



# UNIVERSITY OF LAGOS

**The Regulations Governing  
the Conditions of Service  
*of*  
Senior Staff**

**1st May, 2016**

H. S. Ofe P.O.

# UNIVERSITY OF LAGOS



## THE REGULATIONS GOVERNING THE CONDITIONS OF SERVICE OF SENIOR STAFF IN THE UNIVERSITY OF LAGOS

*1ST MAY, 2016*



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**ISBN: 978-978-54351-7-7**

Published and Printed

By

**University of Lagos Press and Bookshop Ltd**  
Works and Physical Planning Complex  
Unilag P.O. Box 132,  
University of Lagos,  
Akoka, Yaba - Lagos,  
Nigeria.

e-mail: unilagpress@yahoo.com, unilagpress@gmail.com  
Tel: 01-4539984

Book Cover designed by Akinwunmi Abolade

## **UNIVERSITY OF LAGOS**

### **VISION**

"To be a top class institution for the pursuit of excellence in knowledge, character and service to humanity".

### **MISSION**

"To provide a conducive teaching, learning, research and development environment, where staff and students will interact and compete effectively with other counterparts, both nationally and internationally in terms of intellectual competence and the zeal to add value to our World".



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## CHAPTER I

### TITLE, APPLICATION, INTERPRETATION AND DEFINITIONS

1. **TITLE AND COMMENCEMENT**

These Regulations may be cited as the Regulations Governing Conditions of Service in the University of Lagos (Senior Staff) and shall come into operation on 1st May, 2016.

2. **APPLICATION**

These Regulations shall apply to all staff of the University of Lagos on CONUASS 01 – 07 and CONTISS/ CONMESS/ CONHESS 06 – 15.

3. **INTERPRETATION**

In the event of any question regarding the interpretation of these Regulations, except in financial matters, the question shall be referred in the first instance to the Registrar and thence, on appeal to the Vice-Chancellor. In the case of financial matters the question shall be referred to the Bursar and thence, on appeal to the Vice-Chancellor.

4. **DEFINITIONS:**

- (a) **The University** means the University of Lagos as incorporated and reconstituted by the University of Lagos Act, 1967 (as amended)
- (b) **Council** means the Council established under the University of Lagos Act, 1967 (as amended)
- (c) **Senate** means the Senate established under the University of Lagos Act, 1967 (as amended)
- (d) **Court of Governors** means the Court of Governors established under the University of Lagos Act, 1967 (as amended)
- (e) **Department** means any College, Faculty, School, Department or Unit within any of the foregoing, and any other Academic or Administrative Unit recognised by the Council as an integral part of the University.
- (f) **Gainful Employment** means an appointment whether temporary, permanent or contract that attracts regular remuneration from an employer (i.e. the University).
- (g) **Officer/Employee** means any person employed by the University.



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- (h) **Senior Staff** means Academic, Administrative, Professional and Technical Staff together with temporary staff holding similar appointments.
- Academic staff:* academic staff includes all persons holding appointments as members of the teaching and/or research staff of the University and whose primary duty is teaching and/or research and shall also include the professional library staff.
- Non-teaching staff:* non-teaching staff includes all administrative, technical and professional staff of the University other than academic staff who are on CONTISS/CONMESS/CONHESS 06 and above.
- (i) **Vice-Chancellor** means the Vice-Chancellor of the University.
- (j) **Registrar** means the Registrar of the University
- (k) **Bursar** means the Bursar of the University
- (l) **The Librarian** means the University Librarian
- (m) **College Secretary** means the Secretary of the College of Medicine of the University
- (n) **Misconduct** means any act, conduct or behaviour in or outside the University which is prejudicial to the good name of the University and or of discipline and proper administration of the business of the University, and without prejudice to the generality of this definition includes membership of secret cults, instigating unrest or disorderly assembly, financial embarrassment, stealing, forgery, extortion or illegal collection of money from students, sexual exploitation of students, admission and examination malpractice, any act of moral turpitude, drunkenness, including taking of hard drugs in the course of duty, false claims against the University or any of its constituent parts, insubordination, divided loyalty, negligence, falsification and suppression of records and conviction for a criminal offence other than traffic or boating offences, absence without leave from duty for two consecutive or more nights without satisfactory reason, disobedience of any order issued by any legally constituted authority of the University, unjustified failure to appear or to answer questions satisfactorily in any investigations before any person or body designated by the University or any of its constituent bodies for the purpose of investigating any matter provided for in or arising out of any of these Regulations.
- (o) **Committee** means any committee so constituted and named in accordance with the University Regulations.

## CHAPTER II

### APPOINTMENTS, PROMOTIONS, DISCIPLINE AND ALLIED MATTERS

#### APPOINTMENTS:

#### 1. PROCEDURE (INCLUDING ADVERTISEMENT AND SHORTLISTING):

##### a) Advertisement:

The Registry shall normally advertise locally and where necessary abroad in media that would effectively reach a large number of eligible applicants both internally and externally.

##### b) Vacancies:

Vacancies on the established staff shall normally be advertised.

##### (c) Date and Contents of Advertisements:

- (i) All vacancies shall be advertised by the Registry normally not later than a month following notification by the respective departments/unit(s) and approval for such advertisement by the Vice-Chancellor.
- (ii) At the time of notification, the Provost/Dean/Head of Departments shall submit briefs for the precise qualifications and any other particulars required, i.e. specify the exact nature and duties of the post(s). These briefs shall normally be prepared by respective Head of Departments, except where an acting Head of Department is also a candidate for the vacant post. In the latter case, the Provost/Dean(s), in consultation with the Vice-Chancellor, shall prepare the briefs.  
Normal channels of communication shall be maintained.
- (iii) Every advertisement shall also request that all applications be addressed to the Registrar of the University or the College Secretary of the College of Medicine as the case may be.
- (iv) Candidate must be expressly told in the entry particular that "publications" mean matter published in scholarly journals or by academically recognised publishers only.



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Normal channels of communication shall be maintained.
    - (iii) Every advertisement shall also request that all applications be addressed to the Registrar of the University or the College Secretary of the College of Medicine as the case may be.
    - (iv) Candidate must be expressly told in the entry particular that "publications" mean matter published in scholarly journals or by academically recognised publishers only.

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- (v) Manuscript(s) accompanied with letter(s) of acceptance from editors or publishers of recognised journals will normally be taken as publication(s) **in case of non-professorial appointments only**.
- (vi) Conference papers, except those published in the refereed Proceedings of the Conference, shall not be accepted as publications.

2. **PROCESSING OF APPLICATIONS**

- (i) The Registrar or the College Secretary's office shall forward every application to the Provost or the Dean concerned not later than two weeks after the closing date of the advertisement.
- (ii) The shortlisting of Professorial candidate, shall be done by a Panel comprising the Provost/Dean, the Head of Department concerned (if full Professor) and at least two other Professors in the College or Faculty. The Panel shall also indicate on the curriculum vitae submitted by each candidate all matters that cannot be considered as publications as defined in this Regulation.
- (iii) In the case of an Academic Unit which has no Professor, the Vice-Chancellor shall do the shortlisting after appropriate consultation with an expert in the discipline. In the case of a Professorial post where the Head of the Academic Unit is also a candidate, the Dean shall initiate action on the shortlisting after appropriate consultation with an expert in the discipline.
- (iv) The shortlist of candidates shall be returned to the Registry or the College Secretary's Office not later than two (2) weeks after the receipt of the applications by the Faculty/College.
- (v) The Registrar's or the College Secretary's office shall request shortlisted candidates to submit within one month five copies each of their publications as defined in section 1 (c) (iv) and (v) of this Regulation. Candidates who fail to submit five copies of their publications within one month after having been requested to do so shall be deemed to have withdrawn their candidature.
- (vi) Only shortlisted candidates shall be informed by the Registry or the College Secretary's Office as soon as possible {within 6 weeks except in the case of *force majeure*} after the conclusion of the shortlist.
- (vii) Any candidate not shortlisted shall have a right of appeal to the Appointments and Promotions Board through the Vice-Chancellor. All applications not processed within 6 months shall be considered as lapsed.



3) **ASSESSMENT OF PUBLICATIONS:**

(i) **Choice of Assessors:**

There shall be a list of qualified assessors, who must be experts in their relevant fields, from which assessors can be chosen as and when needed.

On the receipt of reprints/photocopies of articles or other publications, the Registry or the College Secretary's office shall submit same to the Vice-Chancellor who will consult with the relevant Provost or Dean before referring such publications to Assessors for evaluation.

(ii) **Guidelines to Assessors:**

The Assessors shall be required to comment and give detailed assessment of each of the publications in accordance with the guidelines accompanying the articles and other publications to be assessed.

The quality of each publication shall be scored and rated as follows:

- 5 = Excellent
- 4 = Very Good
- 3 = Good
- 2 = Fair
- 1 = Poor

(iii) **Assessors' Recommendations:**

The publications shall be forwarded to three Assessors (of which one must be foreign expert for academic staff) who shall then be required to look at the publications of each applicant in their totality and decide whether these constitute sufficient basis for appointment to the professorial post, indicating this by a score.

A candidate for the Professorial post must score a minimum of 70 points, while an Associate Professorial candidate must score a minimum of 50 points.

(iv) The Curriculum Vitae of an applicant without the names of the referees shall be sent to each of the Assessors who will be requested to assess only the applicant's publications.

4) **INTERVIEW PANELS:**

- (i) An Interviewing Panel shall be constituted as soon as reports are received from the three Assessors of every candidate for the post.

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- (ii) The composition of an Interviewing Panel shall be as follows:
  - (1) Vice-Chancellor
  - (2) Deputy Vice-Chancellor (Academic & Research)
  - (3) The Registrar
  - (4) Provost and/or Dean concerned
  - (5) Head of Department
  - (6) One Professor (outside the Faculty or College) in the related Discipline
  - (7) One Professor in the Discipline from outside the University (External Expert) selected by the Vice-Chancellor in consultation with the Dean.
- (iii) Provost, Deans and Heads of Department shall not act as referees to candidates from their respective College, Faculty or Department.
- (iv) Candidates must indicate their contribution to a joint publication and where possible candidates should produce statement of contribution by one of the other authors.
- (v) As much as possible, appointments to Professorial grades should be concluded within six (6) months from the date of submission of publications by the candidate.

5. **CATEGORIES OF POSTS AND THE QUALIFICATIONS FOR EACH CATEGORY:**

Applicants should possess the qualifications indicated below in respect of each category of posts:

- a) **Professorship and Associate Professorship:**
  - (i) Teaching or professional experience in a University, an institution of university standing or a comparable academic/research institution as follows:
    - a) for Associate professorship, at least 8 years from lectureship II
    - b) for Professorship, at least 10 years from lectureship II
  - (ii) A Ph.D. degree or Fellowship of the National Postgraduate Medical College of Nigeria or its equivalent, after a good Honours Degree.
  - (iii) Ability to initiate and develop research projects.
  - (iv) Some administrative experience.

- (v) Required number of publications in scholarly journals and by reputable publishers.
  - (vi) Experience in initiating and developing academic group projects.
  - (vii) Experience in working with inter-disciplinary groups. In the case of Professorship in the Basic Sciences in the College of Medicine, preference shall be given to candidates with medical or dental qualifications.
- b) **Senior Lectureship and Senior Research Fellowship:**
- (i) At least five years of teaching or research experience in a University, an institution of University standing or a comparable academic/research institution.
  - (ii) A Ph.D. degree after a good Honours degree or Fellowship of the National Postgraduate Medical College of Nigeria or its equivalent.
  - (iii) Ability to initiate and develop research projects.
  - (iv) Required number of publications in scholarly and peer reviewed journals.
  - (v) Experience in directing academic group discussions.
- c) **Lectureship (Grades I & II) and Research Fellow Grades I & II:**
- (i) A good Honours degree, and a higher degree preferably a Ph.D. degree or Fellowship of the National Postgraduate Medical College of Nigeria or its equivalent.
  - (ii) For Lecturer grade I, at least three years' experience in teaching or research in a University, an institution of University standing or a comparable academic/research institution.
  - (iii) Required number of publications shall be compulsory for lecturer grade I, as applicable.
- d) **Assistant Lectureship and Junior Research Fellowship:**  
A good Honours degree and Masters degree in the respective field from a recognised University. Candidate must also have registered for the Ph.D. programme.



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e) **Upgrading to Lectureship II**

An Assistant Lecturer shall be upgraded to Lecturer Grade II upon obtaining his Ph.D. Degree.

f) **Graduate Assistantship**

A good honours degree with a Cumulative Grade Point Average (CGPA) of not less than 4.00. Only University of Lagos graduates are eligible to be employed.

*\*Detailed criteria and requirements for each of the cadres above are provided in the Guidelines (Appendices).*

6. **APPOINTMENTS AND PROMOTIONS BOARD:**

a) Subject to the Act and the Statutes, the filling of vacancies in and promotion to academic posts (including newly created ones) shall be the responsibility of Council on the recommendation of Senate.

b) For the purpose of making such recommendations to Council, the Senate shall set up a Board to be known as the Appointments and Promotions Board which shall select and make recommendations for appointments and promotions on behalf of Senate to Council.

c) The Appointments and Promotions Board shall consist of:-

- (i) The Vice-Chancellor (Chairman)
- (ii) The Deputy Vice-Chancellor (Academic & Research)
- (iii) The Registrar & Secretary to Council
- (iv) Provost, College of Medicine
- (v) Two members of Council, not being the members of Council appointed by Senate.
- (vi) Nine members of the rank of Professor elected by Senate of whom two shall be from the College of Medicine.
- (vii) The University Librarian, Dean of the Faculty, School or Director of Institute and other Directors as applicable, if not already members (in attendance).
- (viii) The Registrar's nominee as Secretary (Non Member).

d) **Terms of Reference of the Appointments and Promotions Board shall be:**

- (i) To consider all recommendations for appointments to, confirmation of, and promotions within the academic staff, except to the office of the University Librarian, provided always that:

*Appointments, Promotions, Discipline...*

- a) In the appointment of Professors, Associate Professors or equivalent grades, the reports of external assessors and specialist interviewing panels appointed by the Vice-Chancellor shall be considered.
- b) The Vice-Chancellor shall have power to make temporary appointments to the academic staff position of Senior Lecturer and below on behalf of Senate and Council for a period not exceeding one year.
- (ii) To consider applications for Study Leave, Sabbatical Leave, Training Leave or Fellowships in accordance with the Regulations and criteria laid down by Senate and approved by Council on these matters.
- (iii) To consider applications from staff to take up outside commitments as necessary in accordance with the Regulations laid down by Senate and approved by Council on outside commitments of Staff.
- (iv) To constitute and instruct sub-committees, interview panels and panels of assessors as necessary to carry out different aspects of the terms of reference of the committee assigned to them and to approve the recommendations of such committees and panels subject to laid down Regulations.
- e) The quorum of the Board shall be nine (9) including the Dean provided that the Vice-Chancellor, the Provost and the Dean and they alone, could be represented by their deputies.
- f) All appointments and promotions to senior library posts shall be made in the same way as equivalent appointments and promotions of the academic staff.
- g) There shall be constituted in respect of each appointment, a University Assessment and Interviewing Panel which shall interview and assess candidates for appointments and make recommendations to the Appointments and Promotions Board.
- h) The University Assessment and Interviewing Panels shall consist of:
  - (i) The Vice-Chancellor and/or the Deputy Vice-Chancellor (Academic & Research)
  - (ii) The Registrar

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- (iii) The Provost or Dean and the Head of Department concerned, except that if the Head of Department is himself/herself a candidate, he/she shall not serve on the panel.
- (iv) Not less than two and not more than five other persons such that at least two members of the panel shall have specialist knowledge of the subject or field in respect of which candidates are being assessed or interviewed, provided that none of the members shall be a candidate for, or shall be lower in rank than the post in respect of which candidates are being assessed or interviewed for appointment or promotion; and provided that in respect of professorial posts, at least one member of the panel shall be from outside the University.
- (v) Registrar's Nominee as secretary.

7. **CRITERIA FOR ASSESSMENT AND WEIGHTING – ACADEMIC:**

- a) The weighting on the criteria shall be as follows:

| Non-Professorial Grade<br>Criteria                        |      | Weighting<br>Max. Points |
|---|------|--------------------------|
| (i) Academic/Professional Qualifications                  |      |                          |
| Academic Qualifications                                   | - 10 | 15                       |
| Professional Qualifications                               | - 5  |                          |
| (ii) Teaching   |      |                          |
| Length  |      | 30                       |
| Load  | - 15 |                          |
| Quality   | - 5  |                          |
| (iii) Current Research                                    | - 10 |                          |
| (iv) Recognised Publications* - To be assessed separately |      | 5                        |
| (v) Interview Performance                                 |      | 20                       |
| (vi) Contribution to University or Country                |      | 5                        |
|   |      | <hr/> 75                 |
| Professorial Grade  |      |                          |
| (i) Academic/Professional Qualifications                  |      |                          |
| Academic Qualifications                                   | - 10 | 15                       |
| Professional Qualification                                | - 5  |                          |
| (ii) Teaching   |      |                          |
| Length  |      | 20                       |
| Load  | - 10 |                          |
| Quality   | - 5  |                          |
| (iii) Current Research                                    | - 5  |                          |
|   |      | 5                        |



|   |          |
|---|----------|
| (iv) Recognised Publications* - To be assessed separately |          |
| (v) Interview Performance                                 | 20       |
| (vi) Contributions to University or Country               | 5        |
| (vii) Administrative Experience                           | 5        |
|   | <hr/> 70 |

\*Recognised publications are now assessed on point system as shown in section (b) and detailed in the Guidelines. (Appendix II)

b) **Recognised Publications:**

A candidate must obtain the following minimum scores under publications:

|                     |   |           |
|---------------------|---|-----------|
| Lecturer I          | - | 10 points |
| Senior Lecturer     | - | 30 points |
| Associate Professor | - | 50 points |
| Professors          | - | 70 points |

c) **Score on Academic/Professional Qualifications**

(i) **Academic Qualifications**

In the weighting of academic qualifications, the maximum score of 10 points shall be awarded for the maximum qualification possible in each discipline and this would vary from discipline to discipline. For most disciplines, the maximum score will be awarded for a Bachelors Degree plus a Doctorate Degree.

|                   |   |    |
|-------------------|---|----|
| Ph.D.             | - | 10 |
| M.Phil.           | - | 8  |
| Academic Masters  | - | 6  |
| Bachelor's degree | - | 4  |

(ii) **Professional Qualifications**

In professional departments, the maximum score of 5 points shall be awarded for recognised professional qualifications or membership of professional bodies. In the case of candidates in non-professional departments, the sub-head "Professional Qualifications" will not be scored and the maximum score obtainable will be adjusted accordingly.

d) **Teaching**

(i) **Length**

In the weighting of length of teaching experience, one point (in the case of non-professorial grade) and half a point (for professorial grade) shall be awarded subject to a maximum of 15 points (for non-professorial grade) and 10 points (for professorial grade) for each year of full time teaching or

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research experience in a university or a recognised equivalent institution or relevant experience.

Length of teaching shall start with the date of appointment to Assistant Lectureship or its equivalent.

(ii) **Load**

In assessing load of teaching, attention will be paid to extra load carried by the candidate and to Departmental responsibilities.

(iii) **Quality**

Quality of teaching will only apply to internal candidates either for promotion or for appointment. In the case of external candidates, this criterion will be left out and the maximum score obtainable adjusted accordingly.

e) **Current Research**

Current research shall be research activities which have been prosecuted to a definite point. Credit shall be given for conference papers and manuscripts, whether or not accepted for publication.

f) **References**

The sub-head "References" should not be applicable. Appointment shall be made subject to satisfactory references but marks shall not be awarded for references. For promotion, the open Annual Appraisal Report from the Head of Department shall apply.

For the professorial grades, at least one of such references shall be from some of the senior colleagues of the candidate in his last place of employment.

g) **Interview Performance:**

Assessment for interview performance shall only apply to appointments but not to internal promotion.

h) **Minimum Overall Scores from Interview:**

Subject to criteria set above, a candidate must also obtain the following scores:

|   |        |
|---|--------|
| (1) Professorship/Research Professorship                                | - 70 % |
| (2) Associate Professorship/Associate Research Professorship            | - 65 % |
| (3) Senior Lectureship/Senior Research Fellowship                       | - 55 % |
| (4) Lectureship Grade I/Research Fellowship I                           | - 40 % |
| (5) Lectureship Grade II/Research Fellowship II                         | - 25 % |
| (6) Assistant Lectureship/Junior Research Fellowship/Graduate Assistant | - 15 % |

8. **CRITERIA FOR ASSESSMENT AND WEIGHTING – LIBRARIANS:**

**Recognised Publications:**

a) **Minimum Scores in Publications:**

|       |                     |           |
|-------|---------------------|-----------|
| (i)   | Librarian I         | 10 points |
| (ii)  | Senior Librarian    | 30 points |
| (iii) | Reader Librarian    | 50 points |
| (iv)  | Professor Librarian | 70 points |

The revised criteria on the appointments and promotions of academic Lecturer Grade I and Senior Lecturer Levels would be applicable for Librarians at equivalent levels.

For scoring Librarians, the compilation of bibliographies, index abstracts for books and journals would be assessed along with those published in learned journals.

b) **Minimum Overall Scores from Interview:**

A candidate must also obtain the following minimum scores:

|       |                     |      |
|-------|---------------------|------|
| (i)   | Professor Librarian | 70 % |
| (ii)  | Reader Librarian    | 65 % |
| (iii) | Senior Librarian    | 55 % |
| (iv)  | Librarian I         | 40 % |
| (v)   | Librarian II        | 25 % |
| (vi)  | Assistant Librarian | 15 % |

9. **CRITERIA FOR ASSESSMENT AND WEIGHTING – SERVICE ORIENTED ACADEMICALLY BASED UNITS**

a) The following are recognised as service oriented academically based units of the University:

- (i) College of Medicine (service area being LUTH).
- (ii) Faculty of Environmental Sciences.
- (iii) Department of Creative Arts.
- (iv) Hydraulics Research Unit (Faculty of Engineering).
- (v) Distance Learning Institute (DLI)
- (vi) Centre for Information Technology and Systems (C.I.T.S).
- (vii) Any other Unit that may be so recognised by the Appointments and Promotions Board.



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b) The Weighting on the Criteria shall be as follows:

| Criteria |  | Weighting<br>Maximum Points |
|----------|--|-----------------------------|
| (i)      | Academic/Professional Qualifications                         | 10                          |
| (ii)     | Teaching/Work Service:                                       | 30                          |
|          | a) Length - 15   |                             |
|          | b) Load - 5  |                             |
|          | c) Quality - 10  |                             |
| (iii)    | Current Research/Project                                     | 5                           |
| (iv)     | Recognised Publications/Creative works<br>in relevant fields | 30                          |
| (v)      | Interview Performance  | 10                          |
| (vi)     | Service to University/Profession/Country                     | 5                           |
| (vii)    | Administrative Experience/Organisational Skill               | 5                           |
| (viii)   | Professional Distinction                                     | 5                           |
|          |  | <hr/> 100                   |

c) **Teaching/Work Service:**

- (i) For non-professorial candidates, 1 point to be awarded for each year of relevant professional teaching experience up to the maximum of 15 points. Any period of six months and above shall be counted as a full year.
- (ii) Heads of Units should appreciate contribution of members of staff engaged in excessive productive service and reflect such in their scoring under Load.

d) **Recognised Publications/Productive Work:**

A candidate must obtain the following minimum scores:

- (i) Chief Consultant/ Arts Director 70 points
- (ii) Principal Consultant/Associate Arts Director 50 points
- (iii) Senior Consultant/Senior Arts Fellow 30 points

e) **Service to University/Profession/Country:**

As stipulated in the guidelines

f) **Professional Distinction:**

This should be applicable to all categories of staff. Any professional Qualification over and above the normal academic/professional qualification should be scored under this heading. Academic or Professional qualifications which should count in scoring academic/professional distinction will be as follows:

- a) **All Faculties:**
- (i) Higher Doctorates such as D.Sc. 5 points
  - (ii) Other academic distinctions, such as evidence of the impact of candidates scholarship in his/her field and international academic recognition 5 points
  - (iii) Fellowship award in recognition of professional competence e.g. S.A.N., F.A.S 5 points
- b) **Medicine:**
- (i) D.Sc. 5 points
  - (ii) Higher Diplomas by Examination recognised for consultant status: e.g. F.M.C. (Nig.) F.W.A.C.S., F.W.C.A.P. 5 points

g) **Minimum Overall Scores**

A candidate must obtain the following minimum scores:

|       |  |      |
|-------|--|------|
| (i)   | Chief Consultant/Chief Arts Fellow         | 70 % |
| (ii)  | Principal Consultant/Principal Arts Fellow | 65 % |
| (iii) | Senior Consultant/Senior Arts Fellow       | 55 % |
| (iv)  | Consultant/Senior Arts Fellow I            | 40 % |
| (v)   | Consultant II/Arts Fellow II               | 25 % |
| (vi)  | Assistant Consultant/Asst. Arts Fellow     | 15 % |

The foregoing minimum overall scores should be used to determine the appropriate levels of appointments.

h) **Promotions**

For the cadre of Consultant/Arts Fellow, promotion shall be determined by the usual University procedure. Status/position of Consultant/Arts Fellow and above shall be by appointment.

In a mixed unit, the Head should be appointed from within the academic hierarchy. However, in a purely professional service Unit, the Head should be appointed from within the group and styled Director or Deputy Director/Acting Director or Acting Head depending on status.

i) **Relationship with Normal Academic Appointments:**

- (i) Grade Levels in Tables show the equivalent of the professional/academic cadres.

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- (ii) Headship in purely professional/service unit shall be vested in professional/service member of staff and would normally carry responsibility nomenclature of Director.
- (iii) Multiple Chief Consultants, Arts Director shall be appointable in line with multiple chairs.
- (iv) Headship of mixed Units shall be vested within the academic staff not being below Senior Lecturer. In any other case, the Vice-Chancellor shall determine the appointment.
- (v) It will be possible for academic/professional staff to move from one cadre to the other by applying to the appointing body.
- (vi) A member of staff who satisfies criteria in both service/professional and academic units can be considered for substantive appointment in one of his/her choice and an honorary appointment in the other each being at the level appropriate to his scoring under each system.
- (vii) The responsibility post for each Unit shall be subject to University regulations on rotation of Headship and will not be advertised.
- (viii) Each service-area should be regarded as a Department/Unit of the most related Faculty for the purpose of communication with Senate. Its members should therefore be members of Board of Studies of that Faculty. This is without prejudice to existing arrangements whereby certain units or departments have been granted a measure of autonomy by virtue of the nature of their functions, to permit more effective operation.

**10. SOME PRINCIPAL OFFICERS OF THE UNIVERSITY – PROCEDURE FOR SELECTION**

\* When a vacancy emerges in the office of Registrar, Bursar or Librarian, a Selection Board will be constituted by Council as follows:

- (i) The Pro-Chancellor as Chairman
- (ii) The Vice-Chancellor
- (iii) Four members appointed by Council not being members of the Senate
- (iv) Two members appointed by Senate.

The Selection Board, after making such enquiries as it thinks fit, shall recommend a candidate to Council for appointment to the vacant office and after considering the recommendation of the Board, Council shall make an appointment to that office.

*\* (University of Lagos Act 1967 Schedule 4 Article 12 as amended by the University of Lagos) (Miscellaneous Provisions) Decree No. 11 of 1993*



**11. ADMINISTRATIVE AND TECHNICAL STAFF COMMITTEE-  
PROCEDURE FOR APPOINTMENTS AND PROMOTIONS OF THE  
ADMINISTRATIVE AND TECHNICAL STAFF**

- (a) Subject to the Act, the filling of vacancies in and promotions to Administrative and Technical posts (including newly created ones) shall be the responsibility of the Council.
- (b) For this purpose, the Council shall set up a Board known as the Administrative and Technical Staff Committee which shall select and make appointments and promotions on its behalf.
- (c) The Administrative and Technical Staff Committee shall consist of:
  - (i) The Vice-Chancellor as Chairman;
  - (ii) Deputy Vice-Chancellor (Management Services);
  - (iii) Registrar;
  - (iv) Bursar;
  - (v) Director of Works;
  - (vi) 2 members of Council (not members of Senate);
  - (vii) 2 members elected by Senate (not below the Rank of Professor);
  - (viii) The Head of Department or Unit concerned if not already a member; and
  - (ix) The Registrar's nominee as Secretary (Non-member).

**QUORUM** - One third of the total members or the nearest whole number

- (d) **Terms of Reference of the Administrative and Technical Staff Committee shall be:**
  - (i) to consider all appointments to and promotions within the Administrative and Technical Staff except to the office of Registrar and Bursar and also College Secretary and Director of Finance in the case of the College of Medicine provided always that the Vice-Chancellor or Provost (as the case may be) shall have power to make temporary appointments to such posts for a period not exceeding one year;
  - (ii) to consider applications for Sabbatical, Study Leave, Training Leave or Fellowship in accordance with regulations laid down by Council;

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- (v) to advise the Vice-Chancellor and Council on matters relating to the condition of service and remuneration of members of the Administrative and Technical Staff.

(e) **Criteria for Assessment and Weighting for Appointments – Administrative and Technical Staff Committee**

1. **Non-teaching Officers:**

a) **Purely academic (Degree) qualifications:**

- |  |            |
|--|------------|
| 1st Class Honours Degree                               | - 8 points |
| 2nd Class Honours (Upper)                              | - 6 points |
| 2nd Class Honours (Lower)                              | - 4 points |
| 3rd Class  | - 2 points |
| Additional Qualification (Ph.D., MA, M.Sc., MPA, etc.) | - 2 points |

b) **Professional Qualifications**

- (i) Membership of chartered/registered professional body such as CIPMN, NIM, ANUPA, AUA, AAUA, DTCON, MLSCON etc. - 5 points
- (ii) Registration by recognised Professional body by examination, e.g. ICAN, ACCA, ANAN, COREN, NISLT, etc. - 5 points

c) **Technical Staff**

- |   |            |
|---|------------|
| B.TECH (SLT), HND, HNC, A.I.S.T. or equivalent qualifications |            |
| Distinction   | - 8 points |
| Upper credit  | - 6 points |
| Lower credit  | - 4 points |
| Pass  | - 2 points |
| Additional Qualification (B.Sc., MSc, MPA)                    | - 2 points |

2. **Length of Administrative, Technical or Professional**

Experience (1 mark for each full year) up to a maximum of 15 marks. A candidate must have the minimum length of experience in the Senior Cadre indicated against each post.

- |  |            |
|--|------------|
| Deputy Registrar/Deputy Bursar or equivalent posts | - 17 years |
| Principal Assistant Registrar                      | - 14 years |
| Senior Assistant Registrar or equivalent Posts     | - 10 years |
| Assistant Registrar or equivalent qualification    | - 6 years  |

|  |           |
|--|-----------|
| Administrative Officer I or equivalent post  | - 3 years |
| Administrative Officer II or equivalent post | - 0 year  |

3. **Criteria for Assessment and Weighting:**  
The weighting on the criteria shall be as follows:

| Criteria                                    | Weighting<br>Maximum Points |
|---|-----------------------------|
| (i) Academic or Professional Qualifications | - 10 points                 |
| (ii) Length of Relevant Experience          | - 15 points                 |
| (iii) Quality of Relevant Experience        | - 40 points                 |
| (iv) Interview Performance                  | - 25 points                 |

- (f) **The Minimum Overall Scores are as follows:**

|  |             |
|--|-------------|
| (i) Deputy Registrar or equivalent posts             | - 65 points |
| (ii) Principal Assistant Registrar                   | - 60 points |
| (iii) Senior Assistant Registrar or equivalent posts | - 55 points |
| (iv) Assistant Registrar or equivalent posts         | - 45 points |
| (vi) Administrative Officer I or equivalent posts    | - 40 points |
| (vii) Administrative Officer II or equivalent posts  | - 35 points |

- (g) Minimum overall score under (c) (3) (iii) i.e. Quality of Relevant Experience.

|                                    |       |
|------------------------------------|-------|
| (i) Deputy Registrar               | - 70% |
| (ii) Principal Assistant Registrar | - 60% |

**Notes**

- a) Quality of Relevant Experience to be assessed under the following headings:
- (i) Variety of experience
  - (ii) Organisational ability
  - (iii) Initiative
  - (iv) ICT Competency
  - (v) Perception of current administrative problems and solutions.
- (10 points for each of items (i) to (v))
- b) References on candidates will be assessed for
- (i) Personality
  - (ii) Reliability

12. **TYPES OF APPOINTMENT:**

- (a) **Supernumerary Post:**

Notwithstanding the provisions of Section 1(b) of the present regulations prescribing advertisement for appointment in respect of the established posts,



any appointment or promotion to a Supernumerary post shall be personal to the holder, provided that in recommending a candidate for appointment in any category including a Chair under this clause, the Vice-Chancellor shall have regard to the provisions of paragraphs 2-4 of this Chapter.

(b) **Temporary Appointment:**

The Vice-Chancellor shall have the power to make temporary appointments of suitable candidates to an existing post for up to a maximum of twelve months pending the implementation of the procedure laid down in paragraphs 1-4 of this Chapter. Appointment to the temporary staff list shall indicate the length of the appointment and shall not be valid until it has been accepted in writing. As long as the temporary appointment lasts, salary and allowances shall be on monthly basis. Staff so appointed shall not be entitled to any advances (salary or motor vehicle) unless approved by the Vice-Chancellor subject to satisfactory guarantees.

(c) **Visiting Professors, etc.**

All candidates for appointments as visiting Professors, etc. shall be duly considered by the Appointments and Promotions Board in accordance with the provisions of paragraphs 2-4 of this chapter. However, the Vice-Chancellor may appoint in an emergency and afterwards report such appointment to the Board.

The authority of the Vice-Chancellor to appoint Visiting Professors under an emergency shall be subject to the recommendations of the Faculty Appointments and Promotions Committee.

(d) **Permanent Appointments:**

Appointments, other than temporary appointments specified in (b) above, shall be made on permanent basis, or on contract basis, or on secondment or on transfer from the Public Service in Nigeria:

- (i) appointment of the rank of Professorship made on permanent basis shall be tenable until the retiring age of 70;
- (ii) appointments below the rank of Professorship made on permanent basis shall be tenable for three academic years in the first instance and on confirmation subject to satisfactory report until the retiring age of 65;
- (iii) appointments of administrative and technical staff made on permanent basis shall be tenable for two years in the first instance

and on confirmation subject to satisfactory report, until retiring age of 65; and

- (iv) permanent appointees who fail confirmation and are not being terminated shall be so informed and the period of extension shall be communicated to them.

(e) **Contract Appointments:**

Contract appointment shall not be longer than three years in the first instance subject to renewal. A contract officer shall be allowed to respond to new advertisements and negotiate a new contract appointment with the University if his application is successful. If he merits a higher post according to the University Regulations, a new contract appointment at the level of the higher post shall be offered to him.

(f) **Secondment:**

- (i) Appointments on secondment may be made from one University to another on terms mutually agreed by the Universities;
- (ii) Only in exceptional cases may secondment from any other arm of the Public Service of Nigeria to the University be approved; and
- (iii) Appointments on transfer basis from any Public Service in Nigeria may be approved.

(g) **Full-time appointments:**

Except in the case of part-time temporary employees specified in paragraph 13 of this Chapter, an appointment will be a whole-time appointment and no employee shall directly or indirectly engage in any other gainful employment except in accordance with the rules on outside commitment.

(h) **Duties of Appointees:**

Without prejudice to paragraph 21 below, all appointees shall be responsible to the Vice-Chancellor for the performance of their duties. For an academic post, these duties shall be under the supervision of the Provost or Dean and Head of Department and shall include teaching, research, services, setting and conducting examinations, marking examination scripts and any other duties as may be assigned by the Vice Chancellor.

For an administrative post, these duties shall be assigned by the Registrar after consultation with the Vice-Chancellor, in the Bursary Department where duties shall be assigned by the Bursar after consultation with the Vice-



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Chancellor and in the Library academic/administrative duties shall be assigned by the University Librarian after consultation with the Vice-Chancellor. Without prejudice to the foregoing, a person appointed Professor shall be required to give an Inaugural Lecture within one year of his/her appointment (or as soon as possible).

13. **PART-TIME TEACHERS**

As contained in the guideline for part time/contract appointments)

14. **PROMOTIONS:**

(a) **Recommendation:**

The Appointments and Promotions Committee or Board will consider recommendations put forward and supported by the Dean or Head of Department and if there is no Dean or Head of Department, by the Vice-chancellor. There shall be neither advertisement nor interview for promotions.

Promotions exercise begins with an annual review of every member of staff by the Appointments & Promotions Committee of the College or Faculty concerned. In making recommendations for promotions, each College or Faculty must forward the Annual Performance Evaluation Form of every candidate recommended along with detailed justification of the proposed promotion in the light of the candidate's teaching, research, publications and other criteria.

In the case of Senior Lecturer and Associate Professors, their Annual Review shall be done by a Faculty/School Committee comprising all the Professors of the Faculty/College Board. In a Faculty with fewer than five Professors, Professors from related disciplines in another Faculty/School shall be co-opted provided that they are not fewer than five Professors.

Where, however, a member of staff not recommended for promotion up to Senior Lecturer's level petitions for promotion, external assessment shall be sought in reviewing his case.

(b) **Non-Promotional Posts:**

Promotion shall not apply to the posts of Principal Officers of the University.

(c) **Appointments/Promotion and Existing Vacancy:**

Appointments to Professorial cadre shall normally be tied to the existing vacancies. Consequently, recommendations made by Faculties/Departments to the appropriate Board or Committee shall be for the purpose of



establishing a *prima facie* case for promotion only. All candidates deemed to be *prima facie* qualified shall thereafter be processed/ interviewed for the available vacancies.

(d) **Internal Promotions to Senior Lectureship, etc.**

Internal promotion to Senior Lectureships and from Lecturer Grade II to Grade I and appropriate administrative and technical grades is permissible without inviting outside opinion except where there are no suitable experts within the University to guide the Board or Committee.

(e) **Promotions during Study Leave:**

(i) A member of staff who is away on study leave will be entitled to his/her annual increment as long as the work he is doing is relevant to the work in his Faculty.

(ii) Being away on Study Leave does not debar a member of staff from promotion if he/she merits it.

(iii) The study leave in (i) and (ii) above must however be with pay

(f) **Promotion during Leave of Absence:**

No member of staff shall be qualified for promotion or increment during leave of absence unless the promotion exercise had been in progress before the commencement of the leave of absence.

(g) **Point of Entry on Promotion:**

A member of staff on promotion to a higher grade shall enter at the first point in the higher scale provided this is more than or equal to an incremental credit.

(h) **Eligibility for Promotion:**

Members of staff other than those on temporary appointment can be considered for promotion. The Board shall not consider any recommendation until three (3) years have elapsed from date of appointment or promotion.

(i) **Effective Date of Promotion:**

Except in exceptional circumstances, promotions shall not take effect earlier than 1st October.

(j) **Publication in Support of Promotion:**

Where publications are cited in support of promotion, the Committee making the recommendation shall include in its recommendation, assessment of those publications and, if possible, the opinion of some competent persons outside the Committee who have read them. Where a publication is the result of a joint effort between the person recommended for promotions and others, there shall be a clear statement from either the Committee or someone in a position to know, of the contribution of the person recommended for promotion.

(k) **Right of Individual to Appeal:**

An individual who feels that the claims to promotion have been overlooked shall have right to appeal to the Vice-Chancellor. He shall send a copy of his appeal through the Provost of his College or Dean of Faculty or Head of his Department who shall comment on his appeal to the Vice-Chancellor.

The Appointments and Promotions Board or the Administrative and Technical Staff Committee shall meet at the earliest opportunity to review such appeals presented by the Vice-Chancellor to the Board together with all relevant comments.

(l) **General:**

(i) Once a *prima facie* case for promotion has been established, the process of advancement to professorial grade from Senior Lecturer and Associate Professor should be the same whether by appointment or promotion. In all cases of appointment whether by *prima facie* rule or by advertisement, the Appointments and Promotions Board at the Faculty/College and University shall be involved.

(2) All appointments through response to advertisement shall be effective from:

- a. date of Council's approval for the internal candidates.
- b. date of assumption of duty for the external candidates.

All appointments by *prima facie* case shall be effective from:  
The date that the Appointments & Promotions Board approved the Vetting Committee's recommendation on the candidate.

(3) No candidate shall be considered for the same post by appointment and by promotion at the same time.



- (4) A person being considered for promotion to Associate Professor or Professor shall be informed accordingly by the Provost/Dean of his/her College/Faculty and his/her prior consent obtained.

15. **CONFIRMATION OF APPOINTMENTS:**

- (i) All appointments to posts below the rank of Professorship made on permanent basis shall be subject to three years probation for academic staff and two years for non-teaching and thereafter subject to consideration for confirmation or termination.
- (ii) Appointees who fail confirmation and are not being terminated should be so informed and the period of extension also communicated to them.
- (iii) All appointments subject to confirmation shall lapse unless confirmed or extended by the Appointments and Promotions Board or the Administrative and Technical Staff Committee as the case may be.
- (iv) In deciding on confirmation of appointment, the aforesaid Board or Committee as the case may be will consider an up-to-date curriculum vitae of the member of staff concerned as well as recommendations from his/her Dean or Head of Department.
- (v) Appointment may be either confirmed to retiring age of 70 for academic staff (Professorial cadre) and 65 for non-Professorial cadre and non-teaching staff or extended for specific periods or terminated after the notice has been given to the member of staff concerned.
- (vi) Confirmation to retiring age after the probationary service shall for the Academic Staff be subject to satisfactory evidence of scholarly research and teaching ability displayed by the staff concerned. For non-teaching members of Academic Units, evidence of professional competence shall be required.
- (vii) Where extension of period of probationary service is granted, member of Academic Staff shall not have more than a total of six years and member of Administrative and Technical Staff more than a total of four years during which his/her appointment shall be confirmed or terminated.
- (viii) In computing the number of years of service for purposes of paragraph (vii) above, the period during which a member of staff is not teaching or working in the University will not count.



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**16. DISCIPLINE:**

- (i) Discipline of all Senior Staff shall be in accordance with Section 17 of the University of Lagos Act, 1967 (as amended).
- (ii) Whenever, in the opinion of a Head of Department/Unit, misconduct which is of such a nature that can interfere with the smooth operation of the University has been established against an employee, the Head of Department/Unit concerned may recommend to the Vice-Chancellor through the Dean/Registrar that the employee be suspended for a specific period.
  - (a) Whenever, in the opinion of the Vice-Chancellor, a prima facie case of misconduct has been made against an employee and it is necessary to investigate the matter further with a view to determining the guilt or the appropriate disciplinary action, the employee may be suspended pending the determination of his/her case. Thereafter, the matter shall be referred to the appropriate Committees.
  - (b) When an employee has been suspended, he/she shall thereupon be forbidden to carry on his duties and to visit his place of work without the express permission of the Vice-Chancellor. He may also be called upon to hand over Staff Identity card, uniform, Account Books, Records, and any other property of the University in his charge to such other employee as the Head of Department/Unit may determine.
  - (c) The Registrar shall convey notice of suspension to the employee concerned in writing.
  - (d) Suspension shall be with pay for the period while investigation is being conducted on the alleged misconduct of the employee but it shall be without pay where he has been found guilty of the allegation or where the suspension has become punitive as approved by Council.

**17. RESIGNATION:**

- (i) An employee may resign or withdraw his/her appointment by giving not less than six months' notice in the case of persons in the Professorial cadre (three months in the case of non-professorial members of staff) in writing addressed to the Vice-Chancellor or alternatively pay 6 months basic salary in lieu of notice in the case of persons in the Professorial cadre and 3 months basic salary in lieu of notice in the case of non-professorial members of staff. The Vice-Chancellor may, if circumstances justify it, accept shorter notice. The acceptance of such notice by the Vice-Chancellor shall be in writing.
- (ii) When resignation takes effect at a time when the full leave earning period of service has not been completed, the entitlement to leave, travelling expenses

and emoluments during the leave period shall be determined in accordance with Chapters IV and IX.

18. **PROCEDURE FOR THE APPOINTMENT OF A PROVOST**

The following rules shall apply in the selection of a Provost of the College:

- (i) The Provost shall be elected from among the rank of full Professors of the College.
- (ii) The selection will be by secret ballot by the Academic Staff Assembly such that the candidate with the simple majority vote shall be deemed to have been duly elected, with a re-vote in the event of a tie.
- (iii) Council shall be advised of the name of the candidate elected by the Academic Staff Assembly through the Vice-Chancellor and Council shall make the appointment upon that advice.
- (iv) An incumbent shall hold office for two years and shall be eligible for re-election for a further term of two years.
- (v) After two consecutive terms in office, an incumbent shall not be eligible for re-election until after two years.
- (vi) No person shall combine the office of Provost with that of Dean of a Faculty or Head of Department.
- (vii) An election shall be held at least a month before the expiration of office of an incumbent.

19. **PROCEDURE FOR APPOINTMENT OF A DEAN**

The following rules shall apply in the appointment of a Dean:

- (i) Where there are two or more full Professors in a teaching unit of the University, the Assembly of Teachers shall elect, by secret ballot, one of the Professors as Dean of the Unit.
- (ii) subject to sub-paragraph (iv) below, where there is only one Professor in a teaching unit, that Professor shall be deemed to be Dean of that Unit.
- (iii) The term of office of a Dean shall be two academic years in the first instance but a Dean is eligible for re-election for a further period of two years only.



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- (iv) Where there is no full Professor in a teaching unit or where there are two or more full Professors and no nomination is received from such a teaching unit, the Vice-Chancellor shall, after consultation with the teaching unit concerned, appoint someone to act as Dean for such period as may be specified in the instrument of appointment, or until a Dean is fully appointed or selected as the case may be.
- (v) There is a time limit of 24 hours before the meeting for the election of Dean for lodging valid nomination papers with the Registrar. All papers lodged outside this time limit will be rejected.
- (vi) For the purpose of these Regulations, the expression "**teaching units**" means a Faculty or School of the University and the expression "**Assembly of Teachers**" means all the members of a teaching unit including those of its Board of Studies.

20. **ROTATORY HEADSHIP OF DEPARTMENTS**

The Vice-Chancellor shall appoint the Head of a Department on the recommendation of the Provost/Dean. To be eligible for appointment as the Head of Department, candidate must be a full professor. A contract professor is generally not eligible for the post of the Head of Department. The appointment of Heads of Department shall be in accordance with the following rules:

- (i) Where there is only one Professor, he/she shall be appointed as Head of Department for three years and the appointment would be renewed for another three years where there is no other Professor. The idea of a Professor holding the post of Head of Department continuously for more than six years is to be discouraged. In such a case, the next senior person as Associate Professor or Senior Lecturer should be appointed on a yearly basis as Acting Head of Department up to a maximum of two years.
- (ii) In a situation where there is no full Professor, Headship of Department could be rotated on a basis of seniority among Associate Professors and Senior Lecturers on a yearly basis up to a maximum of three years per person, until there is a full Professor in the Department.
- (iii) Normally, the same person should not hold the post of Head of Department and Dean of the Faculty at one and the same time.
- (iv) It is the responsibility of every Professor to give administrative and academic leadership; therefore, professors are expected to serve as Heads of Department.



- (v) Appointment as Head of Department shall not be automatic under the rotatory system. The member of staff concerned must demonstrate administrative ability before being appointed, in addition to being eligible under the general criteria for rotatory headship.
- (vi) Where there is no teaching staff in the rank of a Senior Lecturer or in the event of a need in a department, the Vice-Chancellor in consultation with the Provost/Dean of the College/Faculty shall appoint an Acting Head of Department from the Faculty or any cognate discipline.

21. **RESPONSIBILITIES OF PROVOST, DEANS AND HEADS:**

- (a) In addition to the statutory duties of the Provost as Head of the College or the Dean of a Faculty, he or she shall be responsible to the Vice-Chancellor for the organisation and conduct of teaching and research in his College or Faculty. He shall serve as member of the Senate and be Chairman of the Academic Board of the College or the Board of Studies of his/her Faculty and of such examining bodies as may be necessary. He will take part in general work and discipline of the University and he/she shall be expected to devote a substantial part of his/her time to the development of original work and research.
- (b) **The Provost** shall be responsible for the day-to-day administration of the College, the award of degrees and diplomas for which the College offers courses and in the case of the College of Medicine, the co-ordination of the activities of the Lagos University Teaching Hospital with those of the College. With the assistance of the relevant College Committee or persons designated for that purpose, he/she shall be responsible for the admission, registration and matriculation of students.
- (c) **The Dean** shall be responsible to the Vice-Chancellor and Registrar on all matters relating to the appointment, promotion and discipline of Academic and Senior Technical Staff after due consultation with Heads of Departments. In particular:
  - (i) he/she collates, co-ordinates and presents the budgetary and other proposals of the Faculty following consultations with Heads of Departments. He/she represents the Faculty in the Appointments and Promotions Board and also in the Academic Development Committee to which he/she may invite the Heads of Departments to join him as necessary.

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- (ii) he/she is responsible for the maintenance of Faculty buildings and surroundings other than Departmental Laboratories, Offices, Workshops and Stores
  - (iii) with the assistance of the relevant Faculty Committee or persons designated for that purpose, he is responsible for Admission, Registration, Matriculation and Graduation of students as well as for the Faculty Time-Tables, for Courses and Examinations.
- (d) **Deans in the College of Medicine**
- (i) The Dean shall be Chairman at all meetings of the Faculty's Board of Studies when he is present as the person so prescribed by Senate; in his absence, such other member of the Board present at the meeting as the Board may appoint for that meeting, shall be the Chairman at the meeting.
  - (ii) The Dean of the Faculty shall be responsible to the Provost of the College for the smooth running of the academic and administrative work of the School and in particular, he shall correspond with the Provost and/or the College Secretary on all matters relating to the appointment, confirmation and discipline of academic and senior technical staff of his school after due consultation with the Heads of Departments.
  - (iii) He/She shall collate, co-ordinate and present the budgetary and other proposals of the Faculty after consultations with Heads of Departments.
  - (iv) He/She shall be responsible for presenting to the Provost all papers arising out of the meetings of the Board of Studies of his/her Faculty or its Committees for consideration of the Academic Board.
  - (v) He/She shall have power to approve leave of absence from the College for a maximum of up to 3 days on the recommendation of a Head of Department and keep the Provost informed of his/her action.
  - (vi) He/She shall consider all applications for all types of research and travel grants submitted to him by the Head of Department and forward them to the Provost for appropriate action.



- (vii) He/She shall be responsible for the maintenance of his/her Faculty's building and surroundings other than Departmental laboratories, offices, workshops and stores.

The manner of appointment and their tenure of office shall be the same as those which apply to Deans on the Main Campus. Where there is no full Professor in a Faculty, an Acting Dean shall be appointed by the Vice-Chancellor on the recommendation of the Provost.

- (e) **The Head of Department (Main Campus)** – shall be responsible through the Dean to the Vice-Chancellor for the smooth running of his/her Department. In particular:

- (i) he/she makes arrangements for the teaching and examining of all courses and research programmes in his/her Department;
- (i) he/she makes budgetary and other proposals for the needs of his/her Department to the Dean and operates the budget approved for his/her Department; and
- (ii) he/she represents his/her Department at the interview, assessment or appointment of staff for his/her Department and accompanies the Dean to meetings of the Development Committee as necessary.

In pursuance of these objectives, the Head of Department can correspond directly with the Registrar, Bursar and other University Officials on matter affecting his/her Department other than the appointment, promotion and discipline of senior academic and technical staff, on which he can correspond with the Vice-Chancellor only through the Dean.

- (f) **The Head of Department (College of Medicine)** – shall be responsible through the Dean to the Provost for the smooth running of his Department. In particular:

- (i) he/she makes recommendations through the Dean to the Provost for the appointment, confirmation, promotion and discipline of academic and other categories of staff in his/her Department;



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- (ii) he/she corresponds directly with the Provost, College Secretary, Director of Finance and other Senior College Officials on matter affecting his/her Department other than (i) above;
- (iii) he/she scrutinises in the first instance, applications for all types of research and travel grants by members of his/her staff and forward his/her recommendations to the Dean of his Faculty who shall process it to the Provost for appropriate action; and
- (iv) he/she considers in the first instance, all applications for study leave and forward them with his/her comments to the Faculty for necessary action.

(g) **Heads of Department Allowance**

For the additional responsibilities which Heads of Departments are undertaking, an allowance at the rate approved by Council shall be payable.

**22. EMPLOYMENT OF COUPLES IN THE UNIVERSITY:**

- i. Husband and wife shall be eligible for appointment into any post in the University.
- ii. Only in exceptional cases will both be employed in the same department.
- iii. Where both husband and wife are employed by the University, it is with the understanding that they shall not enjoy double entitlement especially with respect to housing, some medical benefits, etc.

**23. MEDICAL EXAMINATION**

Before any appointment is made, employees shall be required to produce to the Registrar evidence of good health by a Medical Certificate issued by the Director of Health Services of the University of Lagos or in exceptional cases by any other highly qualified Medical Practitioner if appointee is recruited from overseas.

**24. DECLARATION OF AGE**

Every employee shall produce legal evidence of his/her true age on first appointment. The age so given is not subject to change.

**25. UPDATING OF PERSONNEL RECORDS**

It shall be the responsibility of each employee to notify the Registry of any change in the records completed upon first appointment.

## CHAPTER III

### 1. RULES ON OUTSIDE COMMITMENTS OF STAFF

The main concern of the University here is that members of staff should not fail to meet their obligations to the University and to students because of the pressures resulting from such commitments.

There are therefore minimum standards of contribution and performance below which a staff member's performance would be regarded as inadequate. What these standards are may not be easy to define. Many members of staff contribute a great deal more to University, students and professional development than any requisite minimum standard. Such members of staff do make a University what it should be.

Apart from the requirements of professional teaching and research, staff member cannot fulfil his University obligation without spending a minimum of some 35 hours per week on such basic activities as preparation for class, lectures and tutorials, handling of papers and examinations, office hours and other arrangements for meeting with students and committee work at all levels. The presumption would be raised that a Faculty member is failing to meet his/her responsibilities to the University if the evidence suggests that he/she is not giving time and effort to the University on such magnitude.

### 2. CLASSIFICATION OF OUTSIDE COMMITMENTS

The community regards the University as a reservoir of talents upon which it can expect to draw and the community has some right to do so. Instances exist, particularly of service to the government in these times, when such services may well be considered equivalent to service to the University. All such activities tend desirably to project the image of the University.

It is desirable that academic professional should be permitted to obtain experience in the practice of their professions, since this is likely to further their professional development and enrich their teaching.

In view of this, the public should be able to draw upon the reservoir of talents in the University. The University should not be starved as a result of this policy and it should not be concerned with the outside commitments of staff outside term-time.

The following are categories of outside commitments recognised by the University during term-time.



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- (a) **Single Performance Non-recurrent Commitments:**  
This category of commitments usually lasts for a few hours and does not conflict with University work e.g. participation in broadcasting programmes, invigilation or participation in athletic contests, etc.
- (b) **Non-recurrent Commitments:**  
This type may extend over a number of days such as performing as external examiner, marking of examination scripts or a course of lectures at some other institutions.
- (c) **Intermittent Professional Consultancy:**  
This involves giving expert medical, engineering, legal or other professional advice to clients when the need arises. It is not done on regular basis. Examples of these will be a legal practitioner seeking the opinion of law teachers or industries asking engineering teachers to solve engineering problems or doctors and patients asking for specialised medical advice from Clinical Teachers/Consultants.
- (d) **Short-Term Recurrent Commitments:**  
This category of commitments involves absence of staff from their Departments, classroom, tutorials, meetings, group research etc., on regular basis for up to one day, a week, for a limited period of time or months, e.g., giving lectures in another University, attending to patients in private clinics or seeing clients in a Law Chamber.
- (e) **Regular Professional Consultancy:**  
This involves the regular presence of the Consultant at the venue of the consultation. For example, a Clinical Teacher/Consultant who has a Clinic where he/she has to be present regularly for a few hours everyday to attend to private patients, or a Law Teacher who has to be present in his/her private chamber for a few hours daily.
- (f) **Long-term Recurrent Commitments:**  
As in (e) above, but for more than one day, a week, irrespective of duration, such recurrent commitments would include appointments to membership or chairmanship of Boards, etc. on a part-time basis.
- (g) **Full-Time Commitments:**  
These involve continuous absence for long period, such as appointment as Commissioners, Chairmanship of Boards or other full-time appointments within the public service.



(h) **Retainership:**

This type of outside commitment involves the indefinite hiring of an individual on a year salary basis and he is called upon any time his services are required. But he/she is paid the agreed salary, regardless of whether or not he/she renders any service to the company during the year.

3. **REGULATIONS ON OUTSIDE COMMITMENTS**

Outside commitments that will inhibit the efficient performance of any staff's official duties shall not be permitted, except on the basis of leave without pay or conversion from full-time to part-time employment. The following regulations shall therefore be observed in granting permission for outside commitments:

- (a) No permission shall be required for outside commitments under category 2(a), since they are single performance non-recurrent commitments, as long as they do not inhibit the efficient performance of University work.
- (b) The permission of the Head of Department is necessary for outside commitments in category 2(b). The Head of Department will in turn inform the Dean. Where the Dean is involved, he/she will inform the Vice-Chancellor. Where the Head of Department is involved, he/she will inform the Dean.
- (c) For categories of outside commitments in 2(c) and 2(d), approval of the Vice-Chancellor shall be sought through the Head of Department and Dean. Both the Head of Department and Dean shall include on the application, helpful comments which can aid the Vice-Chancellor in arriving at appropriate decisions.
- (d) Outside commitments in category 2(e) require the staff concerned to obtain permission from the Vice-Chancellor through the Head of Department/Director and the Dean indicating the specific hours in which regular outside commitments are to be carried out.
- (e) For categories of outside commitments in 2(g), application for leave or absence without pay shall be sent through Dean to the Vice-chancellor. Decision on the application by the appropriate committee shall be reported to the Council.
- (f) For category of outside commitments in 2(h), the permission of the Vice-Chancellor shall be obtained through the Dean.

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- (g) Outside commitment in category (d) above amounts to part-time appointment and approval of the Vice-Chancellor should be sought through the Head of Department and the Dean as in paragraph(b) and (c) above. Where income is generated from such outside commitment the sharing ratio should be staff concerned 75% and 25% to the University especially where the nature of the engagement or appointment requires that the salary of the members of staff is still being paid.

**4. YEARLY REVIEW**

When permission is given for outside commitments in categories 2(b, c, d, f, g and h) such permission shall be subject to yearly review to ensure that outside commitments do not take more than indicated when application was originally made. If the commitments are known to take more than indicated, such permission will be withdrawn and the individuals concerned shall be advised to go on leave of absence or become part-time staff.

**5. CODE OF CONDUCT FOR UNIVERSITY STAFF**

It is considered appropriate that the University should permit its staff to engage in outside commitments for the benefit of the society in general and for developing the professional competence of lecturers in different professional fields. As it is unlikely that every outside commitment will be calculated to achieve these two aims, as some might tend to have the opposite effect, the following actions shall be unethical for staff of the University:

- (a) Taking on an outside commitment for which permission has not been sought and obtained;
- (b) Canvassing for or responding to open tender for contracting jobs within and outside the University;
- (c) University Law Teachers being briefed in an action against the University;
- (d) Professional consultancy outside the area of specialisation of teachers concerned;
- (e) Using University hospital bed, computer, staff, letter head, vehicles or other facilities for outside commitments by staff except in the case of Group Consultancy approved by the University for which special arrangements can be made;
- (f) University staff managing or running a firm or business organisation as distinct from owning shares e.g. running a school; printing press or book trade;
- (g) Trading or contracting business.  
The managing or running of a business as a Managing Director or General Manager which is a full-time work which cannot be undertaken simultaneously with full-time University work.



6. **CONTACT HOURS**

All teaching staff irrespective of administrative responsibility must carry appropriate teaching loads. But in the distribution of such teaching loads, administrative duties shall be taken into consideration.

The following minimum teaching hours shall apply to all categories of University teachers in addition to their research work: (Average contact hours are expected to vary from 150 – 200% of these minimum teaching hours).

| Minimum Teaching Hours               | Per week |
|--------------------------------------|----------|
| Provost/Deans                        | - 2      |
| Heads of Department/Directors        | - 3      |
| Other Professors                     | - 4      |
| Associate Professors                 | - 6      |
| Senior Lecturers                     | - 8      |
| Lecturers                            | - 8      |
| Assistant Lecturers                  | - 4      |
| Graduate Assistants (Tutorials only) | - 4      |

7. **ADDITIONAL DEVICES TO ENSURE THE MAINTENANCE OF HIGH STANDARD**

In order to ensure that University lecturers and Professors maintain their contact hours and teach effectively, the following devices shall apply:

- (a) On each Faculty Time-Table, there should indicate an instruction that ten minutes after the commencement of class, if no teacher shows up, an immediate report should be made to the Head of Department or Dean;
- (b) An evaluation questionnaire should be designed and distributed to students for completion. This could present a rough and ready measurement of individual teacher's effectiveness. The teacher too, should keep a similar assessment of the students. This will guard against giving too much credence to assessment by truants and students who are not serious.

8. **SANCTIONS FOR BREACH OF THE REGULATIONS**

The provisions of these Regulations and the Guideline shall be strictly enforced. The breach of any section of the Regulations shall be gross misconduct which shall attract appropriate disciplinary action in accordance with University Regulations and any prior permission granted for outside commitment shall be withdrawn from such erring staff.



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Where permission has been granted to a member of staff to accept an outside commitment and such job is shown to have been badly done, subsequent applications from such member of staff shall not be approved. In addition, proof of unethical or scandalous behaviour in carrying out an outside commitment shall call for appropriate disciplinary action by the University.

## CHAPTER IV

### SALARY SCALES

#### 1. SALARY

Subject to any contrary agreement in the case of appointments on contract, secondment or transfer, salary scales shall be as approved by Government/Council from time to time. No amendment shall adversely affect an existing member of staff without his/her prior agreement.

#### 2. RATES OF PAY FOR OTHER POSTS

The rate of pay for other posts not covered by existing salary scales shall be as follows:

(a) **Part-Time Academic Posts:**

The normal part-time teaching allowance to non-members of the University shall be at the hourly rate to be determined by the University, the rate depending on the experience and seniority of the teacher.

(b) **Demonstrators:**

Graduate Demonstrators – payment shall be at the hourly rate to be determined by the University depending on the qualification of the Demonstrator.

(c) **Associate/Adjunct Lecturers/Fellows:**

The rate of honorarium shall be as provided by the University Authorities and the period of the appointment shall be stated.

#### 3. PLACEMENT ON SALARY SCALES:

In deciding the point on the salary scale at which a candidate shall be placed on first appointment, regard will be paid to qualifications and relevant experiences and the appointee will normally be placed at the point on the scale not less than the salary he/she would have received had he continued with his/her former employer.

**General:** The University shall operate the CONTISS for Non-Teaching/Administrative, CONHESS/CONMESS for Medical personnel and CONUASS for Academic Staff unless otherwise modified by appropriate government policies.





## **CHAPTER V**

### **PASSAGES**

#### **1. ON APPOINTMENT, RETIREMENT, RESIGNATION OR TERMINATION**

An employee shall be entitled to economy class air passage or first class sea passage, first class road or first class rail fares by the shortest direct route for himself/herself, his/her wife/husband and up to five children below the age of 17 or below the age of 25 if still undergoing full-time education. An officer on CONUASS 7/CONTISS 15 shall be entitled to economy class air passage for himself/herself and wife/husband; children below the age of 12 shall be entitled to travel with their parents in the same class but children aged 12 and above shall travel in the economy class.

In addition, an employee shall be entitled to baggage allowance as in paragraph 7 of Chapter 8 in respect of the journey to Lagos from his/her place of domicile on his/her retirement or resignation or in accordance with his/her contract provided that where an employee resigns while on overseas leave, he/she shall not ordinarily be entitled to passage for himself/herself, his wife/husband or his/her children to return to Lagos except at the discretion of the Vice-Chancellor subject to report to University for a period of not less than six months from the date of his return to Lagos from Overseas leave.

#### **Payment of passage allowance is subject to the following rules:**

- (a) An employee in respect of whom (with the family where applicable) the University has paid transport fares from outside Nigeria shall be required to serve the University for a minimum period of two years before resigning his/her appointment in order to be absolved from making a refund of such passages unless the employee concerned is dismissed or his/her appointment terminated by the University. The University shall not pay import duty charges on behalf of any member of staff.
- (b) If such an employee resigns his/her appointment and leaves the services of the University within six months of his/her assumption of duty, such an employee shall be required to refund the University the whole of the transport fares paid on him/her and the family where applicable or get his/her new employer to enter into an agreement with the University to make the refund.
- (c) An employee serving the University for a period of over six months but less than one year shall be required to refund half of the passages, whilst any such employee who



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leaves after one year but less than two years shall be required to refund to the University a third of such passages.

- (d) The University shall, in appropriate cases and where reasonable causes has been shown, have the discretion to waive part or all of these Regulations in respect of deserving case made by members of staff.
- (e) An employee resigning within one month of return from overseas leave will not be eligible for repatriation of himself/herself and family unless due cause has been shown to the Vice-Chancellor for the extra expenses incurred by the University. The Vice-Chancellor will report action taken on such cases to Council.

**2. PASSAGES ON UNIVERSITY BUSINESS ABROAD**

Passages on University Business abroad shall be authorised by the Vice-Chancellor on behalf of Council. **There shall be no entitlement to passage in respect of other members of the family.**

**3. ABNORMAL AIR ROUTE**

An officer and his/her family may travel to and from his/her place of domicile by means other than the most direct air route, but he/she shall be granted, towards the cost of such passages, only the cost of an economy (tourist) air passage by the most direct route.

**4. PASSAGE FOR MARRIED WOMEN**

The passage entitlement of a married woman shall, subject to the condition outlined above, be exactly the same as the entitlement of any other member of staff, but:

- (a) a woman married to a Nigerian shall be treated as if she were a Nigerian for the purpose of deciding her entitlement for study leave;

**5. PASSAGES ON SPECIAL GROUNDS**

A member of senior staff normally entitled to free passage who, on medical grounds of obvious urgency, requires passages 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 a passage when next proceeding on leave.

## **CHAPTER VI**

### **REGULATIONS UNIVERSITY TO ITS SENIOR CONCERNING PROVISION OF QUARTERS BY THE STAFF**

1. **ENTITLEMENT:**

- (a) Official quarters **may** be provided for staff on CONTISS/CONHESS/CONMESS 9/CONUASS 3 and above or in the alternative be paid appropriate rate of basic salary for rent.
- (b) On appointment, staff shall make request for provision of official quarters or opt for his/her own private arrangement.
- (c) Where quarters are not available, the University shall assist such officers in settling down by granting salary advance for rent to obtain his/her own accommodation.
- (d) Officers earning below CONTISS 9, may be assisted with accommodation if such officers are on essential service and have to live near Campus to facilitate his/her work.

2. **RENT PAYABLE FOR OFFICIAL QUARTERS**

Rent payable on such accommodation shall be as approved by the University from time to time.

3. **AGREEMENT GOVERNING THE OCCUPATION OF QUARTERS**

Agreement governing the occupation of quarters shall be signed by the staff allocated quarters.

4. **MARRIED COUPLES**

A spouse employee shall be entitled to accommodation in his/her own right. However, where one spouse enjoys official accommodation in the same University the other spouse shall not be entitled to another accommodation.

5. **TEMPORARY ACCOMMODATION**

A new employee from outside Lagos who is normally eligible for accommodation may be accommodated for not more than 7 days at the expense of the University.



6. **DETERMINATION OF OCCUPATION OF QUARTERS**

Where an entitled officer is required under the Regulations to vacate his/her quarters and he/she refuses to do so within **6 months** after the date of official disengagement, the officer shall be subjected to eviction thereafter.

7. **OBLIGATION OF UNIVERSITY EMPLOYEE AS TENANTS:**

An occupier of quarters provided by the University shall undertake:

- (i) To pay all appropriate nominal reserved rent on the allocated premises deductible from the Service Tenant's salary or as may thereafter be charged for reserved by the Employer/Landlord provided also that if the Employee/Service Tenant proceeds on leave of absence, the landlord shall be at liberty to revise and charge economic rent prevailing in the neighbourhood and such economic rent shall be communicated in writing to the Employee/Service Tenant.
- (ii) To use the allocated property as residential premises and solely for the performance of his/her duties.
- (iii) To pay all charges of electricity, utilities, water and other services consumed or used at or in relation to the allocated premises during the subsistence of Employer/Employee relationship.
- (iv) To observe and ensure compliance with the Employer/Landlord's regulations on environmental sanitation by keeping the allocated premises in a clean, habitable and Service Tenantable condition at all times material to this Agreement.
- (v) To keep the interior of all allocated premises and the fittings and fixtures including but not limited to appliances, cabinets and closets, doors, windows and other glass fixtures, fittings, tiles and flooring therein (but not any structural part thereof) in good and Service Tenantable repair and condition. Reasonable wear and tear, damage by storm, tempest, tornado, flood, generally are exempted.
- (vi) To replace at his/her own cost or pay for any damage to appliances, bulbs, cabinets and closets, electrical, plumbing materials, flooring materials, fixture and fittings in or any other part of the allocated premises howsoever and whatsoever caused.
- (vii) Not to assign sublet or underlet or part with possession of the allocated premises or any part thereof.

- (viii) Not to breed or rear any domestic animals within the allocated premises.
- (ix) Any Service Tenant wishing to keep a pet should register it with the medical centre. Such pet should be kept in such a manner as not to cause any inconvenience to neighbours and the community.
- (x) Not to use, generate or attempt to generate any electricity either from generating set or other mechanical or electrical processes other than those provided by the Employer/Landlord or procure any generating plant with a view to generating alternative energy within the allocated premises without permission or approval and services of the Works and Physical Planning Department.
- (xi) Not to alter the structure of the allocated premises or any part thereof in any manner whatsoever without the consent of the Employer/Landlord first sought and obtained.
- (xii) Not to do or permit anything to be done upon the allocated premises or a part thereof which may be or become a nuisance or cause inconvenience to the Employer/Landlord or other occupiers of any neighbouring allocated quarters and to abate any nuisance on receipt of notice or awareness requiring the Employee/Service Tenant to do so, promptly. For the purpose of this Agreement, nuisance shall include but not limited to the following:
  - a. Posting/pasting of posters and other advertorial on or around the allocated premises
  - b. Causing emission of smoke or noise from the allocated premises including inconvenience to the neighbours
  - c. Dumping of municipal solid and liquid waste materials in any unauthorised place in or around the allocated premises.
  - d. Parking of vehicle in an unauthorised location(s) that may prevent reasonable ingress and egress of any other person(s).
  - e. Conduct likely to disrupt peace and good neighbourliness.
- (xiii) To permit the Employer/Landlord and/or its agent, servants or workmen at all reasonable times during the said term upon giving not less than 24 hours' notice to enter upon view the condition of the allocated premises and to execute repairs and works required to be done by written notice given by the Employer/Landlord.



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- (xiv) Not to carry on any business/commercial activities within the allocated premises or any part thereof.
- (xv) At the voluntary or involuntary cessation of employment with the Employer/Landlord arising either from termination, resignation, transfer or service, retirement or dismissal from the services of the Employer/Landlord to:
  - a. yield up immediately, the occupation of the allocated premises in good repair and in accordance with the terms of this agreement.
  - b. give up all keys of the apartment to the Employer/Landlord;
  - c. remove all signs erected by the Employee/Service Tenant in upon or near the premises and immediately to make good any damages; and
  - d. ensure that the premises shall at the time of exit be in good and tenantable condition
- (xvi) Where the Employee/Service Tenant upon yielding up occupation defaults in effecting the necessary repairs, or in surrendering all keys of the apartment, or in removing all signs erected by him/her and/or in making good any damages resulting therefrom, the Employer/Landlord may effect such repairs, make good any replacements and/or damages and recover all expenses incurred from the Employee/Service Tenant.

9. **OBLIGATIONS OF THE UNIVERSITY AS LANDLORD:**

The University shall ensure:

- (i) That the Employee/Service Tenant paying the rent hereinbefore reserved and observing and performing the covenants conditions and stipulations herein on his/her part shall peaceably enjoy the allocated premises throughout his/her period of employment without any interruption by the Employer/Landlord.
- (ii) To make all structural external repairs that may be required on the allocated premises from time to time.
- (iii) To ensure that the premises shall at the time of allocation be in good and tenantable condition.

PROVIDED ALWAYS that whenever during the term:

- (i) There is breach by the Employee/Service Tenant of the covenants or other term of this service agreement or any document expressed to be supplemental to this agreement, or if the rent reserved or any part thereof shall not be paid as agreed, or other covenants on the Employee/Service Tenant's part herein contained shall not be performed or observed, then it shall be lawful for the Employer/Landlord at any time thereafter to re-enter upon the allocated

premises or any part therein in the name of the whole and thereupon the service tenancy shall absolutely determine but without prejudice to the right of action of the employer/Service Tenant's covenants herein contained.

- (ii) The Employee/Service Tenant disengages or is relieved of his/her duties on account of resignation, transfer or service, termination, dismissal or retirement from the services of the University of Lagos, the service tenancy shall terminate automatically and it shall be lawful for the Employer/Landlord at any time thereafter to recover the allocated premises or any part therein in the name of the whole and thereupon this service tenancy shall absolutely determine but without prejudice to the right of action of the Employer/Service Tenant's covenants herein contained. For the avoidance of doubt, the service tenancy terminates on the last day of the period of notice of resignation, retirement, transfer of service or termination of appointment subject to paragraph 7 above. Where the Employee/Service Tenant is dismissed forthwith, the service tenancy also terminates forthwith or at the expiration of any courtesy notice contained in the letter of dismissal.

10. **RULES FOR ALLOCATION OF QUARTERS:**

- (a) For the avoidance of doubt, quarters are deemed vacant six (6) months after the retirement or death of the allottee or three (3) months in the case of compulsory retirement.
- (b) In order to demonstrate the essential unity of the University, members of staff of the College of Medicine may be allocated residential accommodation on the Main Campus. Each application will be treated strictly on its merits.
- (c) Status-point system shall be used in allocating quarters on Campus. This status-point system shall be as determined by the Housing Committee and approved by the Vice-Chancellor.
- (d) Whenever possible, preference of members of staff, if known, shall be taken into consideration in allocating quarters.
- (e) Notwithstanding (c) above, professors and staff of similar status will normally be given priority in the allocation of quarters. Professorial Quarters shall be allocated strictly to professors and staff holding equivalent posts.
- (f) Allocation of quarters shall be made to individual members of staff and not to posts or departments except for the Vice-Chancellor, Registrar, Bursar, Chief Security Officer and the University Librarian.



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- (g) Provision of staff quarters shall be limited to the members of staff at the level of Lecturer Grade II i.e. CONUASS 3/CONTISS/CONHESS/CONMESS 9 and above.
- (h) Change of allocation is not allowed except with the approval of the Housing Committee.
- (i) Approval for a change in permanent accommodation shall not be given except when change in status warrants such.
- (j) Protest about allocation will be determined by the Housing Committee. Where an aggrieved member of staff is not satisfied with the Committee's decision, he/she has a right of appeal to the Vice-Chancellor.
- (k) Approval for change of allocation shall not be given during the first 12 Calendar months of residence in any quarters except on grounds of structural defect in the quarters.
- (l) Any allocation made to a member of staff who applies for a change of quarters must be accepted by that person in writing within two weeks. If he/she does not go into occupation of the quarters within seven days of its being made ready by the Maintenance Officer, the allocation shall lapse.
- (m) The Chairman with the approval of the Vice-Chancellor may allocate quarters or approve change of allocation in emergency on behalf of the Committee.
- (n) Any allocation that is regarded as not adequate shall be temporary and the member of staff concerned shall be notified accordingly. The allocation shall be reviewed as soon as more appropriate accommodation becomes available.
- (o) In the case of off-campus accommodation, the University will determine the sum payable to the landlord for the cost of renovation of the leased property when releasing the property to the landlord.

**11. HOUSING LOAN SCHEME:**

The University shall operate a Housing Loan Scheme on terms and conditions approved by the University Council from time to time.

## CHAPTER VII

### ADVANCES AND LOANS

1. **SALARY ADVANCE:**

Advance on account of salary may be approved by the University to an employee on regular appointment within twelve months of such appointment and shall be limited to three month's salary to be refunded in twelve equal consecutive monthly instalments deducted from salary, the first instalment to be made in the month following the month in which the advance was made. **Salary advance may also be granted to any employee on special grounds approved by the University not more than once in two years.**

2. **SPECIAL ADVANCE FOR RENT:**

Where it is necessary for employee to pay rent in advance beyond one month, he/she may be granted a loan up to his/her maximum entitlement of rent allowance for two years. The employee shall enter into an agreement with the University. Such loan shall be guaranteed and shall only be granted once.





## **CHAPTER VIII**

### **ALLOWANCES (Including Attendance at Conference)**

1. **ENTERTAINMENT**

Official entertainments shall be authorised by the Vice-Chancellor or the Provost in the case of the College. The cost shall be reimbursed at the rates payable at University Guest Houses on production of receipts or other satisfactory evidence. Prior written approval of the Vice-Chancellor or of the Provost in the case of the College shall be obtained for every official entertainment.

2. **HOSPITALITY**

An employee shall receive an allowance equivalent to the prevailing Guest Houses rate per night per guest for providing full lodging and boarding for official guests of the University if this is done at the request of the Vice-Chancellor or of the Provost in the case of the College.

3. **KILOMETER**

An employee travelling on duty in his own car (except from home to the University and return) shall be paid allowance **at the rate approved from time to time by the University.**

4. **SUBSISTENCE**

When travelling within Nigeria on duty away from normal place of work, an employee shall be entitled to subsistence allowance **in lieu of hotel bills at the rate approved by the University from time to time.**

When travelling overseas on duty, employees of the University shall be entitled to subsistence allowance **at the estacode rate** approved from time to time by the University in line with the Federal Government rates for the Public Service.

5. **BAGGAGE**

(a) The following baggage allowances are payable under conditions set out in Chapter V, Sections 1 and 2 on passages to and from abroad for new appointment, retirement, resignation or termination and the personnel claims must be in respect of actual expenditure and supported by receipts, viz.

(b) Locally recruited staff will be paid reasonable transport allowance for themselves and families in respect of actual expenditure supported by receipts.



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- (c) The provisions in (a) above shall apply to all members of staff proceeding on study leave for periods lasting for six months and above.
- (d) The University shall not, under any circumstances pay import duty on any member's personal effects.

**6. REGULATIONS REGARDING ATTENDANCE AT INTERNATIONAL AND LOCAL CONFERENCES:**

- (i) Attendance at International Conferences by members of staff of the University shall be approved prior to the Conference, by the Vice-Chancellor of the University.
- (ii) Normally, attendance at International Conferences overseas should coincide as far as possible, with the period that a member of staff is overseas, but in exceptional circumstances special consideration may be given.
- (iii) It is not expected that grants made by the University should cover in full the expenses incurred in attending International Conferences, since such grants are intended merely to reduce the financial burden on the participant in respect of transport, participation fee and subsistence charge. Application for financial assistance are normally made to cover transport expenses (fares), participation fee and subsistence charges.
- (iv) **Types of Application:**
  - (a) Where full financial assistance is required:  
This would cover official University representatives at special conferences held locally or overseas.
  - (b) Where partial financial assistance is required:  
Grants are required to subsidise visits to conferences locally or overseas.
    - (i) Priority consideration should be given to those reading original papers of learned societies organising the conference.
    - (ii) Grants should cover a proportion of the total expenses as approved by the University from time to time.
  - (c) No Financial assistance required:  
Attendance at conference which would not involve the University financially shall require no more than formal permission from the appropriate University authority to attend, e.g. Vice-Chancellor, Provost and Dean.

An application to attend a conference locally for a period **not exceeding seven days** may be considered by the Head of Department concerned and recommended through the Dean or Provost to the Vice-Chancellor for approval. All applications to attend International Conferences for which financial assistance is required should be made, if possible, **six months** before the date of the conference to the Vice-Chancellor **through the Provost/Dean and Head of Department or through the Registrar in the case of non-teaching staff** for consideration.

7. **ADMINISTRATIVE RESPONSIBILITY ALLOWANCES:**

(a) **Provost, Deans, Directors and Heads of Departments' Allowances:**

Administrative allowances shall be at the prevailing rate approved from time to time. Where a staff holds more than one position of responsibility, he/she shall be entitled to **only one** responsibility allowance.

The following shall be applied as guidelines in implementing the above provisions:

- (i) No staff shall hold more than one post;
- (ii) Full-time Wardens shall be paid only their salary.

(b) **Administrative and Technical Staff Allowance:**

Administrative allowance as approved from time to time shall be paid to Administrative and Technical staff who are Heads of Units as approved by Council.

(c) **Acting Appointment:**

When it is necessary that a particular duty post should continue to be filled at a time when no officer of corresponding substantive rank is available for posting thereto, some other officer may, with the approval of the appropriate authority, i.e. the Vice-Chancellor for Academic posts and on the recommendation of the Registrar for Administrative and Technical posts, be formally appointed to act in the duty post and assume fully its duties and responsibilities and benefits.

- (d) An academic staff who acts for a Provost, Dean, HOD or Director for at least one semester or session shall be paid responsibility allowance at an approved rate from time to time as approved by Council.
- (e) In the case of administrative and technical staff, he/she shall be paid responsibility allowance at an approved rate from time to time as approved by Council.



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8. **HALL MASTERS/MISTRESSES AND ASSISTANT HALL MASTERS/MISTRESSES**

(a) **Masters/Mistresses:**

Masters/Mistresses shall act in loco parentis to students and shall be responsible for the effective management and administration of each Hall of Residence on day to day basis. They shall be entitled to responsibility allowance at the prevailing rate as approved from time to time.

(b) **Assistant Hall Masters/Mistresses:**

Assistant Hall Masters/Mistresses shall assist the Master/Mistresses and shall be entitled to responsibility allowance at the prevailing rate as approved from time to time.

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## CHAPTER IX

### INCREMENTS

1. Except as provided in Paragraphs 2, 3, 5 and 6 below, an increment shall be granted annually on 1st October to every employee provided he/she has served six months or more on a salary point and has not reached the maximum point/step in the salary scale.
2. In determining the period of a few days short of the required period resulting from weekends and Public Holidays would be overlooked.
3. Annual increments shall not be automatic but earned. Every Dean/Head of Department shall complete An Annual Appraisal Form for every member of staff. Only those members of staff duly notified of annual increments shall be entitled thereto. Where a member of staff is not granted annual increment he/she shall be duly informed of the reasons.
4. A Head of Department shall not recommend any employee who has been found guilty of gross inefficiency for annual increment.
5. An employee who has been denied an increment for whatsoever reason shall have the right of appeal to the Vice-Chancellor through the Head of his/her Department and the Registrar.
6. Employees who are granted leave without pay for a full academic year shall not be entitled to increment in respect of the year concerned.
7. No annual increment would be granted in a promotion year.



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## CHAPTER X

### CATEGORIES OF LEAVE

#### 1. VACATION LEAVE:

##### (a) Leave Entitlement:

- (i) The leave earning period shall be 1st October of every year to 30<sup>th</sup> September of the following year, i.e. an academic year.
- (ii) The maximum leave entitlement for members of staff, which are **working days**, is as follows:

| Salary Grace Levels           | Leave per annum |
|-------------------------------|-----------------|
| CONUASS 1/CONTISS 7/CONHESS 7 |                 |
| CONMESS 7 and above           | - 30 days       |
| CONTISS 6 and below           | - 21 days       |

- (iii) The Academic members of staff are expected to be on vacation leave during the period when students are on long vacation, provided that in the College of Medicine in view of the commitments of members of staff to patients' care in the Teaching Hospital and the various professional examinations, leave may be arranged within Departments such that it can be spread among academic members of staff every year from 1st October to 30th September of the year following.
- (iv) Annual vacation leave is compulsory and shall be granted at the convenience of Departments, taking the interest of the members of staff concerned and the exigency of duty into consideration.
- (v) Normally, annual vacation leave should be taken in the calendar year in which it is earned or latest before 1st March of the following calendar year, failing which the leave would be forfeited. However, members of staff who could not take their leave because of exigencies of duty would be allowed to defer such leave provided **prior approval of the Registrar is obtained** before the deferment and such leave must be spent before the officer's retirement. All approved deferment must be honoured.
- (vi) Leave may be taken on pro-rata basis as follows:



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| LEAVE EARNING PERIOD |    |            |
|----------------------|----|------------|
| CONUASS 2/CONTISS 07 |    | CONTISS 06 |
| AND ABOVE            |    | AND BELOW  |
| 12 months            | 30 | 21         |
| 11 months            | 28 | 19         |
| 10 months            | 25 | 18         |
| 9 months             | 23 | 16         |
| 8 months             | 20 | 14         |
| 7 months             | 18 | 12         |
| 6 months             | 15 | 11         |
| 5 months             | 13 | 9          |
| 4 months             | 10 | 7          |
| 3 months             | 8  | 5          |
| 2 months             | 5  | 4          |
| 1 month              | 3  | 2          |

Any period of service under 30 days is not reckonable.

(b) **Overseas Leave for Expatriates:**

Expatriate employees of the University whether on permanent or contract appointment may be granted leave passage **every three years** to their places of domicile for themselves and their spouses and up to four children under the age of eighteen years or below the age of twenty-five if still undergoing full-time education and living with them in Lagos. **Local leave shall be granted annually during the intervening years.**

2. **MATERNITY LEAVE:**

- (a) All female employees shall enjoy 16 weeks (4 months) maternity leave. The leave shall commence four (4) weeks before her Expected Delivery Date (EDD). An employee who has served for a continuous period of six months shall be entitled to maternity leave with full pay. Maternity leave shall be taken at a stretch counting from the date the female employee commences the leave. Application for maternity leave shall be accompanied by a medical report endorsed by the Director of Medical Services.
- (b) Any female officer who is nursing a child shall be granted two (2) hours off duty everyday. This facility shall be granted to a maximum period of six (6) months from the date she resumes from maternity leave.
- (c) Annual leave cannot be enjoyed along with maternity leave in the same year.

(d) **Policy concerning the employment of pregnant women**

- (i) Newly employed pregnant women should be allowed to accept the offer of employment before the expiration of the three (3) months granted for newly employed staff to accept and the option to defer the assumption of duty until after delivery. If by the expiration of a six months period, the staff is unable to assume duties and undergo the medical screening, the offer should lapse.
- (ii) A newly employed pregnant staff who has not spent up to one year and desires to proceed on maternity leave, the period she worked will be **pro-rated** and she will be paid for that period only while the remaining days will be without pay.
- (iii) The completion of assumption of duty addendum should be effected by all newly employed female staff.

3. **SICK LEAVE:**

- (a) A member of staff who is absent from duty on grounds of ill-health will, provided such illness is covered by a sick certificate issued by any Medical Officer of the University, be regarded as absent on sick leave.
- (b) Any sick leave report issued to any member of staff by any outside doctor shall be valid for two days only, provided that the illness was an emergency or that it took place during the weekend where it may not be possible for the employee to reach the Medical Centre. Sick leave certificate issued by outside doctor shall be submitted to the Medical Centre for endorsement by the Director of Medical Services. The staff must thereafter report to the Health Centre if further treatment is required.
- (c) Sick Leave may be granted on full pay by the Vice-Chancellor to an employee upon production of a medical certificate signed by the Director of Medical Services of the University or by any other medical practitioner approved by the Council up to a maximum period of three months, subject to the employee having served the University for a minimum period of two years. In cases of application for extension of sick leave beyond three months, Council may consider approval of payment for further salary on the merits of the application.
- (d) Where the University Director of Medical Services finds that an employee's health is likely to be further impaired by remaining on duty or has been on sick



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leave for over six months, he/she will arrange for a **Medical Board** to be held to determine that employee's further usefulness in the service of the University. The Medical Board shall consist of the University Director of Medical Services and two other Medical Practitioners, one from Government Service and the other from Private practice.

The Medical Board Report should ascertain/state whether permanent or temporary invalidation is recommended for the employee.

4. **CASUAL LEAVE**

A member of staff may be granted, at the discretion of the Head of Department, occasional permission to absent himself from duty for a few days at a time without loss of salary provided that the staff has taken the whole of the leave entitlement for the year, and that the aggregate number of days so taken shall not exceed five (5) working days in any one leave year. The Registrar should be notified in writing on every occasion.

5. **STUDY LEAVE:**

(a) **Purpose:**

Study Leave shall be granted to all members of staff for the purpose of engaging in study and research either for the acquisition of higher degrees, professional qualifications or the intellectual development of the individual. Study leave shall be of two types:

- (i) A short-term leave not exceeding one (1) semester or six (6) months.
- (ii) A long-term leave not exceeding eight (8) semesters or four (4) years.

(b) **Eligibility:**

Study leave is a privilege and will be granted to every applicant who has fulfilled the conditions detailed below. Since study leave is not a right, it shall not be accumulated.

- (i) Short-term Leave – All members of staff who have served for a continuous period of six semesters shall be eligible to apply for short-term leave.
- (ii) Long-term Leave – All members of staff of Assistant Lecturer or Lecturer II status shall be eligible to apply for long-term leave not exceeding eight (8) semesters or four (4) years in order to afford staff of high potential the opportunity of further training, they may be granted a long-term leave in less than one year of their permanent appointment, on the recommendation of the Dean/Provost or the Head of the Teaching/Non-Teaching Unit.



(c) **Conditions for Study Leave:**

Before any application can be considered, the following conditions must be fulfilled:

- (i) Evidence shall be afforded to the University that the applicant can be spared from his/her duties.
- (ii) The programme of study to be undertaken during the period of study leave shall be approved by the University.
- (iii) The applicant shall undertake to submit to the University on his/her return, a written Report of the work done during study leave.
- (iv) The applicant shall undertake to return to the service of the University for at least one semester immediately following the end of his/her short-term leave. In the case of long-term study/training leave, a member of staff shall be bonded for the number of years on the training/study leave with pay.
- (v) Failure to resume duty or to work for the prescribed period at the end of the study leave shall be regarded as misconduct. It shall render the person concerned liable to such disciplinary action as may be deemed necessary.
- (vi) Where study leave is required earlier than six semesters of service or involves the University in additional expenditure either directly or indirectly, the matter shall be determined by the Appointments and Promotions Board on its merit.
- (vii) Service for the purpose of study leave shall be reckoned either from the date of appointment in the case of a first application for study leave or from the date of resumption of duty after the last study/sabbatical leave in the case of subsequent application.

(d) **Procedure for Securing Study Leave:**

Application for study leave made on prescribed forms to be obtained from the Registrar, shall be submitted to the Head of Department and then to the Provost/Dean concerned at least six months before the date from which it is desired to be taken. The Provost/Dean shall table the application before the Board of Studies or Academic Board for recommendation to the Appointments and Promotions Board. In the case of non-teaching staff, application shall be through the Registrar for the consideration of Administrative and Technical Staff Committee.

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(e) **Request for Extension:**

Request for extension shall be forwarded at least 6 months before the expiration of date of long-term study leave. But under no circumstances shall extension be granted beyond two semesters (at a time).

(f) **Benefits:**

(i) During short-term leave, the staff member's full salary shall continue to be paid and in addition, he shall receive other financial benefits applicable to staff on long-term leave **as may be approved from time to time by the University.**

(ii) Whenever necessary, a long-term leave which lasts for a period of one or more years shall be with full pay for a maximum of FOUR (4) years, unless extended, irrespective of other financial assistance.

(iii) A Nigerian employee may be granted an economy class air passages for himself/herself for the purpose of study leave subject to the approval by the Appointments and Promotions Board of a satisfactory progress of work. The University shall not be responsible for the passages of an employee's wife/husband and children under this heading.

(iv) In any one year in which long-term study leave extending over one academic year is granted, a member of staff shall not be entitled to annual leave.

(v) A member of staff on training leave who does not receive subvention from external sources **may be granted assistance as approved by the University from time to time.**

6. **POST-DOCTORAL STUDY LEAVE**

a. **Eligibility for Post-Doctoral Study Leave**

- i. The applicant must have obtained the Ph.D. within five (5) years of the application for post-doctoral fellowship/study leave.
- ii. Post-doctoral study leave shall be restricted to Lecturer II and I only.
- iii. Senior Lecturer and above shall be encouraged to go on sabbatical leave, instead of post-doctoral study leave.
- iv. Post-doctoral study leave must be predicated on invitation from a reputable academic/research institution.



b. **Duration for Post-Doctoral Study Leave**

- i. Post-doctoral study leave shall be limited to non-renewable maximum period of one (1) calendar year.
- ii. The staff shall return to the University for at least one academic year immediately following the post-doctoral study leave and submit to the University a report of the work done during the leave.
- iii. The staff shall not be eligible for annual and research leave during the duration of the post-doctoral study leave period.

7. **SABBATICAL LEAVE:**

- (a) (i) Every confirmed member of the Academic staff shall be entitled to sabbatical leave.
- (ii) Administrative and Technical Staff on CONTISS/CONHESS/CONMESS 9 and above shall also be eligible for sabbatical leave.
- (b) (i) For all Academic Staff, sabbatical leave which shall be of a duration of one calendar year, is due in the year following sixth year of continuous service in the University.
- (ii) For all qualified Administrative and Technical Staff, sabbatical leave which shall also be of a duration of one calendar year, is due in the year following the sixth year of continuous service from the date the affected staff is appointed to CONTISS/CONHESS/ CONMESS 9 scale.
- (c) In calculating the six years of continuous service that will make an applicant eligible for sabbatical leave, all periods of study leave granted to the applicant during the relevant period shall be excluded.
- (d) During sabbatical leave, the staff member's full salary and other benefits shall be paid.
- (e) In considering application for sabbatical leave, the University shall require a programme of proposed relevant work and evidence that the applicant can be spared from his/her duties or that adequate arrangements have been made for his/her replacement.
- (f) Sabbatical leave can only be granted where it will be spent in recognised Academic Institutions or Research Institutions or Organisations acceptable to the University.

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- (g) Staff members on sabbatical leave shall inform the Registrar through the Head of Department the date of return from leave to enable the Registrar authorise continued payment of his/her salary.
- (h) The staff member shall return to the service of the University for at least one academic year immediately following the end of sabbatical leave and submit to the University a report of the work done during the sabbatical leave.
- (i) Application for Sabbatical leave made on prescribed forms to be obtained from the Registrar, shall be submitted to the Head of Department and then to the Provost/Dean concerned at least six months before the date from which it is desired to be taken. The Provost/Dean shall table the application before the Board of Studies or Academic Board for recommendation to the Appointments and Promotions Board. In the case of non-teaching staff, application shall be through the Registrar for the consideration of Administrative and Technical Staff Committee.

8. **RESEARCH LEAVE**

A member of staff may apply for Research Leave **to carry out Research** or be recommended for Research Leave as desired by his/her Department on the following conditions:

- (i) It will be in pursuit of Research that is of interest to the University (Research Proposal to be attached).
- (ii) The maximum Research leave entitlement for academic staff only is 26 working days. This cannot be accumulated.

9. **TRAINING LEAVE**

A member of staff may be recommended for Training Leave to acquire special skills desired by his/her Department on the following conditions:

- (i) It will be in pursuit of Research/training that is of interest to the University.
- (ii) The leave shall not exceed 9 months and shall not be for the purpose of acquiring a Higher Degree
- (iii) The skill must be urgently needed by the Department.
- (iv) Training leave can be granted at any time during service

10. **LEAVE OF ABSENCE:**

- (a) Subject to the convenience of the Department, Leave of Absence shall be granted in the following circumstances:
  - i. For study, where study leave with pay cannot be granted;



- ii. For temporary appointment within the public service;
- iii. For temporary appointment outside public service where the University permits;
- iv. For personal reasons acceptable to the University, excluding gainful employment.

(b) **Procedure for Application**

Application for Leave of Absence shall be addressed to the Vice-Chancellor through the appropriate channel. Where the applicant is not a Head of a Department his/her application must go through the Head of his/her Department to the Dean, Provost, Director/University Librarian and then to the Vice-Chancellor. Such application shall carry the comments and recommendations of the appropriate authority.

In the case of non-teaching staff, applications shall be through the Head of Department to the Registrar and the Vice-Chancellor.

(c) **Duration**

Not more than two years in the first instance and renewable for at most another two years. Thereafter the staff concerned shall either return to his/her post or leave the service of the University.  
Except Political Office Holders/National Service

11. **CONDITIONS FOR TRAVELLING OUT OF LAGOS DURING TERM-TIME:**

- (i) Any member of staff wishing to travel out of Lagos for up to two days, whether on duty or otherwise except conferences during term-time shall do so with the permission of his/her Provost, Dean or Head of Department obtained prior to travelling.
- (ii) Any person wanting to travel out of Lagos for more than two days shall obtain the permission of the Vice-Chancellor prior to travelling and shall submit his/her application through his/her Provost, Dean or Head of Department within a reasonable time before the proposed date of travel and must also indicate the staff who will cover his/her duties.
- (iii) The Vice-Chancellor has delegated his power under (ii) above to the Provosts of the College and the Deans of the various Faculties in respect of permission for periods not exceeding 7 days for members of their staff. For periods

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exceeding 7 days, prior permission shall be sought and obtained from the Vice-Chancellor acting on the recommendation of the Provost or the Dean.

- (iv) Where the Provost, Dean or Head of Department is travelling out of Lagos as in paragraphs (i) and (ii) above, he/she shall obtain the Vice-Chancellor's permission and nominate for the Vice-Chancellor's approval the person who shall act in his/ absence and thereafter inform the staff of his/her Department/Faculty/College accordingly.
- (v) In the implementation of paragraphs (i) - (iv) above, the following rules shall apply in respect of the Colleges.
  - (a) for period not exceeding two days, permission shall be given by Deans of Faculties;
  - (b) for period of up to seven days, the application shall be channelled through Deans of Faculties to the Provost; and
  - (c) for period longer than seven days, application shall be made through the Dean to the Provost who shall then recommend such application to the Vice-Chancellor for approval.
- (vi) Anyone travelling out of Nigeria must obtain the approval of the Vice-Chancellor.

12. **OVERSTAYING OF LEAVE**

An employee who fails to resume duty without reasonable excuse shall be regarded as absent from duty and shall forfeit his salary for the period of his/her absence and, in addition, may be subject to disciplinary action.



## CHAPTER XI

### RETIREMENT/WITHDRAWAL OF SERVICE AND BENEFITS

The University of Lagos caters for the retirement of all employees who are on permanent appointment under the provisions of the Federal Government Pension Scheme based on the Pensions Act 2004, amended in 2014.

#### 1. GENERAL:

- (a) Every member of staff is expected to register with a Pension Fund Administrator (PFA) of his/her choice and communicate the registration details to the Registrar in writing upon assumption of duty. In case of staff on transfer or with an existing PFA account, upon the resumption of office in the university, the staff shall communicate his/her PFA registration detail to the Registrar in writing.
- (b) Withdrawal of service: Any member of staff may withdraw his/her service at any time and shall be entitled to his/her contributory pension payable by his/her PFA, in accordance with the provision of the Pension Reform Act 2004 as amended (in 2014).
- (c) Bonded staff: A member of staff under bond with the university may withdraw his/her service from the university only after satisfying his/her bond requirement.

#### 2. APPLICATION:

The Act shall apply to all officers in the University service who are in the established grades and are in regular employment; but shall not apply to officers on contract appointment.

#### 3. FINANCE

The payment of Pensions and other benefits shall be in accordance with the existing Law.

#### 4. DEATH BENEFITS:

- (i) Where an officer dies in active service his/her entitlement shall be paid to his/her named beneficiary, under the group life insurance policy maintained under Section 4 of the Pension Reform Act 2004 as amended in 2014. The University would however make money available at the prevailing rate to the family of the deceased to cover cost of burial expenses.

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- (ii) For the purpose of these Rules, the named beneficiary will be taken as those whose names are furnished on the record of service kept in the Records Office of the Personnel Office, or by the officer himself/herself in writing to the University Registrar before his/her death.
- (iii) Where a deceased staff do not have any record as required in (ii) above; the beneficiaries as stated in the deceased "WILL" administered to probate or a Letter of Administration confirming the beneficiaries under the estate of the deceased employee will suffix.
- (iv) For the purpose of accessing the balance of pension contribution in the deceased's RSA with his/her PFA; a "WILL" registered to probate is required or a Letter of Administration in the absence of a "WILL".



## **CHAPTER XII**

### **GROUP PERSONAL ACCIDENT INSURANCE COVER**

The University shall operate Group Personal Accident Insurance Cover for its staff under such terms and conditions as may be agreed between the University and Insurance Company subject to existing relevant Laws.

#### **ASSURANCE POLICY FOR STAFF**

The University of Lagos staff enjoy from 2 assurance policies.

1. Group Life Assurance Policy
2. Combined Workmen Compensation/Group Personal Accident

#### **1. Group Life Assurance Policy**

Up till 2010 the University operated a Group Life Assurance Policy (GLAP) for its entire staff. The benefit due on death was 3 times the annual salary of the deceased.

From March 2010 the Federal Government took over the GLAP. The Federal Government now appoints both the Brokers and the Underwriters as well as pays the premium.

Under the Federal Government GLAP, notification of demise of staff is made to the Federal Ministry of Education on a designed Death Notification Form. The form is completed with information obtained from the deceased file and necessary documents from the deceased designated family members.

The information required for the GLAP are as follows:

1. Name of Employee
2. Designation
3. Salary Level /Step
4. File /Service No.
5. Date of Birth
6. Male /Female
7. Marital Status
8. State of Origin

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9. Local Government Area
10. Total Define Annual Emolument
11. Retirement Savings Account No.
12. Name and Address of Pension Fund Administrator (PFA)
13. Date of Death
14. Last place of work
15. Evidence of death which may be any of the following:
  - a. Medical Certificate of Death
  - b. Certificate of Registration of Death
  - c. Police Report (if death is as a result of accident)
  - d. Burial warrant issued by Local Govt. or Village- Head
  - e. Evidence of burial issued by Imam or Pastor or Village-Head.

The approval and further arrangements to pay are the responsibility of the Federal Ministry of Education through the Federal Government appointed Brokers and Underwriters.

**2. Combined Workmen Compensation/Group Personal Accident**

The Combined Workmen Compensation Insurance/Group Personal Accident put in place by the University is to provide compensation to employees for death or bodily injury by accident or disease arising out of and in the course of employment, including bodily injury caused solely and directly accidental violent external and visible means resulting in death or disablement to any of the insured persons outside working hours.

- a) **Insured Persons:** All staff
- b) **The benefit due from this policy includes:**
  1. **Death** - 42 months earnings
  2. **Permanent Disablement** – 54 months earning plus 25% of the sum if disabled employees require constant help of others.
  3. **Temporary Total Disablement** – Monthly benefit for 24 months. 100% basic salary for the 1<sup>st</sup> 6 months, 50% for the next 3 months and 25% for the next 15 months.
  4. **Medical/Transport Expenses** - Unlimited (but reasonable)
  5. **Overseas medical Expenses** – ₦10, 000,000:00



## CHAPTER XIII

### MEDICAL SERVICES

1. Medical coverage for all employees of the University shall be in line with the guidelines of the National Health Insurance Scheme (NHIS). The scheme allows free medical treatment to an employee and his/her spouse and maximum of four (4) dependent children below the age of 18 years. Where both husband and wife are employees of the University, only four children of both will be covered. Where a man has more than one wife, only one wife will be covered under the scheme.
2. To enjoy this benefit, an employee must be duly registered with the NHIS through the Health Maintenance Organisation (HMO) that has been appointed by the University. Any employee or his/her dependants not registered with the NHIS is not entitled to free medical coverage by the University under the NHIS.
3. An employee and his/her dependants shall receive medical attention in the hospital which he/she has chosen as primary care provider for his/her family under the NHIS.
4. The University Medical Centre shall provide out-patient and in-patient treatment to only an employee and his/her dependents who have chosen the centre as their primary care provider under the NHIS.
5. Where an employee is not registered with the University Medical Centre as his/her primary care provider and chooses to receive treatment therein, he/she shall be charged appropriate fees.
6. Where an employee incurs expenses in respect of himself/herself or his/her registered dependents, the University shall not entertain refund on services that are not covered by the NHIS treatment guideline or services for which approval was not sought from the Medical Director before incurring such expenses.
7. The NHIS shall not entertain substitution of a child that has enjoyed coverage under the scheme for any length of time with another one. Additional children and other dependants may be registered under an employee who is already registered with the NHIS as additional dependents following NHIS guidelines. This shall be done by the employee himself/herself at the office of the NHIS.

*Regulations Governing Service in the University...*

8. Where the University Director of Medical Services finds that an employee's health is likely to be further impaired by remaining on duty or on sick list, he/she will arrange for a Medical Board to be held to determine the employee's further usefulness in the service of the University. The Medical Board will consist of the University Director of Medical Services and at least two other medical practitioners, one from Government Service and the other from Private Practice. The report should state whether permanent or temporary invalidation is recommended or the employee should be re-designated.



## **CHAPTER XIV**

### **MISCELLANEOUS**

1. **CEREMONIALS**

On ceremonial occasions, senior members of staff shall participate as required by the Vice-Chancellor.

2. **PUBLIC APPOINTMENTS**

Permission to accept paid appointment or to accept a seat in a Legislature shall not of itself imply and shall not be interpreted as meaning, that the University rules relating to Leave of Absence from the university are waived; and a member of staff who accepts paid public appointment shall give satisfactory assurance that his duties in his department shall be effectively performed.

3. **REVIEW OF CONDITION OF SERVICE**

This Condition of Service shall be reviewed periodically as the need arises but not later than ten (10) years.

## CHAPTER III

## MISCELLANEOUS

The first of the three main divisions of the book is the history of the English language. This is a very important part of the book, and it is one which has been written by many of the best authorities on the subject. The second division is the history of the English literature. This is also a very important part of the book, and it is one which has been written by many of the best authorities on the subject. The third division is the history of the English people. This is also a very important part of the book, and it is one which has been written by many of the best authorities on the subject.

**CODE OF CONDUCT FOR UNIVERSITY STAFF  
AS APPROVED BY COUNCIL ON 13<sup>TH</sup> DECEMBER, 1990**

The Governing Council of the University of Lagos has approved a code of conduct for University Staff.

Published below is the code of conduct approved at the Councils meeting of 13<sup>th</sup> December, 1990.

The code of conduct shall apply to every employee of the University of Lagos:

**Conflict of Interest**

A member of staff shall not allow himself/herself to be in a position where his/her personal interest conflicts with his/her duties and responsibilities.

Every member of staff shall demonstrate a high level of institutional loyalty at all times and in all reasonable circumstances.

**Gifts**

A member of staff shall not demand any property or benefit of any kind for himself/herself or any other person on account only of anything done or omitted to be done by him/her in the discharge of his/her duties.

**Abuse of Office**

A member of staff shall not, in abuse of his/her office, do any act prejudicial to the interest of any other person.

**Disclosure of Confidential Matter**

A member of staff shall not disclose to any unauthorised person any confidential matter which comes to his/her knowledge in the course of his employment.

**Immoral Consideration**

In no circumstances should a member of staff abuse the trust society has placed on him/her by resorting to intimidation, harassment in all its forms or any form of immoral behaviour unbecoming of a civilised community.

**Trust and honesty**

A member of staff shall be truthful and honest in the discharge of his/her duties.



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**Plagiarism**

A member of staff shall not engage in any act of plagiarism.

**Relation with Fellow Staff**

A member of staff shall not show to any other member of staff any marked attention or unusual hospitality uncalled for by the personal relations between the parties. He must avoid anything calculated to gain improperly or having the appearance from any other member of staff.

**Relation with students**

Each member of staff is here in *loco parentis* to the students and accordingly, a proper relationship reflective of parental care must at all times be maintained. Imparting knowledge to students should be done in such a way as to earn the full respect of the student body. There shall be prompt and proper assessment of students' academic work.

# APPENDICES

# **GUIDELINES FOR APPOINTMENTS AND PROMOTIONS OF ACADEMIC STAFF**



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## **CHAPTER I**

### **UNIVERSITY OF LAGOS ACT 1967 (Appointments Clause)**

**1.0 The University of Lagos Act 1967 has regulations governing service in the University. These relevant sections are contained in Section 11 Schedule 4 Articles 12, 13, 14 and 15 of the University Act and the University Of Lagos Revised Conditions Of Service Governing Senior Staff.**

- **Section 11 Schedule 4 Article 14**

#### **1.1 Appointment of Academic Staff**

- (1) Subject to the Decree and the Statutes, the filling of vacancies in Academic posts (including newly-created ones) shall be the responsibility of the Senate.
- (2) For the purpose of filling such vacancies, the Senate shall set up suitable selection boards to select and make appointments on its behalf.
- (3) For appointments to Professorships, a Board of selection (with power to appoint) shall consist of:
  - (i) the Vice-Chancellor;
  - (ii) if the post is tenable at a College, or is within a School comprised in a College, the Provost of the College;
  - (iii) If the post is within a Faculty, School, Institute or other teaching unit of the University, the Dean of that teaching unit;
  - (iv) two members appointed by Council;
  - (v) Four members of the Senate, appointed by the Senate of at least two of whom shall if the post is tenable at a College be senior members of the college; and
  - (vi) Such other persons as the Senate may from time to time appoint.
- (4) Subject to paragraph (5) below for appointment to Associate Professorships, Readership, Senior Lectureships and other academic posts, a selection board (with power to appoint) shall consist of:
  - (i) the Vice-Chancellor;
  - (ii) if the post is tenable at a College, or is within a School comprised in a College, the Provost of the College;
  - (iii) If the post is within a Faculty, School, Institute or other teaching unit of the University, the Dean of that teaching unit;

*Guidelines for Appointments and Promotion....*

- (iv) two members appointed by Council;
  - (v) Four members of the Senate appointed by the Senate of at least two of whom shall if the post is tenable at a College be senior members of the College; and
  - (vi) Such other persons as the Senate may from time to time appoint
- (5) Where an appointment falling within paragraph (4) above is tenable at a College, the Senate may authorise the College to set up a selection board thereof (with power to appoint) but every selection board set in pursuance of this paragraph shall include the Vice Chancellor and shall include at least two members of the Senate, nominated by the Senate, who are not members of the academic Staff of the College.
- (6) A College shall have power to make appointments to academic posts within the College below the level of Associate Professor or Reader.
- (7) For purpose of exercising the power conferred by paragraph (6) above the College shall set up a suitable selection boards to select and make appointments on its behalf.
- (8) Every selection board set up in pursuance of paragraph (7) above shall include the Vice Chancellor and shall include at least two members of the Senate, nominated by the Senate, who are not members of Staff of the College.
- (9) All appointments to Senior Library posts shall be made in the same way as equivalent appointments in the academic staff; and for all such posts, other than that of the Librarian, the University Librarian shall be a member of the selection Board.
- (10) Boards of Selection may interview candidates directly or consider the reports of assessors or specialist interviewing panels.



## **CHAPTER II**

### **APPOINTMENTS AND PROMOTIONS**

#### **2.1 APPOINTMENTS AND PROMOTIONS PROCEDURE (INCLUDING ADVERTISEMENT AND SHORTLISTING):**

**a) Advertisement:**

The Registry shall normally advertise locally and where necessary abroad, in media that would effectively reach a large number of eligible applicants both internally and externally.

**b) Vacancies:**

Vacancies on the established staff shall normally be advertised.

**(c) Date and Contents of Advertisements:**

- (i) All vacancies shall be advertised by the Registry normally not later than a month following notification by the respective departments/unit(s) and approval for such advertisement by the Vice-Chancellor.
- (ii) At the time of notification, the Provost/Dean/Heads of Department shall submit briefs for the precise qualifications and any other particulars required, i.e. specify the exact nature and duties of the post(s). These briefs shall normally be prepared by respective Heads of Departments, except where an acting Head of Department is also a candidate for the vacant post. In the latter case, the Provost/Dean(s), in consultation with the Vice-Chancellor, shall prepare the briefs. Normal channel of communication shall be maintained.
- (iii) Every advertisement shall also request that all applications be addressed to the Registrar of the University or the Secretary of the College of Medicine as the case may be except for the post of Registrar or Secretary of the College of Medicine which shall be addressed to the Vice-Chancellor.
- (iv) Candidate must be expressly told in the entry "further particulars" that "publications" mean matter published in scholarly journals or by academically recognized publishers only.

*Guidelines for Appointments and Promotion...*

- (v) Manuscript(s) accompanied with letter(s) of acceptance from Editors or publishers of recognised journals will normally be taken as publication(s) **in case of non-professorial appointments only.**
- (i) Conference papers, except those published in the referred Proceedings of the Conference, shall not be accepted as publication. Such publications in Proceedings shall **ONLY** be acceptable for appointments up to Senior Lectureship.

**2.2 PROCESSING OF APPLICATIONS**

- (i) The Registrar or the Secretary of a constituent College shall forward every application to the Provost or the Dean concerned not later than two weeks after the closing date of the advertisement.
- (ii) The shortlisting of Professorial candidates shall be done by a Panel comprising the Provost/Dean, the Head of Department concerned (if full Professor) and at least two other Professors in the College or Faculty. The Panel shall also indicate on the curriculum vitae submitted by each candidate all matters that cannot be considered as publications as defined in this Regulation.
- (iii) In the case of a Professorial post in an Academic Unit which has no Professor, the Vice-Chancellor shall do the shortlisting after appropriate consultation with an expert in the discipline. In the case of a Professorial post where the Head of the Academic Unit is also a candidate, the Dean shall initiate action on the shortlisting after appropriate consultation with an expert in the discipline.
- (iv) The shortlist of candidates shall be returned to the Registry or the College Secretary's Office not later than two (2) weeks after the receipt of the applications by the Faculty/College.
- (v) The Registrar or the Head, Human Resource office shall request shortlisted candidates to submit within one month five bound copies each of their publications as defined in section 2 (c) (iv) and (v) of this Regulation. Candidates who fail to submit five bound copies of their publications within one month after having been requested to do so shall be deemed to have withdrawn their candidature.
- (vi) After the approval of the shortlisting report by the Appointments and Promotions Board, Only shortlisted candidates shall be informed by the Registry or the College Secretary's Office as soon as possible (after the conclusion of the



shortlist) The publication shall thereafter be endorsed to the Vetting Committee for further processing.

- (vii) Any candidate not shortlisted shall have a right of appeal to the Appointments and Promotions Board through the Vice-Chancellor. All applications (adverts) not processed within 6 months shall be considered as lapsed.

## **2.3 ASSESSMENT OF PUBLICATIONS:**

### **(i) Choice of Assessors:**

There shall be a list of qualified assessors, who must be experts in their relevant fields, for which assessors can be chosen as and when needed.

On the receipt of reprints/photocopies of articles or other publications, the Registry or the College Secretary's office shall submit same to the Vice-Chancellor who will consult with the relevant Provost or Dean before referring such publications to assessors for evaluation.

### **(ii) Guidelines to Assessors:**

The assessors shall be required to comment and give detailed assessment of each of the publications in accordance with the guidelines accompanying the articles and other publications to be assessed.

The quality of each publication shall be scored and rated as follows:

- 5 -A = Excellent
- 4 - B = Very Good
- 3 -C = Good
- 2 -D = Fair
- 1 -E = Poor

## **2.4 ASSESSORS' RECOMMENDATIONS:**

The publications shall be forwarded to three assessors who shall then be required to look at the publications of each applicant in their totality and decide whether these constitute sufficient basis for appointment to the professorial post, indicating this by a score.

A candidate for the post of a Professor must score a minimum of 70 points, while a candidate for Associate Professor must score a minimum of 50 points.

The Curriculum Vitae of an applicant without the names of the referees shall be sent to each of the assessors who will be requested to assess only the applicant's publications.





## CHAPTER III

### 3.0 CATEGORIES OF POSTS AND THE QUALIFICATIONS FOR EACH CATEGORY:

Applicants should possess the qualifications indicated below in respect of each category of posts:

a) **Professorship and Associate Professorship:**

- (i) Several years of teaching and research experience (at least 10 years for Professor and 8 years for Associate Professor) in a University, an institution of university standing or a comparable institution of higher learning. **For Professorship, candidate must have spent a minimum of 3 years as an Associate Professor. While for Associate Professorship, candidate must have been a Senior Lecturer for a minimum of 3 years.**
- (ii) A higher degree such as a Doctorate or its professional equivalent, after a good honours degree.
- (iii) Ability to initiate and develop research projects.
- (iv) Some administrative experience.
- (v) Substantial publications in scholarly journals and by reputable publishers. A candidate for Professorship must have a minimum of 22 publication out of which at least six (6) must be international publication while candidates for Associate Professorship must have a minimum of 18 publication out of which at least three (3) must be international publications.
- (vi) Experience in initiating and developing academic group projects.
- (vii) Experience in working with inter-disciplinary groups. In the case of Professorship in the Basic Sciences in the College of Medicine, preference shall be given to candidates with medical or dental qualifications.

b) **Senior Lectureship and Senior Research Fellowship:**

- (i) At least five years of teaching and research experience in a University, an institution of University standing or a comparable institution of higher learning. **Candidate must have spent a minimum of 3 years as a Lecturer I.**

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- (ii) A Ph.D. degree after a good honours degree.
  - (iii) Ability to initiate and develop research projects.
  - (iv) Recognised publications in scholarly and peer reviewed journals. Candidates must have a minimum of 12 publications out of which at least one (1) must be an international publication.
  - (v) Experience in directing academic group discussions.
- c) **Lectureship Grade I and Research Fellow Grade I:**
- (i) A good Honours degree, and a higher degree preferably a Ph.D. degree.
  - (ii) At least four (4) years' experience in teaching or research since becoming a Lecturer II in a University or comparable institution of higher learning. **Candidate must have been a Lecturer II for a minimum of three (3) years.**
  - (iii) Recognised publications: a candidate for Lecturer I/Research Fellow I must have a minimum of five (5) publications.
- d) **Lectureship Grade II and Research Fellow Grade II:**
- (i) A good Honours degree, and a higher degree preferably a Ph.D. degree.
  - (ii) Evidence of scholarly publications in reputable journals will be an advantage for a candidate for Lecturer II/Research Fellow II.
- e) **Assistant Lectureship and Junior Research Fellowship:**  
A good honours degree not below a Second Class Lower Division, and a Master's degree with a cumulative Grade Point Average of not less than 3.50 or its equivalent or some teaching, research or relevant professional experience.
- Applicant must have registered for M.Phil./Ph.D.
- f) **Graduate Assistantship:**  
A good honours degree with a Cumulative Grade Point Average (CGPA) of not less than 4.00. Only University of Lagos graduates are eligible to be employed. Graduate Assistant Staff MUST conclude his/her Masters programme within a period of two (2) years, otherwise he/she would be required to withdraw from the scheme and his/her appointment be determined.



## CHAPTER IV

### APPOINTMENTS AND PROMOTIONS BOARD:

- a) Subject to the Act and the Statutes, the filling of vacancies in and promotions to academic posts (including newly created ones) shall be the responsibility of Council on the recommendation of Senate.
- b) For the purpose of making such recommendations to Council, the Senate shall set up a Board to be known as the Appointments and Promotions Board which shall select and make recommendations for appointments and promotions on behalf of Senate to Council.
- c) The Appointments and Promotions Board shall consist of:
  - (i) The Vice-Chancellor (Chairman)
  - (ii) The Deputy Vice-Chancellor (Academic & Research)
  - (iii) The Registrar & Secretary to Council
  - (iv) Provost, College of Medicine
  - (v) Two members of Council, not being the members of Council appointed by Senate.
  - (vi) Nine members of the rank of Professor elected by Senate of whom two shall be from the College of Medicine.
  - (vii) The University Librarian, Dean of the Faculty, School or Director of Institute and other Directors as applicable, if not already members (in attendance).
  - (viii) The Registrar's nominee as Secretary.
- d) **Terms of Reference of the Appointments and Promotions Board shall be:**
  - (i) To consider all recommendations for appointments to, confirmation of, and promotions within the academic cadre, except to the office of the University Librarian, provided always that:
    - In the appointment of Professors, Associate Professors, or equivalent grades the reports of external assessors or specialist interviewing panels appointed by the Vice-Chancellor shall be considered.
    - The Vice-Chancellor shall have power to make temporary appointments to the academic staff position of Lecturer I and below on behalf of Senate and Council for a period not exceeding one year.

*Guidelines for Appointments and Promotion....*

- (ii) To consider applications for Study Leave, Sabbatical Leave, Training Leave or Fellowships in accordance with the Regulations and criteria laid down by Senate and approved by Council on these matters.
  - (iii) To consider applications from staff to take up outside commitments as necessary in accordance with the regulations laid down by Senate and approved by Council on outside commitments of staff.
  - (iv) To constitute and instruct sub-committees, interview panels and panels of assessors as necessary, to carry out different aspects of the terms of reference of the committee assigned to them, and to approve the recommendations of such committees and panels subject to laid down regulations.
- e) The quorum of the Board shall be nine (9) including the Dean or the Head of Department concerned provided that the Vice-Chancellor and the Provost, and they alone, could be represented by their deputies.
  - f) All appointments and promotions to senior library posts shall be made in the same way as equivalent appointments and promotions of the academic staff.
  - g) There shall be constituted in respect of each appointment, a University Assessment (Vetting Committee) and Interviewing Panel which shall interview and assess candidates for appointments and make recommendations to the Appointments and Promotions Board.
  - h) The University Assessment and Interviewing Panels shall consist of the following:

**1. PUBLICATION VETTING COMMITTEE**

A sub-committee of the Appointments and Promotions Board having the following terms of reference:

- i. To screen and vet the publications of Professorial candidates before further processing to external assessors
- ii. To consider applications for contract, associate, adjunct and fellowship appointments.
- iii. To advise Appointments and Promotions Board on any other matter incidental thereto

**2. EXTERNAL ASSESSMENT**

All candidates for Professorial appointments shall have their publications assessed by External Experts as appointed by the Vice-Chancellor.



**3. INTERVIEW PANELS:**  
**A. PROFESSORIAL**

- (i) An Interviewing Panel shall be constituted as soon as reports are received from at least two of the three assessors of every candidate for the post.
- (ii) The composition of an Interviewing Panel shall be as follows:
  - (1) Vice-Chancellor
  - (2) Deputy Vice-Chancellor (Academics & Research)
  - (3) Provost or Dean concerned
  - (4) Head of Department (must be a Professor and if not to be represented by other Professor in the department.
  - (5) One Professor (outside the Faculty or College) in the related discipline
  - (6) One Professor in the discipline from outside the University (External Expert) selected by the Vice-Chancellor in consultation with the Dean.
- (iii) Provost, Deans and Head of Department shall not act as referees to candidates from their respective College, Faculty or Department.
- (iv) As much as possible, appointments to Professorial grades should be concluded within six (6) months from the date of submission of publications by the candidate.

**B. SENIOR LECTURESHIP**

The composition of an Interviewing Panel for the post of a Senior Lecturer shall be as follows:

- (1) Deputy Vice-Chancellor (Academics & Research) - Chairman
- (2) Dean of Faculty concerned
- (3) Head of Department (who must be above the post of a Senior Lecturer)
- (4) A Senior member of the academic staff higher than a Senior Lecturer from outside the Faculty or College and in the related discipline.
- (5) Deputy Registrar, HRM
- (6) Faculty Officer as Secretary



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**C. LECTURER I, LECTURER II AND ASSISTANT LECTURER**

- (1) Dean of Faculty concerned - Chairman
- (2) Head of Department
- (3) A senior member of academic staff within the Department
- (4) A senior member of academic staff within the Faculty but outside the Department
- (5) A senior member of academic staff outside the Faculty but from a related discipline
- (6) Senior Assistant Registrar/Assistant Registrar, Academic Staff Unit
- (7) The Faculty officer as Secretary

NB: The composition of the respective Interview Panels shall be approved by the Vice-Chancellor in respect of each candidate.

## CHAPTER V

### 5. CRITERIA FOR ASSESSMENT AND WEIGHTING

- a) The weighting on the criteria shall be as follows:

#### Non-Professorial Grade

| Criteria                                  |   | Weighting<br>Max. Points |
|---|---|--------------------------|
| (i) Academic/Professional Qualifications  | - | 15                       |
| Academic Qualifications                   | - | 10                       |
| Professional Qualifications               | - | 5                        |
| (ii) Teaching                             | - | 35                       |
| Length                                    | - | 15 (1 point/year)        |
| Load                                      | - | 10                       |
| Quality                                   | - | 10                       |
| (iii) Current Research                    | - | 10                       |
| (iv) Interview Performance                | - | 10                       |
| (v) Contribution to University or Country | - | 5                        |
|   |   | <hr/> 75                 |

#### Professorial Grade

|   |   |                     |
|---|---|---------------------|
| (i) Academic/Professional Qualifications    | - | 15                  |
| Academic Qualifications                     | - | 10                  |
| Professional Qualification                  | - | 5                   |
| (ii) Teaching                               | - | 20                  |
| Length                                      | - | 10 (1/2 point/year) |
| Load  | - | 5                   |
| Quality                                     | - | 5                   |
| (iii) Current Research                      | - | 5                   |
| (v) Interview Performance                   | - | 20                  |
| (vi) Contributions to University or Country | - | 5                   |
| (vii) Administrative Experience             | - | 5                   |
|   |   | <hr/> 70            |

#### Recognised Publications:

- i) A candidate must obtain the following minimum points under publications:
- |                                  |   |                |
|----------------------------------|---|----------------|
| Assistant Lecturer & Lecturer II | - | Not Applicable |
| Lecturer I                       | - | 10 points      |
| Senior Lecturer                  | - | 30 points      |
| Associate Professor              | - | 50 points      |
| Professors                       | - | 70 points      |

*Guidelines for Appointments and Promotion....*

ii) **Criteria for Selecting Publications for Assessment**

- i. In considering publications for professorial appointments, the candidate **MUST** be the lead author in at least 30% of his publications (in the case of Professor); and 25% (in the case of Associate Professor). **The Lead Author should be the first listed author** (where it is not so indicated in the publication).
- ii. In the case of a Senior Lecturer, the candidate **MUST** be the lead author in at least 15% of his publications.
- iii. Not more than 30% of publications should come from one Journal.
- iv. Maximum of two (2) chapters in a book or volume of a journal.
- v. The maximum score obtainable in a publication is 5 points.

iii) **Joint Authorship of Publications**

The scoring of publications with joint authorship shall be as follows:

i. First Author

First Author shall score up to a maximum of 80% of the score for the publication.

ii. Second Author

Second Author shall score up to a maximum of 70% of the score for the publication.

iii. Third Author

Third Author shall score up to a maximum of 60% of the score for the publication.

iv. Fourth Author

Fourth Author shall score up to a maximum of 50% of the score for the publication.

v. Fifth Author

Fifth Author and subsequent Authors shall score up to a maximum of 20% of the score for the publication.

For example, if a publication is scored 4 points out of 5 points, then the first author scores  $80/100 \times 4$  (i.e. 3.2 points) etc.



iv) **Minimum Number of Publications required for Promotion (Library Staff Inclusive)**

|                          |   |   |
|--------------------------|---|---|
| GAs & Assistant Lecturer | - | None  |
| Lecturer II              | - | None (but publication is an added advantage)                |
| Lecturer I               | - | 5 Publications  |
| Senior Lecturer          | - | 12 Publications at least one (1) must be Foreign            |
| Associate Professor      | - | 18 Publications of which at least three (3) must be Foreign |
| Full Professor           | - | 22 Publications of which at least six (6) must be Foreign   |

v) **What constitutes Recognised Publication (also applicable to Library Staff)**

(i) **Non-Professorial Grade**

Recognised publications are:

- Matters published in scholarly journals or by academically recognized publishers only;
- Manuscript already accepted for publication, and
- Conference papers published in proceedings of the conference.

**Papers in "Predatory Journals" i.e. Journals with no institutional affiliation shall not be acceptable.**

The Faculty concerned should be highly selective in deciding which of the published conference proceedings qualify under (c) above.

(ii) **Professorial Grade**

In addition to the above, recognized publications include published books adjudged to be of high standard, and articles already published in scholarly journals.

(iii) **Scholarly Journal**

In the context and elsewhere in these regulations, references to scholarly journal shall mean:

- Journals approved by the Faculty
- Journals indexed locally or internationally and classified as regular.
- Journals published by Professional association/societies which are recognised by the Faculty.
- Journals with recognisable institutional affiliation

*Guidelines for Appointments and Promotion....*

**c) Score on Academic/Professional Qualifications**

**(i) Academic Qualifications**

In the weighting of academic qualifications, the maximum score of 10 points shall be awarded for the maximum qualification possible in each discipline and this would vary from discipline to discipline. For most disciplines, the maximum score will be awarded for a Bachelors Degree plus a Doctorate Degree.

|               |   |    |
|---------------|---|----|
| Ph.D.         | - | 10 |
| M.Sc./M.Phil. | - | 8  |
| B.Sc.         | - | 6  |

**(ii) Professional Qualifications**

In professional departments the maximum score of 5 points shall be awarded for recognised professional qualifications or membership of professional bodies. In the case of candidates in non-professional departments the sub-head "Professional Qualifications" will not be scored and the maximum score obtainable will be adjusted accordingly.

**d) Teaching**

**(i) Length**

In the weighting of length of teaching experience, one point (in the case of non-professorial grade) and half a point (for professorial grade) shall be awarded subject to a maximum of 15 points (for non-professorial grade) and 10 points (for professorial grade) for each year of full time teaching or research experience in a university or a recognised equivalent institution or relevant experience. Length of teaching shall start with the date of appointment to Assistant Lectureship or its equivalent.

**(ii) Load**

In assessing load of teaching, attention will be paid to extra load carried by the candidate and to departmental responsibilities.

**(iii) Quality**

Quality of teaching will only apply to internal candidates either for promotion or for appointment. In the case of external candidates, this criterion will be left out and the maximum score obtainable adjusted accordingly.

**e) Current Research**

Current research shall be research activities which have been prosecuted to a definite point. Credit shall be given for Conference papers and manuscripts, whether or not accepted for publication.

### **References**

The sub-head "References" should not be applicable. Appointment shall be made subject to satisfactory references but marks shall not be awarded for references. For promotion, the open Annual Performance Evaluation Report (APER) from the Head of Department shall apply.

For the professorial grades, at least one of such references shall be from some of the senior colleagues of the candidate in his last place of employment.

### **Interview Performance**

Assessment for interview performance shall only apply to all appointments but not to internal promotion cases (this includes all Associate Professorial and Professorial appointments).

### **Minimum Overall Scores from Interview**

Subject to criteria set above, a candidate must also obtain the following minimum scores:

|   |   |    |   |
|---|---|----|---|
| (i) Professorship/Research Professorship                      | - | 70 | % |
| (ii) Associate Professorship/Associate Research Professorship | - | 65 | " |
| (iii) Senior Lectureship/Senior Research Fellowship           | - | 55 | " |
| (iv) Lectureship Grade I/Research Fellowship I                | - | 40 | " |
| (v) Lectureship Grade II/Research Fellowship II               | - | 25 | " |
| (vi) Assistant Lectureship/Junior Research Fellowship         | - | 15 | " |



## UNIVERSITY OF LAGOS

Maximum Scores Obtainable

| Name of Candidates | Roll No. | Grade | Score |
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**\*\*Minimum Scores in Publications**  
Associate Professor = 50 points  
Professor = 70 points

**UNIVERSITY OF LAGOS**  
**APPOINTMENTS AND PROMOTIONS BOARD**  
**ASSESSMENT & WEIGHTING FOR ACA**  
**APPOINTMENTS AND PROMOTIONS**  
**SCORE SHEET PROFESSORIAL GRADE**

[illegible]

**\*\*Minimum Scores in Publications**  
Lecturer II = N/A (advantage)  
Lecturer I = 10  
Senior Lecturer = 30





## CHAPTER VI

### 6.1 CRITERIA FOR ASSESSMENT AND WEIGHTING – LIBRARY STAFF:

- a) The Weighting on the Criteria shall be as applicable to academic staff of equivalent level/category.
- b) **Minimum Scores in Publications:**
  - (i) Senior Librarian 30 points
  - (ii) Reader Librarian 50 points
  - (iii) Professor Librarian 70 points
  - (iv) University Librarian 70 points

The criteria on the appointments and promotions of academic Lecturer Grade I, II and Senior Lecturer Levels, would be applicable for Librarians at equivalent levels. However, registration with the Librarian Registration Council of Nigeria (LRCN) is a requirement for all positions.

For scoring Librarians, the compilation of bibliographies, index abstracts for books and journals would be assessed along with those published in learned journals.

### Minimum Overall Scores

A candidate must also obtain the following minimum scores:

- (i) University Librarian 70 points
- (ii) Professor Librarian 70 points
- (iii) Reader Librarian 65 points
- (iv) Senior Librarian 55 points
- (v) Librarian I 40 points
- (vi) Librarian II 25 points
- (vii) Assistant Librarian 15 points

### 6.2 CRITERIA FOR ASSESSMENT AND WEIGHTING – SERVICE ORIENTED ACADEMICALLY BASED UNITS

- a) The following are recognised as service oriented academically based units of the University:
  - (i) College of Medicine (service area being LUTH).
  - (ii) Faculty of Environmental Sciences.
  - (iii) Department of Creative Arts.
  - (iv) Hydraulics Research Unit (Faculty of Engineering).

*Guidelines for Appointments and Promotion...*

- (v) Distance Learning Institute (DLI).
- (vi) Centre for Information Technology and Systems (C.I.T.S).
- (vii) Central Laboratory.
- (viii) Research and Innovation Office.
- (ix) Any other Unit that may be so recognised by the Appointments and Promotions Board.

b) The Weighting on the Criteria shall be as follows:

| Criteria   | Weighting<br>Maximum Points |
|--|-----------------------------|
| (i) Academic/Professional Qualifications                         | 10                          |
| (ii) Teaching/Work Service:                                      | 30                          |
| a) Length - 15   |                             |
| b) Load - 5  |                             |
| c) Quality - 10  |                             |
| (iii) Current Research/Project                                   | 5                           |
| (iv) Recognized Publications/Productive works in relevant fields | 30                          |
| (vi) Interview Performance                                       | 10                          |
| (vii) Service to University/Profession/Country                   | 5                           |
| (viii) Administrative Experience/Organisational Skill            | 5                           |
| (ix) Professional Distinction                                    | 5                           |
|  | <hr/> 100                   |

c) **Teaching/Work Service:**

- (i) 1 point (for non-professorial candidates) to be awarded for each year of relevant professional teaching experience up to the maximum of 15 points. Any period of six months and above shall be counted as a full year.
- (ii) Heads of Units should appreciate contribution of members of staff engaged in excessive productive service and reflect such in their scoring under Load.

d) **Recognized Publications/Productive Work:**

A candidate must obtain the following minimum scores:

- (i) Chief Consultant/ Arts Director - 70 points
- (ii) Principal Consultant/Associate Arts Director - 50 points
- (iii) Senior Consultant/Senior Arts Fellow - 30 points

A candidate may be considered for the post of Senior Consultant/Senior Arts Fellow where he/she has not made the minimum score of 30 points provided



*Guidelines for Appointments and Promotion....*

|   |           |
|---|-----------|
| (iv) Consultant/Senior Arts Fellow I        | 40 points |
| (v) Consultant II/Arts Fellow II            | 25 points |
| (vi) Assistant Consultant/Asst. Arts Fellow | 15 points |

The foregoing minimum overall scores should be used to determine the appropriate levels of appointments.

**h) Promotions:**

For cadre Consultant/Arts Fellow, promotion shall be determined by the usual University procedure. Status/position of Consultant/Arts Fellow and above shall be by appointment.

In a mixed unit, the Head should be appointed from within the academic hierarchy. However, in a purely professional service unit, the Head should be appointed from within the group and styled Director or Deputy Director/Acting Director or Acting Head depending on status.

**i) Relationship with Normal Academic Appointments:**

- (i) Grade Levels in Tables show the equivalent of the professional/academic cadres.
- (ii) Headship in purely professional/service unit shall be vested in professional/service member of staff and would normally carry responsibility nomenclature of Director.
- (iii) Multiple Chief Consultants, Arts Director shall be appointable in line with multiple chairs.
- (iv) Headship of mixed Units shall be vested within the academic staff not being below Senior Lecturer. In any other case, the Vice-Chancellor shall determine the appointment.
- (v) It will be possible for academic/professional staff to move from one cadre to the other by applying to the appointing body.
- (vi) A member of staff who satisfies criteria in both service/professional and academic units can be considered for substantive appointment in one of his/her choice and an honorary appointment in the other each being at the level appropriate to his scoring under each system.



*Criteria for Assessment and Weighting*

- (vii) The responsibility post for each Unit shall be subject to University regulations on rotation of Headship and will not be advertised.
- (viii) Each service-area should be regarded as a Department/Unit of the most related Faculty for the purpose of communication with Senate. Its members should therefore be members of Board of Studies of that Faculty. This is without prejudice to existing arrangements whereby certain units or departments have been granted a measure of autonomy by virtue of the nature of their functions, to permit more effective operation.



## CHAPTER VII

### 7. TYPES OF APPOINTMENT

#### 7.1 APPOINTMENT OF PRINCIPAL OFFICERS OF THE UNIVERSITY – PROCEDURE FOR SELECTION

\* When a vacancy occurs in the office of Vice-Chancellor, Registrar, Bursar and Librarian, a Selection Board will be constituted by Council as follows:

- (i) The Pro-Chancellor as Chairman
- (ii) The Vice-Chancellor
- (iii) Four members appointed by Council not being members of the Senate
- (iv) Two members appointed by Senate.

The Selection Board, after making such enquiries as it thinks fit, shall recommend a candidate to Council for appointment to the vacant office, and after considering the recommendation of the Board, Council shall make an appointment to that office.

*\* (University of Lagos Act 1967 Schedule 4 Article 12 as amended by the University of Lagos (miscellaneous provisions) Decree No. 11 of 1993*

#### 7.2 PROCEDURE FOR THE APPOINTMENT OF A PROVOST

The following rules shall apply in the selection of a Provost of the College:

- (i) The Provost shall be elected from among the rank of full Professors of the College.
- (ii) The selection will be by secret ballot by the Academic Staff Assembly such that the candidate with the simple majority vote shall be deemed to have been duly elected, with a re-vote in the event of a tie.
- (iii) Council shall be advised of the name of the candidate elected by the Academic Staff Assembly through the Vice-Chancellor and Council shall make the appointment upon that advice.
- (iv) An incumbent shall hold office for two years and shall be eligible for re-election for a further term of two years.
- (v) After two consecutive terms in office, an incumbent shall not be eligible for re-election until after two years.



*Guidelines for Appointments and Promotion....*

- (vi) No person shall combine the office of Provost with that of Dean of a Faculty or Head of Department.
- (vii) An election shall be held at least a month before the expiration of office of an incumbent.

**7.3 PROCEDURE FOR APPOINTMENT OF A DEAN**

The following rules shall apply in the appointment of a Dean:

- (i) Where there are two or more full Professors in a teaching unit of the University, the Assembly of Teachers shall elect, by secret ballot, one of the Professors as Dean of the Unit.
- (ii) Subject to sub-paragraph (iv) below, where there is only one Professor in a teaching unit, that Professor shall be deemed to be Dean of that Unit.
- (iii) The term of office of a Dean shall be two academic years in the first instance, but a Dean is eligible for re-election for a further period of two years only.
- (iv) Where there is no full Professor in a teaching unit or where although there are two or more full Professors no nomination is received from such a teaching unit, the Vice-Chancellor shall, after consultation with the teaching unit concerned, appoint someone to act as Dean of it for such period as may be specified in the instrument of appointment, or until a Dean is fully appointed or selected as the case may be.
- (v) There is a time limit of 24 hours before the meeting for the election of Dean for lodging valid nomination papers with the Registrar. All papers lodged outside this time limit will be rejected.
- (vi) For the purpose of these Regulations, the expression "teaching units" means a Faculty or School of the University, and the expression "Assembly of Teachers" means all the members of a teaching unit including those of its Board of Studies.

**7.4 ROTATORY HEADSHIP OF DEPARTMENTS:**

The Vice-Chancellor shall appoint the Head of a Department on the recommendation of the Provost/Dean. The appointment of Heads of Department shall be in accordance with the following rules:

- (i) Where there is only one Professor, he/she shall be appointed as Head of Department for three years, and the appointment would be renewed for another three years where there is no other Professor. The idea of a Professor holding the post of Head of Department continuously for more than six years is to be discouraged. In such a case, the next senior person as Associate Professor or

#### *Types of Appointment*

Senior Lecturer should be appointed on a yearly basis as Acting Head of Department up to a maximum of two years.

- (ii) In a situation where there is no full Professor, Headship of Department could be rotated on a basis of seniority among Associate Professors and Senior Lecturers on a yearly basis up to a maximum of three years per person, until there is a full Professor in the Department.
- (iii) Normally the same person should not hold the post of Head of Department and Dean of the Faculty at one and the same time.
- (iv) It is the responsibility of every Professor to give administrative and academic leadership; therefore no Professor shall refuse to serve as Head of Department.
- (v) Appointment as Head of Department shall not be automatic under the rotatory system. The member of staff concerned must demonstrate administrative ability before being appointed, in addition to being eligible under the general criteria for rotatory headship.

#### **RESPONSIBILITIES OF PROVOST, DEANS AND HEADS:**

(a) In addition to the statutory duties of the Provost as Head of the College or the Dean of a Faculty, he or she shall be responsible to the Vice-Chancellor for the organization and conduct of teaching and research in his College or Faculty. He shall serve as member of the Senate and be Chairman of the Academic Board of the College or the Board of Studies of his/her Faculty and of such examining bodies as may be necessary. He will take part in general work and discipline in the University, and he/she shall be expected to devote a substantial part of his/her time to the development of original work and research.

##### **(b) The Provost**

Shall be responsible for the day-to-day administration of the College, the award of degrees and diplomas for which the College offers courses, and in the case of the College of Medicine the co-ordination of the activities of the Lagos University Teaching Hospital with those of the College. With the assistance of the relevant College Committee or persons designated for that purpose, he/she shall be responsible for the admission, registration and matriculation of students.



*Guidelines for Appointments and Promotion....*

**(c) The Dean**

Shall be responsible to the Vice-Chancellor on all matters relating to the appointment, promotion and discipline of Academic and Senior Technical Staff after due consultation with Heads of Departments. In particular:

- (i) he/she collates, co-ordinates, and presents the budgetary and other proposals to the Faculty following consultations with Heads of Departments. He/she represents the Faculty in the Appointments and Promotions Board and also in the Academic Development Committee to which he/she may invite the Heads of Departments to join him as necessary.
- (ii) he/she is responsible for the maintenance of Faculty buildings and surroundings other than Departmental Laboratories, Offices, Workshops and Stores
- (iii) with the assistance of the relevant Faculty Committee or persons designated for that purpose, he is responsible for Admission, Registration, Matriculation and Graduation of students as well as for the Faculty Time-Tables for Courses and Examinations.

**(d) Faculty/School Dean**

- (i) The Faculty/School Dean shall be Chairman at all meetings of the Faculty/School's Board of Studies when he is present as the person so prescribed by Senate; in his absence, such other member of the Board present at the meeting as the Board may appoint for that meeting, shall be the Chairman at the meeting.
- (ii) The Faculty/School Dean shall be responsible to the Provost of the College for the smooth running of the academic and administrative work of the School and in particular he shall correspond with the Provost and/or the Secretary of the College on all matters relating to the appointment, confirmation and discipline of academic and senior technical staff of his school after due consultation with Heads of Departments.
- (iii) He/she shall collate, co-ordinate, and present the budgetary and other proposals of the School after consultations with Heads of Departments.
- (iv) He/she shall be responsible for presenting to the Provost all papers arising from the meetings of the Boards of Studies of his/her School or its Committees for consideration of the Academic Board.
- (v) He/she shall have power to approve leave of absence from the College for a maximum of up to 3 days on the recommendation of a Head of Department and keep the Provost informed of his/her action.



*Types of Appointment*

- (vi) He/she shall consider all applications for all types of research and travel grants submitted to him by the Head of Department and forward them to the Provost for appropriate action.
- (vii) He/she shall be responsible for the maintenance of his/her School's building and surroundings other than Departmental laboratories, offices, workshops and stores.

Faculty/School Deans shall attend the Appointments and Promotions Board's meetings. They will have access to the Vice-Chancellor through the Provost. The manner of appointment and their tenure of office shall be the same as those which apply to Deans on the Main Campus. Where there is no full Professor in a School an Acting Faculty Dean shall be appointed by the Vice-Chancellor on the recommendation of the Provost.

(e) **The Head of Department (Main Campus)** - shall be responsible through the Dean to the Vice-chancellor for the smooth running of his/her Department. In particular:

- (i) he/she makes arrangements for the teaching and examining of all courses and research programmes in his/her Department
- (ii) he/she makes budgetary and other proposals for the needs of his/her Department to the Dean, and operates the budget approved for his/her Department
- (iii) he/she represents his/her Department at the interview, assessment or appointment of staff for his/her Department and accompanies the Dean to meetings of the Development Committee as necessary.

In pursuance of these objectives, the Head of Department can correspond directly with the Registrar, Bursar and other University Officials on matter affecting his/her Department other than the appointment, promotion and discipline of senior academic and technical staff, on which he can correspond with the Vice-Chancellor only through the Dean.

(f) **The Head of Department (College of Medicine)**-shall be responsible through the Faculty/School Dean to the Provost for the smooth running of his Department. In particular:

*Guidelines for Appointments and Promotion....*

- (i) he/she makes recommendations through the Faculty/School Dean to the Provost for the appointment, confirmation, promotion and discipline of academic and other categories of staff in his/her Department;
- (ii) he/she corresponds directly with the Provost, College Secretary, Director of Finance and other Senior College Officials on matter affecting his/her Department other than (i) above;
- (iii) he/she scrutinizes in the first instance, applications for all types of research and travel grants by members of his/her staff and forward his/her recommendations to the Faculty/School Dean who shall process it to the Provost for appropriate action.
- (iv) he/she considers in the first instance, all applications for study leave and forward them with his/her comments to the Faculty/School Dean for necessary action.

## **7.6 OTHERS**

### **(a) Supernumerary Post:**

Notwithstanding the provisions of Section 1(b) of the present regulations prescribing advertisement for appointment in respect of the established posts, any appointment or promotion to a Supernumerary post shall be personal to the holder, provided that in recommending a candidate for appointment in any category including a Chair under clause the Vice-Chancellor shall have regard to the provisions of regulations governing Appointments and Promotions.

### **(b) Temporary appointment:**

The Vice-Chancellor shall have the power to make temporary appointments of suitable candidates to an existing post for up to a maximum of twelve months pending implementation of the approved procedure. Appointment to the temporary staff list shall indicate the length of the appointment and shall not be valid until it has been accepted in writing. As long as the temporary appointment lasts, salary and allowances shall be paid on a monthly basis. Staff so appointed shall not be entitled to any advances (salary or motor vehicle) unless approved by the Vice-Chancellor subject to satisfactory guarantees.

### **(c) Visiting Professors, etc.**

All candidates for appointments as Visiting Professors, etc. shall be duly considered by the Appointments and Promotions Board in accordance with the approved regulation/procedure. However, the Vice-Chancellor may appoint in an emergency and afterwards report the appointment to the Board.



#### *Types of Appointment*

Authority of the Vice-Chancellor to appoint Visiting Professors under an emergency shall be subject to the recommendations of the Faculty Appointments and Promotions Committee.

#### **Permanent appointments:**

Appointments, other than temporary appointments specified in (b) above, shall be made on permanent basis, or on contract basis, or on secondment or on transfer from the Public Service in Nigeria:

An appointment of the rank of Professorship made on permanent basis shall be tenable until the retiring age of 70.

Appointments below the rank of Professorship made on permanent basis shall be tenable for three academic years in the first instance, and on confirmation subject to satisfactory report until the retiring age of 65.

Permanent appointees who fail confirmation and are not being terminated shall be so informed and the period of extension shall be communicated to them.

#### **Contract Appointments:**

A contract appointment shall not be longer than three years in the first instance subject to renewal. A contract officer shall be allowed to respond to new advertisements and to make a new contract appointment with the University if his application is successful. If he is appointed to a higher post according to the University Regulations a new contract appointment at the level of the higher post shall be offered to him.

#### **Secondment:**

- (i) Appointments on secondment may be made from one University to another on terms mutually agreed by the Universities;
- (ii) Only in exceptional cases may secondment from any other arm of the Public Service of Nigeria to the University be approved;
- (iii) Appointments on transfer basis from any Public Service in Nigeria may be approved.

#### **Full-time appointments:**

Except in the case of temporary employees specified in 7.6 (b), an appointment will be a full-time appointment and no employee shall directly or indirectly engage in any other full-time employment.

#### **Duties of Appointees:**

Notwithstanding the provisions in Chapter 8 below all appointees shall be responsible to the Vice-Chancellor for the performance of his/her duties. For an academic post, these duties



*Guidelines for Appointments and Promotion....*

shall be under the supervision of the Provost or Dean and Head of Department and shall include teaching at day and evening classes, research, the setting and conduct of examinations, and the marking of examination scripts. For an administrative post, these duties shall be assigned by the Registrar after consultation with the Vice-Chancellor and in the Bursary Department where duties shall be assigned by the Bursar after consultation with the Vice-Chancellor. In addition, an appointee may be required to take part in the general work of Distance Learning Institute and other extension services of the University. Without prejudice to the foregoing, a person appointed Professor shall be required to give Inaugural Lecture after appointment.

**7.7 PART-TIME TEACHERS**

(i) There shall be six categories of part-time teachers:

- (a) Associate Lecturers on an honorarium appointed for not more than two years at a time, giving a specified number of lectures and generally involving themselves in the work of the teaching unit.
- (b) Part-time Lecturer/Senior Lecturer/Associate Professor/Professor or Consultant appointed on contract for limited periods of time to take charge of regular courses for a given fraction of their time. Conditions of appointment must include readiness to accept responsibility for full courses and to spend whole days/morning or afternoons in the University.
- (c) Part-time Tutors/Demonstrators appointed to assist with teaching tutorials/practical for a number of hours a week and for a limited period.
- (d) Occasional Lecturer, if appointed at Lecturer Grade II level or above. An incumbent will be required to give a number of lectures on a given topic on a once-and-for-all basis.
- (e) Text-Writers in the Distance Learning Institute (DLI).
- (f) Fellow/Distinguished Fellows.

Remunerations are calculated for part-time Lecturers/ Demonstrators at the rate approved by the University from time to time and honorarium is payable to Associate Lecturers. The rate of honorarium shall be as provided by the University Authorities and the period of the appointment shall be stated.

These categories of appointments shall be made on the recommendation of the Head of Department concerned. Contracts for periods not lasting for more than one year can be approved by the Vice-Chancellor. Contracts lasting for more than one year shall be approved by the University Authorities.

year are to be referred to the Appointments and Promotions Boards for consideration and approval. In any case none of these categories of appointments shall be made for more than three years at a time.

- (ii) Part-time teachers are not entitled to housing or expected to participate much in research work, but are expected to provide teaching of a quality comparable to those of full-time teachers of similar grade. They are, in addition, expected to provide additional instruction and/or advice based on practical industrial and professional experience.

While the part-time teachers in (b) above are not eligible to be full members of the Faculty Board of Studies, they can attend as non-voting members. They are subject to interview and assessment on first appointment and to annual appraisal like other regular teachers in the University.

## **7.8 NOMENCLATURE FOR PART-TIME TEACHERS**

- i. Retired staff of professorial and non-professorial grade from this University, other Universities or comparable higher institutions seeking **full time** appointment should be addressed as **CONTRACT STAFF (PROFESSOR, ASSOCIATE PROFESSOR AND SENIOR LECTURER)**.
- ii. Retired staff of professorial grade seeking **part-time** appointment should be addressed as **ADJUNCT PROFESSOR OR ADJUNCT ASSOCIATE PROFESSOR**.
- iii. All academic staff that are still in service in **other Universities** offering part-time service should be addressed as **ASSOCIATE LECTURERS**.
- iv. Retired staff below the grade of a Senior Lecturer having retired from this University, or other Universities or comparable higher institutions seeking appointment should be addressed as **ASSOCIATE LECTURERS**.
- v. Persons coming from the private or public sectors, that is, outside the academia, who are professionals in their various disciplines should be addressed as **FELLOWS/DISTINGUISHED FELLOWS in the following career path:**
  - a. Fellow (CONUASS 2)
  - b. Fellow (CONUASS 3)
  - c. Fellow (CONUASS 4)
  - d. Fellow (CONUASS 5)
  - e. Distinguished Fellow (CONUASS 6)
  - f. Distinguished Fellow (CONUASS 7)





## CHAPTER VIII

### PROMOTIONS

#### 8. (a) **Recommendation:**

The Appointments and Promotions Board will consider recommendations put forward, through and supported by the Dean or Head of Department and if there is no Dean or Head of Department, by the Vice-Chancellor. There shall be neither advertisement nor interview for promotions except as provided for, under the rules on borderlines cases.

Promotions exercise begins with an annual review of every member of staff by the Appointments & Promotions Committee of the College or Faculty concerned.

In making recommendations for promotions, each College or Faculty must forward the Annual Performance Evaluation Form of every candidate recommended along with detailed justification of the proposed promotion in the light of the candidate's teaching, research, publications and other criteria.

In the case of Senior Lecturer and Associate Professors, their Annual Review shall be done by a Faculty/School Committee comprising all the Professors of the Faculty/College Board. In a Faculty with less than five Professors, Professors from related discipline in another Faculty/School shall be co-opted provided that they are not less than five Professors.

Where, however, a member of staff not recommended for promotion up to Senior Lecturer's level petitions for promotion, external assessment shall be sought in reviewing his case.

#### (b) **Non-Promotional Posts:**

Promotion shall not apply to the posts of Principal Officers of the University.

#### (c) **Appointments/Promotion to Professorial cadre and Existing Vacancy:**

1. Appointments to the professorial cadre shall be through *prima-facie* cases or through advertisement in line with extant guidelines (but subject to availability of vacancies).
2. All cases including "*prima facie*" cases shall also be processed through the Vetting Committee of the Appointments and Promotions Board.
3. Once a *prima-facie* case has been established (by approval of the recommendation of the Vetting Committee) the Board should cause the

*Guidelines for Appointments and Promotion....*

candidate's publications to be processed further to External Assessors, rather than asking the candidate to respond to advert. This will prevent unnecessary delays in the processing of *prima-facie* cases.

4. Any member of staff to be advanced to the Associate Professorial/Professorial post by promotion through *prima-facie* would be made to face an Interview Panel in line with extant rules, after the 'External Assessors' Reports of his/her publications have been received as in the case of filling a post through advertisement.
5. Effective date of promotion for *prima-facie* cases shall be the date the Appointments and Promotions Board approves the commencement of processing of the appointment (i.e. the date that Appointments and Promotions Board approves the Vetting Committee Report on the candidate).
6. Appointments through advertisement shall follow the due process of:
  - a) Shortlisting of all candidates
  - b) Processing to the Vetting Committee
  - c) Appointments and Promotions Board approval of the Vetting Committee Report
  - d) Processing for external assessment
  - e) Interviews
  - f) Consideration of interview report by the Appointments and Promotions Board
  - g) Processing to Council for final approval

**(d) Internal Promotions to Senior Lectureship etc.**

Internal promotion to Senior Lectureships and from Lecturer Grade II to Grade I and appropriate administrative and technical grades is permissible without inviting outside opinion except where there are no suitable experts within the University to guide the Board or Committee.

**(e) Promotions during Study Leave:**

- (i) A member of staff who is away on study leave will be entitled to his annual increment as long as the work he is doing is relevant to the work in his Faculty.
- (ii) Being away on Study Leave does not debar a member of staff from promotion if he merits it, as long as the study leave is with pay.



## *Promotions*

**(f) Promotion during Leave of Absence:**

No member of staff shall be qualified for promotion during Leave of Absence unless the promotion exercise has been in progress before the commencement of the leave of absence.

**(g) Point of Entry on Promotion:**

A member of staff on promotion to a higher grade shall enter at the first point in the higher scale provided this is more than or equal to an incremental credit.

**(h) Eligibility for Promotion:**

Only permanent members of staff can be considered for promotion. The Board shall not consider any recommendation until three (3) years shall have elapsed from date of appointment or last promotion.

**(i) Effective Date of Promotion:**

Except in exceptional circumstances promotions shall not take effect earlier than 1st October.

**(j) Publication in Support of Promotion:**

Where publications are cited in support of promotion, the Committee making the recommendation shall include in its recommendation, assessment of those publications and, if possible, the opinion of some competent persons outside the Committee who have read them. Where a publication is the result of a joint effort between the person recommended for promotion and others, there shall be a clear statement from either the Committee or someone in a position to know, of the contribution of the person recommended for promotion.

**(k) Right of Individual to Appeal:**

An individual who feels that the claims to promotion have been overlooked shall have right to appeal to the Vice-Chancellor. He shall send a copy of his appeal through the Provost of his College or Dean of Faculty or Head of his Department who shall comment on his appeal to the Vice-Chancellor.

The Appointments and Promotions Board shall meet at the earliest opportunity to review such appeals presented by the Vice-Chancellor to the Board together with all relevant comments.

### **General:**

#### **Graduate Assistant**

- a. A maximum of five (5) Graduate Assistant Establishment positions was created for each programme run in the University.
- b. A maximum of two Graduate Assistants would be employed for each programme from the graduating students each year, based on availability of establishment.
- c. **Only University of Lagos graduate is eligible to be so employed.**



#### *Guidelines for Appointments and Promotion...*

- d. The two best graduating students in each programme would be automatically offered the positions, provided their graduating CGPA is not less than 4.00, subject to availability of establishment. A letter of permanent appointment as Graduate Assistant would be issued to qualified candidates.
- e. A Graduate Assistant **MUST** conclude his/her Masters programme within a period of **two (2) years**, otherwise he/she would be required to withdraw from the scheme and his/her appointment be determined.
- f. For career progression, Graduate Assistants will be upgraded to Assistant Lectureship cadre only if he/she converted to Ph.D. if running M.Phil./Ph.D. programme or has completed his/her Masters and registered for Ph.D. programme.
- g. On completion of the Ph.D. programme, he/she will be upgraded to Lecturer II position in line with extant guidelines.

#### **Assistant Lecturer/Lecturer II/Lecturer I**

As approved by the University Council, promotion would not be made beyond Lecturer I unless the candidate has a Ph.D. or a relevant postgraduate Professional qualification (in the case some lecturers in the medical field whose career path requires no Ph.D. but the relevant Postgraduate Professional qualification like FWACS, FMCOG, etc.) would apply.

Hence, an Assistant Lecturer or Lecturer II who has been on that grade for at least three years with satisfactory reports and has successfully defended his or her Ph.D. title or secured approval to write his or her thesis may be promoted to Lecturer II or I without prejudice to other stipulated requirements especially academic publications.

#### **Professorship**

The process of advancement to professorial grade from Senior Lecturer and Associate Professor should be the same whether by appointment or promotion. In all cases of appointment whether by *prima facie* rule or by advertisement, the Appointments and Promotions Board at the Faculty and University shall be involved.

- a) All appointments by promotion (*prima facie cases*) shall be effective from the date that the Appointments and Promotions Board approved the Vetting Committee's (report) recommendation on the candidate.
- b) All appointments through response to advertisement shall be effective:
  - i. on the date of Council approval of the Appointments and Promotions' recommendation on the appointment (for the internal candidates).
  - ii. on the date of assumption of duty for the external candidates.
- c) No candidate shall be considered for the same post by appointment and by promotion at the same time.
- d) A person being considered for promotion to Associate Professor or Professor shall be informed accordingly by the Provost/Dean of his/her College/Faculty and his/her prior consent obtained.

## CHAPTER IX

### 9. CONFIRMATION OF APPOINTMENTS AND ALLIED MATTERS:

#### 1. CONFIRMATION OF APPOINTMENT

- (i) All appointments to posts below the rank of Professorship made on permanent basis shall be subject to three years' probationary period and thereafter subject to consideration for confirmation or termination.
- (ii) Permanent appointees who fail confirmation and are not being terminated would be so informed and the period of extension also communicated to them.
- (iii) All appointments subject to confirmation shall lapse unless confirmed or extended by the Appointments and Promotions Board.
- (iv) In deciding on confirmation of appointment, the aforesaid Board will consider an up-to-date curriculum vitae of the member of staff concerned as well as recommendations from his/her Dean or Head of Department.
- (v) Appointment may be either confirmed to retiring age of 70 for academic staff (Professorial cadre) and 65 for non-Professorial cadre staff or extended for specific periods or terminated after the notice has been given to the member of staff concerned.
- (vi) Confirmation to retiring age after the probationary service shall for the Academic Staff be subject to satisfactory evidence of **scholarly research and teaching ability** displayed by the staff concerned. For non-teaching members of Academic Units, evidence of professional competence shall be required.
- (vii) Where extension of period of probationary service is granted, member of Academic Staff shall not have more than a total of six years during which his/her appointment shall be confirmed or terminated.
- (viii) In computing the number of years of service for purposes of paragraph (vi) above the period during which a member of staff is not teaching or working in the University will not count.



*Guidelines for Appointments and Promotion....*

- (ix) An academic staff on permanent appointment (Lecturer II or Lecturer I) who has served for at least three years with satisfactory reports and has successfully defended his/her Ph.D. title or secured approval to write his/her thesis may be confirmed if he/she fulfills other stipulated conditions for confirmation.
- (x) A person appointed to Assistant Lecturer grade shall not be on the said grade for more than six years. He/she shall either have been promoted or have his/her appointment terminated.

**2. PLACING ON THE SCALE**

In deciding the point on the salary scale at which a candidate shall be placed on first appointment, regard will be paid to qualifications and relevant experiences and the appointee will normally be placed at the point on the scale not less than the salary he would have received had he continued with his former employer.

**3. DISCIPLINE**

Discipline of all Senior Staff shall be in accordance with Section 17 of the University of Lagos Act, 1967 (as amended).

**4. RESIGNATION:**

- (i) An employee may resign or withdraw his/her appointment by giving not less than six months' notice or salary in lieu in the case of full Professors (three months' notice or salary in lieu in the case of non-professorial members of staff) in writing addressed to the Vice-Chancellor. The Vice-Chancellor may, if circumstances justify it, accept shorter notice. The acceptance of such notice by the Vice-Chancellor shall be in writing.
- (ii) When resignation takes effect at a time when the full leave earning period of service has not been completed, the entitlement to leave, travelling expenses and emoluments during the leave period shall be determined in accordance with Chapters IV and IX of University conditions of service for Senior Staff.

**5. MARRIED WOMEN:**

Married women shall be eligible to appointments in the University in any post. Only in exceptional cases will a married woman be in the same Department as her husband.

**6. MEDICAL EXAMINATION:**

Before any appointment is made, employees shall be required to produce to the Registrar evidence of good health by a Medical Certificate issued by the Director of Health Services of the University of Lagos or in exceptional cases by any other highly qualified Medical Practitioner if appointee is recruited from overseas.



**7. DECLARATION OF AGE:**

Every employee shall produce legal evidence of his/her true age on first appointment. The age so given is not subject to change.

**8. UPDATING OF PERSONNEL RECORDS:**

It shall be the responsibility of each employee to notify the Registry of any change in the records completed upon first appointment.



## ADDENDUM

### 1. What constitutes contribution to the University or Country

There are several ways and methods by which an academic can contribute to the university and or the country. Usually these come in the form of appointments and service, the latter being the most common. It is however important to distinguish between an academic who goes to seek appointment by applying for the position and the one who is called to service. Sometimes there is but a thin line between the two. Below is a list of such appointments and positions which can be considered as service to the university and the country.

#### Service to the University

| S/N | University                               | Rating |
|-----|--|--------|
| 1   | Member, Council                          | A      |
| 2   | Head of Dept./Director                   | A      |
| 3   | External Examiner                        | A      |
| 4   | Member Accreditation Panel               | A      |
| 5   | Fellowship of Professional Assoc.        | A      |
| 6   | Member, Univ. Senate                     | B      |
| 7   | Hall Master/Warden                       | B      |
| 8   | Sub-Dean                                 | B      |
| 9   | Editor of Faculty or Association Journal | B      |
| 10  | Faculty Exams Officer                    | B      |
| 11  | Departmental Exams Officers              | C      |
| 12  | Course Advisers                          | C      |

| Country   | Rating         |
|---|----------------|
| NYSC  | Compulsory (A) |
| Minister  | A              |
| Ambassador  | A              |
| Chairman of Fed. Board  | A              |
| Commissioner  | A              |
| Chairman of State Board                                       | B              |
| Chairman  | B              |
| CEO of Federal Parastatal                                     | B              |
| Special Adviser/Assistant at Federal Level and at State Level | B              |

#### Key

- A - 1 pt  
B - ½ pt  
C - ¼ pt

### 2. Criteria for Contract Appointment

- i. Applicants must not be over 70 years of age.



*Guidelines for Appointments and Promotion....*

- ii. Certificate of medical fitness from the University Health Centre.
- iii. Must have continuously been in the employ of the University for not less than 10 years at a stretch.
- iv. Must not be below a Senior Lecturer of the University of Lagos or comparable institutions.
- v. Evidence of teaching and research experience while in service, including doctoral supervision.
- vi. Evidence of continuing scholarship.
- vii. Evidence of contribution to the University and the Nation.
- viii. Must be persons of high moral character.
- ix. Appointments are subject to availability of an establishment position in the programme.

**3. Condition of Service for Assistant Lecturers**

Assistant Lectureship position is a training position and as such, they should be given appointment normally for a period of **not more than six (6) years** during which he or she should have completed the Ph.D. programme (this should be stated in the letter of appointment).

In addition to the above, an Assistant Lecturer **MUST** submit an annual Ph.D. Progress Report, which must be endorsed by his/her supervisor, Head of Department and the Dean of Postgraduate School. Upon completion of the Ph.D. programme, an Assistant Lecturer could now be offered appointment as a Lecturer II.

**4. Confirmation of Appointment and Promotion of Academic Staff**

All Academic staff must have or be willing to have a Doctorate degree in line with the requirement of the National Universities Commission (NUC). For appointment, confirmation of appointment and promotion of academic staff, the following applies:

**a. Appointment**

No applicant shall be employed as an academic staff without having registered for the Ph.D. programme (in the case of Assistant Lecturer).

**b. Confirmation of Appointment**

The extant regulation as contained in the *Condition of Service Governing Senior Staff* Chapter II, Section 12, subsection (i) and (vi) which states that:

"All appointments to posts below the rank of Professorship made on permanent basis shall in the case of members of Academic Staff, be subject to three years' probation... and thereafter subject to consideration for confirmation or termination, where extension of period of probationary service is granted, member of Academic Staff shall not have more than a total of six years...during which his/her appointment shall be confirmed or terminated".

*Addendum*

An academic staff on permanent appointment (Lecturer II or Lecturer I) who has served for at least three years with satisfactory reports and has successfully defended his/her Ph.D. or secured approval of title to write his/her thesis; may be confirmed if he/she fulfils other stipulated conditions for confirmation.

**c. Promotion**

Promotion shall not be made beyond Lecturer I unless the candidate has a Ph.D. or a relevant postgraduate professional qualification (in the case of some Lecturers in the medical field where the relevant postgraduate professional qualification like FWACS, FMCOG, etc. shall apply).

**5. MODALITIES FOR ASSOCIATE, ADJUNCT AND CONTRACT APPOINTMENTS**

**INTRODUCTION**

The appointment of academic staff on contract or part-time basis hitherto had been categorised into the following categories: Contract staff, Associate Lecturers, Fellows and Distinguished Fellows.

There had been confusion on the terminology/nomenclature used for the various categories of staff available to offer service. The Appointments and Promotions Board at its meeting held on 1st and 2nd July, 2014 discussed this extensively and recommended a review of the earlier guidelines, modalities and nomenclature. Council thereafter approved the recommendations as outlined below:



*Guidelines for Appointments and Promotion....*

**NOMENCLATURE**

| S/N | Old Nomenclature  | Scope of work   | Old Honorarium   | New Nomenclature  | Scope of work  | Proposed Honorarium  |
|-----|---|---|--|---|--|--|
| 1.  | Contract Staff (Professors and Associate Professors)                              | Regular Workload of a Professor/Associate Professor and participation in the Faculty and Departmental activities as may be determined by the Dean/HOD from time to time | Basic salary only (on the last grade and step prior to retirement) | Contract Staff (Professors, Associate Professors and Senior Lecturers.)   | Regular Workload and participation in the Faculty and Departmental activities as may be determined by the Dean/HOD from time to time | Regular salary as applicable to retired staff (That is, a grade below exit point (Basic plus allowance). |
| 2.  | Associate Lecturer (Professor, Associate Professor)                               | Teaching load to depend on need   | 50% of basic salary only   | Adjunct Professor / Adjunct Associate Professor   | Workload as applicable to part-time staff  | 50% of basic salary only   |
| 3.  | Associate Lecturer (Senior Lecturer, Lecturer I, Lecturer II, Assistant Lecturer) | Teaching load to depend on need   | 50% of basic salary only   | Associate Lecturer (Senior Lecturer, Lecturer I, Lecturer II, Assistant Lecturer)   | Workload as applicable to part-time staff  | 50% of basic salary only   |
| 4.  | Fellow/Distinguished Fellow   | Teaching load to depend on need   | 50% of basic salary only   | Fellow (CONUASS 2)<br>Fellow ( CONUASS 3)<br>Fellow ( CONUASS 4)<br>Fellow ( CONUASS 5)<br>Distinguished Fellow (CONUASS 6)<br>Distinguished Fellow (CONUASS 7) | Workload as applicable to part-time staff  | 50% of basic salary only   |

- i. Retired staff of professorial and non-professorial grade from this University, other Universities or comparable higher institutions seeking **full time** appointment should be addressed as **CONTRACT STAFF (PROFESSOR, ASSOCIATE PROFESSOR AND SENIOR LECTURER)**.
- ii. Retired staff of professorial grade seeking **part-time** appointment should be addressed as **ADJUNCT PROFESSOR OR ADJUNCT ASSOCIATE PROFESSOR**.
- iii. All academic staff that are still in service in **other Universities** offering part-time service should be addressed as **ASSOCIATE LECTURERS**.
- iv. Retired staff below the grade of a Senior Lecturer having retired from this University, other Universities or comparable higher institutions seeking appointment should be addressed as **ASSOCIATE LECTURERS**.
- v. Persons coming from the private or public sectors, that is, outside the academia, who are professionals in their various disciplines should be addressed as **FELLOWS/DISTINGUISHED FELLOWS** in the following career path:
  - a. Fellow (CONUASS 2)
  - b. Fellow (CONUASS 3)
  - c. Fellow (CONUASS 4)
  - d. Fellow (CONUASS 5)
  - e. Distinguished Fellow (CONUASS 6)
  - f. Distinguished Fellow (CONUASS 7)



## **METHOD OF SOLICITING FOR APPLICANTS**

### **I) CONTRACT APPOINTMENTS**

#### **A. QUALIFICATIONS FOR CONTRACT APPOINTMENTS**

- i. Age: - Applicants must not be over 70 years of age.
- ii. Certificate of medical fitness from the University Health Centre.
- iii. Must have continuously been in the employment of a University for not less than 10 years at a stretch, prior to retirement.
- iv. Must have been an academic staff of the University of Lagos or comparable institutions.
- v. Evidence of teaching and research experience while in service, including doctoral supervision.
- vi. Evidence of continuing scholarship.
- vii. Evidence of contribution to the University and the nation.
- viii. Must be persons of high moral character.

#### **B. SCOPE OF WORK FOR CONTRACT APPOINTMENTS**

Regular work load and participation in the Faculty and Departmental activities as may be determined by the Dean/HOD from time to time.

#### **C. REMUNERATION FOR CONTRACT APPOINTMENTS**

Regular salary as applicable to retired staff. (That is, a grade below the grade at exit point)

### **II) ADJUNCT APPOINTMENTS**

#### **A. QUALIFICATION FOR ADJUNCT APPOINTMENTS**

Same as listed in Contract Appointments.

#### **B. SCOPE OF WORK FOR ADJUNCT PROFESSOR/ADJUNCT ASSOCIATE PROFESSOR**

- a. Work load as applicable to part-time staff.
- b. Conditions of service as are applicable to part-time staff.

#### **C. REMUNERATION FOR ADJUNCT PROFESSORS/ADJUNCT ASSOCIATE PROFESSOR**

As applicable to part-time staff.

*Guidelines for Appointments and Promotion....*

**III) ASSOCIATE LECTURERS**

**A. QUALIFICATIONS FOR APPOINTMENT OF ASSOCIATE LECTURERS**

1. Eligibility as per normal requirements for relevant cadre within the University.
2. Certificate of medical fitness from the University Health Centre.

**B. SCOPE OF WORK FOR ASSOCIATE LECTURERS**

Teaching load to depend on need.

**C. REMUNERATION FOR ASSOCIATE LECTURES**

Conditions of service as are applicable to part-time staff.

**IV) FELLOWS/DISTINGUISHED FELLOWS**

**A. QUALIFICATIONS FOR APPOINTMENT OF FELLOW/DISTINGUISHED FELLOWS**

- i. Must be a University graduate in relevant discipline.
- ii. Must possess full membership of recognized professional bodies, where applicable.
- iii. Working experience must not be less than ten (10) in relevant fields.
- iv. Must have ability to conduct teaching and research.
- v. Applicants must be of high moral character.

**B. SCOPE OF WORK AS IN ASSOCIATE LECTURER**

Work load as applicable to part-time staff.

**C. REMUNERATION FOR FELLOWS/DISTINGUISHED FELLOWS**

Conditions of service are as applicable to part-time staff.

**NOTE**

1. Contract appointments, associate lectureships and fellowships are subject to departmental staff establishment and vacancies.
2. Retired University staff Appointees must have vacated University accommodation and offices.

**6. POLICY CONCERNING THE EMPLOYMENT OF PREGNANT WOMEN**

The Management of the University considered the period within which newly employed female pregnant staff are expected to accept the offer of employment given to them as well as take into consideration the fact that all offers of appointments are subject to the production of evidence of good health and such staff are expected to obtain a medical certificate of fitness from the Director of Medical Services. In carrying out these laboratory tests, pregnant women

*Addendum*

cannot undergo the mandatory screening exercises due to their peculiar conditions and as a result the three (3) months duration given to other staff may not be applicable to them.

In recent times, there have been series of requests from newly recruited female staff for maternity leave within three (3) to five (5) months of assumption of duties. It is pertinent to note that the Public Service Rules and the University Conditions of Service made no provision for situations like this. It is therefore apparent that, there is need for a clear policy on the procedure to be adopted for newly employed pregnant women bearing in mind the need to avoid discrimination due to their peculiar condition.

In view of the above, Council approved as follows:

- (1) Newly employed pregnant women should be allowed to accept the offer of employment before the expiration of the three (3) months granted for newly employed staff to accept and the option to defer the assumption of duty until after delivery. If by the expiration of a six months period the staff is unable to assume duties and undergo the medical screening, the offer should lapse.
- (2) A newly employed pregnant staff who has not spent up to one year and desires to proceed on maternity leave, the period she worked will be pro-rated and she will be paid for that period only while the remaining days will be without pay.
- (3) The completion of assumption of duty addendum should be effected by all newly employed staff.



