv) Advance fee fraud (Criminal Code 419);
 - (xvi) Holding more than one full time paid job;
 - (xvii) Nepotism or any other form of preferential treatment;
 - (xviii) Divided loyalty;
 - (xix) Sabotage;
 - (xx) Wilful damage to public property;
 - (xxi) Sexual harassment;
 - (xxii) Unauthorized removal of public records;

- (xxiii) Dishonesty;
- (xxiv) Membership of cults (any cult);
- (xxv) Plagiarism; and
- (xxvi) any other act unbecoming of a public officer.

- (gg) **Tenure Appointment** means a permanent and pensionable appointment made to retirement age.
- (hh) **Temporary Appointment** means appointment made normally on monthly basis and whose total duration does not exceed twelve (12) months.
- (ii) **University** means Federal University Gusau.
- (jj) **University Librarian** means the Librarian of the University.
- (kk) **Vice Chancellor** means the Vice Chancellor of the University.
- (ll) **Vacancies and Advertisements** mean vacancies other than those that may be filled by promotion, inter-departmental transfer within the University which shall normally be advertised.

CHAPTER 2 APPOINTMENTS

Section 6: Senior Staff Establishments Committee (SSEC)

- (a) There shall be a Senior Staff Establishments Committee (SSEC) established by Council which shall be responsible for all matters pertaining to appointments and promotions of Senior Staff.
- (b) The Senior Staff Establishments Committee shall comprise:
 - (i) The Vice Chancellor (as Chairman)
 - (ii) The Deputy Vice Chancellors
 - (iii) The Registrar
 - (iv) The Bursar
 - (v) Two members of Council who are not members of Senate
 - (vi) Two members of Senate
 - (vii) The Establishments Officer (Secretary)
- (c) Junior Staff Establishments Committee (JSEC)
There shall be a Junior Staff Establishments Committee (JSEC) constituted by the Vice Chancellor which shall have responsibility for all matters pertaining to appointments and promotions of Junior Staff.
- (d) The Junior Staff Establishments Committee shall comprise:
 - (i) The Registrar (as Chairman)
 - (ii) The Bursar
 - (iii) The University Librarian
 - (iv) The Director of Physical Planning, Works and Maintenance.
 - (v) The Director, Health Services
 - (vi) Director, Information Communication Technology (ICT)
 - (vii) A Vice Chancellor's Nominee
 - (viii) Chief Security Officer
 - (ix) The Establishments Officer (In Attendance)
 - (x) The Junior Staff Officer (Secretary)

All decisions of JSEC shall be subject to the approval of the Vice Chancellor.

- (e) There shall be Library /College/Faculty Appointments and Promotions Committee.
The Committee shall comprise:
 - (i) Librarian/Provost/Dean/ Director - Chairman
 - (ii) Heads of Department - Members
 - (iii) Heads of Unit - Members
 - (iv) Representative of Establishments Officer - Member
 - (v) Faculty Officer - Member/Secretary
- (f) There shall be Departmental Appointments and Promotions Committee (DAPC). The Committee shall comprise:
 - (i) Head of Department - Chairman
 - (ii) Heads of Unit - Members
 - (iii) Two Representatives of Departmental Board - Members
 - (iv) Secretary to Head of Department - Member/Secretary

(g) There shall be Library/Faculty Junior Staff Promotions Committee. The Committee shall comprise:

- (i) The Chairman to be Appointed by the Library/Faculty Board
- (ii) Representatives from departments - Members
- (iii) Representative from JSEC - Member
- (iv) Faculty Officer - Member/Secretary

Section 7: Procedures for Appointments

Section 7.1: Vacancies and advertisements

All vacancies, other than those that may be filled by promotion or inter-departmental transfer within the University, shall normally be advertised.

- (a) Before the end of each year, the Registrar shall request the Heads of Department and the Deans to submit to his office, their staff requirements for the next calendar year.
- (b) Heads of Department shall consult their respective Deans in all matters pertaining to appointments.
- (c) On creation/declaration of a vacancy either through the Estimates or on the termination, dismissal or resignation of a member of staff, the Head of Department concerned shall in consultation with the Dean (where applicable), make it to be advertised by the Registrar internally and externally.
- (d) The Head of Department shall provide with each vacancy:
 - (i) Details of the minimum educational, professional, and other requirements (e.g., experience) for the post;
 - (ii) Any additional requirements that may be peculiar to that post; and
 - (iii) Necessity for the vacancy.

However, common or general requirements and details of conditions of service shall be left to the Registrar to provide.

- (e) Such a vacancy shall then be advertised in two selected national dailies and the University's website.
 - (f) The Registrar shall also make such advertisements to be published in the University's News Bulletin and placed on the University Notice Boards.
 - (g) In the case of (e) above, an allowance of up to six (6) weeks shall be made to enable the university comply with the requirements of the Federal Character Commission.
 - (h) All applications in response to such advertisements shall be made directly to the Registrar.
 - (i) After the closing date or upon receipt of applications, the Registrar shall send same to the appropriate Appointments and Promotions Committee (A&PC).
 - (ii) The appropriate Departmental Appointments and Promotions Committee (DA&PC) shall submit the assessment of candidate form (FORM SSEC/JSEC, as in Appendix I).
- Staff assessment for appointment will be based on:
- (i) A curriculum vitae with special attention to academic qualifications, teaching and/or research experience, administrative and organizational ability, and community service (as the case may be);

- (ii) referees' reports;
 - (iii) interview/interaction, where necessary; and
 - (iv) any other information that may be deemed relevant.
- (i) For the post of Reader, Professor or equivalent, favourable external assessment shall be required, normally by at least 2 out of 3 renowned scholars in the area of specialization of the applicant who have attained the rank of full Professor.
- (j) The Vice Chancellor may at his discretion request the Dean of the Faculty concerned in consultation with the Head of Department concerned to suggest names of up to Six (6) such scholars for possible consideration as assessors, except where the HOD/Dean is a candidate for promotion.
- (k) The Registrar shall communicate to all applicants.

Section 8: Eligibility

- (a) To be eligible for appointment, a candidate shall possess such minimum requisite qualifications and experience as the University may determine.
- (b) The University shall make such inquiries as may be necessary as to the eligibility or otherwise of a candidate.

Section 9: Disqualification for Appointment

No person shall be eligible for appointment to any post in the University who has:

- (i) Been convicted of a criminal offence by a court of competent jurisdiction.
- (ii) Been dismissed or had his appointment terminated on grounds of misconduct or inefficiency from any post in the University or other public employment.
- (iii) Knowingly made a false statement when applying for a post.
- (iv) Obtained employment by concealing a disqualification.

Section 10: Assessment and Interview Panel

- (a) Each Faculty Appointments and Promotions Committee shall be responsible for processing, interviewing/interacting with candidates, and making recommendations to the Senior Staff Establishments Committee for posts on CONTISS 6 – 15/CONUASS 2-7.
- (b) Except as provided for in the University Laws in respect of certain posts, the SSEC shall constitute an Assessment and Interviewing Panel, which shall interview/interact with and assess candidates for appointments to the posts of Graduate Assistants and/or other training positions in both academic and non-teaching.
- (c) The Assessment and Interviewing Panel shall comprise:
- (i) The Vice Chancellor (as Chairman)
 - (ii) The Deputy Vice Chancellors
 - (iii) The Dean of the Faculty concerned
 - (iv) The Head of Department concerned except that if the Head of Department himself/herself is a candidate, he/she shall not serve on the panel
 - (v) Two persons with specialist knowledge of the subject or field in respect of which the candidate is being assessed or interviewed, provided that none of the members shall be

- lower in rank than the post in respect of which the candidate is being assessed or interviewed
- (vi) The Registrar's Representative (preferably from Admin. cadre not below the rank of Assistant Registrar).
- (vii) The Bursar's Representative (preferably from accounting cadre not below the rank of Senior Accountant).
- (viii) The Establishments Officer (Secretary)

- (d) Other appropriate bodies in or outside the University may be invited to participate in the assessment and interview of candidates, but the University has the sole authority for appointment of staff.

Section 11: Categories of Appointments

Appointments into the University may be in any of the following categories:

- (a) Tenure Appointment
- (b) Sabbatical Appointment/Professional Attachment
- (c) Visiting Appointment
- (d) Temporary Appointment
- (e) Contract Appointment
- (f) Part-time Appointment
- (g) Appointment on Secondment

Section 12: Tenure Appointment

Normally, only Nigerians not below the age of eighteen (18) and not above the age of fifty (50) years are eligible for tenure appointments. Any other candidate shall be appointed on contract basis.

A tenure appointment shall be on full-time basis and, if confirmed, shall continue until the member of staff reaches the mandatory retiring age, unless the appointment had earlier been terminated by either the Council or the member of staff concerned.

Section 13: Temporary Appointment

The Vice Chancellor shall have the power to make temporary appointments of suitable candidates for a period not exceeding 12 months. The letter of appointment shall indicate the length of the appointment. Temporary appointees shall have their salaries and allowances on monthly basis and shall not normally be entitled to any monetary loans or advances from the University.

Section 14: Contract Appointment

- (a) The duration of contract appointment shall normally be two years and the appointment shall be on such terms and conditions as the Council may determine.
- (b) The period of contract shall include period of earned leave.
- (c) On the recommendation of the respective Appointments and Promotions Committees, the Vice Chancellor may renew the contract of a member of staff on application, on such terms and conditions as Council may determine.
- (d) In exceptional circumstances, the contract may normally be terminated before its due date by giving a notice of one month or payment of one month salary in lieu.

- (e) Contract staff are not normally eligible for promotion during any contract period.

Section 15: Appointment on Secondment

- (a) A member of staff seconded to or from the University to or from another organization may serve for a period of two years in the first instance, renewable for another final period of two years on mutual agreement between the University and that organization.
- (b) Other conditions relating to secondment of staff shall be as agreed between the University and other organizations.
- (c) Except under special circumstances, academic staff going on secondment shall normally leave at the end of the academic session.
- (d) After the second and final term, a staff will be required to either transfer his services to/from the University or resume his duties in the University or parent organization as the case may be. On resumption of duty after secondment, a staff will be required to serve the University for the same number of years spent away on secondment before being eligible for another secondment or leave of absence.
- (e) A staff whose appointment is confirmed except where bonded can be permitted to go on secondment.

Section 16: Sabbatical Leave/ Professional Attachment

Section 16.1: Categories of university staff entitled to Sabbatical leave/attachment

- (a) Both teaching and non-teaching staff, holding permanent (and confirmed) appointment shall be entitled to sabbatical leave.
- (b) At no time shall the total number of teaching and non-teaching staff going on sabbatical leave exceed 5% of the staff strength in the Faculty/Department/Unit.
- (c) Principal Officers are normally entitled to take sabbatical leave immediately following the successful completion of their term of office.

Section 16.2: Eligibility

All academic staff from Senior Lecturer and above and non-teaching staff from CONTISS 13 and above who shall have served with the Federal University Gusau for at least six years, shall be eligible for sabbatical leave/attachment.

Section 16.3: Duration of Leave

The duration of such leave/attachment shall not normally exceed 12 calendar months.

Section 17: Visiting Appointment

- (a) The Vice Chancellor shall have the sole power to approve visiting appointment of suitable candidate in deserving circumstance for a period not exceeding 12 calendar months, which may be renewed after its expiration. The duration for visiting appointment shall be four contact periods in a month.
- (b) To be eligible for a visiting appointment, the candidate shall have attained the rank of at least a Senior Lecturer in a recognized University.

- (c) Extension of such appointments which shall not exceed one year shall only be on the recommendation of the Head of Department through the Dean to the Vice Chancellor.
- (d) The Vice Chancellor shall have power to terminate visiting appointment at any time on the recommendation of the Head of Department, or by the visiting staff after giving a month's notice.
- (e) All visiting appointees shall submit letters of release from their parent institutions.

Section 18: Part-Time Appointment

- (a) When it becomes necessary for a department to employ the services of any person on a part-time basis, the Head of Department shall, after consultation with the Departmental Appointments and Promotions Committee concerned, interview the candidate and submit its recommendation to the Vice Chancellor for appropriate action. Each case shall be supported by up-to-date curriculum vitae of the candidate.
- (b) The duration of part-time appointments shall be one year and renewable on mutual agreement.
- (c) The rates payable for part-time appointment shall be as determined by the Council from time to time.

Section 19: Outside Appointment

- (a) Unless otherwise stated in the instrument of appointment, all full-time appointments are full-time and no member of staff shall engage in gainful employment or work with or for any person(s) and/or organization(s) other than the University without the express permission of the Vice Chancellor.
- (b) A member of staff who accepts outside appointment without permission shall be guilty of misconduct.
- (c) A charge may be made for the services rendered and/or for the use of university equipment or materials used for work taken for an outside body.

Section 20: Validity of Appointments

Appointments of all categories shall not be valid until the following conditions are met:

- (a) Acceptance of offer in writing.
- (b) Provision of Medical Certificate of fitness.
- (c) Provision of evidence of age.
- (d) Provision of evidence of place of domicile.

Section 21: Evidence of Medical Fitness

All appointments are subject to the presentation of evidence of good health signed by a Medical Officer of the University Health Centre or by a Medical Practitioner from a recognized government hospital.

Section 22: Evidence of Age

Every employee shall present acceptable evidence of his/her true age on first appointment.

Section 23: Evidence of Place of Domicile

On first appointment, a member of staff shall declare in writing a registered place of domicile to the Registrar.

Section 24: Date of Appointment

The commencement date of appointment is the date on which a member of staff assumes duty in the University.

Section 25: Incremental Date

The general incremental date for those in receipt of salaries on an incremental scale shall be January 1, provided that the salary on which increment is to be made is not less than six months before January 1. This applies to regular appointments only.

Section 26: Duties

- (a) Every member of staff is responsible, through his Head of Department, to the Vice Chancellor for efficient discharge of his duties.
- (b) The duties shall be as assigned by the Head of Department.
- (c) The opening and closing hours of work in the University shall be:
 - (i) 8.00 am-4.00 pm, Mondays -Thursdays
 - (ii) 8.00 am-12.30 pm, Fridays.

Section 27: Posting

A member of staff may be posted to wherever his services are considered to be in the interest of and consistent with the objectives of the University.

Section 28: Probation

- (a) All tenure appointments, except to professional posts or equivalent, shall in the first instance, be on probation for two years from the date of appointment.
- (b) The Council may for good reason and on the recommendation of the Vice Chancellor reduce or extend the period of probation by not more than one year.
- (c) If at any time during the period of probation the Vice Chancellor is satisfied that a member of staff is not suitable for service in the university, the appointment shall be terminated with three months' notice or three months' salary in lieu of notice in the case of Senior Staff and one month's notice or one month's salary in lieu of notice in case of Junior Staff.
- (d) If at the end of a period of probation, the appointment of a member of staff fails to receive confirmation, such appointment shall be terminated by the Council with the appropriate notice or salary in lieu of notice as in Section 28(c) above.
- (e) Except in exceptional circumstances, a member of staff on probation shall not be eligible for promotion.
- (f) A staff found to be performing below average during promotion/evaluation exercise may be placed on probation for a period of one year. Similarly, a staff found to have committed an infringement that may not merit either termination of appointment or dismissal may be placed on probation for one year, in both cases. If after the period of probation his performance is not found to have improved, the appointment may be terminated.

Section 29: Confirmation of Appointment

- (a) Fulltime appointment requires confirmation after probationary period.

- (b) Confirmation is approved by the Registrar acting on the recommendation of the Departmental Appointments and Promotions Committee and subject to the approval of the Vice Chancellor.
- (c) If confirmed, fulltime appointment will continue until a compulsory retirement age is reached, unless terminated by either party.

Section 30: Transfer of Service

The University may approve transfer of service of its staff to any public agency or accept a staff on transfer of service from another public agency provided that:

- (a) The applicant seeking for transfer falls within the category of tenure staff in the context of these regulations.
- (b) The applicant for the transfer has had his appointment confirmed by the university or by the public agency from which he/she seeks to disengage.
- (c) For an applicant seeking to transfer into the service of the University:
 - (i) A vacancy shall have been declared in the applicant's discipline, area of specialization and grade.
 - (ii) His academic and professional qualifications, cognate experience, as well as career progression are in consonance with the University Scheme of Service.
 - (iii) The transfer shall not in any way jeopardize the promotion prospects of serving officers.
- (d) The transfer shall be permanent release of staff and is not therefore, subject to any consequential reversal.
- (e) Any application for transfer of service shall be addressed to the Registrar.

Section 31: Change of Cadre

No member of staff shall be eligible for change of cadre until he/she meets the following requirements:

- (a) The qualification that may warrant for change of cadre shall have been duly obtained with the approval of the University.
- (b) The change of cadre shall not warrant any salary adjustment for the staff.
- (c) The staff applying for the change of cadre shall have served the University meritoriously for at least six years effective from the date he/she assumes duty, before qualifying for the change of cadre.
- (d) All change of cadre shall be in line with the Federal University Gusau Scheme of Service and Federal Scheme of Service.
- (e) The University reserves the right to change any staff cadre provided that his/her qualification is not in line with the Scheme of Service.

Section 32: Disengagement from Service

Section 32.1: Procedure for Disengagement

A member of staff may be disengaged from service in accordance with the University Laws and Regulations:

- (i) By Council;
- (ii) By the Vice Chancellor, acting on behalf of the Council in accordance with the regulation for sufficient cause, giving the required notice or salary in lieu to the staff concerned; or

- (iii) By the member of staff concerned, giving six months' notice or salary in lieu in case of a professor or equivalent, three months' notice or salary in lieu in case of senior staff, or one month's notice or salary in lieu in case of junior staff. The University may for good cause waive part or the whole of the notice required.

Section 32.2: Time for Disengagement

Disengagement of members of the academic staff shall normally be at the end of an academic session. For non-teaching staff, it shall be any period of the session.

Section 32.3: Entitlements on Disengagement

- (a) When disengagement takes effect, the entitlements to leave, passage, travelling expenses, and/or other benefits shall be determined in accordance with these Regulations:
- (b) In the circumstance that disengagement takes effect in less than six months or one academic year (in the case of academic staff) after annual vacation or home leave, the member of staff concerned may forfeit his entitlement to leave, passages, traveling expenses, and/or other benefits. He/she may, in addition, be required to refund such expenses as are incurred by the University in bringing him/her and/or his/her family out and/or back from vacation or home leave.
- (c) A member of staff on contract appointment who disengages from his appointment at any time before its due date, may forfeit his/her entitlements to leave, etc. as in the preceding paragraph if, in the opinion of the University, the circumstances do not warrant premature disengagement from such appointment. The University will consider the circumstances, and decide on the basis of the merits, of each case and may stipulate such other conditions for disengagement as it considers in the interest of the University to do so.

CHAPTER 3 EVALUATIONS AND PROMOTION

Section 33: Vacancy

Subject to fulfilling promotion requirements, promotion shall be a right but subject to vacancy and availability of financial provisions.

Section 34: Authority

- (d) The power to promote all staff shall be vested in the Council.
- (e) Promotion shall be made on behalf of the Council by the Senior Staff Establishments Committee (SSEC) in the case of Senior Staff, the Committee having regard to the recommendations of the respective Appointments and Promotions Committee; provided that, for promotion of Teaching/Research and Non- Teaching staff to position on salary scale CONUASS 5 and above and CONTISS 13 and above respectively; the SSEC shall make recommendations to the Council for final decision.
- (f) The promotion of Junior Staff shall be made by the Junior Staff Establishments Committee (JSEC) with the approval of the Vice Chancellor on behalf of the Council.

Section 35: Eligibility

- (a) Only staff on tenure appointment shall be eligible for promotion.
- (b) Promotion shall be based on merit and in the determination of merit, qualification, efficiency, experience among other things, shall be considered.
- (c) Where promotion examination is a requirement, a member of staff shall not be promoted until he/she has first passed such examination. The passing of a promotion examination shall merely establish the eligibility of a member of staff for promotion without necessarily giving him/her the right to be promoted.
- (d) A member of staff shall not normally be considered for promotion except:
 - (i) He/she has, since his appointment or last promotion, acquired additional qualifications which would normally entitle him to be considered for higher appointment; and/or
 - (ii) He/she has served the minimum waiting period below except, otherwise in the case of first promotion in service:

All Junior Staff	-	3 years
CONTISS 6 -15 and its equivalents	-	3 years
CONUASS 1-2 and its equivalents	-	2 years
CONUASS 3-7 and its equivalents	-	3 years
- (e) A member of staff may enjoy only one promotion during any leave.

Section 36: Accelerated promotion

A member of staff who shows exceptional talent (s) may, on the recommendation of the respective Appointments and Promotions Committees, have his waiting period condensed by the Vice Chancellor and receive accelerated promotion.

Section 37: Point of Entry

- (a) A member of staff promoted to a salary scale that does not overlap his/her old salary scale, shall be placed at the first step of his/her new scale.
- (b) A member of staff whose salary in the former post is higher than the minimum point of his/her new salary scale, shall be placed at the next point, higher than his/her former salary or a personal salary whichever is higher.

Section 38: Effective Date

Except in exceptional circumstances, the effective date of promotions shall be the 1st of January.

Section 39: Appeal

A member of staff who feels that he/she has been unfairly denied promotion may submit his/her case in writing to the Vice Chancellor in the case of Senior Staff and the Registrar in the case of Junior Staff. In the event that he/she is not satisfied with the decision of the Vice Chancellor/ Registrar, he/she may appeal to the Council in writing through the Registrar.

Section 40: General Requirements for Appointment and Promotion of Academic/Research Staff /Academic Librarian

- (a) Any member of staff who fails to fill and submit his promotion forms, through the Departmental Appointments and Promotions Committee (DA&PC) and the Faculty Appointments and Promotions Committee (FA&PC), for evaluation and subsequent recommendations to the Senior Staff Establishments Committee (SSEC) before the expiration of the sittings of the SSEC Sub-Committee on Promotion, forfeits his right to consideration for promotion that year. Where a staff submits his/her papers in good time, but the Departmental and/or Faculty APC fails to act before the end of the specified deadline, such Department and/or Faculty shall be held responsible. The candidate will, however, not lose his chance to promotion but the case will be carried forward to the next promotion exercise and, if successful, the effective date will be retroactive.
- (b) Publications and Acceptance Letters are acceptable up to 31st December of the promotion year to enable staff benefit from their research.
- (c) Papers and evaluation of staff on study leave will be accepted up to 31st March of the promotion year. Such cases shall be considered and be disposed of by January of the following year. To qualify for promotion, however, such staff must produce a notification of senate approval of relevant qualification for promotion on/or before the 31st of March deadline.

Section 41: External Assessment

For the post of Reader and Professor, favourable external assessment shall be required, normally by at least 2 out of 3 renowned scholars in the candidate's area of specialty who have reached the rank of full Professor or equivalent.

The Vice Chancellor shall request the Dean of the Faculty in consultation with the Head of Department concerned to suggest names of up to six such scholars for possible consideration as assessors, except where the HOD/Dean is a candidate for promotion. The following procedures may be adopted:

- (a) After the selection by the Vice Chancellor, of three (3) assessors, the University shall, using courier services, obtain in writing the consent of the assessors by E-mail and their willingness to do the exercise within three (3) months of the receipt of the candidate's papers. If the University fails to receive the consent of any assessor within six (6) weeks, such assessor shall be changed and another one contacted.
- (b) If at the expiration of two (2) months no response is received from the assessor, a reminder would be sent. Any two (2) positive assessments shall qualify the candidate for the position being considered. If a willing assessor fails to complete and return the papers of any candidate within the stipulated three (3) months period after courier services, the papers shall be retrieved and sent to another willing assessor. Absolute confidentiality in dealing with External Assessors shall be maintained. Where there is evidence of any undue influence being exerted by any unauthorized party on the assessment(s), such exercise would be cancelled and the candidate forfeits his right to being assessed that promotion year. This action would not in any way be prejudicial to any other disciplinary action deemed necessary under the circumstances.
- (c) On normal grounds duration of external assessment shall not exceed 4 months and reminders to external assessors shall be sent after 2 months.
- (d) All professors shall be re-assessed after every 3 years with regard to Teaching, Supervision, Publications and Mentoring.

Section 42: Rating of Teaching/Research Staff/ Academic Librarians

Section 42.1: Procedures for Evaluation

All Teaching/Research Staff/Academic Librarian, Heads of Department, Deans of Faculty, Academic Directors, Deputy Vice Chancellors and Vice Chancellor (where applicable) shall be evaluated at their DA&PC. The DA&PC shall forward its recommendations to FA&PC, which shall verify the assessment, inspect relevant papers, outputs/publications and make appropriate recommendations to the SSEC. The SSEC Sub-Committee on promotions shall invite the University Librarian/ Dean/Director of the Faculty/Centre to which the staff belongs, to defend recommendations on the staff in the presence of members of the Sub-Committee. The Sub-Committee shall then make appropriate recommendations to the SSEC which shall consider; and:

- (i) approve recommendations in respect of staff below CONUASS 5/ CONTISS 13 or equivalent; and
- (ii) forward appropriate recommendations to the Council in respect of staff on CONUASS 5/ CONTISS 13 or equivalent and above.

Section 43: Waiting Period

The following waiting period shall apply:

S/N	FROM	TO	REQUIREMENT(s)
1	Graduate Assistant/ Graduate Librarian	Assistant Lecturer/ Assistant Research Fellow / Librarian II	2 - Years plus significant progress in Master's programme (successful completion of course work). However, where a staff obtains a Master's degree or equivalent within the first year, he/she may be promoted at the next promotion year.
2	Assistant Lecturer/Assistant Research Fellow/ Librarian II	Lecturer II/ Research Fellow II/ Librarian I	At least 2 - Years plus Master's Degree
3	Lecturer II /Research Fellow II / Librarian II	Lecturer I/Research Fellow I/ Senior Librarian	At least one (1) year after PhD and/or 3 Years for Master's degree holders
4	Lecturer I/Research Fellow I/ Senior Librarian	Senior Lecturer/Senior Research Fellow/ Principal University Librarian	3- Years plus Ph.D. or equivalent
5	Senior Lecturer/ Senior Research Fellow/ Principal University Librarian	Reader/Principal Research Fellow / Deputy University Librarian	3- Years plus Ph.D. Plus PG. Supervision
6	Reader/Principal Research Fellow/ Deputy University Librarian	Professor/ University Librarian	3- Years plus Ph.D. Plus PG. Supervision

Note: Staff promoted during leave, shall in addition to the waiting period, only be eligible for another promotion one year after resumption of duty.

Where a staff has spent five years without Master's Degree, he/she shall have his/her appointment terminated.

Section 44: Qualifications

Master's degree is the benchmark for promotion to Lecturer II in all Faculties as well as to Lecturer I for a six-year degree programme. In all of these cases, meeting the qualification benchmark is without prejudice to satisfying all other necessary requirements for promotion, that is, overall scores including research and publications.

For promotion to Senior Lecturer/Senior Research Fellow, staff shall possess Ph.D. or its equivalent. The score to be given to each type of qualification is as follows:

S/N	QUALIFICATION	POINT
1	1st Class Honours	5
	2nd Class Upper	4
	2nd Class Lower	3
2	Post Bachelor's Diploma relevant to the discipline, BL	2
3	M.Phil., Masters after MBBS/DVM	15
4	M.A., M.Sc. or equivalent	10
5	MBBS, DVM	10
6	Post-Masters Diploma relevant to the discipline	2
7	Ph.D.	20

8	Professional Qualifications (ICAN, ANAN, COREN etc.)	1 point per entry subject to maximum of 3 entries.
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Note: Post-Bachelors and Post-Masters Diploma will not be counted together. The latter supersedes the former.

Section 45: Teaching/Supervision/Professional Practice Load

For teaching/supervision load, a staff is at liberty to indicate courses taught and projects supervised in any of the sessions since he was last promoted. To ensure equity in assessment, a unit of taught course shall be scored 0.5 point while 3-hours of practical is to attract 0.75 point. An undergraduate project shall be scored 0.5 point subject to a maximum of 2.5. For professional practice, each contact week shall attract 0.25 point subject to a maximum of 2 marks.

Section 46 : Quality of Teaching

- (a) For proper scoring of quality of teaching and in order to identify with the level of responsibilities of the staff, the following scores shall be used:

S/N	FROM	TO	POINT (MAXIMUM)
1	Graduate Assistant/ Graduate Librarian	Assistant Lecturer/ Assistant Research Fellow / Librarian II	4
2	Assistant Lecturer/ Librarian II	Lecturer II/ Assistant Research Fellow II/ Librarian I	5
3	Lecturer II/Research Fellow II/ Librarian I	Lecturer I/Research Fellow/ Senior Librarian	6
4	Senior Lecturer/ Senior Research Fellow/ Senior Librarian	Above	7-10

- (b) Assessment of Quality of Teaching is to be based on Student's assessment of Lecturers and to carry 60% and that of HOD 40%. Faculty Teachers Evaluation Committee to use appropriate instruments and administer same. At least 50% shall be scored to be promoted.
- (c) The Dean of Student's Affairs and Director of Academic Planning should liaise with relevant Faculty/Departmental Teachers Evaluation Committees to use designated instruments for students' assessment.
- (d) All Teaching Staff shall be assessed at the end of the semester whether or not they are due for promotion. Records of the assessment should be kept for reference purposes.
- (e) Instruments used for the evaluation of quality of teaching shall be tendered before the SSEC Sub-Committee.

Section 47: Relative Weight of Teaching and Research

The following relative weights shall apply:

S/N	TEACHING		RESEARCH	
	ITEM	POINT		POINT
1	Length	15	Computer Literacy	3
2	Load	15	Supervision of PG Research	5

3	Quality	10	Output	7
4			Publication	15
	Total	40	Total	30

The remaining 30 points are for: Qualifications (20 points); Administrative and Organizational Experience (5 points), Community Service (3 points) and Relationship with Colleagues (2 points). Until the University begins to produce PG students, promotion from the rank of Senior Lecturer and above, shall not require evidence of PG supervision. However, where a Senior Lecturer is moving to the rank of Reader without PG supervision, he/she must have a minimum Research and Publication score of 20 (10) (7), while a Reader moving to the rank of Professor must have a minimum Research and Publication score of 30 (15) (10) points.

In order to address the problem of excess points under Research, such points are transferred to "Output". Supervision of Postgraduate research shall not be included in this transfer of excess points. Points transferred shall, however, retain their weight.

Section 48: Research and Publications

The scoring of Research and Publications shall be as follows:

Section 48.1: Computer Literacy -(Maximum of 3 points)

- Certificate = 1 Point
- Practical (through a written examination) = 2 Points

Section 48.2: Research Output - (Maximum of 7 points)

This refers to papers presented at Academic fora. All papers shall show evidence of Authorship, Forum, Audience, Organizers and Date. All papers listed under 'Output' shall be tendered before and assessed by DA&PC, FA&PC and be acceptable to SSEC. Not more than two papers are acceptable per conference. Each accepted entry under output shall attract points as follows:

S/N	ITEM	POINT
(i)	Single Author	0.5
(ii)	Two Authors	0.5 point each
(iii)	More than two Authors	0.38 point for Senior Author and 0.25 for each of the remaining Authors

Section 48.3: Guidance and Supervision of Postgraduate Research (Maximum 5 points)

S/N	ITEM	POINT
(i)	Ph.D. Thesis/Equivalent	1.5 points to Major Supervisor; 1 point to Co-Supervisor
(ii)	Master's Dissertation	1 point to Major Supervisor; 0.5 point to Co-Supervisor

Note:

All points on PG supervision shall be in the candidate's Department/Faculty and in order to ensure that those aspiring to leadership in their disciplines also give cognizance and importance to postgraduate training and supervision, no member of staff shall be promoted or appointed beyond Senior Lecturer position or equivalent without obtaining the under listed points on postgraduate supervision. However, until the university begins to produce PG students, promotion from the rank of Senior Lecturer and above, shall not require evidence of PG supervision provided that, where a Senior Lecturer moving to the rank of Reader without PG supervision, he/she must have a minimum Research and Publication score of 20 (10) (7) while a Reader moving to the rank of Professor must have a minimum Research and Publication score of 30 (15) (10) points.

Section 48.4: Score for Postgraduate Supervision:**(i) Teaching Staff:**

S/N	FROM	TO	POINT
1	Senior Lecturer	Reader	1.5
2	Reader	Professor	2.5

(ii) Research Staff:

S/N	FROM	TO	POINT
1	Senior Research Fellow	Principal Res. Fellow	1.0
2	Principal Research Fellow	Professor	2.0

Section 48.5: Publication (Maximum points 15)

The following items classified under publications shall be scored as indicated below:

S/N	ITEM	POINT
1	Books for tertiary level	3
2	Books for lower level	2
3	Full length articles/poems	1
4	Publication of translated academic work.	Half the value of the original work
5	Correspondence, Short Plays, Poems, Stories, Modules, Book Reviews, Essays, Abstract, Patents, Technical Report, Slide Presentation, Poster Presentation	0.25 point irrespective of number of authors
6	Editorship of academic books	0.5
7	Other books of not less than 80 pages that are neither for tertiary nor lower levels	1

Note:

Books for Tertiary Level are those targeted specifically at scholarly dissemination of knowledge to Post Secondary Institutions as indicated in the Prefaces, Foreword, Prologues, or Editorial Comments and Reputable Publishers' note.

Books for Lower Levels are those targeted specifically at scholarly dissemination of knowledge to Nursery, Primary and Secondary School pupils as indicated in the Prefaces, Foreword, Prologues, or Editorial Comments and Reputable Publishers' note.

Each acceptable entry under publication written by a Single Author shall be appropriately scored as indicated above. However, where multiple authors are involved, the scoring shall be as follows:

(i) Full Length Articles

	POINT
Single/Two Authors	1.0 point for each Author
More than two Authors	0.75 point for Senior Author and 0.5 for each of the remaining Authors.

(ii) Books

ITEM DESCRIPTION	POINT DESCRIPTION
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Book(s) co-authored by two Authors	Full points for each Author
Book(s) co-authored by more than two Authors	0.75 points for Senior Authors and 0.5 for each of the remaining Authors

(iii) Editorship of Academic Work

ITEM DESCRIPTION	POINT DESCRIPTION
Two Editors	0.5 point for each Editor.
More than two Editors	0.38 for Senior Editor and 0.25 points for each of the remaining Editors.

(iv) Translated Academic Work

ITEM DESCRIPTION	POINT DESCRIPTION
Two Authors	50% of the value of the original work to each Author
More than two Authors	75% of half the value of the original work to the Senior Author and 50% of half of the value of the original work for the remaining Authors.

Section 49: Minimum Research and Publication Requirements

The following are the minimum Research and Publication requirements.

Section 49.1: Teaching Staff

RANK	R&P
Graduate Assistant/Graduate Librarian	0 point
Assistant Lecturer/Assistant Librarian	0 point
Lecturer II/ Librarian II	2(1)
Lecturer I/ Librarian I	4(2) (1)
Senior Lecturer/ Senior Librarian	8(4) (3)
Reader/ Deputy University Librarian	16(8) (6)
Professor/ University Librarian	24(12) (8)

Section 49.2: Research Staff

RANK	R&P
Graduate Assistant	0 point
Asst. Research Fellow	0 point
Research Fellow II	4 (2)
Research Fellow 1	6(3) (2)
Snr. Research Fellow	10(6) (4)
Prin. Research Fellow	20(10) (7)
Professor	30(15) (10)

Note:

The first figure outside the bracket refers to the total scores under Research and Publication, the first bracket refers to minimum total scores under Publication only and the second bracket indicates minimum total scores for actual publication that is, excluding scores from acceptance.

Section 50: Other Publication Requirements

- (a) Minimum for First/Principal/Senior Authorship requirement as follows: Graduate Assistant 0%, Assistant Lecturer 0%, Lecturer-II 0%, Lecturer I - 20%, Senior Lecturer - 30%, Reader - 40% and Professor - 50%.
- (b) Quality of Journals and Books: Minimum Index Journal requirement in or outside Nigeria: Google Scholar, Pubmed Central, Elsevier's Embase, SCORPUS, EBSCO, Web of Science, African Journal Online (AJOL), Springer, Thompson ISI's Journal Citation Report, Thompson Reuter's Biological Abstract, etc. All academic staff are required to register with Google Scholar.
 - (i) Graduate Assistant – Lecturer I - 0%,
 - (ii) Senior Lecturer 20%,
 - (iii) Reader 30% and Professor 40% of published work.

Self-publication will not be allowed (self-publication is any publication that has not gone through rigorous blind peer review processes).

- (c) Not more than 20% of published articles shall be in one type journal.
- (d) Not more than 40% of journal publications shall be in journals published within the Northwest geopolitical zone.
- (e) A maximum of two articles in a journal issue will be accepted.
- (f) Publications in Journals from the Colleges of Education, Polytechnics and Non-Research Institutions may be accepted for recruitment purposes only and may attract half score of university-based journals.
- (g) Duration for the validity of acceptance letter shall be one year renewable by six months only.
- (h) All Books and Journals shall have valid ISBN/ISSN number and the validity shall be verified at all stages of promotions and appointments.
- (i) At least 20% of publications presented for promotion to Readership and Professorship positions shall be in reputable international journals.
- (j) Articles that appear in NUC's list of Predatory Journals shall not be accepted for either appointment or promotion.
- (k) Not more than 2 papers shall be accepted in one conference proceedings.

Periods of industrial action and related experience shall be counted for promotion purpose.

For a book of readings, the maximum score per author is 2 points irrespective of the number of chapters written by the author.

Not less than 75% of the maximum score under Research and Publications shall be in the staff's area of specialization.

For staff categories up to Senior Lecturer, actual publications or reprints thereof tendered before and assessed by DA&PC and Faculty A&PC shall be up to 65% of minimum score for publication. In addition, the remaining 35% shall be tendered in the form of letters of acceptance plus the full-length

article(s). References i.e., **ISSN/ISBN** and reputation of journals and publishers are to be used as main reference points.

Section 51: Administrative and Organizational Experience

S/N	ITEM DESCRIPTION	POINT
i	Deputy Vice-Chancellor	3
ii	CEOs of Tertiary Institutions/Research Institutes	2
iii	Dean, Director	2
iv	Head of Department	1.5
v	Council Member, Deputy Dean, Faculty Examination Officer, Head of Unit, Chairmanship of University Committee	1
vi	Chairmanship of Faculty Committees, Chairmanship of University Ad-hoc Committees, Departmental Examination Officer	0.75
vii	Course and Departmental Activity Coordinator; Membership of University and Faculty/Committee, including Ad-hoc ones, to which appointment is by merit	0.5

Note: The maximum score is **5 points** and all entries shall be dated and supported with appointment letters.

Section 52: Community Service

0.25 point per accepted entry up to a maximum of 3 points. Community service refers to all forms of knowledge application and provision of service by which an academic member of staff impacts on the University community and/or the larger society. Such activities include delivery of public lectures, Radio Talk, Television appearance, leadership of academic or professional societies, being in the editorial boards of recognized journals. Academic members of staff who undertake them should be duly rewarded during appointment and promotion exercises. Community services can also be in respect of communities in Nigeria and only Executive Membership of Association, Patron or Founder would be scored. Membership of Professional Associations would also be scored. All entries shall be dated and supported with appropriate documents.

Section 53: Relationship with Colleagues

To be objectively measured based on peer review etc. Maximum of 2-points

Section 54: Overall Minimum Scores for Promotion

Overall minimum scores for appointment and promotions in respect of positions from Graduate Assistant to Professor are as follows:

S/N	POSITION	REQUIREMENT (%)
(i)	Graduate Assistant/ Graduate Librarian	Graduate Assistant (Appointment only) - Acceptable performance at interview.
(ii)	Assistant Lecturer/ Assistant Research Fellow/ Librarian II	15
(iii)	Lecturer II/Research Fellow .II. / Librarian I	25
(iv)	Lecturer I/Research Fellow I./ Senior Librarian	40
(v)	Senior Lecturer/ Senior Research Fellow/ Principal University Librarian	60

(vi)	Reader/Principal Research Fellow/ Deputy University Librarian	70
(vii)	Professor/ University Librarian	75

Section 55: Guidelines for Evaluation and Promotion of Senior Non-teaching Staff

The guidelines for promotion of Senior Non- teaching Staff shall be as follows: -

Section 55.1: Assessment Description

- (a) The assessment of Senior Non- teaching Staff is based on qualifications, working experience, quality of work, written test and oral interview (where necessary). The system ensures that staff are assessed objectively especially by their performance in written test or interview (where necessary). At the same time, emphasis is given to working experience and quality of work. The scores are to be given under the following headings:
- | | |
|--------------------------|-----|
| (i) Qualification | 20% |
| (ii) Short Courses | 5% |
| (iii) Working Experience | 15% |
| (iv) Quality of Work | 55% |
| (v) Community Services | 5% |
- (b) Any member of staff without a National Diploma, NCE (or equivalent) or higher qualification shall not be promoted beyond CONTISS 9.
- (c) Also, any member of staff with a PASS grade on professional Diploma, ND and NCE shall not be promoted beyond CONTISS 6 until he/she acquires additional qualification.
- (d) Any member of staff with a PASS grade in HND shall terminate on CONTISS 12 except where he/she acquires additional qualification in which case he/she may be considered for CONTISS 13 or equivalent.
- (e) A member of staff with PASS degree shall without prejudice be converted to Executive Cadre and terminate on CONTISS 13 or equivalent.

Section 55.2: Waiting Period

The waiting period for promotion of Senior Non- teaching Staff shall be 3 years (for CONTISS 6 to 14) and 5 years (for CONTISS 15), subject to availability of vacancy.

Section 55.2: Minimum Score for Promotion

Minimum score for promotion of Senior Non- teaching Staff are as follows: -

GRADE LEVEL	MARKS (%)
CONTISS 6 and its equivalents	37
CONTISS 7 and its equivalents	40
CONTISS 8 and its equivalents	45
CONTISS 9 and its equivalents	50
CONTISS 11 and its equivalents	55
CONTISS 12 and its equivalents	60
CONTISS 13 and its equivalents	65
CONTISS 14 and its equivalents	70
CONTISS 15 and its equivalents	75

Section 55.2: Guidelines for scoring

Section 55.2.1: Qualification

Qualification is formal education certified by an approved institution, the duration of which is not less than one academic session and at the end of which an approved and recognized certificate is obtained. It is assigned a maximum of 20 points, and shall be scored as follows:

S/N	QUALIFICATION	POINT
1	Ph.D., FIST, Masters after MBBS and DVM	20
2	Master's Degree, ACA, ACCA, ICAN, ANAN, ACMA, PGD, MIST, MBBS, DVM	17
3	Bachelor's Degree, HND, AIST, ADPA, FTC, 120/50 w.p.m. or equivalent	15
4	National Diploma Certificate, NRN,	10
5	Any Diploma of less than two years, Certificates of AEO, AWS, Stores Officers, ASO, Trade Test Grade I	5
6	Stage I of ACA, ACMA, ACCA, ICAN, etc. to attract an additional point over and above whatever points scored for highest qualification.	

Section 55.2.2: Short Courses

Relevant Courses that are less than one academic session and which are designed to provide specialized training are scored as follows: -

- 1 point - For a course of more than 6 weeks
- ½ point - For a course of not less than 1 week and not more than 6 weeks.

Section 55.2.3: Working Experience

One point is given for each completed year of relevant services as a Senior Staff in a University or other institutions of higher learning; and half a point as a Junior Staff in a University or other institutions of higher learning or as a Senior Staff in other educational/public establishments.

Section 55.2.4: Quality of Work/Assessment of Service

The assessment of the quality of work shall be done under the headings shown below. Each heading is scored out of 5 points except 'expression on paper' which shall be scored out of 7 points and 'Computer Literacy'.

(i) Foresight:

- **Highest Score**—For staff who can anticipate problems or situations.
- **Lowest Score**— staff who gives little or no consideration to future needs.

(ii) Judgment:

- **Highest Score**— For a staff whose decisions or proposals are consistently sound.
- **Lowest Score**— for a staff who has poor perception of relevant merits or feasibility in most situations.

(iii) Expression on Paper:

- **Highest Score**— *Always cogent, clearly express an idea in writing.*
- **Lowest score** — for a staff whose expression on paper is ambiguous, clumsy and obscure.

(iv) Relationship with Colleague:

- **Highest Score**– for a staff who is sensitive to other people's feelings; tactful and understanding of personal problems, earns respect of others.
- **Lowest Score**– for staff who ignores or belittles other people's feelings; intolerant does not earn respect of others.

(v) Acceptance of Responsibility:

- **Highest Score**– for a staff who seek and accepts responsibility at all times.
- **Lowest Score**– for a staff who avoids responsibility and passes it on to others when possible.

(vi) Reliability under Pressure:

- **Highest Score**– for a staff who performs competently under pressure.
- **Lowest Score**– for a staff who is easily thrown off balance in the face of pressure, undependable and unreliable even under normal circumstances.

(vii) Management of staff:

- **Highest Score**– for a staff who organizes and inspires staff to give out their best.
- **Lowest Score** - for a staff who is inefficient in the use of staff; engenders low morale.

(viii) Output:

- **Highest Score**– for a staff who gets work/assignment completed accurately on schedule and in line with established procedures and policy.
- **Lowest Score**– for a staff who works always behind schedule and a source of constant complaint by others.

(ix) Punctuality:

- **Highest Score**– for a staff who is regularly punctual at work.
- **Lowest Score**– for a staff who is always late to work.

(x) Computer Literacy:

Written examination shall be conducted and;

- **Highest Score**- for a staff who is competent in ICT relevant to his job specification.
- **Lowest Score**- for a staff with poor proficiency in ICT relevant to his job specification.

Section 55.2.5 Other Public Activities

Scores will be given for services rendered on university special committees, and public services rendered outside the university. Half a point will be given for service on each committee and other public services since last promotion.

Section 56: Promotion Examination

The following guidelines shall apply for the conduct of promotion examination:

- (a) Central Committee on Promotions Examination (CCPE) shall conduct examination and oral interviews for affected staff in the Registry, Bursary, Physical Planning Works & Maintenance and Health Services Department, etc. and the Committee shall consist the following:

Deputy Vice Chancellor Administration

-

Chairman

Director ICT	-	Member
Director Physical Planning Works & Maintenance	-	Member
Director Health Services	-	Member
Rep. of Registrar (from Administrative Cadre)	-	Member
Rep. of Bursar (from Accounting Cadre)	-	Member
Establishment Officer	-	Member/Secretary

(b) The following minimum scores shall be obtained by the affected staff in the written examination:

CONTISS 09 and its equivalent	-	45%
CONTISS 11 and its equivalent	-	50%
CONTISS 12 and its equivalent	-	55%
CONTISS 13 and its equivalent	-	60%
CONTISS 14 and its equivalent	-	65%

(c) The Written and Oral examination for staff on CONTISS 9 and above shall be broken down into the following:

S/N	ASSESSMENT	REGISTRY STAFF	TECHNOLOGIST/SERVICE STAFF
1	Knowledge of subject matter	20	25
2	Oral English	15%	10%
3	General knowledge	10%	10%
4	Personality	5%	5%
5	Written examination	50%	50%
	Total	100%	100%

- (i) Written examination shall be for a period of one to two hours maximum.
- (ii) The affected staff shall have obtained minimum score in the written examination to qualify for appointment, promotion and oral interview (where necessary).
- (iii) Oral interview shall be conducted for all prospective appointees.

Section 57: Other Requirements for Promotion

Scores will be given for services rendered on special committees, the appointment of which would normally be based on personal merit. Half a point will be given for service on each committee appointed by the government, National University Commission or the University since last promotion. An executive position for Religious, Ethnic and Town group within Nigeria shall attract quarter point.

Section 57.1: Promotion Guidelines for Junior Staff

General

- (a) All Junior Staff that are qualified for promotion shall complete Junior Staff Establishment Committee form (A) (including those members of staff on approved study leave) and submit required copies for the consideration of the respective Faculty/Department Junior Staff Promotion Committee.
- (b) The Committee shall use the completed form 1(A) (i.e., evaluation form) for their recommendations and subsequently compile the JSEC Form 1 (B) (i.e., Rating Scale) for promotion in respect of both recommended and not recommended candidates.
- (c) No staff shall be promoted without filling and submitting JSEC form A1 and B1 to the appropriate committees.

(d) Guidelines:

- (i) Staff with a score below three on punctuality shall not be recommended for promotion and also be advised to improve on punctuality.
- (ii) Only staff that have satisfied minimum waiting period and obtained the necessary qualifications for promotion to the next grade are to be recommended.

Section 57.2: Qualification Requirements for Promotion

CONFIDENTIAL SECRETARY	REQUIREMENT
Confidential Secretary III	50/100 word per minute
Confidential Secretary IV	35/80 word per minute

Laboratory Attendant/ Assistant

Laboratory Attendant to Laboratory Assistant	WASC or Grade II/ SSCE passed with a minimum of 2 credits/4 passes in science and /Science related subjects. However, professional laboratory certificate or 5 years waiting period is required for promotion to Laboratory Supervisor.
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(a) Clerical Officer Administration/Accounts, Library Assistant etc. shall possess Senior Secondary Certificate Examination or its equivalent.

(b) Drivers and Artisans. Various Trade Tests remain condition for promotion.

(c) Security Personnel

Patrol man	Senior Secondary School Examinations or its equivalent.
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Section 57.3 Qualification:

S/N	QUALIFICATION	POINTS
1	SSCE or its equivalent	5
2	Post SSCE Certificate (from a recognized institution)	8
3	Diploma (form a recognized institution)	10

Section 57.4 Short Course

- (i) 1 point for a course of more than 6 weeks
- (ii) 0.5 point for a course less than 6 weeks

Section 57.5 Working Experience

Working experience up to 15 years - maximum of 15 points

Section 57.6 Quality of Work

S/N	ITEM DESCRIPTION	SCALE	RATING
(i)	Foresight	6	
(ii)	Initiative	6	
(iii)	Judgement	6	
(iv)	Expression on paper	7	
(v)	Out put	6	
(vi)	Relationship with colleagues	6	
(vii)	Relationship with public	6	
(viii)	Acceptance of Responsibility	6	
(ix)	Reliability Under Pressure	6	
(x)	Management of Staff (where applicable)	6	
(xi)	Punctuality	7	
(xii)	Computer Literacy		
	Total	68	

Section 57.7 Minimum Scores for Promotion

CONTISS	PERCENTAGE
CONTISS 2	40%
CONTISS 3	45%
CONTISS 4	50%
CONTISS 5	55%

S/N	ITEMS DESCRIPTION	PERCENTAGE
(i)	Quality of work	68
(ii)	Qualification	15
(iii)	Short Course	2
(iv)	Working Experience	15
	Total	100%

CHAPTER 4 LEAVE

Section 58: Annual Leave on full pay

- (a) The leave year runs from 1st October through 30th September and at the discretion of the University. Leave may however be taken before it is fully earned.
- (b) Members of Teaching/Research/Academic Librarian shall normally take their vacation leave at the end of the academic session.
- (c) Members of administrative, technical and other staff shall take their annual leave as may be approved by the Registrar on the recommendation of the Heads of Department and the Deans of Faculty.

Section 59: Leave Entitlements

Annual vacation leave on full pay shall be taken as follows:

Salary Scales

Leave per Annum

CONUASS 1-7 and CONTISS 6 and above-	30 Working days
CONTISS 4-5 and its equivalent	- 21 Working days
CONTISS 1-3 and its equivalent	- 14 Working days

Staff could be allowed up to a maximum of 30 working days for research activities and for collection of teaching materials outside the university.

Section 60: Pro-rata Leave

Pro-rata leave shall be calculated as follows:

PRO-RATA LEAVE DAYS			
LEAVE EARNING PERIOD	30 WORKING DAYS PER ANNUM	21 WORKING DAYS PER ANNUM	14 WORKING DAYS PER ANNUM
12 months	30 working days	21 working days	14 working days
11 months	28 working days	19 working days	13 working days
10 months	25 working days	18 working days	12 working days
9 months	23 working days	16 working days	11 working days
8 months	20 working days	14 working days	9 working days
7 months	18 working days	13 working days	7 working days
6 months	15 working days	11 working days	7 working days
5 months	13 working days	9 working days	6 working days
4 months	10 working days	7 working days	5 working days
3 months	8 working days	6 working days	4 working days
2 months	5 working days	4 working days	3 working days
1 month	3 working days	2 working days	1 working day

Any period of service less than 30 days is not entitled to leave.

Section 61: Leave in the First and Last Year of Service

- (a) Leave in the first year shall be subject to a minimum of six months of continuous service and shall be calculated on pro-rata for the first six months continuous service. Thereafter full leave may be granted for that year.
- (b) Leave in the last year of service shall be calculated on pro-rata.

Section 62: Deferment of Leave

Leave shall not normally be carried from one year to another, but in exceptional circumstances, the Registrar may approve accumulation of leave on the recommendation of the Head of Department and/or Dean, provided that such accumulation shall not be for more than three years, which may be taken later.

Section 63: Leave not Taken

Any annual leave or part thereof not taken/deferred during the leave year shall lapse.

Section 64: Casual Leave

- (a) A member of staff may for good reason be granted casual leave of not more than 7 days in a year by the Head of Department who shall notify the Registrar in writing. Such leave is a privilege and not a right and shall not accumulate.
- (b) The casual leave shall only be granted after an officer has exhausted his annual leave. Casual leave is deducted in advance of earned leave.

Section 65: Leave of absence

- (a) Application for leave of absence without pay shall be made to the Vice Chancellor in the case of Senior Staff or the Registrar in the case of Junior Staff which application shall be through the Head of Department.
- (b) Leave of Absence may be granted at the discretion of the University, which shall be based on the following considerations;
 - (i) A recommendation from the Head of Department that the staff can be released;
 - (ii) Leave of absence may be granted where a staff has been called to serve either at the Federal, State or Local Government level in which case there must be a letter of invitation signed by the Secretary to the Government. Such appointments shall, however, normally be restricted to non-career positions;
 - (iii) Where the staff, who must have been confirmed (except staff already bonded to serve the University), is going on attachment to a professional body to acquire practical experience;
 - (iv) Where the staff, who must have been confirmed, (except staff already bonded to serve the University), is going on higher studies but he/she is not eligible for the University Study Fellowship;
 - (v) Where the staff (being married), wishes to join the spouse for any of the purposes (i-iv) above or any other reasons in which case the period for which leave may be granted shall

not exceed one year: provided however that where both spouses are staff of the University then the provision under (vi) below shall apply;

- (vi) Duration of leave of absence could be from two to four years initially, renewable for up to four more years and no more. However, where the request for release of an officer is for a specified duration, the University may approve the leave for that duration; provided that the total period of absence from the University, including extensions shall not exceed eight (8) years.
- (vii) A member of staff who is granted leave of absence shall normally earn notional increment on his/her salary if the increment date falls within the leave period & promotion.
- (c) Period served on leave of absence shall not normally count for promotion except where the duties performed during the leave are relevant to the staff duties in the University and the promotion shall be notional.
- (d) Except under special circumstance staff going on leave of absence shall normally leave at the end of the session.
- (e) After the second (and final) term, a staff will be required to either transfer his/her services to/from the University or resume his/her duties in the University. On resumption of duty after leave of absence, a staff shall be required to serve the University for the same number of years spent away on Leave of Absence before being eligible for another Leave of Absence.
- (f) Where a staff on Leave of Absence is unable to complete the period of absence, he/she shall be required to serve the University for the number of years spent away/out before being eligible for another Leave of Absence.
- (g) Training and programmes of study attended by a member of staff during the duly granted Leave of Absence with prior permission of the University may not be subjected to any consequential bonding. However, the University shall reserve the discretion to recognize or reject same.

Section 66: Leave on Compassionate Ground

The Vice Chancellor may grant special leave from duty on full pay on compassionate ground for a period ranging from one to two weeks for burial of spouse/child/parents/parents of spouse.

Section 67: Study Leave/Training

Study leave may be granted to Nigerian members of staff as follows:

Section 67.1: Academic/Research/Academic Librarian

Section 67.1.1: Master's Degree Programme

- (a) A Graduate Assistant or Assistant Lecturer shall be required to register for a Master's degree in a University within Nigeria after serving the University for a minimum of six months. However, if the programme is tenable outside the country, he/she may be required to embark on the programme one year after assumption of duty.
- (b) A member of staff who wishes to undertake Master's degree outside Nigeria shall first obtain scholarship from outside the University before he/she would be awarded the University Study Fellowship and the permission to go.

- (c) Any Teaching/Research/Librarian staff with first degree only, who remained in the service of the University for up to five years and has not obtained a Master's degree shall have their appointment terminated.

Duration Period for Award of study fellowship/sponsorship for Master's Programme:

- (a) Initial period of award is two years or as indicated in the staff's admission letter.
- (b) First extension of six months on full pay;
- (c) Second extension of six months on full pay;
- (d) Third extension of six months with half pay;
- (e) Fourth extension of six months without pay, after which if the staff fails to obtain the master's degree, he/she shall be relieved of his/her appointment.
- (d) All extension shall be based on satisfactory progress report.

Section 67.1.2: M.Phil. Degree Programme

- (a) Any member of staff recruited with a Master's degree and has taught for at least two years could be allowed to proceed for M.Phil. degree programme.
- (b) Any member of staff sponsored by the University for a Master's degree and has taught for two years or served his/her bond could be allowed to proceed for M.Phil. degree programme.
- (c) Duration for Award of fellowship for M.Phil. Degree Programme shall be as follows:
 - (i) Initial period of award is two years or as indicated in the staff's admission letter;
 - (ii) First extension of six months on full pay;
 - (iii) Second extension of six months on full pay;
 - (iv) Third extension of six months without pay, after which he/she shall resume duty and pay back the money spent on him;
- (d) Duration after upgrade to Ph.D. shall be as indicated in the staff's letter of upgrade.

Section 67.1.3: Ph.D. Programme (Academic/Research Staff/Academic Librarian Only)

- (a) Any staff member recruited with a Master's degree and has taught for at least two years could be allowed to go for a Ph.D. programme.
- (b) Any staff member sponsored by the University for his/her Master's degree programme and has taught for two years or served his/her bond could be allowed to go for a Ph.D. programme.
- (c) Any Academic staff with a Master's degree, who has remained in the services of the University for up to ten years and has not obtained a Ph.D. degree shall have to relinquish his/her post and leave the service.
- (d) Duration for Award of Ph.D. Programme for sponsorship/fellowship full time Ph.D.:
 - (i) Initial period of three years for a full-time or as indicated in the staff's letter of admission.
 - (ii) First extension of one year on full pay.
 - (iii) Second extension of one year on full pay.
 - (iv) Third extension of one year on half pay after which, if he/she fails to obtain the degree, he/she shall resume duty at his Department.
 - (v) All extension shall be based on satisfactory progress report.
- (e) Duration of Study Leave Sponsorship/Fellowship for part-time Ph. D. programme shall be as follows:
 - (i) Initial period of five years for a part-time or as indicated in the staff's letter of admission.

- (ii) First extension of one year on full pay.
- (iii) Second extension of one year on full pay.
- (iv) Third extension of one year on half pay after which, if he/she fails to obtain the degree, he/she shall resume duty at his Department.

Section 67.1.4: Terms of Study Fellowship

Subject to the discretion of the University, the Study Fellowship for all programmes covers the following:

- (a) Basic salary and allowances.
- (b) Tuition and Registration Fees for all the years of study.
- (c) Research Allowances as may be approved by the University from time to time.
- (d) Transport to and from the institution of the study at the existing University rate payable once.
- (e) Staff on Ph.D. Fellowship could be sponsored for a maximum of four trips to visit their supervisors for the period of their study (where necessary). In such case they are to be paid transport and traveling allowances for a maximum of three nights at existing University rate.
- (f) Note that items ii-v above shall apply to any member of staff that do not secure sponsorship/study grants from non-personal sources.

Section 67.2: Non-Academic Staff

The minimum waiting period for non-academic staff of the University to proceed on graduate training of any type and on any condition is two years from the date of assumption of duty or after serving the bond for the last course attended.

Section 67.2.1: Conditions for the Award Study Fellowship for Postgraduate Diploma, Master's, and PhD Degree Study Sponsorship/Fellowship:

- (a) A non-teaching staff employed with a First degree could be allowed to proceed for Postgraduate Diploma/Master's Degree programme after serving for two years.
- (b) A non-teaching staff sponsored for First degree could be allowed to go for Postgraduate Diploma/Master's degree after serving his bond.
- (c) A non-teaching staff that has worked for three years after obtaining Master's degree or served the bond whichever is longer, could be allowed to proceed for Ph.D. programme.
- (d) A non-teaching staff who secures an award in the University Sponsorship scheme shall be covered by the terms applicable to the Teaching/Research Staff/Academic Librarian.

Section 67.2.2: Diploma and Certificate Courses

1. Professional Courses of One-Year Duration in Nigeria

A confirmed member of staff can go for these courses; the University shall be responsible for the payment of basic salary and allowances of the staff in addition to the following:

- (a) Registration Fee;
- (b) Tuition Fee;
- (c) Examination Fee;
- (d) Study Leave allowances as approved by the University.

In respect of (a), (b) and (c) above, the possession of outside sponsorship before or during the course invalidates the payment of fees as specified above to the institution.

Section 67.2.3: Diploma Courses of Two-Year Duration in Nigeria

A member of staff wishing to proceed for a two-year diploma course irrespective of his/her salary scale shall have been a confirmed member of staff.

The University shall be responsible for the payment of basic salary and allowances of the staff in addition to the following:

- (a) Registration Fee;
- (b) Tuition Fee;
- (c) Examination Fee;
- (d) Study Leave allowances as approved by the University.

In respect of (a), (b) and (c) above, the possession of outside sponsorship before or during the course invalidates the payment of fees as specified above to the institution.

Section 67.2.4: Overseas Diploma Courses and Professional Courses

- (a) Outside scholarship for any course tenable abroad shall include passages, for it to be acceptable to the University.
- (b) No member of staff shall be allowed to go on Diploma course overseas provided that the course is tenable in Nigeria.

Section 67.2.5: Short-Term Courses not Exceeding Three Months in Nigeria

The terms applicable for short-term courses not exceeding three months in Nigeria shall be as Diploma and Certificate Courses.

Section 67.2.6: Short-Term Courses not Exceeding Three Months outside Nigeria

The University shall not bear the cost of any course not exceeding three months outside Nigeria. However, a member of staff could be allowed to go with his/her salary upon submission of acceptable evidence of outside sponsorship.

Section 67.2.7: First Degree Courses

Conditions for the Award

Before a non-teaching staff could be sponsored for a first-degree course by the University, the following conditions shall apply:

- (a) Staff who wishes to pursue first degree shall have served the University meritoriously for at least four (4) years.
- (b) His/her appointment shall have been confirmed.
- (c) The programme in view shall be relevant to the duties of the staff concerned.
- (d) A member of staff who had been sponsored for a course and failed could be given another opportunity after serving the bond, but shall proceed on self -sponsorship.
- (e) The staff shall return to his department after the programme.

- (f) Not more than 25% of staff members in the department shall be released for degree programme in the same department for a period of at least three years without prejudice to the manpower need of the department on the basis of seniority.
- (g) Any staff granted study leave/fellowship shall be made to sign a bond to serve the University for a period spent on study leave/fellowship and shall not be eligible for another training programme until the existing bond has been served.

1. Duration of Award

- (a) Initial period of award of five years or as contained in the staff's letter of admission.
- (b) First extension of one year on full pay;
- (c) Second extension of one year at half pay and
- (d) Any staff who fails obtain the degree after the second extension shall resume duty at his/her Department.

2. Terms of Award

- (a) Registration Fee;
- (b) Tuition Fee;
- (c) Examination Fee;
- (d) Study leaves allowances as approved by the University.

Section 67.2.8: Regulations for Practical Training/Attachment for Staff who have Completed Relevant Professional Courses Sponsored by the University

- (a) The courses involving practical training/attachment are as follows:
 - (i) Professional qualifications in all fields;
 - (ii) Internship in relevant disciplines;
 - (iii) Industrial training in relevant Diploma or other approved programmes.
- (b) Staff sponsored for any of the above courses shall be allowed to proceed immediately for compulsory attachment/practical training/NYSC on the successful completion of their programme.
- (c) Such staff shall be entitled to full salary / for the period of compulsory attachment, except where the institution of attachment pays them.
- (d) The period of attachment shall count in the duration of the bond.
- (e) The actual period of training as well as the duration of attachment must be reflected in the application form submitted to the Committee of Deans and Directors.

Section 67.2.9: Resumption of duty before Completion of Programme

- (a) A member of staff is to resume duty only after the completion of his/her programme.
- (b) However, where a member of staff has produced convincing evidence that he/she has submitted his/her draft dissertation / thesis and is awaiting viva voce, he/she may wish to apply to suspend his/her study leave / fellowship.
- (c) A member of staff who has exhausted the duration of study leave/fellowship but has not completed the programme shall resume duty to serve the bond.

Section 67.2.10: Guidelines for Voluntary Withdrawal from Study Leave

- (a) A study fellow may be allowed to withdraw from his programme of study based on genuine problems related to institution of study or supervision which must be confirmed by the Postgraduate School or the Academic Office of his/her institution of study.
- (b) Study fellow may be allowed to withdraw from his/her programmes on grounds of ill-health.
- (c) Where a study fellow has collected all or part of the allowances and has judiciously utilized it in (b) above, the University may on compassionate grounds waive the liability on the staff to refund.
- (d) Where a study fellow has collected all or part of allowances in (a) above, such fellow should be required to refund such money or serve the equivalent period of the bond.

Section 67.2.11: Payment of Travelling Expenses to Supervisors of Ph.D. Federal University Gusau Study Leave/ Fellowship

In very special cases, the University shall bear travelling expenses of supervisors from other Universities supervising staff of the Federal University Gusau study fellows undertaking Ph.D. programme based on the following conditions:

- (a) Maximum of two trips per year;
- (b) Maximum of three nights per visit at the current University rate for accommodation;
- (c) Transport to and from Gusau at the existing University rates;
- (d) Approval for any facility shall be subject to the following conditions:
 - (i) Applicant shall be on Federal University Gusau Study leave/fellowship;
 - (ii) Application shall be supported by convincing evidence from the postgraduate school of study justifying the need for the supervisor to come;
 - (iii) The facility is for the benefit of those on Ph.D. programme whose research is being conducted in Zamfara, Sokoto and Kebbi States; and
 - (iv) Processing and payment for this facility is to be handled by the University.

Section 67.2.12: Guidelines for Weekend/Part-Time Programmes

1. Eligibility

- (a) A staff would be allowed to go on a weekend/ part-time programme if he/she has their appointment confirmed.
- (b) A staff would only be eligible for permission to undertake such study programmes once every three (3) years.
- (c) The course of study shall be tenable in a recognized institution and shall not affect the primary duties of the staff.
- (d) A staff is eligible for permission to pursue only one programme at a time.
- (e) Where a staff is serving a bond, he/she shall not be eligible for permission to study.

- (f) Any staff who has pursued a study programme without prior permission from the University shall not have their certificate recognized for promotion or change of cadre.
- (g) Without prejudice to the above, the University reserves the right to recall the staff.

2. Duration

Permission may be granted to staff to pursue weekend/part-time programmes for a duration as specified in the admission letter.

3. University Commitment

Staff would only be given permission to pursue weekend programmes at no cost to the University. This is however, without prejudice to the Council's discretion to waive half of the registration fees for a University staff pursuing self-accounting programme in Federal University Gusau.

4. Relevance of the Programme

The intended programme of study shall be relevant to the applicant's primary duties for such an application to be considered. The Head of Department/Unit shall confirm the relevance of the programme which shall be to the satisfaction of the Committee of Deans and Directors.

5. Bond

- (a) Any member of staff who has been granted 50% waiver of tuition fees on a self-accounting programme at the Federal University Gusau shall be bonded for the period of his/her studies.
- (b) Any member of staff who has not enjoyed the 50% waiver shall be bonded for half the period of his/her studies.

Section 68: Other terms attached to Training Programme and Sponsorship

- (a) A staff on sponsorship shall be mandated to sign an undertaking to return to work at the University for at least two years or the period of training (whichever is longer), at the end of the programme.
- (b) No member of staff shall undertake any training programme without prior approval of the University.
- (c) Where sponsorship is granted before confirmation of appointment, the staff concerned would only be considered for confirmation after he/she has successfully completed his/her studies and resumed duty.
- (d) Without prejudice to (b) above, the University reserves the right to recall the staff when the need arises.
- (e) If the sponsored staff fails to return to work for the University for the period stipulated above, without reasonable excuse acceptable to the University, he/she would be regarded as having been absent from duty without permission effective from the date of expiration of study leave and shall be considered to have breached the condition of bond.
- (f) A staff that is on approved leave shall not be eligible for any sponsorship/fellowship by the University for Study Leave.
- (g) A staff that started his/her study programme before joining the services of the University may be eligible for regularization of his/her programme.

Section 69: Study Permit

Study permit is a permission other than the leave granted to a staff to undertake a study programme tenable in the University. However, a staff may be granted study permit to pursue an academic programme provided that:

- (a) the staff has met the minimum eligibility requirements for release to pursue the programme;
- (b) the staff shall not be subjected to any training bonding;
- (c) the staff shall not be relieved of his official duties at his department; and
- (d) the certificate issued to the staff at the end of the programme shall be recognized by the University.

Section 70: Guidelines on Sabbatical Leave / Professional Attachment

- (a) Only Senior Lecturers and above and senior non-academic staff on CONTISS 13 and above shall be eligible for Sabbatical Leave / Professional Attachment.
- (b) Duration of Sabbatical Leave / Professional Attachment shall be twelve calendar months.
- (c) Waiting period for sabbatical Leave / Professional Attachment shall be six years of continuous service or an aggregate of 6 years in 10 years' service to the University. The six years waiting period shall not include the period of study leave or any negotiated leave of absence except part-time study fellows who are required to serve half the period spent on the study leave.
- (d) Staff applying for Sabbatical Leave shall submit acceptable programme of work to be undertaken during the leave.
- (e) Sabbatical Leave shall start at the beginning of a session in this University.
- (f) A staff on Sabbatical Leave / Professional Attachment shall retain his/her office and residential accommodation.
- (g) Staff on Sabbatical Leave shall continue to supervise postgraduate students assigned to them before the commencement of the leave.
- (h) Sabbatical Leave / Professional Attachment shall be with full pay for the whole period.
- (i) Sabbatical Leave / Professional Attachment shall be granted on the understanding that:
 - (i) No additional expenditure will be incurred by the University;
 - (ii) Staff can be spared from his department for the whole period without replacement; and
 - (iii) Staff shall submit through the HOD to the Dean and to the Chairman, Committee of Deans and Directors, on return from the leave, a report of the work done during the Sabbatical Leave / Professional Attachment.
- (j) Staff on Sabbatical Leave / Professional Attachment shall not be entitled to annual leave for that year.
- (k) Staff on Sabbatical Leave / Professional Attachment may be granted loan by the University during the period of the leave.
- (l) Staff on bond shall not be allowed to go for Sabbatical Leave / Professional Attachment until he/she pays back the bond.

- (m) Staff on Sabbatical Leave / Professional Attachment shall be required to undertake in writing to serve the University for one year immediately after the sabbatical leave. During the period of bond, the staff shall not be allowed to go on Secondment or Leave of Absence, except on the payment to the University of the sum of money covering the balance of the bond period.
- (n) Failure to resume duty without valid reason(s) after the expiration of the leave will attract disciplinary action which may lead to dismissal from service.
- (o) Should a staff disengage from the services of the University before completing the period of obligatory service on his return from the leave, he/she would be required to pay for the unserved bond.
- (p) Without prejudice to clause (n) above, the effective date of disengagement from the services of the University, if a staff fails to return to the University after Sabbatical Leave / Professional Attachment, shall be the date of his/her commencement of the leave.
- (q) Staff on Contract Appointment shall not be eligible for sabbatical leave/ professional attachment.
- (r) The letter granting sabbatical leave/ professional attachment shall contain the conditions of the leave.
- (s) Written evidence of Sabbatical Appointment from the granting Institution must be presented.
- (t) Not more than two staff in a Department shall be allowed to go on Sabbatical Leave / Professional Attachment in a department at a time.

Section 71: Special Programmes

The University approved programmes which are not relevant to the applicant's primary duties shall satisfy the University requirements for sponsorship/fellowship.

1. Guidelines on Post-Doctoral Fellowship

- (a) Teaching and non-teaching staff that are holders of Ph.D. or equivalent shall be eligible.
- (b) A staff wishing to undertake Post-Doctoral Fellowship shall apply by filling the prescribed application form.
- (c) The duration of the fellowship shall not exceed twelve calendar months which shall be taken once.
- (d) A post-Doctoral Fellow shall sign bond to return to the University after the fellowship. Where a member of staff has an existing bond to serve, he/she shall be given opportunity to go for fellowship and build on the remaining bond.

2. International Academic Visit

Teaching/Research Staff /Academic Librarian(s) on Professorial cadre may, on the invitation of another academic institution or research centre and on the approval of the Vice Chancellor, take academic visit of not more than one semester at a time in every three academic sessions.

Section 72: Examination Leave

- (a) A staff may be granted special leave for the purpose of taking an examination, which he/she is required to pass as a condition for his/her primary duty/promotion.

- (b) A staff may be allowed to go on special leave to take an examination, the passing of which is not a condition of his current appointment, provided that his/her Head of Department certifies the following:
 - (i) evidence of time-table for the examination;
 - (ii) evidence of admission for the course; and
 - (iii) that the passing of the examination is likely to enhance his/her value for service.

Section 73: Sick Leave

- (a) Provided there is reasonable prospect of recovery and return to duty, a sick member may be allowed a sick leave for a period not exceeding 183 days in the aggregate during any period of twelve months and thereafter sick leave on half pay, subject to a maximum of 12 months in any period of four years or less.
- (b) A member of staff who proceeds on sick leave as a result of injury sustained in the course of the staff's official duties shall be entitled to draw full salary until he is discharged from sick leave.
- (c) If at the end of that period the staff member is still unfit to resume duty, his/her Head of Department shall report to the Registrar, who shall constitute a Medical Board on the advice of the Director, Health Services.
- (d) Sick leave for a period of up to three months may be allowed on the certification of a Government Medical Officer which may be extended for up to six months where necessary.
- (e) A staff member who is recommended by a Medical Board or a Medical Officer to be permanently invalid ceases to be a staff, with effect from the date the recommendation is approved by the University Management.
- (f) A staff who has been granted sick leave for aggregate of six months within the leave year shall not be entitled to annual leave.
- (g) A staff on sick leave shall not be entitled to any leave within the period.

Section 74: Maternity /Paternity Leave

- (a) Application for maternity leave shall be made to the Registrar through the Head of Department and shall be supported with medical certificate of pregnancy not later than two months to the Expected Date of Delivery (EDD).
- (b) Maternity leave with full pay shall be granted to a female member of staff for 16 weeks after producing a medical certificate to that effect, provided that she has served the University for at least six months before the date of her confinement.
- (c) Maternity leave with half pay shall be granted to a member of staff with less than six months continuous service with the University by the date of confinement.
- (d) Maternity leave and vacation leave shall not be granted within the same leave year. Where annual leave has already been enjoyed before the maternity leave that part of the maternity leave equivalent to the annual leave shall be without pay.
- (e) Any extension of maternity leave beyond 16 weeks shall be regarded as sick leave and application for such extension shall be made to the Registrar through the Head of Department concerned and shall be supported with a medical report.

- (f) Maternity leave shall commence not less than 4 weeks to the expected date of delivery.
- (g) A married man whose wife gives birth, may, on request, be granted up to fourteen (14) working days as paternity leave.

Section 75: Widowhood Leave

- (a) A female member of staff whose husband is deceased shall be entitled to widowhood leave.
- (b) Application for widowhood shall be made immediately after the death of her husband to the Registrar through the Head of Department.
- (c) Widowhood leave with full pay shall be granted to a bereaved female member of staff for 130 calendar days.
- (d) Except where the staff has utilized her annual leave, a widowhood leave shall be calculated to include the annual leave of the staff.
- (e) Where a widowhood leave is granted to a female member of staff, she shall not be eligible for any annual leave in her subsequent years of service until half of the widowhood leave is recouped.

Section 76: Resumption of Duty after Leave

- (a) A member of staff shall report in person to the Head of Department on resumption of duty after leave.
- (b) Staff shall on resumption of duty fill the Resumption of duty forms to be endorsed by the HoD and submit same to the Registrar for record purpose.

Section 77: Overstay of Leave

A member of staff who for no reason acceptable to the University fails to resume duty after leave shall be deemed to have committed an act of misconduct and may, without prejudice to any disciplinary measure that may be taken against him, forfeit his salary for the period of his/her absence without authorization.

Section 78: Absence from Duty without Leave or Permission

A member of staff who absents himself from duty without leave or permission shall be deemed to have committed an act of misconduct and shall be liable to disciplinary action if found guilty of the offence.

Section 79: Guidelines on Visiting Lectureship

- (a) A staff wishing to undertake Visiting Lectureship Appointment shall apply by filling the prescribed application form.
- (b) A staff shall not accept visiting appointment in more than two institutions at a time.
- (c) The period allowed for visiting lectureship shall be one year and may be renewed based on the request of the visiting institution.
- (d) Not more than two members of staff from a Department/Unit shall be allowed to go on visiting at a time.

CHAPTER 5

PASSAGES AND TRANSPORT

Section 80: Passages

Passages are the expenses incurred by the University on the transportation and baggage of senior members of staff and family on assumption of duty and when they finally leave service.

A member of staff may travel at university expense by the most direct route to/from his/her registered place of domicile or place of recruitment (as may be applicable) at full fare for himself, wife and four children on assumption of duty, retirement, expiration of contract appointment.

Section 81: Transport

A member of staff travelling in Nigeria on assumption of duty may be paid a transport allowance at the approved rate, if transport is not provided by the University

Section 82: Passages or Transport on Approved University Business

A member of staff travelling on approved University business may be paid transport allowance at the approved rate. In respect of passages, only Principal Officers will be entitled to business class air passage, while all other officers will be entitled to economy air passage.

Section 82.1: Mode of Transport

- (a) For the purpose of transport expenses, the University shall use the most direct and economical routes within or outside Nigeria.
- (b) Transport by air or rail shall be by economy class and payment for a standard bus fare between the airport and the air terminal as well as the airport taxes.
- (c) Transport by road shall attract the current approved government rate.
- (d) A member of staff traveling on university assignment, is covered by life insurance up to twice his/her salary per annum.

Section 83: Passages on Special Grounds

- (a) A member of the senior staff normally entitled to free passage who, on medical grounds of obvious urgency, on the certificate of University Medical Officer, requires passage to his/her place of domicile other than on normal leave shall have such return passage paid; provided he/she shall forfeit his/her right to passage when next he/she is proceeding on leave.
- (b) A member of staff and members of his/her family entitled to passages in accordance with these regulations, can make such claims at separate intervals provided that there is no duplication of passages in any given year.

CHAPTER 6 LOANS/ADVANCES

Section 84:

All applications for advances and loans shall be made to the Vice Chancellor through the HOD, the Dean/Director/Provost and shall be at the discretion of the University.

Section 85: Conditions for Granting Advances and Loans

Section 85.1: Availability of Funds

All advances and loans are made subject to availability of funds and on such terms and conditions as the University may determine.

Section 85.2: Surety

Before being granted any of the advances or loans referred to in this section, a member of staff shall be required to produce a surety acceptable to the Bursar who shall enter into a bond with the Bursar on behalf of the University.

Section 85.3: Total Indebtedness

Notwithstanding anything in these Regulations, the total indebtedness of a member of staff to the University shall be limited to such a sum as will ensure that the total monthly repayments do not exceed one-third of his gross monthly salary.

Unions and other loans granting facilities shall contact the Bursary to verify the credit worthiness of the staff.

Section 86: Kinds of Loans and Advances

- (a) Salary advance
- (b) Rent Advance
- (c) Purchase Advance
- (d) Course Advance
- (e) Vehicle Refurbishing/furniture Loan

Section 86.1: Salary Advance

- (a) In exceptional circumstances, newly employed Staff may be considered for not more than one-month salary on application to the Bursar.
- (b) Applicant shall have fulfilled one-third (1/3) minimum rule on gross pay.
- (c) Salary advance shall be recovered in not more than (3) months, commencing from the following month after the advance is disbursed.

Section 86.2: Rent Advance

- (a) Rent advance may be granted to staff who enters into tenancy agreement with his/her landlord. Evidence of this agreement must be attached to the application.
- (b) Rent advance shall be recovered from the staff salary in twelve (12) equal installments.

Section 86.3: Purchase Advance

- (a) Purchase advance maybe be approved for staff who requires urgently some working materials, where the required materials are not available in the store and cannot be contracted out.
- (b) Purchase advance to staff is subject to a maximum of **N200, 000**.
- (c) Any previous advance shall be retired before another advance is granted.

- (d) Such advance shall not be granted two months to the end of the financial year.

Section 86.4: Tuition Loan

- (a) On the recommendation of the Head of Department, through the Dean/Director/Provost, the Vice Chancellor may authorize an advance to be given to a staff member undergoing an approved full-time/part-time course where the staff concerned is enjoying no sponsorship from the University or other bodies, in order to enable payment of fees.
- (b) The loan shall be the actual amount required to pay the fees.
- (c) The loan shall be subject to availability of funds and shall be repayable in a maximum of 12 monthly installments deductible from the staff's salary, with the first of such deductions being made in the month following that in which the advance is paid.

Section 86.5: Vehicle Refurbishing Loan

This loan is given to staff subject to the following conditions:

- (a) Availability of Funds.
- (b) Confirmation of Appointment.
- (c) Capacity to pay back subject to a minimum of one-third (1/3) of gross salary rule as take home.
- (d) Repayment period is for a maximum of 12 months.
- (e) For a staff that had enjoyed this facility before, such a staff must have fully repaid any outstanding balance.
- (f) Applicant must have a vehicle and is required to submit photocopies of the vehicle particulars and proof of ownership of a vehicle /motorcycle in the case of refurbishing loan.

The University may grant vehicle refurbishing loan to deserving staff, at the following rates:

- | | | |
|-------------------|---|--------------|
| (i) Senior Staff | - | ₦500, 000.00 |
| (ii) Junior Staff | - | ₦300, 000.00 |

Section 87: Recovery of Advance/Loan from a Member of Staff Leaving the Service

If a member of staff is leaving the services of the University, any advance/loan outstanding against him/her shall be recovered by:

- (a) that member of staff concerned settling the outstanding debt outright;
- (b) his/her new employer agreeing in writing to take over the outstanding balance, or
- (c) the University recovering the balance from any benefits that may have accrued to him/her.

NB.

- (a) All approvals of such advances/ loans shall be at the discretion of the Vice Chancellor.
- (b) The Bursar shall have the responsibility for the recovery of advances and loans.

CHAPTER 7 ALLOWANCES

Section 88: Allowance

All allowances in this chapter are payable to qualified staff of the University as contained in the prevailing Federal Government and 'University Based Unions' Agreements.

Section 88.1: Kilometer Allowance

The University may grant a kilometer allowance for a member of staff who uses his/her personal vehicle on approved University business at approved rate for both local running and journeys undertaken outside the station.

Section 88.2: Baggage Allowance

(a) A member of staff, on appointment, retirement or expiry of contract appointment, may be paid a basic non-accountable allowance at the following rates:

- | | |
|---------------------------------------|--------------------|
| (i) Senior Staff: Married N50,000:00 | Single N 40,000:00 |
| (ii) Junior Staff: Married N40,000:00 | Single N30,000:00 |

(b) No baggage allowance will be paid to staff on study leave/fellowship or on Home leave.

Section 88.3: Duty Tour Allowance (DTA)

Duty tour allowance shall be paid to staff on official University business at Government approved rates.

Section 88.4: Responsibility Allowances

Responsibility allowances would be paid at the approved rates. However, where a member of staff is holding two positions at a time, he/she shall be paid the allowance for the higher position.

Section 88.5: Acting Allowance

Allowances in respect of acting appointments shall be as follows:

- (a) An Acting Head of Department in the University who holds the post for at least four weeks, shall be paid an acting allowance at the approved rate subject to a written approval by the Vice Chancellor.
- (b) A non-academic staff who is called upon to assume responsibility of Head of a unit during the temporary absence from duty of the substantive Head of the unit or while the position remains vacant, shall be paid the acting allowance at the approved rate.

Section 88.6: Entertainment/ Hospitality Allowances

An entertainment/hospitality allowance shall be payable to the Principal Officers of the University, i.e. the Vice Chancellor, Deputy Vice Chancellors, the Registrar, Bursar, the University Librarian and also may be extended to Directors, Deans, Head of Division, Heads of Department (Teaching/Non-teaching) as may be approved by the Council from time to time.

Section 88.7: Overtime Allowance

Staff on approved category shall be paid an overtime allowance at the prevailing Federal Government rate.

Section 88.8: Shift Duty Allowance

Staff on shift duty are entitled to shift duty allowance in accordance with the prevailing Federal Government regulations.

Section 88.9: First 28 days Allowance

A new staff on tenure appointment is entitled to accommodation and meals for self, wife and four (4) children for a maximum of 28 days. However, where the University has not provided the accommodation and feeding, such staff shall be paid first 28 days' night allowance in lieu, at the prevailing Federal Government approved rate subject to availability of funds.

CHAPTER 8

RETIREMENT: PENSION, GRATUITY AND DEATH BENEFITS

Section 89: Retirements

- (a) A member of staff may on attaining the age of fifty years opt for voluntary retirement with full benefits in accordance with Pension Reform Act 2004 and 2013 as amended.
- (b) The compulsory age of retirement shall be 65 years in respect of members of staff who are not professors and 70 years in respect of those on the Professorial cadre.

Section 90: Retirement Benefits

A member of staff shall be entitled to draw from his/her retirement savings accounts in accordance with the Pension Reform Act 2004 and 2013 as amended.

Section 91: Death Benefits

Where an officer dies in service, his/her next of kin shall be paid death benefits and group life insurance benefits in line with section 9 subsection 3 of the Pension Reform Act 2004 and 2013 as amended.

The University would however, make money available to the family of the deceased to cover cost of burial as follows:

S/no	Teaching Staff	Non-Teaching Staff	Amount
1.	Not Applicable	Junior Staff	₦150,000
2.	CONUASS 1-4	CONTISS 6-12 and its equivalent	₦250,000
3.	CONUASS 5	CONTISS 13-14 and its equivalent	₦350,000
4.	CONUASS 6-7	CONTISS 15 and above and its equivalent	₦500,000

Section 92: Transfer of Pension Rights

It is the responsibility of every member of staff of the Federal University Gusau to arrange the transfer of the contributory pension details from the previous employer to his/her current employer, and also inform his/her pension fund administrator of the change of employer.

Section 93: Re-engagement After Retirement

An Officer who retires or is required to retire from the Federal University Gusau and who qualifies for the award of pensions, shall not be eligible for re-engagement on pensionable terms in the University, but maybe re-engaged on contract or temporary basis.

Section 94: Retirement Procedures

- (a) Members of staff of the Federal University Gusau may resign their appointments, withdraw, retire or undertake any form of cessation of appointment from the services of the University in line with the provisions and procedures under appointments in chapter 2.
- (b) Members of staff who fail to comply with the provisions in chapter 2 and subsequently resign their appointments, retire from the University services or move to other bodies in or outside the country, shall not only be dismissed from the services of the University, but may in addition be liable to legal action.

- (c) Members of staff retiring from the University must handover all university properties in their possession before their applications are considered and an exit clearance to that effect is obtained and fully documented in the Registry.

CHAPTER 9 ACCOMMODATION

Provision of accommodation is a privilege, not a right. Staff may be provided with accommodation on the basis of first come, first served subject to its availability.

The University reserves the discretion to eject any staff from any allocated quarters at any time for good reason(s).

Section 95: Responsibility for Staff Quarters

All matters relating to housing shall in the first instance be referred to the University Housing Committee.

Section 96: Membership

The University Housing Committee shall consist of the following:

- (a) Chairman (The Vice chancellor or his representative)
- (b) The Registrar
- (c) The Librarian
- (d) The Director of Physical Planning Works & Maintenance
- (e) The Director of University Health Services
- (f) Estate Officer
- (g) One Representative of Senate
- (h) One Representative of Congregation
- (i) One Representative each from the recognized Trade Unions
- (j) Secretary – Registrar's nominee

Section 97: Types of Accommodation to be allocated

Allocation is based on when application is made (first come, first served). The type of quarters to which each Senior Staff is qualified is based on rank as follows:

S/N	GRADE LEVEL	TYPE OF QUARTERS
1.	CONTISS 6/CONUASS 2 (& above)	1 Bedroom Chalet/Flat Let/Hall Flat
2.	CONTISS 8/CONUASS 3 (& above)	2 Bedroom Flat/2 Bedroom Chalet
3.	CONTISS 11/CONUASS 4 (& above)	3 Bedroom Flat/ 2 Bedroom Bungalow
4.	CONTISS 12/CONUASS 5 (& above)	3 Bedroom Bungalow
5.	Professorial/Equivalent Cadre	Duplex

Section 98: Houses for Principal Officers

Specific houses earmarked for the following principal officers shall not be allocated to any other person by the University other than the designated officers. The principal officers are:

- (a) Vice-Chancellor
- (b) Deputy Vice-Chancellor(s)
- (c) Registrar
- (d) Bursar
- (e) University Librarian

Section 99: Condition of Allocation and Occupancy

- (a) Where both husband and wife are staff of the University, only one shall be allocated.

- (b) A member of staff who occupies University Quarters shall be bound by the rules and regulations governing the occupancy of University Quarters drawn up by the Housing Committee from time to time.

Section 100: Rent

A member of Staff provided with living accommodation in the University or any other location within the town owned by the University, shall pay rental charge deductible from his monthly salary at the rate approved by the University from time to time. Where both the husband and wife are employees of the University, rent charged shall be deductible from the salary of the allottee.

Rent shall be paid during the leave of absence of a member of staff unless he/she vacates his/her quarters. Quarters so vacated will be at the disposal of the University.

Section 101: Rates and Charges

A member of staff provided with accommodation shall be responsible for paying promptly, the electricity and any other rates charged in respect of his/her quarters.

Section 102: Retention of Quarters

A member of staff while being away from the University shall not be allowed to retain his quarters for a period exceeding one year except with the express permission of the Vice Chancellor on the recommendation of the Housing Committee.

Section 103: Sub-Letting

A member of staff provided with quarters shall not let the quarters or sub-let any part thereof. Such action shall be deemed as gross misconduct.

Section 104: Inventory

An inventory of the furniture shall be made in respect of quarters occupied by a principal officer who shall accept full responsibility for all the items of furniture in the quarter, erring staff stand to lose his/her right of occupancy.

Section 105: Alteration

A member of staff provided with quarters shall not alter its structure or any fixtures without the prior permission of the Vice Chancellor on the recommendation of the Housing Committee; erring staff shall stand to lose their right of occupancy of the accommodation.

Section 106: Access to Staff Quarters

All University Quarters remain the property of the University at all times and authorized University staff shall have access to quarters including the compound and the servant's quarters at all reasonable times on giving notice to the occupant.

Section 107: Housing on First Arrival

On first arrival, whether or not he/she is to be provided with University Housing, a member of Staff may be accommodated in a hotel or University Guest House for the first one week at the expense of the University or be paid first 28 days allowance in lieu of accommodation. Expatriate staff and staff with special skills may be accommodated in a hotel or house for up to 4 weeks at the discretion of the Vice Chancellor.

Section 108: Sharing

If two or more members of staff share University quarters, each shall pay the appropriate percentage of the normal rent payable.

Section 109: Change of House

Application for a change of house shall not normally be considered under normal circumstances.

Section 110: Responsibility for Quarters

A member of staff provided with accommodation shall have full responsibility for keeping the quarters and the University property (e.g., furniture etc.) there, in reasonable condition.

The University may, on the recommendation of the University Housing Committee, surcharge a member of staff for the cost of repairs, redecoration, etc. which in its opinion result from neglect or lack of due care, or willful damage on the part of the member of staff.

CHAPTER 10

MEDICAL SERVICES

Section 111: Eligibility

The University provides medical and health services for its staff members and their families upon enrolment into the National Health Insurance Scheme (NHIS) as such services are provided by the scheme.

Section 112: Other Medical Assistance

The University, at its discretion, may augment or bear the full cost of staff hospitalization or other medical services at home or abroad.

Section 113: Medical Board

If for reason of ill health, a staff is unable to perform his duties for nine months or more, his Head of Department shall report to the Registrar. The Registrar, acting on the advice of the Director, Health Services may constitute a Medical Board to determine the staff's ability to continue rendering services to the University.

CHAPTER 11 DISCIPLINE

Section 114: Responsibility for Discipline

The Vice Chancellor shall be responsible for discipline of all staff as stipulated in chapter three, 3.9.1 (iii) of FUGUS Academic Brief Volume 1. to wit: “be responsible for discipline in the University and in these behalf, may make rules which shall be submitted by him to Council at its next meeting and shall thereupon, be deemed to be ratified unless the contrary is shown”.

Any disciplinary mechanism applied within or outside any Unit, Department or organ of the University shall be reported to the Registrar.

Section 115: Senior Staff Disciplinary Committee (SSDC)

The Vice Chancellor shall constitute the Committee. The Committee shall consist of:

- | | | |
|--------|---|-----------|
| (i) | Deputy Vice Chancellor (Administration) | Chairman |
| (ii) | One Council Representative (not a member of the Senate) | Member |
| (iii) | One Senate Representative (not a member of the Council) | Member |
| (iv) | One Congregation Representative | Member |
| (v) | Registrar | Member |
| (vi) | Legal Officer | Member |
| (vii) | Establishments Officer | Secretary |
| (viii) | Two or more co-opted members where necessary | |
| (ix) | The Dean/Director/Provost/Librarian/Head of the unit of the member of staff concerned, except in a case where such an officer is the member of staff whose conduct is under investigation or the officer is considered connected with the matter under investigation. | |

Section 115.1: Terms of Reference

The terms of reference of the Disciplinary Committee shall be as follows:

- (i) To investigate and consider all disciplinary cases involving all senior members of staff of the University except the Vice Chancellor;
- (ii) To make recommendations to the Council through the Vice Chancellor with respect to all disciplinary cases before it and on any matter that will be in the interest of the proper discipline of members of staff of the University;
- (iii) To examine and report to Council on any appeal made by a member of Staff against the decision of the Senior Staff Disciplinary Committee;
- (iv) Any disciplinary case against the Vice Chancellor shall be referred to, and considered by a special committee of Council and Senate.

Section 115.2: Tenure of Office

Except for statutory members (the Deputy Vice Chancellor, Registrar, Establishments and Legal Officers), all other members of the Disciplinary Committee shall hold office for a period of two (2) years in the first instance, renewable for another period of two (2) years and no more.

Co-opted members cease to be members at the end of their assignments.

Section 115.3: Quorum

The Chairman of the Committee and three (3) other members shall form a quorum.

Section 116: Advice

It shall be the duty of every supervising officer, as soon as he/she observes any fault or short-coming in the work of an officer subordinate to him/her, to bring it to the notice of the staff and to copy the Registrar that this has been done, with a view to improving usefulness and efficiency in the service.

Section 117: Warning

- (a) An inefficient staff whose work or conduct is unsatisfactory may, upon a written report by the Head of Department, be warned in writing by the Head of Department.
- (b) If the Staff shows no improvement, the Registrar may take such further disciplinary action considered necessary against him/her.

Section 118: Query

As soon as a supervising officer becomes dissatisfied with the behaviour of any officer subordinate to him/her despite an advice and warning pursuant to the above sections, it shall be his/her duty to inform the officer in writing giving the details of such unsatisfactory behaviour and to call upon him/her to submit within a specific time such written representation as he/she may wish to make to exculpate himself/herself from disciplinary action. After considering such written representation as the officer may make within the specified time the superior officer shall decide whether:

- (a) The officer has exculpated himself/herself in which case, he/she shall be so informed in writing and no further action shall be necessary, or
- (b) The officer has not exculpated himself/herself but it is considered that he/she should not be punished in which case, the appropriate formal letter of advice shall be issued to him/her and he/she shall acknowledge its receipt in writing, or
- (c) The officer has not exculpated himself/herself and deserves some punishment, in which case, the Registrar may commence such further disciplinary process as may be considered necessary against him/her.
- (d) All correspondences with respect to a, b, and c above shall be copied to the Registrar.

Section 119: Suspension

- (a) Suspension shall apply where a prima facie case, the nature of which is serious, has been established against a staff and it is considered necessary in the interest of the University that he/she should forthwith, be relieved of his/her duties pending investigation into the case, the Vice Chancellor shall forthwith relieve him/her from the exercise of the powers and functions of his/her office.
- (b) The period of suspension may not exceed 30 days, and the staff shall be on half pay.
- (c) An investigation shall be caused to be made into the case and further disciplinary measure(s) may be taken against the staff.
- (d) Upon suspension, a staff shall submit to the University, property under his/her care, e.g., keys, books, records, uniform, etc. and shall be relieved of his/her duties.

Section 120: Deferment of Increment

- (a) If the service or conduct of a staff is continually unsatisfactory, his/her annual increment may be deferred for a period not less than three months and not more than six months. If less than six months in the first instance, it may, if necessary, be extended to six months by additional specific deferment. If deferred increment is eventually granted, it does not become effective until the day following the expiration of the specific period of deferment. However, the staff retains his/her original incremental date for subsequent increments.
- (b) For the enforcement of the provision of the preceding paragraph, the supervising officer shall have given notice in writing to the staff concerned intimating that an application will be made to the appropriate Staff Establishments Committee for his increment to be deferred unless he/she shows improvement.
- (c) Recommendation for deferment of increment shall be made to the Registrar by a supervising officer through the Head of Department.

Section 121: Withholding of Increment

- (a) A supervising officer may through his/her Head of Department, recommend to the Registrar the withholding of increment of a staff.
- (b) The recommendation of the supervising officer shall be subject to investigation.
- (c) If the outcome of the investigation justifies the recommendation, the next annual increment of the staff shall be withheld.

Section 122: Reduction in Rank

- (a) Reduction of rank as a disciplinary measure shall apply to staff in circumstances not considered to warrant termination or dismissal.
- (b) If as a result of investigation, a staff is reduced in rank and he/she resigns his/her appointment, he/she shall do so at his/her reduced rank.

Section 123: Interdiction

Where any serious case, which may lead to termination of appointment or dismissal, has been instituted against a staff, the Vice Chancellor shall interdict him/her on not more than half pay pending the determination of the case.

- (a) Recommendations for interdiction shall be made only if it is against the interest of the University that the staff should continue to perform any of the duties of his/her rank. When the charge against him/her is such that the continued performance of his/her duties is against the interest of the University or prejudicial to the investigation of the charge against him/she, consideration shall be given to putting him/her on alternative duties.
- (b) When a staff is interdicted, he/she shall cease to report to work; in the letter informing the staff of his/her interdiction, it shall be indicated that the proportion of emoluments he/she is to receive while on interdiction shall be 50% of his emoluments.
- (c) If the investigations reveal that he/she is not guilty of the charge made against him/her, the officer shall immediately be reinstated and shall receive the full amount of his/her emoluments denied him/her while he/she was interdicted.

- (d) A staff under interdiction or suspension shall notify the Registrar in writing, of his/her intention to leave his/her station. He/she shall however, not leave the country without the approval of the Vice Chancellor.

Section 124: Termination

- (a) The appointment of a staff may be terminated by the Council on any of the following grounds, among others:
 - (i) misconduct, gross inefficiency or wilful refusal to perform duties to the University; and
 - (ii) incapable of rendering further efficient service to the University by reason of general inefficiency or any infirmity of mind or body.
- (b) Appointment shall not be terminated until:
 - (i) the staff has been informed in writing of the grounds on which consideration is being given to the termination of his appointment;
 - (ii) the matter has been to the Council in the case of Senior Staff and to the Junior Staff Establishments Committee (JSEC) in the case of Junior Staff and both bodies had considered any representation and recommendation that might have been made;
 - (iii) the staff has had an opportunity of replying to the grounds alleged against him/her.
- (c) Where an appointment is terminated in accordance with (a) (i) of this Regulations, the staff shall not be entitled to receive accrued leave, leave with pay, or traveling expenses.
- (d) When a staff resigns his appointment or has his appointment terminated, he/she shall be responsible for offsetting all outstanding liabilities against him/her.

Section 125: Dismissal

- (a) A staff may be dismissed from the services of the University by the Council without notice, without pay in lieu of notice for an act of gross misconduct or on conviction for criminal offence which, in the opinion of the University, may impinge his character or impair the image of the University.
- (b) A staff shall not be dismissed until he/she has been given the opportunity of submitting a representation in writing through the Head of Department and the case has been duly investigated without any suspicion.
- (c) In forwarding the representation, the Head of Department shall send it with his/her comments to the Investigation Committee.

Section 126: Damage of University Property

- (a) If a loss of university property occurs, the staff in charge shall forthwith report it to the Head of Department. Failure to do so, he/she shall be guilty of misconduct.
- (b) At any time the University sustains loss by reason of neglect or fault of a staff, he/she shall be guilty of gross misconduct and shall be liable to make good the loss or damage to the extent assessed by the University.
- (c) Any sums due to the staff from the University may be withheld in satisfaction of the recovery of such loss or damage.

Section 127: Disclosure of Official Information

A staff shall be guilty of misconduct if he/she communicates to any person or body any official information except with the permission of the University.

Section 128: Attendance before Investigation Committee

- (a) Where a staff is alleged to have committed a misconduct or gross misconduct hereunder, he/she shall be summoned to appear before an Investigation Committee instituted for that matter.
- (b) If the staff fails to appear before the Investigation Committee on the date, time and place as specified on the invitation without any reasonable justification, the Committee shall commence the investigation in his/her absence and shall be bound by the Committee's findings.
- (c) The Investigation Committee shall forward its report to the Vice Chancellor for further necessary action.

Section 129: Right of Appeal/Petition

- (a) A staff dissatisfied with the disciplinary action against him/her (other than those imposed by the Council) under these Regulations shall have the right of appeal to the Council through the Vice Chancellor. However, an appeal against a disciplinary action taken at the Department/Faculty/Division/Units is first made to the Vice Chancellor, through the Registrar.
- (b) A staff dissatisfied with the disciplinary action taken against him/her may within 30 calendar days of receipt of the communication conveying the dismissal, appeal to the Council through the Vice Chancellor.
- (c) In the case of a disciplinary action imposed by the Council, the staff may petition the Council through the Vice Chancellor and may be heard in person by the Council.
- (d) Decision of the Council on such a petition or appeal shall be final.

CHAPTER 12

REWARD FOR OUTSTANDING SERVICE

Section 130: Conditions for Reward for Outstanding Service

- (a) Reward in this section refers to University award of gifts or certificates to deserving officers.
- (b) The Vice Chancellor may make such awards to deserving officers annually.
- (c) The recipient of an award shall have been considered as the best on the basis of outstanding performance of duties and exemplary conduct during the year.
- (d) The Vice Chancellor shall be assisted by a Committee in selecting deserving officers from nominations made by Heads of Department/Divisions.
- (e) The award may be in the form of certificates, medals and gifts of cash or kind.
- (f) Any officer who in the course of his official duties, carries out a unique act or, in perilous circumstances, secure the safety of human life or property may also be considered for an award as the occasion warrants.
- (g) An Officer who has served continuously for a minimum of 25 years with good service record shall be eligible for a certificate of merit and award in kind/cash commensurate with his/her length of service.
- (h) The University shall reserve the discretion to withdraw an award made to any staff if after the award the staff is involved in any act which in the opinion of the University, betrays the spirit in which the award was made.

CHAPTER 13 MISCELLANEOUS

Section 131: Appointments

- (a) A member of staff shall not accept public appointment except with the express permission of the Vice Chancellor and on such terms and conditions as the Vice Chancellor may stipulate;
- (b) A member of staff who accepts public appointment must, through his/her Head of Department, give the Vice Chancellor satisfactory assurance that his duties in the Department will be performed.

Section 132: Invention

- (a) A member of staff who makes an invention in the course of his/her work at the University shall immediately report to the Vice Chancellor, who shall cause such invention to be provisionally patented in accordance with the Patent and Designs Act Cap P2 Laws of the Federation 2004 and at the expense of the University.
- (b) University Council shall appoint an Awards Committee including one legal member (with at least minimum of 8-10 years University working experience) to conduct investigations and make recommendations in respect of inventions. The Awards Committee may make rules regulating its proceedings, but the member of staff concerned shall be entitled to appear personally or to be represented before the Committee.
- (c) The Awards Committee shall, as soon as practicable, recommend and the Council shall decide whether the member of staff shall be allowed controlling rights in the patent. Pending the decisions of the Council, the rights shall be deemed to belong to and be held in trust by the University.
- (d) If the member of staff is allowed controlling rights, the following provisions shall apply:
 - (i) the staff shall assign all his/her rights to the University;
 - (ii) the University shall be responsible for all expenditure in taking out the patent;
 - (iii) Council shall decide whether the staff concerned shall be awarded a share of any royalties or commercial proceeds.
- (e) If a member of staff is not to be allowed controlling rights of the patent, the following provisions shall apply:
 - (i) the University shall be responsible for all expenditure in taking out the patent;
 - (ii) Council shall decide whether the member of staff concerned shall be awarded share of any royalties or commercial proceeds.
- (f) A member of staff who makes invention may apply to the Awards Committee for an award in respect of his/her invention whether or not he/she is allowed controlling rights.
- (g) The following provisions shall apply in fixing the amount of any award or share of commercial proceeds:
 - (i) Any reasonable expense incurred by the member of staff in respect of the invention shall be taken into account.
 - (ii) Reservation of the right of user, free of royalty by the University shall not be taken into account but if and when such are rights exercised by the University, a material change calling for modification of the award shall be deemed to have taken place.

Section 133: Publications

- (a) A member of staff shall not be restricted as to the publication of the result of his/her research work or expression of his views on matters of public interest provided that:
 - (i) Where work is undertaken concerning the activities of government or other bodies the provisions of the Official Act shall apply.
 - (ii) Matters of a confidential nature affecting the University shall not be published or disclosed to outside parties without the express permission in writing of the Vice Chancellor.
 - (iii) Data generated from a unit in the University shall be published only with express permission of the Head of Unit.
- (b) A member of staff who publishes any work(s) or view(s) under (a) above shall supply his/her name and address to the publisher(s) and shall bear full responsibility for the consequences of such publication(s).

Section 134: Discovery

- (a) A member of staff who makes a discovery of significance in the course of his work at the University must immediately report to the Vice Chancellor who will take appropriate action.
- (b) When such a discovery is patented, the provisions of Section 122 above shall apply.

Section 135: Security

- (a) Staff members, their families and property are entitled to adequate security within the University premises. The Security Division shall endeavor to maintain 24-hour coverage and surveillance for the safety of the University community.
- (b) Members of staff are required to obtain identity cards and car labels from the Security Office on presentation of their letters of appointment.
- (c) Members of staff are required at all times to always bear their identity cards and to observe all rules and regulations made by a competent authority with respect to the security of person, property, secure custody of vehicles, animals, etc., in the university.
- (d) The cultivation of tall annual crops within 50m of the perimeter of any university building is prohibited.
- (e) A fully equipped fire-fighting unit should be maintained in the Security Division to deal with fire outbreaks.

Section 136: Uniforms and Protective Clothing

- (a) A member of staff who is required to wear uniform or protective clothing while on duty shall be provided with it at the expense of the University and shall be responsible for keeping it in good condition.
- (b) A member of staff may be surcharged for uniform or protective clothing rendered unserviceable by him through neglect, lack of due care, or willful damage.
- (c) Before leaving the services of the University for any reason, a member of staff shall surrender to the Head of Department or his nominee any uniform or other University property issued to him/her, failing which he may be surcharged for the cost of replacement of such items.

Section 137: Pilgrimages Leave for Religious Purposes

The Vice Chancellor may grant a member of staff leave to undertake the Holy Pilgrimage but such leave shall count against the annual leave for such purposes.

Section 138: Industrial Action/Strike

Notice of strike or any strike action shall be subject to the provision of the Labour Law pertaining to strikes in Nigeria.

Section 139: Political Activities

- (a) A member of staff may participate in political activities subject to the extant laws of the country.
- (b) There shall be no partisan political activities, including meetings and canvassing within the University premises.
- (c) Under no circumstance shall university property be used for political activities.

Section 140: Personal Insurance

- (a) A member of staff travelling on approved University business shall be eligible for free Insurance cover as may be determined by the Council from time to time.
- (b) The University shall take appropriate insurance policy in respect of (a) above.
- (c) A member of staff travelling on approved University business using his personal vehicle may be eligible for the recovery, wholly or in part, of any expenses incurred due to damage to or loss of his vehicle as a result of accident or theft involving the vehicle.

Section 141: Ceremonial and Special Occasions

Members of staff of the University shall participate in all ceremonial and other occasions of the University as may be required by the Vice Chancellor, the Provost/Dean/Director or Head of Department.

Section 142: Prerogative of the Vice Chancellor to Institute Investigation

- (a) The Vice Chancellor may institute an investigation if in his/her opinion, the circumstances pertaining to any proposed action warrants it.
- (b) The terms of reference of such an investigation shall be stipulated in writing by the Vice Chancellor.