

ESTABLISHMENT



**IBRAHIM BADAMASI BABANGIDA
UNIVERSITY, LAPAI**

SCHEME OF SERVICE

Revised 2011

IBRAHIM BADAMASI BABANGIDA UNIVERSITY, LAPAI
(Office of the Registrar)

**GUIDELINES FOR THE APPOINTMENTS AND PROMOTIONS OF NON-
ACADEMIC STAFF OF THE IBRAHIM BADAMASI BABANGIDA
UNIVERSITY, LAPAI**

The committee had produced a scheme of service for all cadres of the Academic and non-academic staff based on the following guidelines and the attached appendices.

1.0 SCHEME OF SERVICE

i. GRADUATES/PROFESSIONAL STAFF

All graduates may move from CONTISS 7 to 15 without passing through CONTISS 10 and 12. The only exception to this recommendation is the Pharmacy cadre. It was noted that a graduate of Pharmacy cannot become the Director of Health Services. The position has been exclusively reserved for a Medical Doctor. To avoid reaching the bar too early, the Pharmacy Cadre operates CONTISS 12 salary grade level which other graduates in other professions do not operate based on the Cookey report. They, therefore, terminate at the Chief Pharmacist's level, that is CONTISS 14.

For them, the Committee agreed that the staff should spend only 2 years on each to move from CONTISS salary grade level 11 to 12 and from 12 to 13 instead of the normal three years recommended for promotion in other disciplines.

ii. SENIOR TECHNICAL STAFF

All Senior Technical Staff who hold the Higher National Certificate (HND), final of the City and Guilds Certificate (C&G) or the Fellow of the Institute of Medical Laboratory Technology (FIMLT) certificate can only terminate at CONTISS 13, i.e. as Chief Technical Officer. However, holders of Ordinary National Diploma (OND) certificate or its equivalent cannot go beyond CONTISS 09, i.e. as Principal Technical Officer II.

In areas where an Ordinary National Diploma (OND) holder cannot go for courses like Higher National Diploma, such an Officer can be considered for promotion up to CONTISS 12. This is the case with Staff in professions for which there is no provision for Higher National Diploma (HND). It is recommended that all Technical Staff in the Faculties be address as Technologists rather than Technical Officers for easy reference and in line with the University policy on the issue.

iii. PRINCIPAL OFFICERS

All Principal Officers i.e. Registrar, Bursar, University Librarian and Directors of the various services should have not less than 15 years post-qualification experience before being appointed. The case of Medical Director was made an exception after due consideration was given to the nature of their job, coupled with the general scarcity of Medical Directors and the fact that movement up the ladder is usually accompanied by acquisition of extra qualifications. It was decided that

the Director of Medical Services could be appointed after a minimum of twelve (12) years post qualification experience.

iv. DIRECTOR OF WORKS

In the Works and Maintenance Department, a registered Engineer should be made Director of Works. Those in other disciplines such as Quantity Surveying, Architecture and Urban Planning etc. must also be registered Professionals before appointed.

v. OTHER CATEGORIES OF JUNIOR STAFF

For other categories of Junior Staff, progression along the cadre has been well spelt out in the Scheme of Service (see Appendix 1 A & B).

2.0 CRITERIA FOR PROMOTION AND APPOINTMENT

The Committee realized that there must be a comprehensive guidelines for Appointment and Promotion of non-teaching Staff. The criteria must include: (a) Recommendations from Department; and (b) minimum of three (3) years on a particular post before been considered for promotion. The situation is not as automatic with the academics where promotion for the individual does not only depend on his effectiveness as a Lecturer but also on his Research output backed up with research paper publications in renowned journals. Being in an academic environment, where there are criteria for promoting academic staff, the establishment has to work out similar guidelines for evaluating or assessing senior and junior non-teaching staff appointment and promotion.

3.0 SUMMARY OF RECOMMENDATIONS FOR ASSESSING A NON-ACADEMIC STAFF FOR PROMOTION

- i. Promotion for all categories of staff should be done at least 3 years after the last promotion or after a staff on transfer of service on the same grade level shall have spent 3 years after his last promotion at his last place of work and also based on a favourable recommendation from his Head of Department.
- ii. The attached format Appendix II should be used in assessing both senior and junior staff for promotion. The staff concerned would fill part I of it while the Head of Department would complete part II and III. It is an open reporting system in which the Head of Department allows the staff under him to see his recommendations for promotion or non-promotion especially the area of disciplinary actions before passing to the Appointments and Promotions Committee (A. & P. C.).
- iii. Part II of Appendix II is crucial in the sense that if a staff accrues a negative mark of 15 (fifteen) and below, he loses his promotion for that year. The Head of Department should therefore allow the staff to see this section.
- iv. Part III is a confidential report on a staff by his Head of Department. He should write his report based on the following criteria:
 - (a) Efficiency of the staff in the performance of his duties, i.e. how well he is contributing to the smooth running of the Departments.
 - (b) Effectiveness in the achievement of the departmental goals.
 - (c) Willingness or capacity to take on additional responsibilities.

- (d) Initiative and special aptitude for work.
- (e) Sense of responsibility and integrity.

The Head of Department should give his remarks on these details in part III of the Evaluation Form, i.e. Appendix II. In completing this section, the Head of Department should also take cognizance of the candidate's qualifications and experience as shown in Part I of the format (Appendix II) and also the requirements for each post (see Appendix 1B).

- v. Where qualifications are not pre-requisite for promotion, then years of experience and performance on the job should form the yardstick. For example, in the case of an administrative staff, the various divisions in which a staff has worked should be taken into consideration and should form part of the experience referred to above.
- vi. To obtain any additional qualification on-in-service training, the approval of the University should be sought.
- vii. A staff on study Fellowship can be promoted only once during the period of his training, but not beyond CONTISS 11 level or equivalent.

4.0 SUMMARY OF RECOMMENDATIONS FOR APPOINTMENT OF NON-TEACHING STAFF

The assessment of a non-teaching staff for appointment is based on his qualification, experience, performance at the interview and the recommendation of his Head of Department. The form as designed by the Committee for this purpose is labelled Appendix III.

4.1 SENIOR STAFF

The system used by the Committee for assessing senior staff is the weighing system. The criteria used include among other things:

(i) **Qualifications:** (Please see Appendices III and IV)

The maximum score obtainable on qualification is as shown in Appendix IV based on the type and class of degrees. The marks should be used in Appendix III in order to determine the total score of the candidate's marks for CONTISS 7. This is because when a fresh graduate applies for a job it is assumed that he would have acquired enough experience for him to be rated highly under experience. At that it is his qualifications that are important. As years go by emphasis is placed on experience as the table shows.

(ii) **Experience:**

- a. Quantity – represent the number of years spent in an establishment.
- b. Variety – of relevant experience is the different areas in which a staff has served in the establishment.
- c. Quality – means measurement of productivity using efficiency, effectiveness and effort criteria.

(iii) **Community Service:**

(iv) **Conference/Lectures/Workshops Attendance:**

These criteria are assessed based on the mark allocated to each and the candidate's score is then recorded.

(v) **Overall Assessment:**

The above rating should be used for the purpose of inviting the candidate for interview and should form only 40% of the total marks while performance at the interview should form 60%. To be eligible

for appointment into any cadre, a candidate must score a minimum of 60% of the total marks.

4.2 JUNIOR STAFF

The criteria for appointment, is strictly based on the Federal Government's policy that all junior positions should be filled by the state indigenes except where they are not available. In such cases, clearance should be sought from the Council for the vacancies to be filled by non-indigenes.

The qualifications required for the various positions have been spelt out in the attached scheme of service (Appendix 1A & B). However, additional qualifications and experience should be an advantage.

GUIDELINES FOR APPOINTMENTS AND PROMOTIONS OF ACADEMIC STAFF

1.0 INTRODUCTION

To help University Administration to evolve a more comprehensive format for assessing all grades of Academic Staff for Appointment and/or Promotion, the following procedure has been produced for both the Appointments and Promotions Committee and Council.

2.0 GENERAL RULES

- 2.1 The Appointments and Promotions Committee shall, on behalf of Council, have responsibility for all matters pertaining to the promotions of all categories of Academic Staff in the University.
- 2.2 Promotion shall be an annual exercise which shall normally commence in June and, save in exceptional circumstances, shall take effect from the first day of October of the year for which the relevant exercise was initiated.
- 2.3 Promotion shall be on an established post only i.e. a post for which provision has been approved in the budget exercise.
- 2.4 No member of staff shall be considered for promotion unless his appointment has been confirmed.
- 2.5 Normal promotion from one grade to another shall not be countenanced until an Academic Staff has spent at least three (3) years after the last promotion. In exceptional circumstance(s) accelerated promotion may be considered for a staff who has distinguished himself in his duties.

2.6 In deserving cases, Contract Officers shall be considered for promotion in accordance with the provisions of Regulations 2.5 above, provided a new contract shall be entered into.

3.0 PROCEDURE FOR ASSESSMENT:

3.1 Administrative Routines:

3.1.1 For new appointments into academic positions in the University, formal application from suitably qualified candidates shall normally be required, addressed to the Registrar, Ibrahim Badamasi Babangida University, Lapai. The application shall be screened by the appropriate Head of Department and cleared with the Vice-Chancellor through the relevant Dean of the Faculty for interview into established and funded vacancies. Arrangement for the interview shall be made by the Office of the Registrar which shall normally send out interview invitation letters to candidates cleared for interview on a date and time to be determined by the Registrar, as Secretary to the Appointments and Promotions Committee, in consultation with the Vice-Chancellor who is the Chairman.

3.1.2 Promotions of existing Academic Staff shall normally take place during annual promotions exercises to be undertaken by the University's Appointments and Promotions Committee.

Such promotions meeting shall be preceded each year by a call circular issued by the Registrar who shall invite submissions from Heads of Department on staff who shall have been screened and cleared by the appropriate Department/Faculty Committees and recommended to the Appointments and Promotions Committee for promotion.

3.1.3 The process shall begin within each academic Department from 1st April of each year. Recommendations from the Department shall reach the Faculties by 1st May and, in any case, not later than 7th May. Recommendations from the Faculties must reach the Registrar not later than 15th of June.

3.1.4 Appointments and Promotions made subject to external assessment shall become effective retroactively from date of appointment or promotion specified by the Appointments and Promotions Committee following receipt of successful external assessment. External assessment on a candidate shall be deemed successful if all three (3) or two (2) out of the three assessment reports on the candidate are positive.

3.2 **Right of Appeal:**

3.2.1 A member of staff who consider himself eligible and due for promotion but has not been recommended by his Head of Department or the Faculty to which he belongs, for not justifiable reasons or for reasons he personally considers untenable, may appeal to the Chairman of Appointments and Promotions Committee (The Vice-Chancellor) for redress.

3.2.2 Such appeal, backed by relevant documents indicating that the affecting candidate has met the basic requirements for promotion shall however, normally be channeled through the appropriate Head of Department and Dean of Faculty for comments and subsequent consideration by the Appointments and Promotions Committee.

3.3 **Re-grading and Review of Salary**

3.3.1 Staff who consider themselves wrongly placed in rank and salary at the time of appointment may, before or after assumption of duty, apply to the Registrar for a review of their cases which shall normally be done in accordance with the basic criteria for entrance into the grades in respect of which the appeal are been made.

3.3.2 Regrading and/or reviewing of salary may be undertaken administratively and subsequently reported to Appointments and Promotions Committee or by the Committee sitting and acting as a body

3.4 **Time in Rank:**

3.4.1 All staff are normally required to serve for a minimum of 36 months in posts before being promoted to the next rank. However, as a special concession, accelerated promotion in the University may be allowed after a satisfactory service period of 29 months.

3.4.2 For staff employed immediately after their NYSC programme, the 36 months service shall include the 12 months of NYSC service prior to their joining the University.

3.4.3 In case of transfer of service, a minimum of 12 months of service with the University will be required for consideration for promotion if such staff was from sister University or Tertiary Institution.

4.0 **EXTERNAL ASSESSMENT:**

4.1 For external assessment to Associate Professor/Deputy University Librarian and Professor/University Librarian, including personal chairs, the Dean, after consultation with the Head of Department, will recommend six (6) names that must be Professor/University Librarians of professional level to the Vice-Chancellor.

The six (6) names should be of persons in the same field with the candidate(s). The Vice-Chancellor shall select three (3) names from the list for the purposes of the assessment. The Vice-Chancellor shall contact Assessors to find out if they would be disposed to carry out the assessment before materials are sent to them.

4.2 The three (3) external Assessors, whose consent would have been obtained, shall be sent the complete package of paper and curriculum vitae (CV) of the candidate(s). The University guidelines on Professorial appointment shall also be sent to the three Assessors. The Assessors shall be at liberty to use their wisdom in grading the publications and other documents supplied based on recommendation of the Appointments and Promotions Committee (A & P C).

4.3 Members of staff with a *Prima-Facie* case for consideration for promotion to the post of Associate Professor/Deputy Librarian or Professor/University Librarian should submit a minimum of four (4) bound copies of their publications to the Vice-Chancellor within three months of receipt of notice.

4.4 External Assessors of Associate Professor/Deputy Librarian as within to be given three months which to complete their assessment. Assessors shall be reminded by the Vice-Chancellor after three (3) months. If no response is received from them, other Assessors shall be nominated to replace any Assessor who fails to complete the assessment within six (6) months.

5.0 **CRITERIA FOR ASSESSMENT:**

For effective and objective assessment for staff towards Appointment and Promotion, the following eight (8) criteria shall be applicable:-

5.1 **Teaching:**

5.1.1 Both students and the teacher's peers shall be given opportunities for assessing teacher effectiveness, and quality of teaching using a standard form.

5.1.2 There will be an assessment of the teacher and his lectures by the Head of Department and Dean. The focus here will be on those aspects of the teacher's personality that promotes a conducive learning environment. Opinions of the teacher's colleagues and preferably at senior levels are to be sought in enabling the Head of Department and Dean arrive at an objective assessment.

5.1.3 The minutes of Departmental Board Meeting on assessments of staff along with minutes of the Faculty Board Meeting showing assessments of each candidate's competence are to be forwarded to the Central Appointments and Promotions Committee for

consideration. The various Faculties shall be required to produce a Joint Assessment Form for the exercise.

5.1.4 Assessment of teaching load shall be undertaken within the minimum period of 3 years. Effective assessment of teaching load shall take cognizance of workload distribution to each member of staff over the period.

5.2 **Publications:**

5.2.1 Any work to be considered as publication must have either actually appeared in print or been accepted for publication within three (3) years of the date of acceptance. At least 50% of the publications listed must have appeared in print for Senior Lecturer and below, while 70% is applicable to Professorial grade.

5.2.2 Assessment of publications shall be done in relation to the following six factors, each of which carries its own weight as shown under weighing of the criteria.

5.2.3 The factors are: -

- a) Authorship in Journals
- b) Authorship in Books
- c) Editorship (Sole and Multiple)
- d) Conference Proceedings
- e) Teaching Papers
- f) Teaching Bulletins

5.3 **Research:**

5.3.1 Evaluation of research is to be done under three categories which shall be appropriately weighted.

5.3.2 These are:

- a) On-going Research
- b) Unpublished, Completed Research
- c) Inventions/Patent

5.4 **Thesis/Project Supervision:**

5.4.1 Supervision of Project/Dissertations at the following levels of academic endeavour shall be credited with appropriate points/weight in the assessment of staff:-

- a) Undergraduate Projects
- b) Post-Graduate Diploma Project
- c) Master's Degree Thesis/Dissertations
- d) Ph. D Thesis/Dissertations

5.5 **Academic Qualification:**

5.5.1 In addition to meeting the basic requirement of a Master's Degree for appointment, staff possession of Ph. D and/or other relevant qualifications shall receive due credits for these in their assessments for appointments and promotions. Points allocated for each qualification are shown in this report under Criteria weighing.

5.6 **Membership of Professional Bodies:**

5.6.1 Considering its relevance to the development of academia, membership of professional bodies shall be credited with the maximum weight allotted, even if it is for only one professional body.

5.7 **Community Service:**

5.7.1 Assessment of Community Service is to be approached under three broad areas; viz:

- a) Committee Membership which is sub-divided into:
 - i. Local level (within the University);
 - ii. State level
 - iii. National; and
 - iv. International level
- b) Guest Lecturership
- c) Consultancy Service

5.8 **Administrative Responsibilities:**

5.8.1 As in the case of membership of Professional Bodies, assessment of Administrative Responsibilities shall carry the maximum weight allotted irrespective of the number of responsibilities borne by a staff member.