

**AFE BABALOLA UNIVERSITY,  
ADO – EKITI**

**STAFF HANDBOOK**

4(c) Afe Babalola University, Ado – Ekiti

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**AFE BABALOLA UNIVERSITY, ADO – EKITI**  
**STAFF HANDBOOK AND CONDITION OF SERVICE**

**SECTION I:**

**FOREWORD**

It is an indisputable fact that private universities, nowadays, have gained the upper hand in all indices of qualitative academic standards in Nigeria. The reasons for this are obvious: Public institutions continue to be plagued with such maladies as incessant strike actions, cultism and drug use and abuse. Moreover, there is considerable decline in government funding of public university. The effect of this development is that the qualitative educational foundation which I enjoyed and which served the cause of Nigeria before independence is no longer available to youths of today.

Having been in education for quite a while, I know as a fact that education is on the decline in Nigeria. This development sparked my decision to establish the Afe Babalola University as a charitable organization without any profit to me.

Afe Babalola University students will experience the best in qualitative and functional education without interruption in academic programme which are designed to make them leaders in their disciplines, self reliant and, more importantly, to enable them positively affect the moral outlook of their society.

Lecturers as well as other categories of staff will, in turn, function in an environment conducive for pleasurable performance and responsibilities. Their salaries will be based on performance and productivity thus eliminating the menace of protracted strike actions which has continued to plague public institutions in the country.

The appointment as a member of staff of the Afe Babalola University should, therefore, be taken as a rare privilege. The university looks forward to maximum cooperation, devotion to duty and all that will make university achieve her laudable objectives.

Please go through this handbook which contains vital information and instructions that will assist you to enjoy an extremely pleasant stay and a most rewarding service at the University.



I heartily welcome all members of staff to a unique experience in their determination to render also a unique service to a university that has raised the bar in academics and character for other Universities to emulate in this country.

Wishing every member of staff a fruitful and fulfilling career as you join the service of a University with a vision in motion.

**AARE AFE BABALOLA**, OFR, CON, SAN, LL.D (Lond.), LL.D(Unilag) FCI.ARB et.al  
Founder & Chancellor

## **1. STAFF COMMITMENT**

### **STAFF COMMITMENT**

Afe Babalola University is established purposely to instill discipline, infuse academic excellence and bring sanity back to Nigeria education system at affordable prices to the teeming population of young Nigerians yearning for University Education. For this reason, the University needs a group of staff members who will share the vision of the founder be committed to the development of a crop of students who are eager consciously and intelligently to develop the leadership capacities they are endowed with. This can and must be fulfilled in three equally important and mutually exclusive dimensions of learning, skills acquisition and character development all of which essentially make a total man/woman.

### **1.1 Our Vision**

### **VISION**

The Afe Babalola University vision aims at developing and transforming her students into robustly empowered leaders through an active development of their total personality. The vision of the university is to be a world class educational centre of excellence in academic, character, sports and vocational development. This vision is guided by the need to produce professionals who are sound and agile. Through its academic and professional programmes, graduates of the University will emerge as people with professional skills and become business owners thus assuring each of them a job after graduation.

In form and structure, Afe Babalola University is conceived as a citadel for the promotion of an authentic learning environment that puts intellectualism at the centre of its tradition. The temperament of Universality and excellence shall be imbibed and shall be evident at every level of academic decisions making in all Colleges and Department of the University.

### **1.2 Our Mission**

### **MISSION**

The Afe Babalola University is an result – oriented institution for producing highly skilled and socially relevant graduates capable of applying scientific knowledge for the resolution of social and technological problems. The University is equally committed to transforming students into expert

thinkers, innovative managers and resourceful technocrats in all fields of learning. The context of the University in morally and spiritually holding, with a stable academic calendar, a fully – stocked library, state – of – the – art laboratories and an excellent road network. The University’s mandate is to pioneer total excellence along the parameters of teaching, research, performance, sports, community impact and scholarship.

### **1.3 Brief History of the Afe Babalola University**

Afe Babalola University is conceived as a fully – residential university for both staff and students and a brainchild of Aare Afe Babalola, Senior Advocate of Nigeria (SAN), B.Sc (Econs) Lond; LL.B (Hons) Lond; B.L; FFPA, FNIALS, FCI Arb; LL.D (Lond.); LL.D (Ado-Ekiti); , LL.D (Lagos), LL.D (Jos), D.Litt (Kogi), LL.D (Akure), Officer of the Federal Republic (OFR), Commander of the Order of Niger (CON), Former Pro – Chancellor and Chairman of the Governing Council of the University of Lagos, Nigeria, and Former Chairman of the Committee of Pro – Chancellors of Nigeria Universities and adjudged twice as the best Pro-Chancellor in Nigerian Universities.

#### **BRIEF HISTORY OF THE AFE BABALOLA UNIVERSITY**

The Afe Babalola University is a product of a mind disturbed by the incurable problems afflicting government Universities and the quality of graduates being produced each year. As a Pro – Chancellor and Chairman of Pro – Chancellors of Nigerian Universities, Aare Afe Babalola found that the University problems were among other due to lack of commitment by the staff and want of emotional attachment to their various institutions. It is common knowledge that workers in public institutions often display nonchalant attitude towards government work with the justification that it is not their father’s business. The founder believes that a time has come when private individuals should stand up to challenge of providing affordable and qualitative tertiary institutions as it is done in other nations like the Ivy League of Universities in the United States and other leading institutions in Europe.

These are classic examples of how and why private universities are more successful than government universities as evidenced by the quality of graduates they produce and their programmes in the competitive world field. For example, Japan which has the largest private universities is,

indisputably, a leader in the field of technology which goes to show that private institutions offer brighter prospects of qualitative tertiary education.

This is because the proponents of these great private universities had dreams, ideas, and objectives about the type of university they wanted to establish. They established codes of conduct and disciplinary measures which are pursued rigorously and religiously.

#### **1.4 Goals and Objectives of the University**

### **GOALS AND OBJECTIVES OF THE UNIVERSITY**

In an attempt to achieve its mission and fulfill its purposes, Afe Babalola University has established a set of specific goals and objectives. The goals describe the results desired from the university's educational programmes, and the objectives set forth general guidelines being followed on the path to reaching those goals

#### **a) Goals**

As a unique university, it seeks to achieve the following goals:

- To encourage a balance between academic excellence, professional ethics, and practical competence among students;
- To encourage at all times consistency and personal integrity among the students.
- To pursue academic excellence through outstanding teaching and the promotion of research and community service on the national and international level.
- To create and promote inter-disciplinary and international scholarship and education, while sustaining foundational disciplines;
- To define and lead emerging disciplines and intellectual paradigms that create knowledge and to promote the translation of that knowledge to the benefit of society;
- To develop new learning opportunities that build on these paradigms and create student engagement in the context of a community of scholars; and

### **GOALS**

- To foster effective concern for environmental well – being, justice, peace and compassion and commitment to their promotion in the contemporary world.

## **b) Objectives**

In order to achieve these goals, the University has set itself an agenda to pursue the following objectives:

- Establishment in Ado – Ekiti a world class institution of higher learning which combines the acquisition of knowledge with its practical application in training graduates of high integrity and of international recognition;
- Provide an environment of international standards for learning, research, acquisition of specialized skills and comprehensive training of students empowering them to apply knowledge and skill to the benefit of society;
- Complement the efforts of Government in bridging the yawning unemployment gap by creating employment opportunities for Nigerians;
- Develop and continuously up – date a modern library including a digital library to encourage research, publication and to promote a “community of learning” atmosphere, global interaction as well as promote scholarship and conduct research in all fields of human endeavour to advance learning and provide solutions to developmental problems for the benefit of society and mankind;
- Develop and offer specialized, flexible and innovative programmes for specialized and non – specialized undergraduate and post graduate degrees and non – degree programmes, thus creating a balance between academic excellence, professional ethics and practical competence among a critical mass of human capital who are imbued with a high sense of responsibility, individual initiative as well as with capacity for analytical, creative and practical thinking.
- Promote effective communication among the academic community, students and the public in order to produce specialists competent to bring about research aimed at creative inventions and practical

## **OBJECTIVES**

contribution towards the advancement of knowledge, technological development and creation of wealth

- Establish a centre for entrepreneurial studies to stimulate job creation abilities in students from the onset of their studies;
- Establish a Creative and Lifelong Education Centre for the purpose of facilitating non – degree and vocational skills programmes;
- Encourage and promote the advancement of learning and hold out to all persons without distinction of race, creed, sex, religious or political conviction the opportunity to acquire university education; and
- Undertake other activities appropriate for teaching, research and community service as expected of a university of high standard.

### **1.5 Strategies for Achieving Stated Objectives**

The major University – wide strategies to be adopted in achieving the objectives of Afe Babalola University are premised on a platform of these basic characteristics:

- Assistance by way of scholarship and job opportunities on campus to brilliant but indigent students;
- Excellence in education programmes that are affordable to students;
- Commitment to attracting and retaining world – class teaching and non – teaching staff, along with competitive employee compensation and support for success;
- Institutional agility and resource flexibility in order to capture emerging opportunities, and to be readily and creatively responsive to the needs of constituents stakeholders at the state, national, and international levels.
- Undergraduate and Postgraduate Programmes in various disciplines that meet the student’s need for learning and the societal need for solutions to arts, science and technological challenges. The University

#### **STRATEGIES FOR ACHIEVING STATED OBJECTIVES**

is accessible to diverse markets, and offer curricula designed to serve their needs.

- Courses are broad – based and integrated to facilitate the required creativity and productivity of students.
- The University emphasizes student – centered learning environments engaging academic variety and students diversity, with the goal of providing a holistic and collaborative approach to learning; learning through discovery, experience, and innovation; and effective use of information.
- The university has developed innovative means of providing financial assistance to deserving indigent students, with due regard to competitive recruitment of qualified students, cost of education and student need, enrolment characteristics, scholastic achievement, and educational enrichment.
- The University has developed information technology and widespread access as a catalyst in the execution of other strategies, especially in the creation of new mechanisms for effective engagement of service.
- The University has created and expanded academic facilities lecture rooms, e – learning platforms, ICT center, library, laboratories, and studios – to support innovative teaching and learning.
- The University provides learning experience for students through hand – on community service opportunities and internship opportunities that complement their career objectives.
- The University publicizes and promotes institutional achievements and staff and student accomplishment among the constituent stakeholders, and enhance national and international visibility.
- There will be formal assessment of student outcomes at the University level at least every other year and more frequently, assess the outcomes and effectiveness of academic programmes, courses, and targeted initiatives in the interest of continuous improvement.

- All students will take compulsory courses that cut across all programmes being undertaken. They include courses such as Phonetics and Use of English, Communication Skills, Logic, Creative Thinking, African Culture and Ethics, Entrepreneurship, French, Chinese, and one other Nigerian language as well as basic education in practical Agriculture.
- The University operates a non-discriminatory students' admission policy on the basis of gender, ethnicity, religion, political leanings or physical disability.
- Only candidates that are highly qualified and able to benefit from good university education will however stand a good chance of being admitted.
- Admission of students into first year undergraduate programme through UME, and a selection process that will from time to time be determined by the University.
- The method of instruction is face – to – face interaction – a normal 17 week semester for proper educational impartation of knowledge. The use of modern communication facilities available in imparting knowledge to students. Practical and tutorials are also designed and students are given opportunities to think out projects and work under supervision. Online approach to student-teacher communication is in place to facilitate student-teacher interactions. To this end every staff and student should own a computer for this purpose.
- There will be continuous assessment as part of the grading system and to ensure that students are up to date in their studies.
- The university undertakes a periodic curriculum review that takes into account feedback from organizations and employers of labour and NUC Minimum Academic Standards.
- All students will have access to welfare, career planning and placement services, and accommodation in well-equipped and functional halls of residence.



- Opportunities will be provided for staff and facilities evaluation exclusively by students.

## **2.0 AFE BABALOLA UNIVERSITY'S CULTURE**

### **a) The Role Model**

“There has to be a Role Model to enable the Staff play their role very well”

The Proprietor and Founder of Afe Babalola University, Aare Afe Babalola, is the Vision Bearer of the University and the Staff the Vision Runners. In all areas of human personality and endeavour, Aare Afe Babalola is undoubtedly the most unique and up – to- date Role Model for any person, group of persons and institutional members anywhere on the planet earth. He is a divinely chosen vessel to change for better the destiny of mankind.

### **b) The Culture of Humility**

It is crucial for every staff member to imbibe the culture of humility because in today's academic world, the greatest challenge is pride. You must, therefore see your appointment as a privilege and not a right. A proud person has no future, moreover, pride can short – Circuit anyone's future and even destroy his/her entire life. Don't abuse the privilege of being appointed to a 21<sup>st</sup> Century World Class University.

### **c) The culture of Commitment and Hardwork**

One of the greatest assets of employment is commitment to a given task. It is commitment to task that culminates in attainment as only runners obtain the prize in a race. Commitment is what edifies self – esteem, self – concept and self – worth. Be diligent and creatively productive. Make robust your destiny by the works of your hand. Respect is not a gift, -it is earned through hard work. While hard work demolishes hard life, it is also the gateway to rewards. Don't leave till tomorrow what you can do today.

Be committed, therefore, to enable you make the necessary impact on this generation as you continues to enhance the destiny of others as well as the socio-economic or technological status of this nation or the world. Surely, you will be rewarded.

### **d) The Culture of Personal Development**

The Afe Babalola University is unique in many ways. One of such is the determination to create new knowledge which is a dispensation of creative knowledge. Hence, it takes a radical approach to remain on the frontline. **To**

**get to where you have never been, you must go where you have never gone, do what you have never done, search where you have never searched and think what you have never thought.**

If you want to maintain relevance, it is necessary that you be a hunter of fresh information to make meaningful impact in your field.

**e) Culture of Discipline**

In order to guarantee your journey to success, it is expedient that you bring yourself under certain laws. Your assignment at the Afe Babalola University demands that you be a disciplined man/woman. It takes discipline to succeed, maintain and sustain success.

Discipline requires decisions, which is a function of choice. Your choice is an expression of your will. Your decision informs your actions, which informs your character, which, in turn, determines your personality, i.e. what constitutes a distinction in you (who you became).

**f) Culture of Maintenance**

The Afe Babalola University infrastructure is one of the best that can be found, in both developed and developing countries. Having spent so much money in building a first class university, it become crucial to maintain every structure, every equipment and every facility of this magnanimous institution. Nigeria and Nigerians, unfortunately, are known for lack, of maintenance culture because well – constructed buildings, air – crafts, vehicles, etc. have packed up due to poor or no maintenance.

The opportunity of your appointment to a prestigious Afe Babalola University must encourage you to be constantly conscious of making everything function well in the entire University environment. It should be your duty to report to the appropriate authorities of anything found that need to be repaired, replaced etc.

**g) Culture of Industry**

The leading nations of today's world are the most industrious ones. They are hard working and leaders in wealth. Leadership in influence. Everything rises and falls on leadership.

To be industrious means you must be hard – working and aspiring as well as imbibe the spirit of a good leader. These are the virtues that you should

cultivate to be a successful member of the University community and enjoy your job at all levels.

#### **h) Culture of Determination**

When you take a decision and you firmly pursue that decision, you are showing your determination in the pursuance of your decision.

You have decided and have accepted our appointment to the Afe Babalola University. Therefore, all efforts should be made to pursue all areas of your responsibility in the University with the firmness to make achievement of success a reality.

### **3.0 CODE OF CONDUCT**

#### **CODE OF CONDUCT**

#### **a) Social Culture**

Every staff member is expected to maintain a standard of excellence in every area of his / her life. This includes:

##### **i. Language**

The world you speak can either build or destroy lives. You are expected to speak edifying, encouraging words. The way you speak about the university will be reflected especially in the attitude of the students, and the attitude of the students will affect the perception of the University by the parents of the students.

##### **ii. Appearance**

- “The emotion of the mind is usually shown in the covering of the body” hence, let your appearance be reflective of who and what you represent. To act right, you must look right and also feel right.
- Afe Babalola University has a formal dress code for both staff and students. Therefore all University staff members must adhere to the dress code during work hours and when representing the University in an Official Capacity.
- Don’t push the limit in any area of the dress code. Hence, make your appearance an asset, not a liability.
- All University staff members must be corporately dressed during normal lectures, public lectures, special ceremonies, matriculation, Founder’s Day, Convocation and during Examination supervision.

#### a) **Dress Code for Women**

- During working hours, female staff members are to dress corporately in skirt / trousers suits, skirt and blouse, or short / long – sleeved gowns that should be well below the knees. Skirt length must be modest and in good taste.
- Low – Necked blouses must not be worn. Any clothing made from transparent material must be fully lined.
- During official working hours, sandals and strapless shoes are not permitted.

#### b) **Dress Code for Men**

- During working hours, male staff members must wear at least a shirt and a pair of trousers.
- Male lecturers may wear suits to lectures
- All male staff must wear a regularly well – cut, combed hairstyle
- Sandals and canvasses should not be worn to the lecture hall and during official hours.

#### iii. **Accessibility**

Accessibility is one primary mark that should distinguish you as a staff member. The students should feel that you care. Listen to them. Give them encouragement. Refer them to appropriate quarters for help when the need arises. It is an offence for any staff to have any amorous relationship with any student under any condition. An offence of this nature will lead to instant dismissal of such staff.

### **4.0 WORK ETHICS**

#### **WORK ETHICS**

Develop right perspective towards your work It is the responsibility of every staff member to release his / her God's given strength, skill, knowledge and energy for the good of the students and the University in general.

You are here to solve someone's specific problems through your labour. Don't work for pay, rather, work for personal fulfillment, contributing to the development of the students, the University and the world at large.

a) **Working Hours:**

- Every staff member is expected to be productively engaged in maximum number of hours every day in one form of activity or the other, which is directly connected to his / her assignment in the university.
- Every Academic staff member is expected to teach or arrange his or her subject between 8am and 3pm and 7pm.
- All offices in the University normally remain open form 8:00am to 3:00pm and 7pm to 9pm Monday to Friday, with sufficient and adequate labour to handle the workload at all times. Some offices, however, because of the nature of the services rendered, may be required to remain open longer each day and on weekends. In these cases the Head of Department will alternate or schedule the hours of the staff.
- There may arise some occasions when it may be necessary for you to work in excess of a 45 – hour work week for a continuous period to time.
- **After – Hour Lectures and Tutorials**

Because of the peculiar nature of Afe Babalola University, lecturers are expected to attend to students between the hours of 7-9pm to conduct tutorials and lectures, Monday –Friday and public holidays.

b) **Punctuality**

Since much of the University's manpower activities are interdependent, it is, therefore, very important for each staff member to be at his / her place of work and be ready to start work at the designated starting time. Punctuality, which is said to be the soul of business, also reflects a positive interest and attitude towards your job.

d) **Notification of absence and Lateness**

Regular attendance is expected of every employee of the University. If therefore, it becomes necessary for any staff members to be absent from his / her job due to illness or other personal reason(s), he / she must notify his / her immediate superior officer stating the reason(s)

for the absence. This must be done not later than 15 minutes following the beginning of the workday, on each day of absence.

If for genuine reasons, you must be late to work, you must notify your sectional head within 15 minutes following the beginning of the work day, so that he will be aware of the situation and arrange for a temporary replacement, if and where necessary.

Any unauthorized absence for up to a day shall be penalized with a loss of pay, and may additionally attract some disciplinary action.

Strict warnings shall be given to any staff member coming late once. If anyone is found to be late for more than once. He / she may face some disciplinary action as determined by the university authorities.

The University has in put place “**log-in log-out**” mechanism which has become necessary because of dishonest staff who collect salary at the end of the month without coming to work for days or even a whole month. The V.C, Provost and Head of Department or such other persona as the V.C may deem fit shall be exempted.

e) **Personal Telephone Calls**

Care should be taken not to allow personal calls to consume precious time and take your mind off your assigned responsibility. GSMs must be switched of during meetings, lectures, assemblies and important ceremonies.

f) **Personal Visitors:**

Since personal visitors can interfere with your work and equally disrupt the attention of those around you, every staff member is, therefore, advised to considerably minimize his / her availability to private visits during working hours.

It is forbidden for any salesman / woman and solicitors to hawk within and through the buildings or contact employees for purchase of any item. The University strictly forbids solicitation by employees, selling of merchandise, lottery etc and transactions relative to solicitation on the premises of the university.

g) **Policy on Textbooks and Other Reading Materials**

Lecturers are advised to monitor the activities of all students regarding their inputs into each course and lecture on one hand as

well as to ensure that Lecturer deliver their best to the students on the other hand.

Secondly, because of their imperative needs, students always consult textbooks not only to master what had been delivered to them but also to go on little further and enrich their understanding. In view of this, the following are important policy statement on textbooks and reading materials:

Each course must have a list of reference materials and lecturer must go extra length to recommend good books and materials in the field of study. Students must be encouraged to imbibe reading culture of great men and in particular the life history of the Founder and particularly his autobiography. A guided reading list must be given to the students to make them study better.

- All fresh undergraduates are to take Afe courses, be guided by the teachers.
- Any of the reference materials usable as course textbook should be clearly identified.
- Lecturers should ensure that at least one suitable textbook is recommended for every course offered as compulsion buying and reading.
- When a course is taught by more than one lecturer, all such lecturer must jointly compile the reference materials that are compulsory reading and those that are additional to the basic materials.
- Lecturers are free and are encouraged to write textbooks where colleagues in that area certify that the book are exceptionally good, they shall form part of the recommended materials and students will be free to use their discretion to buy or not to buy such books.
- Where books authored by Lecturers of Afe Babalola University must be sold to students, these books should be deposited with the bookshop manager who will make appropriate arrangement for selling the books. On no account must books be sold to students from the office of any lecturer.
- The practice of giving hand – outs to students by lecturers is strictly forbidden in Afe Babalola University.

## h) **Individual Staff Responsibilities**

### Class – Related Responsibilities

- Every staff members must always arrive punctually for class
- No lecturer is permitted to use part of another class time for any purpose.
- Every full – Time staff member must create and schedule at least 90 minutes as office hours everyday in his / her office to be available to students. Such office hours for student consultation are to be posted and strictly adhered to. Every full – time staff member must also be available to students at other times by appointment.
- All lecturers must attend and keep attendance register for all classes to which they are assigned. All classes must begin and end according to schedule. Prior notification to the HOD must precede any change (temporary or permanent) from the schedule. A staff member must notify the HOD prior to an absence from class.
- Every staff member must adhere to attendance policies established at the University, College and Departmental levels. Individual class attendance policies are part of each course syllabus. A record must conform to departmental policies.
- Final examinations required in all courses must conform with the published examination schedule.
- Mid – term and final grade for each course are to be submitted to the Head of Department by hand and within a set period established by the Provost of the respective Colleges. Each lecturer shall keep an accurate record of each student’s performance in a special performance grace book. Materials relevant to students’ grades are considered to be the property of the University. These materials are to be submitted to the HOD, who passes them to the Provost. Lecturers should make safeguarding examinations and examination materials a high priority.
- Under no circumstance must field trip, convocation or other University activity be scheduled to conflict with classes without the formal approval of the Provost of the College.



- Any University staff member who leaves the employment of the University must deposit all students' records into the Departmental files before departure.
- A syllabus is required for every course and must conform to the published syllabi guidelines.

i) **Professional Responsibilities**

- It is expected of every full – time staff member to attend every College Board and Department meetings.
- All full – time staff members must be willing to serve on the faculty and / or Departmental Committees.
- All full – time staff members must be prepared to assist in the registration and screening processes.
- All Academic Staff (both full – time and non – regular staff) must study the examination regulation and take part in the supervision of all examinations.
- All full – time staff members should engage in scholarly activities (e.g. research, publication, performance) hold membership of and participation in, professional organizations, and attend professional conferences.
- Each staff member is expected to complete a professional Development Plan annually and submit it to his / her HOD. This plan must address how the staff member will stay current in both subject area and pedagogy.
- Members of staff who are unable to fulfill their responsibilities must notify their HOD in advance, if possible.

**Performance Reviews:-**

Although your sectional head informally evaluates your job performance everyday, you will be scheduled for a formal performance review annually by the Appointment and Promotion Board (A &PB) of the University.

The quality and quantity of your work, your ability to get along with co-workers, your willingness to cooperate your attendance and promptness records, result of evaluation by Students your compliance

with both the University's lifestyle and dress code, your leadership ability, your honesty and your personal initiative will be evaluated in the formal reviews.

**j) Other Responsibilities**

- All staff members should engage in a healthy lifestyle by deliberate involvement in a definite physical exercise programme.
- All staff members should be familiar with University documents relating to their assignment, including this handbook the conditions of service, the Afe Babalola University Student Handbook, and the Syllabi guidelines.
- Staff members are expected to support colleagues and departmental activities and to accept their fair share of extra – curricular duties (e.g supporting students clubs, etc)

**j) Civil Disobedience**

The Afe Babalola University does not permit any act of civil disobedience (Strikes, riot, rampage etc) by students or lecturer directly or indirectly is forbidden. Anybody involved shall be punished severely.

**k) Payroll Policies**

- Wages of staff members shall be determined by a salary Administration policy adopted by Afe Babalola University. By this policy, job description have been compiled and evaluated on the basis of job value of each staff
- Based on the skills and efforts required and the responsibilities involved with each position, a value has been assigned to each job in the University. This in essence means that everyone's salary is made personal to him / her.

**\* Salary Adjustment**

Based on the performance, progress, quality and quantity of work, attitude and attendance, plus transparent honesty, regular staff members may be recommended for a merit increase on an annual anniversary date review. Guidelines for merit increases will be announced each year.

l) **Annual Performance Assessment and Evaluation**

Every member of staff shall be subjected to annual assessment in respect of performance of their job. This shall normally be made available for promotion and placement exercises. Also teachers shall also be assessed for teaching effectiveness by students under criteria that shall be determined by the Management from time to time.

m) **In – Loco Parentis Role**

Our understanding in the Afe Babalola University is that every staff member should see himself / herself as a member of the community belonging to a large family. Therefore, we must serve as parents to the students whose parents are not on the campus by making ourselves available at scheduled time for meeting with the students.

Such meeting periods shall be displayed on the staff door on weekly basis.

n) **Academic Freedom**

Afe Babalola University believes absolutely in the positive value of academic freedom. We understand that the purpose of academic freedom is in contribution to knowledge in such manner and at the speed that brings assurance and succor to the pains occasional by living. We therefore give respect and regard to academic freedom practiced in the context and adventure of academic leadership.

The very essence of academic freedom is what Afe Babalola University tolerates and celebrates to wit: the ability, capacity and freedom to – convey many different points of view on any issue taking into consideration all sides and possibilities in order to capture the full length, breadth of an opinion with emphasis on critical analysis and research.

o) **Campus Life**

Afe Babalola University very much believes in strict discipline which cannot be compromised for any other thing. Therefore all religious, political, social and any other kind of fanaticism are not permitted on the University campus.

p) **Use of Illicit Drugs, Alcohol and other unprescribed off the shelf items**

The illegal use of controlled substances has a substantial and detrimental effect on the physical, emotional as well as the general welfare of the users and others. Unlawful possession and distribution of controlled substance are serious offences with serious legal consequences under Federal, State and Local Laws.

Consumption of alcohol within the University premises is strictly prohibited. The use of alcohol presents dangers and health risk to staff and students. Consumption of alcohol in combination with such innocent activities as driving a car, swimming, etc can result in serious injury or death.

q) **Violations**

Afe Babalola University will dismiss from the University employment those employees found possessing, using or distributing illicit drugs and /or alcohol with the University premises.

r) **Security**

The Afe Babalola University has a Security Department open 24 hours a day, seven days a week. The security department is to be notified of all emergencies e.g. relating to fire, ambulance or police.

s) **Catering and other Available Campus Services**

You may purchase your meals at the University cafeteria which operates the pay-as-you-eat system. Interested staff members are expected to adhere to cafeteria Rules and Regulations.

t) **Residential Quarters**

- Afe Babalola policy is to accommodate all staff on campus. All residential apartments, flats, houses allocated to staff are expected to be well kept.
- Staff residing in the staff quarters should ensure that their growing children do not deface the walls with pencils, markers sharp objects etc.
- All lights are to be put off when not in use
- All taps should be turned off after use to avoid undue overflow.

- All staff members should live harmoniously together, respecting the privacy of their neighbours by controlling the volume of their audio/audio-visual equipment and be their neighbour's keeper.
- In case strange faces or movements are noticed around your premises, quickly alert the security staff on patrol or contact the security post.
- There shall be monthly sanitation exercise to be organized by the Vice Chancellor or his representative in all residential areas in the campus.

u) **Identification Card**

- As a security measure, all staff will be issued identification card showing the name, designation and department. This card should always be worn by staff openly at all times on the Afe Babalola University premises.
- Identity Card is issued for personal use and must never be lent to another person. In the event of loss of ID Card, a notice should be sent to the office of the Registrar immediately and make arrangements for another one to be issued at a cost payable by the staff.
- When leaving the University employment, ID Card must be turned in to the Registrar before payment of final entitlement.

## SECTION II

### STAFF CONDITIONS OF SERVICE

#### BRIEF INTRODUCTION

#### 1.1 Brief Introduction

This handbook contains important information about the conditions of service of Academic and Non-Academic staff of Afe Babalola University.

These regulations are subject to review from time to time as deemed necessary by the University Authorities.

#### Definitions

#### REGULATIONS FOR ACADEMIC STAFF

#### 1.2 Regulations for Academic Staff

These are regulations governing the appointments, promotions, dismissal etc of the Academic Staff in the University. They are made under the authority of the Governing Council. The regulations shall be applicable to all matters concerning the appointments, tenure, determination of appointment, promotions, study leave, sabbatical and other leaves of Academic Staff, except where Council directs generally on the conditions of all University Staff.

#### REGULATIONS FOR SENIOR NON –TEACHING STAFF

#### 1.3 Regulations for Senior Non-teaching Staff

There are regulations governing the appointment and promotions etc of the non-teaching senior staff of the University. They are made under the authority of the Council. The regulations shall apply to all matters concerning the appointment, promotions, study leave and other leaves of non-teaching staff, except where Council directs generally on the condition of service of all University staff.

#### INTERPRETATIONS OF THE REGULATIONS

#### 2.0 INTERPRETATIONS OF THE REGULATIONS

In these regulations, unless the context otherwise requires, the following expressions have the following meanings: “Academic Staff” includes all persons holding appointment as members of the teaching, research and library academic staff with professional qualification of the University and whose primary duty is teaching or research.

“Committee” means appropriate appointments and promotions committee for the category of staff concerned.

“An Officer” means a senior promotion to the next higher grade before the last step of the salary scale of the preceding grade has been reached.

“Established Post” means a post specifically provided for in the current University Budget.

“Council” means the University Governing Council, which is the apex decision-making body for the day-to-day running of both Academic and Administrative functions of the University.

“Senate” refers to the academic decision-making body. They are responsible to the council in all academic matters.

“Unestablished Pos” means any post that is not established, i.e. not provided for in the University Budget.

“Study Leave” is a period of paid absence of one or two semesters’ duration granted after a period of service to staff for academic purposes.

“leave of Absence” is unpaid leave granted to staff.

“Misconduct” means undesirable behavior, indiscipline or any act prejudicial to the proper administration of the business of the University, and without prejudice to the generality of this definition, include: falsehood, cover-up, non-disclosure of matters which may affect the university, corruption, dishonesty, drunkenness, false claims against the University, insubordination, negligence, falsification of records, failure to keep or suppression of records, conviction on a criminal offence, absence without leave from place of work without satisfactory excuse, failure to resume from authorized leave at its expiration, negligence deemed by an internal auditor to have resulted in the loss of funds to the University, disobedience of an order to proceed on transfer or to accept a posting or of any other lawful order issued by the University Governing Council, the Registrar, the Bursar, the Librarian, the Heads of Departments or their representatives, failure to appear or to answer questions satisfactorily in any investigation before any person or body designated by the University Governing Council, the vice Chancellor or the Registrar for the purposes of investigating any matter provided for, in, or any case arising out of these regulations.

APPOINTMENT AND  
PROMOTIONS FOR  
ACADEMIC AND  
NON-ACADEMIC  
STAFF

“Non-teaching Staff” includes all persons holding appointments that do not involve teaching and research in the University.

**3.0 APPOINTMENT AND PROMOTIONS FOR ACADEMIC AND NON-ACADEMIC STAFF**

The University is a result oriented institution and believes in promoting industry, hard-work, quality teaching and research. Consequently, Appointment and Promotion shall be based on productivity, research and contribution to the university.

(a) University shall hold an Annual Assessment and Promotion exercise.

(b) The members of the Appointment and Promotions Committee shall be the Founder if he is available or his nominee or the Chairman of BOT, the Vice Chancellor, Deputy Vice Chancellors (Academic and Administration), Provost of Colleges, Registrar, Bursar, Heads of Department concerned, Dean of Student Affairs.

(c) In the absence of the Founder or the Chairman of the BOT, the Vice Chancellor shall be the Chairman of the Annual Assessment.

(d) The quorum for the Committee shall be 10 (7).

(e) Staff would be assessed on contributions to the Department/ College/ University

- Teaching (by HOD, Provost, Students)
- Research not the period under assessment
- Community participation in Development Programmes
- Inventions and Innovation
- Attraction of Endowment, Grants
- Projects Contributions

(f) The Registrar shall record and report appointment, promotion, confirmation or extension of appointment made by the Committee.

(g) During the session, if there is need for any appointment, the Vice Chancellor shall set up the Committee to be known as Appointment and Promotions Committee which shall consist of the



Deputy Vice Chancellor (Academic), Provost, Registrar, Bursar, Head of Department concerned and Dean of Students Affairs.

- (h) The quorum shall be 5
- (i) The Committee shall report to the Vice Chancellor who may approve the appointment pending report to the Council.

### **3.1 Appointment and Promotions for Academic and Non-Academic Staff**

**3.1.1** There shall be a standing Committee of the University Governing Council known as the Appointment and Promotions Committee for academic staff and administrative and technical staff committee (CATSC) for non-academic staff, whose terms of reference shall be:

- a) To consider and make all appointment to and promotions within the Academic Staff, provided that the Vice Chancellor, in consultation with the appropriate Head of Department, shall have power to make temporary appointment to the Academic staff for a period not exceeding one year.
- b) To decide the points in the appropriate salary scale at which a member of the academic staff shall be placed on first appointment or on promotion in accordance with the regulation made from time to time by the Council.
- c) To consider the confirmation or extension of appointment of a member of the Academic Staff on the expiration of his initial period or appointment and to decide whether or not the appointment be confirmed to retiring age or extended for any specific period;
- d) To grant study leave to academic staff in accordance with recommendations made, from time to time by Senate;

#### **3.1.2 The Membership of the Committee shall be as follows:**

- i) The Vice Chancellor
- ii) Provosts of Colleges
- iii) The Registrar

- iv) The Bursar
- v) The Provost of the College and / or Head of the person representing him for the occasion.
- vi) Dean of Student Affairs.
- e) The appropriate Head of Department (if not already a member) or a person representing him when business relating to his department is being considered.

3.1.3 The Vice Chancellor or, in his absence, his representative shall be the Chairman of the Committee.

3.1.4 The Registrar or his representative shall be the Secretary of the Committee.

3.1.5 The quorum of the Committee shall be six (6), provided that the Head of Department concerned or the person is being considered shall be a part of the quorum.

3.1.6 if for reason, a vote has to be taken, the concurrence of votes of a simple majority of the members of the committee present shall be required to make the decision valid.

3.1.7 The Registrar shall in due course, report appointments, promotions, confirmation or extension of appointments made by the Committee and such other matters as the Committee may deem necessary to the Council.

### **3.2 Appointments and Promotions Committee for Administrative and Technical Staff (ATS).**

3.2.1 There shall be a standing committee of council known as the Appointments and Promotions Committee for Administrative, Professional and technical staff, except to the office of Registrar and Bursar provided that the Chairman of Council shall have power to make temporary appointment to such posts for a period not exceeding one years.

#### **3.2.2 The membership of the Committee shall be as follows:**

- i) The Registrar (Chairman)
- ii) The Bursar (Director of Financial Services)

- iii) The Dean, Student Affairs
- iv) The Director of Physical Planning & Development
- v) The Head of Department concerned, if not already a member, or a person deputed by him for the occasion.

3.2.3 The Director of Academic Planning (or any officer appointed by his) shall be the Secretary to the Committee.

3.2.4 The Registrar shall make report of the Committee to the University Governing Council.

#### **4.0 TEMPORARY APPOINTMENTS**

#### **APPOINTMENTS**

##### **4.1. General**

4.1.1 Subject to the proviso in Regulation relating to the making of temporary appointments, vacancies on the established staff shall be advertised except where, for good reasons, the Committee authorizes that any particular vacancy be filled without advertisement. In such a case, however, the candidate shall not be exempted from the usual assessment.

4.1.2 There shall be constituted, in respect of each appointment, a University Assessment and Interviewing Panel that shall interview and assess candidates for appointment and make recommendation to the University Governing Council.

4.1.3 The University Assessment and Interviewing Panel shall consist of:

- a) The Vice Chancellor and/or his representative.
- b) The head of Department concerned, or if the appointment is to a professorship in the Department, the Provost of the College concerned, in addition to the Head of Department is himself a candidate he shall not serve on the panel;
- c) Two persons who are experts or have considerable knowledge of the subject or field in respect of which candidates are being assessed or interviewed.
- d) The Registrar or his representative as Secretary.

4.1.4 Accredited agencies elsewhere (e.g. the inter-University Council) may be used for interview, assessment and recommendation of candidates, but the responsibility and authority for making appointments shall remain vested in the University.

4.1.5 The criteria used for promotion shall be used for appointment and performance at interview shall count towards teaching experience which is normally taken into consideration in determining the suitability of a candidate for promotion.

4.1.6 Where it is necessary to extend a temporary appointment made by the Vice Chancellor under the provision in Regulation 4.1.1 (a), such extension shall be referred to the Committee for decision.

## **TENURE OF APPOINTMENTS**

### **4.2 Tenure of Appointment**

All appointments have a probational period of one year, in the first instance. This may be extended for specific periods or confirmed to retiring age at the discretion of the council. Professorial appointments are tenable to retiring age.

## **APPOINTMENTS**

### **4.3 Appointment of Assistant lecturer**

Any candidate, who has a Master's Degree in his/her respective field, may be appointed as an Assistant Lecturer, provided he/she possesses at least a Second Class Honours (upper division) Degree in the relevant field.

#### **4.3.1 Appointment of Lecturer II**

(a) A candidate to be appointed as Lecturer II in the University shall normally possess a Ph.D in addition to possessing at least a second-class honours (upper division) degree in the relevant field.

(b) A candidate who has an M.Phil. qualification may be appointed as Lecturer II provided the candidate has a substantial number of publications as well as adequate number of teaching years in the University.

(c) A candidate who has passed the final examinations of relevant professional bodies may be appointed as Lecturer II, provided the candidate has at least a second class honours (upper division) degree in the relevant field.

(d) A candidate who is already registered for a Ph.D programme and has relevant and substantial number of academic publications as well as adequate number of teaching years in a University, may be appointed as Lecturer II.

#### **4.3.2 Upgrading to Lecturer Grade II**

(a) An Assistant Lecturer may be upgraded to Lecturer Grade II on obtaining his Ph.D degree or after passing the final qualifying examinations of relevant professional bodies.

(b) A candidate who has an M.Phil qualification may be upgraded to lecturer II after a period of two years as Assistant Lecturer, provided the candidate has a substantial number of publications.

#### **4.3.3 Appointment to the Grade of lecturer I**

(a) A candidate for appointment as a Lecturer I in the University shall meet the conditions specified for appointment as Lecturer II

(b) Appointment to the grade of Lecturer I may be made on the basis of:

- i) Adequate Experience
- ii) Adequate Teaching Ability
- iii) Competence in research;
- iv) Publications and
- v) Proven Commitment and keen sense of responsibility.

#### **4.3.4 Appointment to the Grade of Senior Lecturer**

(a) A candidate for appointment as a Senior lecturer in the University shall meet the condition specified for appointment as Lecturer I.

(b) Appointment to the grade of Senior Lecturer may be made on the basis of:

- (i) Adequate Experience
- (ii) Adequate teaching ability
- (iii) Adequate research

- (iv) Adequate Publications
- (v) Proven Commitment and keen sense of responsibility.

#### **4.3.5 Appointment to the Grade of Reader/ Associate Professor**

- (a) A candidate for appointment as Reader in the University shall meet the conditions specified for appointment as Senior Lecturer:
- (b) For appointment to the grade of Reader, the candidate shall be fully assessed on the following criteria:
  - (i) Adequate experience, including where applicable, professional competence;
  - (ii) Outstanding research and publications;
  - (iii) Adequate teaching ability;
  - (iv) Profound sense of responsibility
  - (v) When the committees is satisfied that there is a prima facie case, it shall proceed to seek the advice of three outside assessors, who will be appointed by the University.

#### **4.3.6 Appointment to the Grade of Professor**

For appointment to the grade of Professor, the candidate shall be fully assessed on the following criteria:

- (i) Adequate experience, including, where applicable, relevant professional competence;
- (ii) Very outstanding research and publications;
- (iii) Exceptional Teaching Ability.
- (iv) Evidence of leadership in research and post-graduate supervisions, and
- (v) Administrative ability or competence.
- (b) Only candidates from the grade of Reader of two years standing or Senior Lecturer of at least four years standing shall be considered.
- (c) Appointment from the grade of Senior Lecturer to the grade of Professor may be considered provided that the candidate has met the criteria (under 4.2.8 (a) (i) and (ii) above.

(d) When the committee is satisfied that there is a prima facie case it shall proceed to seek the advice of three outside assessors, who will be appointed by the University.

**Note:** The same criteria used for the promotion of staff to these positions shall be used for appointment.

#### **4.3.7 Appointment of Part-Time Lecturers**

(a) The Head of Department shall recommend a candidate to the Provost. The recommendation shall be accompanied by an up-to-date curriculum vitae of the candidate.

(b) The Provost shall satisfy himself that the candidate is prima facie qualified to participate in the teaching or allied programmes of the Department

(c) Part-Time Appointment: Remunerations are as determined by the University Council from time to time.

#### **4.3.8 Appointment of Headship of Department.**

##### **(a) Eligibility**

To be eligible for appointment as Head of Department, the member of staff must be a full Professor in the Department and must normally be holding a permanent appointment.

##### **(b) Appointment**

(i) The Pro-Chancellor shall appoint the Head of Department on the recommendation of the Vice Chancellor.

(ii) Where there are two or more Professors, a headship shall be by the appointment of the University Council.

(iii) Where there are no professors, an Acting Head shall be appointed from among Readers and Senior Lecturer up to a maximum of two years renewable, as desirable.

(iv) Where there are no persons of the rank of Senior Lecturer and above in a Department, the Provost shall act as Head of Department to be assisted by the next most Senior Lecturer in the Department.

**MULTIPLE CHAIRS  
AND  
PROFESSORSHIPS**

**4.4 MULTIPLE CHAIRS AND PROFESSORSHIPS**

**4.4.1 Establishment of Additional Chairs in the Department.**

When a full-fledged Department has been established, there is, ipso-factor, the establishment of a chair in that Department. It follows, therefore that there is, in every Department of the University, at least one established chair. To institute additional chairs, therefore, the criteria shall be as follows:

- (a) Demonstrated research commitment and postgraduate development in an area much wider than the originally defined scope of the Department.
- (b) The growth of undergraduate curriculum, as indicated by the scope, number and variety of courses;
- (c) Regulations (a) and (b) above shall not, in any way, prejudice the establishment of specific chairs that may be endowed from outside source. Such offers of endowment shall, however, be considered, in the first instance, by the Senate on the joint recommendations of the Head of Department concerned and the Provost of the College. A report shall later be made to the Appointments and Promotions Committee and an appointment made to the chair, in accordance with normal University regulations and procedures.

**4.4.2 Detailed Procedure for Establishment of Multiple Chairs and Professorships.**

- (a) The establishment of a second chair in a department shall receive the prior approval of the relevant College Assembly before it goes to the senate.
- (b) In the cases, the establishment of an additional chair in any department shall be a deliberate action of the senate.
- (c) The practice of promoting individual to full professorship on the basis of academic merit shall be operating irrespective of regulation (a) and (b) above, but when such personal professorship position because vacant, the vacancies shall not be filled at any level higher than that of a senior lecturer.



(d) When a chair is vacant, it must be advertised and filled in the normal way.

(e) The Annual University Estimates, as well as the calendar should indicate clearly the number of establishment chairs and other post in such department.

#### **4.4.3 Temporary Academic Appointments**

(i) Request for temporary appointment shall be accompanied by advertisement for the position(s)

(ii) Where the appointment is for one year, it may be terminated in writing by the Registrar through the Head of Department and Dean at anytime during this period by one month's in writing unless otherwise stated in the letter of appointment.

#### **4.4.4 Post-Doctoral Research Fellowship**

The appointment is normally tenable for a maximum of three years, subject to an annual review and may be similarly terminated at anytime by the Registrar during this period by three month's notice in writing.

### **4.5 ACADEMIC STAFF HIERARCHY**

#### **4.5.1 Criteria for Determining Seniority**

The date of first appointment, or promotion to a given cadre, shall normally be the only criterion for determining seniority.

#### **4.5.2 Professional Seniority**

The Chairman of the Committee of Provosts shall be the Vice Chancellor and shall have one of the Provosts act for him/her whenever the Vice Chancellor is away, provided a deputy Vice Chancellor is not appointed; in such circumstance the acting Chairman of the Committee of Provosts shall be by appointment by the University Governing Council or the Pro-Chancellor acting for the Council.

### **ACADEMIC STAFF HIERARCHY**

## **4.6 RULES GOVERNING CONTRACT APPOINTMENT**

### **4.6.1 Contract Appointment for Retiring Staff**

- 1) Applications must be submitted with an accompanying medical report of fitness;
- 2) Notices of retirement must have been accepted before any member of staff could be recommended;
- 3) There must be justification for wishing to retain such staff, in which case, what the Department stands to lose if such a member goes away must be clearly stated;
- 4) Contract appointment shall not normally be given to staff who retired voluntarily.
- 5) Contract appointment shall be on a term and be renewable. The terms and conditions are to be stated in the letter of appointment.

### **4.6.2 Contract Appointment for External Applicants**

- i) Persons who have served in other University or establishments and desire to work in Afe Babalola University shall be employed under the same conditions of service as contained here except for provisions that have implications for tenure.
- ii) Specifically however, their employment shall also observe the following:
  - (a) Contract appointment shall be for one year in the first instance.
  - (b) The appointment of a contract staff may be renewed subsequently after every two years subject to satisfactory performance and good medical report on the contract staff.
  - (c) Contract staff may not benefit from facilities that require payment on a long period e.g. Vehicle Loan Scheme, etc.
  - (d) Contract staff are not on the University's Terminal Benefit Scheme.
  - (e) Contract staff may not benefit from the Seminars and Conferences Fund until after two years of satisfactory performance of

their duties except by a special approval of University Governing Council.

(f) Contract staff may not terminate their appointment before expiration of their annual contract without paying the balance of salary for that year.

(g) The University shall not terminate the contract year except for reasons of official misconduct, character inadequacies or poor performance, as may have been determined by the University.

(h) A person who is presently a Senior Staff or Associate Professor and is applying to the University for a higher position as a Contract Staff will be appointed as a Senior Lecturer or Associate Professor (as the case may be) in the first instance by Afe Babalola University, the candidate shall be put in the appropriate salary grade and level for the new position and such appointment shall be applicable only while the service contract is subsisting.

(i) A person who is already a Professor before retiring and is applying to the University as a Contract Staff shall be placed in accordance with his/her status on retirement before coming to Afe Babalola University.

**CONFIRMATION  
OF  
APPOINTMENT**

**5.0 CONFIRMATION OF APPOINTMENT**

**5.1 Academic Staff**

The appointment of an Assistant Lecturer shall not be confirmed until he has been promoted to a higher grade.

5.1.2 All appointments to the grade of Lecturer II, Lecturer I and Senior Lecturer shall be for three years in the first instance and shall be subject to review thereafter. The appointment may be extended for specific periods or confirmed to retiring age at the discretion of the Council.

5.1.3 Confirmation to retiring age after the initial period of three years will be made on the following grounds:

- (a) Satisfactory evidence of continuing research since appointment;
- (b) Evidence of exceptional teaching ability and experience.

(c) Membership or processing of membership of relevant professional bodies, where applicable.

(d) Evidence of being worthy in character, and

(e) Medical fitness to stay on the Job.

**5.1.4** Appointment not confirmed at the expiratory period would be deemed to have lapsed and the affected member of staff shall immediately be informed accordingly.

**5.1.5** The Departmental Appointments and Promotions Panel/Committee and other permanent staff on grades higher than the grade of the lecturer being considered for confirmation of appointment shall carry out the assessment of the lecturer using the criteria stipulated above.

**5.1.6** Candidates seeking confirmation of appointment must submit their current curriculum vitae, following the University guidelines for appointment/ promotion of staff.

**5.1.7** Assessment of each of the above five main criteria for confirmation of appointment shall be carried out as indicated below.

**I. Satisfactory Evidence of Continuing Research Since Appointment.**

(a) Published papers

These are papers published in Learned Journals or Referred Proceedings of Conferences.

(b) Papers accepted for publication: Candidates must attach evidence of acceptance.

(c) Conference Papers: These are papers presented during conferences, which may not be published.

(d) Patents: these must be properly registered.

(e) Supervision of postgraduate project: This applies to postgraduate lecturer (Lecturer Grade I and Senior Lecturer) and Lecturer appointed on the basis of considerable professional experience, items (a), (b), (c), (d) and (e) apply.

## **II. Evidence of Adequate Teaching Ability and Experience**

- (a) There shall be annual assessment of all courses by means of questionnaire completed by students duly registered for that course.
- (b) There shall be annual reports by the External Examiners and the Chief Examiner on all courses taught in the University. Such reports shall also be used to evaluate adequate teaching and experience.

## **III. Evidence of Being Worthy in Character**

This is to be assessed by the Departmental Appointments and Promotions Panel on the basis of:

- (a) Character (absence of acts adjudged to be misconduct)
- (b) Students/Staff relationship
- (c) Professional ethics
- (d) Participation in departmental activities and responsibilities
- (e) The annual open assessment reports of the staff for the past three years.

## **IV Medical Fitness to stay on the Job**

This is to be determined by the ABUAD Multi-System Hospital upon conduct of appropriate medical test and examinations.

5.1.8 All persons appointed to the grade of Assistant Lecturer shall be on probation for a period of not more than three years. It shall be extended for another maximum period of two years on ground of satisfactory evidence of continuing research, after which it shall lapse.

5.1.9 All academic appointments, other than those of Professors, shall be reviewed three years from the date of first appointment, regardless of whether the person concerned has, in the meantime, been promoted from one grade to another, appointed to a higher grade, or Transferred from one department to another.

## **5.2.0 NON-TEACHING STAFF**

(a) All Senior non-teaching staff appointment shall be reviewed two years from the date of first appointment for purposes of confirmation regardless of whether the person concerned has, in the meantime, been promoted from one grade to another, appointed to a higher grade, or transferred from one department to another.

(b) Temporary service of a person appointed to an established post (academic and non-teaching) may count as part of a period of probation or of the initial period of the tenure, provided that temporary service is relevant and has been in the same department which the person is being appointed.

(c) Appointments not confirmed at the expiratory period would be deemed to have lapsed and the affected staff accordingly informed.

(d) Recommendations for confirmation of academic staff appointments by Heads of Departments should be submitted to the College Promotions Panel for assessment and subsequent recommendation through the College Appointment and Promotion Panel to the Appointments and promotions Committee. Similarly, recommendations or confirmation of Senior non-teaching appointments shall be submitted by Head of Departments or Units through the normal channel to the College Provost or Registrar as appropriate, to the relevant Committee for consideration.

**RULES  
GOVERNING  
CONTRACT  
APPOINTMENT**

**5.3 RULES GOVERNING CONTRACT APPOINTMENT**

**5.3.1 Contract Appointment for Retiring Staff**

- 1) Applications must be submitted with an accompanying medical report of fitness;
- 2) Notices of retirement must have been accepted before any member of staff could be recommended;
- 3) There must be justification for wishing to retain such staff, in which case, what the Department stands to lose if such a member goes away must be clearly stated.
- 4) Contract appointment shall not normally be given to staff who retired voluntarily.
- 5) Terms of extension and renewal shall be contained in the letter of approval.

### **5.3.2 Contract Appointment for External Applicants**

- I) Persons who have served in other Universities or establishments and desire to work in Afe Babalola University shall be employed under the same conditions of service as contained here except for provisions that have implications for tenure.
- II) Specifically however, their employment shall also observe the following:
  - (a) Contract appointment shall be for one year in the first instance.
  - (b) The appointment of a contract staff may be reviewed subsequently after every two years subjects to satisfactory performance and good medical report on the contract staff.
  - (c) Contract staff may not benefit from facilities that require payment on a long period e.g. Vehicle Loan Scheme, etc.
  - (d) Contract staff are not on the University's Terminal Benefit Scheme.
  - (e) Contract staff may not benefit from the Seminars and Conferences Fund until after two years of satisfactory performance of their duties except by a special approval of University Governing Council.
  - (f) Contract staff may not terminate their appointment before expiration of their annual contract without paying the balance of salary for that year.
  - (g) The University shall not terminate the contract year except for reasons of official misconduct, character inadequacies or poor performance, as may have been determined by the University.
  - (h) A person who is presently a Senior Staff or Associate Professor and is applying to the University for a higher position as a Contract Staff will be appointed as a Senior Lecturer or Associate Professor (as the case may be) in the first instance. Once the papers have been appropriately assessed by Afe Babalola University, the candidate shall be put in the appropriate salary grade and level for the new position and such appointment shall be applicable only while the service contract is subsisting.

MISCONDUCT  
AND  
TERMINATION  
OF  
APPOINTMENT

(i) A person who is already a professor before retiring placed in accordance with his / her status on retirement before coming to Afe Babalola University.

## **6.0 MISCONDUCT AND TERMINATION OF APPOINTMENT**

6.1.1 The employment relationship between the employee and Afe Babalola University is based on a mutual decision that the employee has the right to terminate employment whenever he/she chooses, for any reason or no reason. Afe Babalola University shall have the same right.

6.1.2 Any University staff member, tenured or non-tenured, who does not intend to continue employment at the University must give (three month's) notice in writing to the University Administration of his intent or three months salary in lieu of notice.

6.1.3 Termination of Appointment which shall be in writing and addressed to the Vice Chancellor shall take into consideration the interest of the students and therefore terminate or come into effect only at the end of the session.

6.1.4 However, the University may terminate the appointment of any staff by giving him or her one month's notice or by paying him or her one month salary in lieu of notice.

## **6.2 MISCONDUCT**

(a) Staff obligations to the University include teaching, research and absolute commitment to the vision of the Founder to establish a 21<sup>st</sup> Century University where Industry, Discipline and Integrity will be given priority for both students and staff.

(b) Staff will not engage (alone or with anybody or organization) in any act whatsoever capable of disrupting the academic calendar of the University or capable of breaching any of the University law, regulation or staff handbook.

(c) The university reserves the right to dismiss any staff from service in case of misconduct. What amounts to misconduct includes flouting and disregard for University law, Staff handbook and any rules made thereunder.



- (d) In case of dismissal, a Staff shall not be entitled to any payment.
- (e) Any act of disloyalty and or indiscipline of any type will be regarded as misconduct
- (f) The University owes no staff obligation to give reasons for termination during reorganization. Staff notice of resignation shall terminate with the end of session to avoid disruption of academic activities. This is not negotiable as the University places high premium on non disruption of teaching and research.

## **7.0 CRITERIA FOR PROMOTIONS**

### **CRITERIA FOR PROMOTIONS**

#### **7.1 Assessment of Publication**

Where publications are cited in support of promotion, the Head of Department making the recommendation shall include in his recommendation an assessment of those publications and if possible, the opinion of another competent person who has read them. Where a publication is the result of a joint effort between the person recommended for promotion and other, there shall be a clear statement from either the Head of Department or someone in a position to know of the specific contribution of the candidate recommended for promotion.

##### **7.1.1 Assessment of Research**

The Head of Department shall include in his recommendation an assessment of on-going research (papers presented at conferences), unpublished works, solicited publications, ....etc) of the candidate.

##### **7.1.2 Promotion to the Lecturer II Grade**

Promotion from Assistant Lecturership is the same as the provision in 4.2.4

##### **7.1.3 Promotion to the Lecturer I Grade**

Promotion to the Lecturer I Grade may be made on the basis of:

- (a) Adequate Experience;
- (b) Adequate Teaching Ability;
- (c) Competence in Research and
- (d) Publications

(e) In relation to (c) and (d), special allowance may be made for exceptional clinical or other professional competence.

#### **7.1.4 Promotion to the Senior Lecturer Grade**

Promotion to the Senior Lecturer Grade may be made on the basis of:

- (a) Adequate Experience;
- (b) Adequate Teaching Ability;
- (c) Competence in Research and
- (d) Publications
- (e) In relation to (c) and (d), special allowance may be made for exceptional clinical or other professional competence.

7.1.5 (a) For promotion to the grade of Associate Professor, the candidate shall be fully assessed on the following criteria.

- i. Adequate experience, including where applicable professional competence;
  - ii. Outstanding research and publications;
  - iii. Adequate teaching ability
- (b) Promotion from Senior Lecturer grade to Associate Professor may be considered provided that the candidate has satisfied the criteria under 6.1.7 (a) above.
- (c) When the Committee is satisfied that there is a prima facie case, it shall proceed to seek the advice of three outside assessors, who will be appointed by the University.

#### **7.1.6 Promotion to the Grade of Professor**

- (a) For the promotion to the grade of professor, the candidate shall be fully assessed on the following criteria:
- i. Adequate experience, including where applicable, relevant professional competence,
  - ii. Very outstanding research and publications,
  - iii. Exceptional teaching ability,

iv. Evidence of leadership in research and post-graduate supervision; and

v. Administrative ability.

(b) Only recommendations or application of candidates from the grade of Associate Professor of three years standing or Senior Lecturer of at least five years standing shall be considered

(c) Promotion from the grade of Senior Lecturer to the grade of professor may be considered provided that the candidate has met the criteria under 6.1.8 (a) (a) and (ii) above.

(d) When the committee is satisfied that there is a prima facie case, it shall proceed to seek the advice of three outside assessors who will be appointed by the University.

#### **7.1.7 Effective Date of Promotion**

Except in exceptional circumstances, promotion will not take effect earlier than the first day of October (first Month in the academic years) subsequent to the date on which the promotion is initiated.

### **7.2 GUIDELINES ON THE REGULATIONS OF PROMOTIONS (ACADEMIC STAFF)**

**GUIDELINES ON  
THE  
REGULATIONS  
OF  
PROMOTIONS  
(ACADEMIC  
STAFF)**

#### **7.2.1 Status of College Promotion Panels**

College Promotion Panels are expected to operate as sub-committees of the Appointment and Promotions Committee.

#### **7.2.2 Functions**

(a) To serve as a clearing house for all cases of promotion to the grade of (a) Lecturer Grade II (b) Lecturer Grade I and (c) Senior Lecturer and equivalent Grades in each case. All case submitted by Heads of Departments shall be considered by the College Panels, which shall ensure that all relevant information in each case has been supplied.

(b) To determine whether a prima facie case has been made, in respect of each recommendation, whereupon, it shall forward its recommendation, and other comment together with the applications of those candidates in respect of whom prima facie cases have been established, to the Appointments and promotions Committee.

(c) (i) To undertake the initial consideration of cases of candidate applying for promotion under paragraph 6.1.1 to determine whether prima facie cases have been made. (ii) If the College Promotion Panel considers it necessary, it may invite a candidate who has applied under paragraph 6.1.1 to appear before the Panel. In the alternative, the Panel may wish to seek the expert opinion of one or two knowledgeable persons with regard to the quality of the candidate's publications. If the Panel is convinced that the case has merit, it shall proceed to back up the candidate's claim with its own recommendation to the effect that the candidate be considered for promotion by the Appointments and Promotion Committee.

### **7.2.3 Composition of the College Promotion Panel.**

- (a) Provost of the College as Chairman
- (b) All Professors in the College
- (c) All Heads/Acting Heads of Departments in the College;
- (d) College representative on the Appointments and Promotions Committee;
- (e) Two elected members, not below the rank of Senior Lecturer; where not available, the two most senior academic staff shall be members, provided the matter being discussed does not relate to them.
- (f) College shall have the power to co-opt a maximum of two members at any point in time from within or outside the College and such membership shall have the right to vote.

**7.2.4** Non-professional members shall not participate in the consideration of promotions to Associate or full Professorship.

### **7.2.5 Composition of Assessment Panel**

All College should have Assessment Panels for Senior Lecturership grade and above. The Assessment Panel comprise experts in or close to the field of the Candidate being assessed.

### **7.2.6 The Use and Role of External Assessor**

This is left the College provided that the adopted procedure is reported to the Appointment and Promotions Committee.

#### **7.2.7 Assessment of Publications in Respect of Candidate's Appointment or Promotion to the Grade of Professor.**

(i) At the end of each session's promotions exercise, the Provost, in consultation with the substantive Head of Department, shall submit to the Vice Chancellor or a list of six assessors in respect of candidates for whom prima facie cases have been approved by the Appointments and Promotions Committee. Out of this number, a maximum of three assessors shall be appointed by the Vice Chancellor.

(ii) The candidate's publications, as well as his list of publications, shall be forwarded to the external assessor.

(iii) Where the Acting Head of Department is already a candidate for promotion, the nomination assessors shall be made by the Provost of the College.

(iv) Provosts of College shall give brief written statements on the distinguished academic qualities of the scholars they recommended for appointment as assessors, with a view to justifying their nomination.

(v) The nomination shall be made in confidence to the Vice Chancellor.

(vi) Each proposed assessor must have attained both national and international eminence in particular relevant academic discipline and the academic or equivalent status of a Professor.

(vii) The proposed assessor must have teaching and / or research responsibilities in a reputable university or similar institutions.

(viii) Afe Babalola University scholars including external examiners will not qualify for appointment as assessors.

(ix) External assessor' consent to serve shall be obtained before publications are sent to them, and they shall be given reasonable honoraria.

(x) For a candidate to be promoted or appointed, the reports of at least two of the three external assessors shall be adjudged to be favourable by the Appointment and Promotions Committee.

### **7.2.8 Guidelines for Assessors**

An assessor will be required to give detailed answers, as much as possible, to the following in his report of assessment of a candidate's contribution to scholarship through publications.

- (1) Do you know this candidate, who is being considered for Professorship? If so, in what connection or capacity?
- (2) Are his research papers known to you before now? If so, which?
- (3) Please comment freely on:

The works known to you before now: those papers you are coming across for the first time.

- (4) Please specify which of his works is outside your field, or you are unable to comment fully on.
- (5) What in your opinion is/are the contribution(s) of this candidate to knowledge in his/her field?
- (6) Please give your overall judgment and recommendation.

### **7.2.9 Research**

- (i) On-going research
- (ii) Thesis and Dissertations
- (iii) Designs
- (iv) The following shall be accepted as evidence of research
  - (a) Progress reports on long-term research undertaking
  - (b) Conference and seminar papers, based on on-going research:
  - (c) Published abstracts
  - (d) Monographs

### **7.2.10 Publications**

- (a)
  - (i) Articles published in referred journals
  - (ii) Books or chapters in books, which should be relevant to the discipline of the candidate

(iii) Accepted articles or manuscripts may be used for promotion to the grade, but these would be only on strict verification by College Promotions Panel.

(iv) Published Conference papers

(v) Patents

(vi) Technical reports

(b) Weighting of contribution

**(i) Weighting of Multiple Authorship.**

An honest statement of contribution by all collaborators endorsed by the contributors themselves or by someone in authority should be submitted for all publications with multiple authors.

**(ii) Weighting of Books and Chapters in Books**

Books in this category must be scholarly works. Adjudged scholarly work or textbooks should have greater weighting than journal articles and should be assessed in their own right. Chapters in books should have equal weighting with journal articles.

**(iii) Weighting for Proceedings**

Referred articles published in the proceedings of conference of learned societies should be given equal weighting as journal articles.

(iv) Concept of Clinical Work, Creative Work, Recognized Professional Contribution, Registered Patents and Design

All these should be given due recognition, provided the contribution is relevant to the discipline in which a candidate is being considered for promotion or Appointment.

**(v) Concept of Hardship Area**

Hardship area should be strictly defined as area where recruitment is difficult, new disciplines are being developed and disciplined into which it is difficult to attract experts. The concept should, therefore, be applicable only at the time of appointment.

**(vi) Learned Journals**

Each College should be able to determine which journals are learned journals and which are not. What is more important is the contribution of the candidate to scholarship than the journal in which it is published. It is not necessary to make a distinction between local and international journals, for a journal which is local in one place may be international in another.

**(vii) Assessment of Quality and Quantity of Publications.**

A. Candidates for promotion to the grades of Reader and Professor should be advised:

(1) To list their publications in groups stating the contribution to scholarship in each group;

(2) To list ten publications, which in their opinion best reflect the totality of their contribution to scholarship in their Discipline.

B. Colleges should be advised to set out their assessment along the following lines;

(i) Information or subject matter, i.e. what new information is provided directly in the group of papers;

(ii) Significance, i.e. the implications for knowledge and ignorance in areas of scholarship connected with the theme and the weight of these implications;

(iii) Scope i.e. the extent of the substance embraced by the candidate's treatment of the theme, e.g. in the study of a phenomenon one may focus on this among a sub-species or the entire species. The scope is wider in the latter.

**(viii) Duplication and Overlapping in Publication**

Duplication is an unnecessary repetition of the substance of published work and this is undesirable. Candidates should be advised, in their own interest, to avoid it. Some overlapping is, however, inevitable, but where overlapping occurs, candidates should be advised in grouping their publications, to so indicate and state development or advancement upon previous work.

Revisitation of Thesis / Dissertation

Revisitation must advance the work in the thesis/dissertation



### 7.2.11 Professional Competence

The Appointment and Promotions Committee of each college shall be guided by each recommending unit as appropriate.

1. Items listed in the Publications. The evaluation of publications is where both quality and quantity count. Nevertheless, it is important that one does not over-emphasise quantity. To provide objectivity, there is need to develop a weighting system for the exercise. Items listed in the publications may be assessed using, for example, the following point system;

#### Item Range of Points

- (a) Journal Articles and Published proceedings (in relevant field) 1-2.
- (b) Articles or chapter published in a book (in relevant field)
- (c) Textbook at the tertiary level (form research in the relevant field) 1-5
- (d) General textbook (in the relevant field) 1-2
- (e) Monographs (subject to a maximum of three (3) 1
- (f) Designs, Patents etc (duty registered) 1 - 5

It is expected that assessors will ensure that each paper or item in publication list is objectively scored along the lines above. The points gathered by a candidate can then be summed for the totality of the publication.

## 2. The Grading System

A candidate must meet specified standards to be considered appointable into the respective cadres of Professor, Readers, Senior Lecturer, Lecturer I, Lecturer II and Assistant Lecturer. For the Afe Babalola University, the suggestion is as follows:

No.	Position	Points	from	Research	and
1.	Professor		70		
2.	Reader		55		
3.	Senior Lecturer		45		

- |    |                    |                |
|----|--------------------|----------------|
| 4. | Lecturer I         | 25             |
| 5. | Lecturer II        | Ph.D           |
| 6. | Assistant Lecturer | Master Degree. |

### 3. Quality of First Degree.

For all position, a good First Degree in the discipline of interest is required. A second Class Upper or above is considered a good first degree.

### 4. Definitions

General texts include books treating foundational knowledge in a discipline, handbooks or manuals; and published lecture notes. Book from research are normally results of investigations into selected areas of study within the discipline.

#### 7.2.13 Criteria for Appointments and Promotions

The same criteria shall apply for appointment and promotion but the process for both may not be totally identical.

#### 7.2.14 Teaching

- (a) Number of years of teaching at the University level;
- (b) Teaching load which shall include Guidance and Counselling, and postgraduate supervision;
- (c) Teaching effectiveness (including responsibility in the discharge of teaching duties). A summary of course assessments by questionnaires by duty registered students for the course shall be used;
- (d) Postgraduate teaching is teaching and should not attract any special weighting. However, postgraduate teaching and supervision by all grades of staff should be noted for promotion.

#### 7.2.15 Procedure

- (a) **Voting:** Secret voting method should be used to decide controversial issues.

(b) **Sanctions:** Sanctions, such as those banning a candidate from presenting himself / herself for promotion for a given period, should not be imposed.

### **7.2.16 Appeals for Reconsideration Decision of Appointments and Promotions Committee**

Appeals from members of the Academic Staff against its decisions shall be routed through their respective Heads of Department and Provost of Colleges, who should comment on whether there is any new evidence to justify a reconsideration at its meeting during the succeeding session after the promotion exercise. A candidate can, if he / she desires, make a final appeal to Council through Senate.

(a) In relation to this guidelines, a special Ad-hoc Senate Committee on Appointment and Promotions shall be established to deal with appeals to Senate on Appointments and Promotions.

(b) **Membership:-** The Committee shall comprise the Chairman of Senate as Chairman, 2 specialists in the candidates field of interest, and 2 other members all appointed by senate.

### **6.2.17 Promotion During Leave of Absence**

When an Academic Staff is on an approved Leave of absence, and is making contribution to scholarship through research, such a person can be recommended for promotion, the quality of such contribution will be measured in the same way as for those who remain in the University.

## **7.3. GUIDELINES FOR THE REGULATIONS FOR PROMOTIONS OF THE ACADEMIC STAFF OF THE CENTRE FOR LEARNING RESOURCES**

### **7.3.1 Regulations**

The Post of Academic Resource Officers (Professional Librarians), which is a combination of Professionalism and scholarship, is very strongly service-oriented. By its nature, its professional / service aspect tends to make disproportionate demand on the time of the

practitioner. Moreover, a long period of initiation and experience is usually required before maturity, leading to meaningful research and publications, can be attained. Therefore, in all cases, but particularly up to the Senior Resource Officer professional competence and experience than on research and publications.

### **7.3.2 Professional Ability and Contribution**

(1) Professional ability and competence will be adjudged on the following

(i) Nature of Professional practice in an academic or research institution.

(ii) Work-load and level of productivity;

(iii) Nature of responsibility to manage a sub-section of the library

(2) Additionally, a Resource Officer is expected to take keen interest in any activity capable of enhancing library and information science and outside the University.

#### **The elements of contribution include:**

(i) Level of Professional practice / responsibility in an academic or research library;

(ii) Activities in the Professional associations;

(iii) Contribution to the professional literature, and body of knowledge or practice.

### **(3) Research**

The Resource Officer in a University system should also end in research – which shall include the following:

(i) On-going research, particularly all studies aimed at improving professional practice,

(ii) Theses and dissertations, subject bibliography;

(iii) Policy papers, manuals;

(iv) Others such as;

(a) Unpublished bibliographies, indexes, guidance and book reviews.

(b) Conference and seminar papers;

(c) Abstracts (which have not otherwise been published).

**(4) Publications**

(i) Articles published in referred journals

(ii) Books or chapter in books (which should be relevant to the discipline of the candidate).

(iii) Accepted articles or manuscripts for book may be used for promotion to all grades by these would be only on strict verification by the Library Promotions Panel.

(iv) Published conference papers;

(v) Bibliographies, indexes and guides.

**(5) Experience**

As applicable to equivalent positions in the Departments.

**(6) Assessment of Criteria.**

In every case, but particularly up to the Senior Resource Officer grade, a high rating in professional ability and experience shall compensate for deficiency in research and publications.

**(7) Criteria for Appointment and Promotions.**

The same set of criteria shall be used for both appointments and promotions.

**7.3.3 Promotion Criteria for Academic Staff of the Centre for learning Resources**

**1. Promotion to the Grade of Resource Officer II**

A graduate Assistant showing adequate ability in Librarianship may be promoted to the grade of Resource Officer II.

**2. Promotion to the grade of Resource Officer II**

Promotion to the grade of Resource Officer I may be made on the basis of:

- (a) Adequate Experience;
- (b) Evidence of professional ability

**3. Promotion to the Grade of Senior Resource Officer**

Promotion to the Grade of Senior Resource Officer may be made on the following grounds;

- (a) Adequate experience;
- (b) Evidence of professional contribution
- (c) Evidence of research ability or publications;

**4. Promotion to the Grade of Principal resource Officer**

Promotion to the grade of Principle Officer may be made on the following grounds;

- (a) Adequate Experience;
- (b) Adequate professional contribution
- (c) Adequate research and publications;

**5. Promotion to the Grade of Deputy Director of Learning Resources.**

Resources may be made on the basis of:

- (a) Adequate experience
- (b) Adequate professional contribution
- (c) Adequate research and publications
- (d) Administrative ability or competence.

**Note:**

Recommendations for promotion to this grade shall be accompanied by a full internal assessment of the candidate's contribution to scholarship.

**ASSESSMENT  
FOR  
PROMOTION  
BY THE  
HEAD  
OF  
DEPARTMENT**

**7.4 ASSESSMENT FOR PROMOTION BY HEAD OF DEPARTMENT.**

Assessment by the Head of Department (by the College Provost, where appropriate) for promotion shall be under the following headings;

- (i) Number of years of teaching at University level;
- (ii) Teaching load including guidance and counseling of students;
- (iii) Teaching effectiveness
  - (a) Nature of courses
  - (b) Level of courses
- (B) Research**
  - (i) On-going research;
  - (ii) Theses and Dissertations;
  - (iii) Designs
  - (iv) Research Reports (including seminar and occasional papers)
- (C) Publications (including patents)
- (D) Professional Competence (where applicable)
- (E) General Assessment

This assessment should be sent directly to the Establishments Officer under confidential cover.

**FORMAT FOR  
PRESENTATION  
OF CURRICULUM  
VITAE FORM FOR  
PROMOTION**

**7.5 Format for Presentation of Curriculum Vitae Form for Promotion.**

To ensure that criteria for promotion are consistent and comparable, a uniform way of presenting published work is suggested as follows;

1. Books, monographs, should be listed separately, in the conventional way, e.g. Wesley C. (1988). Conceptual Frame words in Urban Analysis, London, Croom Helm, New York St. Martins Press.
2. Publications in Journals should be rendered thus: Author, date, title of journals volume and page number e.g. Brown B.O (1990):

Dietary Patterns and Metabolic Distresses in Artesian Dogs, India Journal of Nutrition. Vol. 18, No. 1,377-380.

Where there are multiple authors, publications should be rendered exactly as they appear in the journal. No attempt must be made change the order of authorship round or to use the form: "Smith and Others ....." page numbers must be quoted in full to indicate the length of the paper.

Patents:- state title, number and date.

4. Paper not yet in print, but already accepted for publication, should be categorized, with the name of the original and a photocopy of the letter of acceptance.

5. Research in progress must be separately treated, stating precisely when the research was started, with a brief paragraph to indicate the "Story so far" and its potential. It is valuable for candidates to indicate the direction in which their public work and researches is oriented and if possible separate the major publications from those of a more general nature.

6. Fifteen copies of the candidate's curriculum vitae as per the format below, should be submitted to the establishment Office.

7. Format of the Curriculum Vitae

i. Name (Underline same)

Date of Birth

Department

College:

ii. (a) Present Appointment (with date)

(b) Date of last Promotion

iii. University Education (with Dates)

iv. Academic Qualifications (with dates and Granting bodies)

v. Professional Qualifications and Diplomas

vi. Scholarships, Fellowships and Prizes



(in respect of undergraduate and postgraduate work only)

vii. Honours, Distinctions and membership of Learned Societies

viii. Details of teaching Experience at University Level

The following sections should constitute a separate attachment to the Curriculum Vitae.

ix. Research:

(i) Completed

(ii) In Progress

(iii) Dissertation and Thesis

x. Publications

(i) Books or chapters in books already published

(ii) Patents

(iii) Articles that have already appeared in learned Journals

(iv) Books, chapter in books and articles already accepted for publications

xi Major Conferences Attended with Papers Read

Please use only one asterisk for publications which have appeared/been accepted since last promotion or appointment and a double asterisk for publications that have appeared/been accepted since last consideration for promotion.

**PROMOTION  
NON-TEACHING  
STAFF**

**8.0 PROMOTION: (NON-TEACHING STAFF)**

There shall be a mandatory annual appraisal of all staff which shall be taken into account during promotion Exercise.

**8.1 Ordinary Promotion (i.e. Promotion at the Top of Salary Scale).**

This is a promotion to the next grade after serving the prescribed minimum number of years since the last Promotion or Appointment.

**8.1.2** A candidate for ordinary promotion to the next grade shall be assessed on the following criteria:

- (a) General ability
- (b) Disposition to work
- (c) Initiative
- (d) Personal Integrity
- (e) Attitude to work
- (f) Experience
- (g) Willingness to accept Responsibility

Subject to review by the Appointments and Promotions Committee for Senior Staff (Non-Teaching), the following shall be considered as the required minimum number of years of experience.

**8.1.3 Executive Cadre**

ABUSS 5 – 6	3 Years
ABUSS 7 – 8	3 Years
ABUSS 9 – 10	4 Years
ABUSS 11 – 13	4 Years

**8.1.4 Administrative Cadre**

ABUSS 5 – 8	3 Years
ABUSS 9 – 11	4 Years
ABUDD 11 – 13	4 Years

**8.1.5 Technical Staff Cadre**

ABUSS 5 – 6	3 Years
ABUSS 7 – 8	3 Years
ABUSS 9 – 11	4 Years
ABUSS 12 – 13	4 Years

**8.1.6 Qualifications**

A candidate recommended for promotion to a higher grade must possess the qualification and experience for that post as shown in the scheme of service.

**ACCELERATED  
PROMOTION**

**8.2 Accelerated Promotion**

This is promotion to the next higher grade before serving for the prescribed minimum number of years after the last promotion or appointment. A candidate for accelerated promotion to the next grade shall be assessed on at least two of the following criteria, in addition to 7.1.2 (a f) above;

- i. Outstanding level of performance
- ii. Additional relevant qualification
- iii. A minimum of two years.

**REPRESENTATION**

**8.3 REPRESENTATION**

**8.3.1 Individual Representation for Promotion**

The Committee will normally consider only recommendations put forward and supported by the Head of Department concerned. It shall be in order, however, a member of staff, not recommended for promotion to forward a statement of his case through the Registrar, setting out his claims to be considered for promotion.

**8.3.2 Procedure for making Representation Arising from Promotion Exercise.**

Representation shall be made in the first instance to the Head of Department concerned and, if there is still need, through the Head of Department to the Registrar considers it necessary or at the request of the person concerned, he / she refers the matter to the appropriate committee. In exceptional cases, further appeal may be made directly to the Council through the Registrar. Petitions may be submitted within one month of receiving notification of non-approval of the promotion from the Establishment.

**8.3.3 Point of Entry into Scale on Promotion.**

Adjustments of salaries should not be made, for promotion, on the basis of years graduation of the staff concerned. All officers promoted with effect from the same date should be placed at the bottom of the

salary scale of the grade to which they are promoted irrespective of years of graduation or salaries before the promotion, except that adjustments shall be made to ensure that any staff promoted from one grade level to another should enter the higher scale at a point that gives him a salary increase that is at least equal to the incremental step in his/her old scale.

## **9.0 DISCIPLINE**

### **DISCIPLINE**

There shall be a Senior Staff Disciplinary Committee to look into all cases of misconduct.

### **9.1 MEMBERSHIP**

- (i) The Vice chancellor Chairman
- (ii) Registrar
- (iii) Provosts of Colleges
- (iv) One Senate Representative
- (v) Two Representative of Council

The Head / Director of the Unit of the member of staff concerned, except in a case where the Head / Director of the unit is the staff whose conduct is under investigation.

#### **The Registrar**

Secretary: The Registrar's nominee (from Establishment). Provided no one shall sit as a member of this committee who is considered connected with the matter under investigation.

In attendance

The Legal Officer

### **9.2 TERMS OF REFERENCES**

The terms of reference of the Committee shall be:

- i. To investigate, consider and determine all disciplinary cases involving members of the Senior Staff of the University, except the Principal Officers as established by the University or any other

member of staff as council may direct, provided always that any members of staff aggrieved by a decision of the Committee may appeal to council for reconsideration within twenty – one days of the decision of the Committee.

ii. Subject to (i) above, to exercise on behalf of Council those functions of Council specified in the University Law.

iii. To make recommendations to Council on any matter that will be in the interest of the proper discipline of members of staff of the University.

### **9.3 TERMS OF OFFICE**

Appointed members shall hold office for two years in the first instance, renewable for another period of two years; but no member shall service for more than a total period of four years.

### **9.4 MODUS OPERANDI OF THE COMMITTEE**

#### **9.4.1 Procedures**

The following procedure shall be adopted:

i. The cases requiring disciplinary measure shall first be reported to the Registrar who shall invite comments from the member of staff concerned

ii. The report and the comments shall be submitted to the Vice Chancellor, who shall refer same to the Committee

iii. The Committee, after receiving the report and comments, shall consider same and determine the nature of the alleged offence committed by the member of staff concerned, thereafter the Committee shall proceed as Follows.

(a) Where it is satisfied that there is no offence committed by the said member of staff, or where it is satisfied that it has no jurisdiction over the matter, the Committee shall dispose of the matter as it deems fit.

(b) Where it is satisfied that an offence has been committed and that the offence lies within its jurisdiction the Committee shall, where necessary, appoint a Panel to investigate the matter. Such panel shall

consider representations by the member of staff and others concerned and report to the committee for appropriate Action.

(c) Where a prima facie case is established by the Committee it shall direct that the member of staff concerned be notified of the nature of the offence committed and that he / she show cause why disciplinary action should not be taken against him / her for the offence alleged.

#### **9.4.2 Tape Recording / Verbatim Report**

The Panel appointed to carry out an investigation should feel free to use any lawful means at its disposal to ascertain the facts of the situation. It may decide to obtain written reports and to interview the accused person (s), the complainant (s), the eye-witnesses and other persons, who can help the Panel in its work. The tape-recording and / or verbatim report of proceedings in shorthand (for transcription and detailed analysis at a later stage) can be used by the Panel (depending, of course, on the nature of the case). These will ensure that investigations are thorough and that missing links in written allegations and written self-defence are identified and taken into account.

#### **9.4.3 Open Interrogation**

The committee can allow open interrogation, if found necessary, but this should not be made a standing rule since the Staff Disciplinary Committee should not be seen as constituting itself into a Court of Law.

#### **9.4.4 Dissemination of Information**

Since cases of disciplinary nature are delicate and sensitive, the recommendations of the Committee should not be publicized to the University Community, so that the persons concerned may not feel that their public image is being damaged unnecessarily through undue publicity. This is without prejudice to giving information to the University Community in respect of cases that demand such publicity.

### **9.5 MEETING SCHEDULE**

The committee shall meet as may be required from time to time. However, no disciplinary case shall be left undercharged later than 4 weeks after the matter was reported.

## **9.6 GRADATION OF DISCIPLINE**

The Committee disciplinary measure shall be based on the following rank order as specified in Section 8.7, e.g. with 8.7.1 as the mildest and 8.7.6 as the most severe, and shall be applied according to the nature and the gravity of the offence and the offender's previous records.

## **9.7 RANK ORDER OF DISCIPLINARY MEASURES**

- (i) Reprimand (Non-formal) - verbal
- (i) Serious reprimand (in writing);
- (ii) Specified punitive measures, e.g. *non-performance of administrative duties or leadership duties*
  - (a) Loss of annual increment for a specified period;
  - (b) Delay of promotion / appointment for a specified period;
  - (c) Loss of headship or other administrative position of honour and responsibility for a specified period; and
  - (d) Deferment of confirmation of appointment for a specified period.
- (iii) Suspension for specified period.
- (iv) Forced resignation (non-compliance with this option leads to (v))
- (v) Termination of appointment/contract (applicable when resignation is not considered adequate punishment).
- (vi) Dismissal which is applicable in case of gross misconduct shall follow the processes laid down in the University Law.

## **10.0 ACCOMMODATION**

It is the general policy for the Afe Babalola University to provide residential accommodation for all staff of the institution. However, at any stage where there are not sufficient housing units, the affected staff be paid some specified housing allowance as contained in the University / salary package.

## **10.1 HOUSING ALLOCATION**

## **ACCOMMODATION**

The Estate Unit of the Directorate of Physical Planning and Development will be charged with the responsibility of allocation after approval of the University Council.

#### **10.1.2 Mode of Allocation**

Allocation is based on a point system, carefully worked out to reflect rank, assigned responsibility, and entitlement to University quarter.

#### **10.1.3 Change of Accommodation**

i) Members of staff wishing to change accommodation may complete an application form obtainable from the Project Department. A list of applicants in order of merit on the basis of points scored, is kept up to date and presented to the University Council at its meeting.

When quarters, such as are applied for are available, every applicant's claim is considered on its merit.

ii) The house/flat of a member of staff, who is about to be considered for a change of accommodation is first inspected by the Estate Department. If the house / flat or furniture is found to be in a bad state and there is need for redecoration as a result of misuse during the applicant's tenancy, the applicant shall not be entitled to relocation until a determined percentage/proportion of the renovation cost had been paid by him / her.

iii) Members of staff for whom change of accommodation has been granted shall be required to take occupation within two weeks of the date of allocation. Any staff who fails to comply with the above shall have the new allocation revoked.

#### **10.1.4 Tenure of Accommodation**

Where a member of staff applies for a change of accommodation and accepts an allocation based on his / her application, another application for a further change will not, in normal circumstances, be considered within the next two years. However, in special circumstances, such applications for change shall be duly considered by the University Council. Special circumstances shall be as determined by the University Council.

#### **10.1.5 Houses / Flats of Staff when on Leave**



- i) Members of staff are not permitted to sublet university houses/flats during any period of absence from the University.
- ii) A member of staff going on study leave or leave of absence for more than one year or for an indefinite period cannot keep his house / flat for more than a year. After the expiration of one year, the house/flat will be re-allocated.

**10.1.6 Swapping of Houses/Flats**

Members of staff are permitted under any circumstances to swap houses or flats. Any change of accommodation must be approved by the Council and any handing over of keys must be made to the maintenance officer.

**10.1.7 Vacation of Quarters**

Any member of staff resigning from the University must vacate his quarters not later than the day in which his / her contract expires. If a house / flat or furniture is found to be in a bad state and there in need for repairs or renovations, as a result of misuse during the staffs tenancy, the staff concerned shall not be cleared until a determined proportion or percentage of the renovation cost has been paid by him/her.

**10.1.8** The University Governing Council handles special cases of executive allocations, while other allocations are handled by the Estate Department of the Directorate of Physical Planning and Development.

**10.1.9 Enquiries**

Routing enquiries regarding the availability of housing may be made at the Estate Office

**10.2 RENTS**

All staff accommodated in Staff Quarters shall pay rents on the quarters at the rateable value of the house / flat occupied as may be determined from time to time by the Estate Department.

**11.0 VACATION / ANNUAL LEAVE**

The University recognizes the following categories of leaves for all of its staff:

**VACATION /  
ANNUAL  
LEAVE**

## **11.1 ANNUAL LEAVE FOR ACADEMIC STAFF**

i) Members of the academic staff are free to take their leave during the long vacation.

ii) The duration of the Annual Leave of Staff of the University is as follows:

### **Academic Staff**

- Officers on ABUSS level 6-7 40 Calendar days
- Officers on ABUSS level 4-5 30 Calendar days
- Officers on ABUSS Level 1-3 30 Calendar days

### **Non- Academics Staff**

- Officers on ABUSS Level 13 – 15 40 Calendar days
- Officers on ABUSS Level 8 – 12 30 Calendar days
- Officers on ABUSS Level 3 – 7 21 Calendar days

iii) Provosts of Colleges and Head of Departments / Units may, where necessary, be allowed to take their annual leave at the convenience of their Colleges or Department during the year.

## **11.2 ANNUAL LEAVE FOR NON – TEACHING STAFF**

Members of the non-teaching staff shall take their annual leave at the discretion

of their Head of Department and upon the authorization of the Registrar.

**11.2.1** Leave in the first year of appointment shall be prorated for six months or over, if served in the Calendar year within which the date of the duty fails. Service of less than six months in the first calendar year shall not qualify, the same rule shall apply during the year service.

### **11.2.2 Deferment of Leave**

Leave or any part thereof shall not be carried forward from one calendar year to the next, otherwise it shall be forfeited. In exceptional circumstances and when exigencies of service demand

that a staff cannot proceed on annual leave during the leave year, an application for short-term postponement of the leave may be considered by the Registrar. Accumulation of annual leave will not be allowed.

### **11.2.3 Temporary Staff**

Leave for temporary staff shall be defined in their agreements and shall not normally exceed fifteen days in any calendar years.

### **11.2.4 Annual leave year**

All leave must fall within the long vacation periods

## **11.3 OTHER LEAVE**

### **OTHER LEAVE**

All Principal Officers and Provosts of Colleges shall seek the Vice-Chancellor's approval through the office of the Vice-chancellor, in writing, whenever they have good reasons to be absent from the University for periods not exceeding three (3) days. Separate approval will be similarly obtained by a Principal Officer when he / she may have to be absent for more than three days for purposes of fulfilling an academic engagement like Seminars, Conference etc.

However, upon the authority of the Vice-chancellor through the office of the Provost, an Academic Staff may be granted permission to be away from the University on good grounds for a period not exceeding one week.

### **11.3.2 Maternity leave**

A female officer who is pregnant is entitled to 12 weeks maternity leave with half of her gross pay when the officer has served for at least three years and has not benefitted from maternity leave in the past three years. Otherwise she goes on 50% gross pay. The annual leave for that year will, however, be regarded as part of the maternity leave. Where this annual leave has already been enjoyed before that grant of maternity leave, that part of the maternity leave equivalent to the annual leave will be without pay.

### **11.3.3 Sick Leave**

i. A member of staff not being on leave of absence and is absent from duty on the ground of ill-health will, provided such absence is covered by proper authority, be regarded as absent on sick leave.

ii. A member of staff on vacation leave, who is prevented from resuming duty at the expiration of his authorized leave by reason of ill-health duty certified by the University's Director of Medical Services, may be granted an extension of leave.

iii. The maximum aggregate sick leave which can be allowed a member of staff, who is not hospitalized during any period of twelve months shall be two weeks. Where such a member of staff had been absent from duty on the ground of ill-health for an aggregate period in excess of two weeks within 12 calendar months, he should be made to appear before a Medical Board set up by the University with a view to ascertaining whether he should be invalidated from the University services. Any period of absence on the ground of ill-health in excess of the prescribed aggregate period will be without pay and will not be reckoned for purpose of increment or pension.

iv. A member of staff who is incapacitated as a result of injury sustained in the course of his / her official duties shall be entitled to draw full salary until he / she is declared fit to return to duty or permanently invalidated.

v. A member of staff who is recommended by a Medical Board to be permanently invalidated will forthwith commence vacation leave if any, prior to retirement or determination of appointment.

vi. Paid sick leave for a period up to three months in the first instance may be allowed on the certificate of the Director of the University Health Services or a Government Medical Officer to a member of staff who is hospitalized. If at the end of that period he is still hospitalized, his / her provost shall request the Director of the University Health Services to make an arrangement for him to be examined by a Medical Board with a view to its being ascertained whether he should be invalidated from the University service or allowed further paid sick leave. Any such action shall be reported to the University Council.

vii. As a safeguard, the Director of the University Health Services or his representative is empowered to endorse a sick certificate issued by a Medical Officer in respect of a member of staff.

**LEAVE OF  
ABSENCE  
FOR  
ACADEMIC  
STAFF**

**12.0 LEAVE OF ABSENCE FOR ACADEMIC STAFF**

An application for leave of absence shall not normally be granted in order to enable the applicant take up an academic appointment elsewhere. Leave of absence may, however, be granted for one year in the first instance to members of academic staff invited to develop new programmes in Nigerian University and other Universities overseas.

However, a member of staff may be granted leave of absence up to one academic year only. Such a member of staff taking a full year's leave of absence shall not be entitled to increment in respect of the year concerned.

The entitlement of staff is for a maximum of two years commencing with one year in the first instance renewable for a final full one year.

Note: All Principal Officers shall not normally be granted leave of absence.

### **13.0 STUDY LEAVE / SABBATICAL LEAVE**

#### **13.1 (A) ACADEMIC STAFF**

1) Members of staff whose appointment had been confirmed and are engaged in teaching or research may, apply for study leave, leave of absence after six semesters (3 years) of services. Applications for sabbatical leaves are normally considered after twelve (12) completed semesters (6 years) of service.

2) Application for study leave or sabbatical leave shall be sent through the Head of Department and the Provost of the College of the Senate. The application must be accompanied by a statement outlining the academic and research programme and specifying the place of study.

3) Before any application can be considered, evidence shall be afforded the University Governing Council that the applicant can be spared from his duties and that no additional expense will be incurred by the University if leave is granted.

4) For the purpose of these regulations, study leave with salary is defined as a period of not more than one semester, while sabbatical leave with salary is defined as a period of not more than two semester. These leaves shall always be for research, training and other recognized academic purposes.

### **STUDY LEAVE / SABBATICAL LEAVE**

5) Accumulation of study leave will not be allowed. However, postponement of study leave or sabbatical leave may be allowed if the University Council is satisfied that, for good reason, the member of staff has not been able to take leave.

6) A Head of Department wishing to take study leave should apply through the Provost of his / her College to the Vice-Chancellor outlining clearly any arrangements he / she intends to make for the proper running of the department while he is away. The Vice-Chancellor would then forward such an application to the Council for consideration after satisfying himself of these arrangements.

### **13.1 (B) STUDY LEAVE (NON-TEACHING STAFF)**

1) For the purpose of these regulations:

“An officer” means a member of the non-teaching Senior Staff.

“Additional Expenditure” means any expenditure to be incurred by the University in excess of the Officer’s salaries and allowances.

2) Recommendation for study leave shall be submitted by the appropriate Head of Department through the Provost of College of the Registrar for consideration by the University Governing Council. The recommendation must be accompanied of work or study visit.

3) An officer may be considered for study leave after five years of service provided that if an applicant has been on leave on account of illness or other sufficient cause for part decide whether or not that year shall be reckoned as a year of service.

4) Study leave with pay may be granted to an officer for a period of one to three months for the purpose of:

(a) Visits to other Universities or institutions to acquaint himself / herself with their administrative methods and techniques, and / or.

(b) Undertaking some work in or outside the University, with a view to improving the officer’s competence.

5) In exceptional cases, study leave with full pay may be granted to a confirmed officer for up to a period of one year, provided the University Council is satisfied that the proposed programme of work or study visit will be beneficial to the University.

## **13.2 REGULATIONS GOVERNING STUDY LEAVE AND LEAVE OF ABSENCE FOR NON-TEACHING STAFF**

- 1) There are two categories of leave of absence:
  - (a) Leave of absence granted staff in order to take up public / national appointment.
  - (b) Leave of absence granted staff to do academic / professional courses.
- 2) Any staff granted leave of absence to do a basic course shall not be entitled to any payments by way of emoluments and salaries.

**Note:** Basic course lending to basic qualification academic or professional, e.g. H.N.D. first degree courses etc.

- 3) Only in exceptional cases of proven hardship in the recruitment of persons of this basic qualification will any request for grants be entertained by the University Council.

**Note:** Periods spent on study leave, or study fellowships will not be leave-earning.

## **13.3 RESIGNATION DURING STUDY LEAVE**

- i) Member of the academic staff may not resign their appointments, withdraw, retire for the service of the University or seek transfer of service until after they have served required bond on their return from the approved study leave or leave of absence as prescribed in the Staff Development Policy.
- ii) Members of Academic Staff, who fail to comply with the provisions in (i) above and who subsequently resign their appointments, retire from the University service or move to other bodies in or outside the country, shall be dismissed from the service of the University, but may, in addition, be liable to legal action which should lead to the recovery of projected man-hour shortage suffered by the University as result of that breach.

## **14.0 PASSAGES**

### **PASSAGES**

**Passages means costs associated with the recruitment of members of staff from outside the country.**

## **14.1 ON APPOINTMENT, TERMINATION, RESIGNATION AND RETIREMENT**

**A member of the senior staff recruited from overseas shall be entitled to economic air passages or approved first class sea passages for himself, his wife and up to four biological children and a baggage allowance thus:**

### **14.1.1 By Air**

80kilos Air-freight unaccompanied for a married couple (paid against valid documents only).

### **14.1.2 By Sea**

40Cubit feet (1.5 cubic meters) per person, or 80 cubic feet (3 cubic meters) for a married couple (paid against valid documents only).

**14.1.3** A staff can claim under one category only. Children have no baggage allowance, except that which is allowed by carriers to passengers generally. The above claim is subject always to the production of vouchers in respect of;

(a) His journey to Nigeria from his place of engagement on his first appointment: and

(b) His departure from Nigeria to his place of domicile on his retirement or resignation or termination in accordance with his contract, provided that where a member of the senior staff resigns while on overseas leave, he shall not ordinarily be entitled to passages for himself, his wife or his children to return to Nigeria except at the discretion of the Pro-Chancellor, subject to report to University Council, unless the Pro-Chancellor agrees that there is due cause for the extra-expense, baggage does not include a motor vehicle.

(c) A member of staff domiciled outside Nigeria cannot resign, terminate, retire or transfer his appointment while on leave from the University.

(d) The provision of Regulation 12 (3) (i) and (ii) also apply to all persons recruited outside of Nigeria.

## **14.2 LEAVE ALLOWANCE**



Leave allowance shall be paid to expatriate as applicable to Nigerians.

### **14.3 OVERSEAS PASSAGE FOR SABBATICAL LEAVE/ STUDY LEAVE.**

No member of staff shall be entitled to passages for the purpose of overseas sabbatical leave / study leave.

### **14.4 LEAVE PASSAGE ON SPECIAL GROUNDS.**

(a) A members of staff or his spouse, who, on medical grounds of obvious emergency, requires passage to overseas, may have such return passage paid. No other leave passage shall be claimed in respect of the same session or calendar year by the member of staff.

(b) Free passage to overseas on medical grounds may not be granted without the authority of the Pro-Chancellor on the recommendation of the Director of Health Services.

### **14.5 PASSAGES FOR OFFICIAL UNIVERSITY BUSINESS**

Passages on University business can be authorized by the Pro-Chancellor on behalf of the Council. There is no family or baggage allowance entitlement. Fares while on University business in overseas countries shall be on economy class only, except for Principal Officers, who shall be in business class.

#### **14.5.1 Medical Insurance**

All University staff going abroad on approved trips are obliged to take medical insurance policy where such policy exists. The University will reimburse the cost of the premium paid.

### **14.6 PASSAGE FOR AN EXPATRIATE WOMAN MARRIED TO A NIGERIAN**

An expatriate woman married to a Nigerian has the same contractual rights, obligations and privileges as are applicable to a Nigerian member of staff. The husband's country of domicile is, for purposes of passage regulations, also the wife's home.

## **15.0 ADVANCES**

### **ADVANCES 15.1 SALARY ADVANCE**

(A) On first appointment, one month's salary advance may be

approved by the Registrar to a member of staff. Such an advance shall be refunded in not more than three consecutive monthly installments deducted from salary, the first installment to be made in the month following the month in which the advance is granted.

**Note:**

i. The value of such advances shall ordinarily not exceed one month's salary, except where the Registrar's approval has been sought and obtained through the Director, Financial Services.

ii. The terms of payment shall be advised / recommended by the Director, Financial Service.

**15.2 TOURING ADVANCES**

An advance given to a staff who has been approved to go on an official trip outside his place of current assignment.

**15.3 VEHICLE ADVANCE**

The University will guarantee application for loans with any bank chosen by the applicant.

**15.4 HOUSE RENT ADVANCE**

The University Policy is to provide residential accommodation for all cadres of staff. The University Council shall decide on issues concerning house rent payable by staff of the University.

**15.5 OTHER ADVANCE**

Other advances may be granted to a staff if, in the opinion of the University there is a need for such consideration.

**16.0 NON-REGULAR ALLOWANCES**

**NON-REGULAR  
ALLOWANCES**

**16.1 PROVOST**

An allowance at a rate to be determined by the University Council from time to time shall be paid to the Provost.

**16.2 HEADS OF DEPARTMENTS**

An allowance at a rate to be determined by the University Council from time to time shall be payable to a Head of Department

## **16.3 ACTING APPOINTMENT ALLOWANCES**

### **16.3.1 Acting appointment and allowances in the University.**

Regulations in respect of acting appointments and allowances shall be as follows:

- (a) An acting Head of Department in the University shall be paid an acting allowance at the University approved rate subject to written approval by the Council,
- (b) A non-teaching staff who is called upon to assume the responsibilities of an officer on a higher level, while the position remains vacant, shall be paid acting allowance with rates determined by the Council.

### **16.3.2 Approval of Acting Appointments**

All acting appointment to headship of academic departments and to the positions of Registrar, Director of Financial Services, Director of Physical Planning and Development and Director of University Health Services, shall be approved in writing by the Pro-Chancellor. Other acting appointments shall be on the recommendation of the Head of Department and written approval of the Registrar.

### **16.3.3 Rates of Acting Allowances for Non-Teaching Members of Staff**

- (a) Non-teaching members of staff who are called upon to take full responsibilities of the next higher post shall be paid a responsibility allowance as determined by the Council.
- (b) Before an acting appointment commences, a Head of Department must obtain in writing prior approval of the Registrar.

## **16.4 TRANSPORT AND TRAVELLING ALLOWANCE**

Kilometer allowance is determined from time to time, by the University Governing Council.

## **16.5 SUBSISTENCE ALLOWANCE**

Subsistence allowance shall be paid to staff on official duty on rates as currently determined by the Council.

#### 16.6 ESTACODE RATES

(a) Overseas Night Allowance

Rates as determined by the University Governing Council shall apply.

(b) Overseas subsistence or incidental Allowance

Rates as determined by the University Governing Council shall apply.

(c) Allowance for Training Courses Overseas

Rates as determined by the University Governing Council shall apply.

(d) Overnight Rates for Local Travel

Rates as determined by the University Governing Council shall apply.

#### OTHER WELFARE MATTERS

#### 17.0 OTHER WELFARE MATTERS

##### 17.1 AGE OF RETIREMENT

(a) The age of retirement shall be 65 years for academic staff and 60 years for non-teaching staff

(b) An academic staff may continue in the service of the University after the age of 65 while a non-teaching staff may continue in the service of the University after the age of 60 provided that he/she applies in writing to the Vice Chancellor before attaining the age of retirement.

(c) Where the application is granted, he/she shall produce a certificate of medical fitness given by the University Health Centre.

(d) Each appointment under paragraph 17.1(b)(c) shall be subject to a Contract which shall contain the terms and conditions of service but such contract may be renewed at the discretion of the BOT.

(e) The University may further to paragraph 17.1(d) employ any Professor, Registrar, Bursar or Librarian who is above 70 years of age.

(f) Any staff under 16.1(e) who wants to remain in the service of the University after the age of 70 shall apply to the Vice Chancellor through the Registrar for consideration by the BOT. If granted, the applicant shall be appointed on Contract with time certain and shall in all cases be supported with Certificate of Medical Fitness given by the University's Medical Centre.

(g) The medical examination of members under consideration shall be arranged by the Registrar through the university's health services centre.

## **17.2 RETIREMENT AND PENSIONS ENTITLEMENT**

### **17.2.1 Pensions**

i) Every regular staff of the University shall participate and benefit from the Contributory Pension Fund as enacted by the Act of the National Assembly. A staff is expected to contribute 7½% of his/her salary towards a contributory pension fund while the University will contribute another 7½%.

ii) A staff shall not be hindered by the University from drawing from the Pension Scheme, as prescribed by the Act irrespective of the service with the University.

## **17.3 MEDICAL CARE**

### **17.3.1 Domestic Treatment**

Generally, a member of staff enjoy subsidized medical treatment from the University Health Centre and other referral hospitals within the country where the required treatment is not available in the University Health Centre.

These facilities are extended to the immediate family, i.e. wife and four children under twenty – one (21) years of age.

### **17.3.2 Overseas Treatment**

Any senior member of staff whose employment status is confirmed shall be entitled to subsidized medical treatment overseas proved the illness occurs while abroad on University approved trip such as attendance at conferences, study leave, training course, sabbatical leave, etc.

### **17.3.3 Treatment during “Home Leave”**

Home leave means leave taken by an expatriate staff to his own country.

To qualify for University reimbursement during “home Leave” vacation or in-between contract, expatriate staff must submit before assumption / resumption of duty a record of prior medical certificate of fitness.

Based on available information from the past medical record, each application for treatment during vacation shall be treated on its own merit with a view to ensuring that the interests of both the University and the Staff are adequately protected.

#### **17.3.4 Emergency Treatment outside the University**

In cases of emergency, a member of staff, who in accordance with his / her contract of service, incurs any expenditure in respect of medical treatment for himself or family outside the University may claim a refund of any such expenditure subject to a maximum of what would have been paid if the person concerned had been treated in the University Health Centre. Any such claim for a refund must be supported by proper receipts and such claims shall be carefully investigated and evaluated by the University's Director of Medical Services.

#### **17.3.5 Treatment of Health Problems Arising from Direct Occupational Hazard**

Notwithstanding the above provision, any staff suffering ill health on account of an occupational hazard or exposure directly arising from his / her involvement in official duty shall be entitled to 100% medical subsidy. However, an overseas treatment, in this case, will be at the discretion of council.

### **17.4 PUBLIC APPOINTMENTS ACADEMIC STAFF**

Members of staff holding full-time teaching, research or administrative posts shall not be permitted to hold more than one paid post in the Public Service of the Federation. All such paid posts shall be subjected to the approval of the Governing Council. The pro-Chancellor may, on behalf of the University Governing Council, give approval in cases of urgent request for public appointment.

#### **17.4.1 Outside Appointments: Categories of Appointments**

(a) The usual categories of other appointments that are likely to be offered to members of staff of the University include:

i) Appointments requiring expertise in respect of which the appointee is already employed and paid by the University.

ii) Appointments requiring expertise in respect of which the appointee is not directly employed and paid by the University.

iii) Appointments which require no special expertise other than ordinary experience and public spirit.

iv) Appointments which are in the nature of political patronage.

(b) In all cases where the appointment has been offered by any of the Governments of the Federation, a public corporation, public utility company, a local government council, etc, the member of staff may be permitted to accept if:

i) in the case of partial appointment, the amount of time that will be spent by the officer in carrying out the functions of the outside appointment or assignment is not such as will jeopardize the efficient performance of the University duties of the member of staff; and

ii) The general and obvious effect of the acceptance is not in conflict with the interests of the University as an institution of higher learning.

(c) Procedure for Leave of Absence in order to Undertake Outside Appointments or Assignments.

i) All applications for permission to take up an outside appointment or assignment should be sent to the Registrar through the Head of the applicant's department for the consideration of the Appointments and Promotions Committee. Very urgent cases requiring decision before the next meeting of the Appointments and Promotions Committee should be referred by the Registrar to the Pro-chancellor.

ii) The Pro-Chancellor may, on behalf of the Appointments and Promotions Committee, give approval in cases of urgent request for public appointments, particularly during the vacation period.

iii) During semester time, request for members of staff to service with either the Federal or State Governments shall be submitted through the Registrar to the Appointment and Promotions Committee for consideration.

- iv) Requests for extension of periods of such leave of absence shall also be considered by the Appointments and Promotion Committee. Each application for extension shall be considered on its merit.
- v) The periods of such leave of absence shall not counted towards the confirmation of appointment of the individuals concerned, in view of the fact that it would be difficult to assess such persons on the basis of the criteria normally used for confirmation of appointments by the University.
- vi) Such periods leave of absence shall not normally exceed four years.
- vii) Any members of staff granted leave of absence for a period of a year or longer by the University to serve in the public service shall give up his right to University accommodation.
- viii) Arising from the foregoing, Heads of departments affected shall be required to approach the Senate for the creation of supernumerary posts, if and when the situation demands it. Such requests must, however, be fully justified on academic ground only.
- ix) The University reserves the right to approve or otherwise any of the above with or without reasons.

## **17.5 PUBLIC APPOINTMENTS NON-TEACHING STAFF**

### **PUBLIC APPOINTMENTS FOR NON-TEACHING STAFF**

#### **17.5.1 Regulations on Leave of Absence in Public Appointment**

- (a) The University may grant not more than one year leave of absence of member of staff who seeks to take up other full-time public appointment. The above excludes member of staff invited to National, State, Local Government etc services, as they shall continue to be granted leave of absence for the period of their national assignment.
- (b) Leave of absence shall be granted to member of staff for one year only, in the first instance on the recommendation of the respective Head of Department and the Provost of College. This may be renewed for a maximum period of three years.
- (c) The University may grant leave of absence of only one year only on domestic grounds, usually to female member staff members who wish to accompany their husbands proceedings on leave of absence. This may be extended for good reasons up to a maximum period of



**STAFF  
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three years, provided such female members of staff do not take up full time appointment in the public service during the period.

**18.0 STAFF DEVELOPMENT**

**18.1 ACADEMIC STAFF**

**18.1.1 Development Programme.**

Afe Babalola University has in stock staff development opportunities and Staff Development Fellowship to support its Academic Staff to acquire higher qualifications.

**18.1.2 Criteria for Benefitting from Programme**

Academic members of staff who have served continuously and satisfactorily for a specified number of years in Afe Babalola University may qualify for staff development provided:

- i) He / She has secured admission for a higher degree programme in any University in Nigeria. In very special cases, applicants may be considered for sponsorship to Universities outside Nigeria.
- ii) The candidate's area of research and study is clearly and currently relevant to the growth and emphasis of the department, on one hand, and the University on the other.
- iii) The candidate is specifically recommended by the Head of Department and the Provost of the College providing strong reasons that satisfy such privilege to the staff.
- iv) Subject to the convenience of the Department that staff absence will not negatively affect the Department lectures and programmes

In all cases, candidate are to note that the award of a Staff Development Programme or Fellowship is a privilege and not a right and that nothing in the above condition precludes the Council from exercising discretion to approve that a staff, who has not spent up to two years be granted such privilege.

**18.1.3 Fellowship Sponsorship Benefits.**

Candidates who secure the University Staff Development Fellowship may be entitled to the following.

- i) Payment by the University of all tuition and examination fees of the staff while undergoing his / her study at the new host university.
- ii) If fellowship is to be enjoyed outside the country, the University may also pay living allowances based on the living conditions as determined by responsible authorities of the host university.
- iii) Payment of his salaries and entitlements for the duration of the course subject a maximum of three years. Nevertheless, there will be a yearly evaluation of the progress of the candidate to determine whether the fellowship should continue or not.
- iv) Freedom from lecturing students of Afe Babalola University for the first year if in a Nigerian University and for the three years if in a foreign University.

#### **18.1.4 Eligibility for Training Leave**

There shall be three categories of training leave:

- a) Training leave for staff in the rank of senior lecturer or equivalent and above
- b) Training leave for staff in the rank of lecturer II and Lecturer I or equivalent
- c) Training leave for graduate assistant and assistant lecturer or its equivalent.

#### **RANK OF SENIOR LECTURER OR EQUIVALENT STATUS AND ABOVE.**

Any member of academic staff or non-academic staff of the post of Senior Lecturer or equivalent status may apply for a training leave for the purpose of acquiring a higher degree or professional qualification or to upgrade professional, technical or administrative competence appropriate to the nature of his/her employment within the University.

Only members of staff in this category whose appointment has been confirmed and in the service of the University for an unbroken period of service of not less than THREE academic sessions are eligible to apply. Such application must be certified by the head of the

Department and supported by the Provost and must be done in the interest of the University.

**RANK OF LECTURER II AND LECTURER I OR EQUIVALENT.**

Any member of academics staff and non-academic staff in this category who has been in this service of the University for an unbroken period of THREE academic sessions may be granted training leave for the purpose of acquiring a higher degree or a professional qualification or to upgrade professional, technical or administrative competence appropriate to the nature of his/her employment in the University.

Such application must be certified by the Head of the Department and supported by the Provost and must be done in the interest of the University.

**RANK OF GRADUATE ASSISTANT OR ASSISTANT LECTURERS OR EQUIVALENT.**

Staff in the rank of Graduate Assistant or Assistant Lecturer may be granted training leave provided the applicant has served the University for a period of **TWO** academic session for a Graduate Assistant and 2 academic sessions for Assistant Lecturer for the purpose of acquiring a higher degree or a professional qualification or to upgrade professional, technical or administrative competence appropriate to the nature of his/her employment in the University.

Such application must be certified by the Head of the Department and supported by the Provost and must be done in the interest of the University.

Training leave for all categories of staff shall be for a specific period approved for the purpose and shall not normally exceed three academic sessions. Such training leave must be approved by the Appointment and Promotion Board and the University Senate.

A member of staff on training leave shall be entitled to his full salary and such allowance in respect of tuition, books and other relevant expenses as may be approved from time to time.

#### **18.1.5 Condition for Training Leave**

The following conditions shall apply to all staff on training leave:

- i. Every member of staff on training leave shall give an undertaking and enter into bond to return to the service of the University immediately upon the expiration of the period of leave granted or prior to the completion of course or programme for which the leave was granted.
- ii. The period of bond shall be at the rate of twice the period of the relevant training leave, subject to a maximum bond period of five years and on such other terms and conditions as shall be specified in an agreement to that effect.
- iii. If a staff member fails to return to duty on the completion of the training programme or on the expiration of the period of leave granted to him, he shall be liable to have his appointment terminated and thereupon, he shall be liable to refund to the University the salary paid to him/her during the period of absence on the said leave, together with any allowance or other costs certified by the Bursar as having been incurred by the University for or on behalf of the staff concerned during the said training leave period.
- iv. Application for training leave shall be submitted in quadruplicate through the head of department and the college to reach the Registrar in duplicate not later than 15<sup>th</sup> March of the session immediately before the course is proposed to be taken. A copy of the application for training leave shall be forwarded by the Registrar for consideration of the Appointment and Promotion Board and the Senate.
- v. Approved training leave shall normally be granted to commence at the beginning of a new session.
- vi. Every application shall be accompanied by evidence of admission to an approved institution together with such

relevant information regarding tuition, passages and other cost and information relating to the training programme which the employee intend to pursue.

- vii. Where a training programme is available in Nigeria, a preference will be given to application to training in a University. Any application for training abroad shall satisfy the relevant Committee that after making effort to the effect, the employee has not succeeded in obtaining admission in Nigeria.
- viii. Training leave is a privilege and not a right and the University is not bound to grant such leave to any employee nor is the University or appropriate Committee bound to give reasons for the successes or failure of the application for such leave.
- ix. Training leave is meant primarily for the training and upgrading of the permanent staff of the University.
- x. An employee on training leave shall not change the course, place or institution for which the leave was granted without the prior approval of the University. Failure to comply with this rule shall constitute misconduct and shall render the staff liable among other things to the withdrawal of the leave.

#### **18.1.6 Allowance for Staff on Training Programme**

- i. All approved tuition and registration as well as caution fees SHALL be paid by the University directly to the Universities where the training programmes are being carried out.
- ii. Students union fees shall not be paid by the University
- iii. The University shall pay approved field work expenses for the duration of the study.
- iv. Staff on training programme who is required to come back to the University to teach shall be paid travelling allowance to cover the cost of transportation.
- v. The University will pay approved rate for typing and binding of the thesis.
- vi. Except in special circumstances, all training will be only in Nigeria.

### **18.1.7 Regulations Regarding Attendance At International And Local Conferences**

1. Applications for attendance at international and local conferences by members of staff of the University must be made to the Appointment and Promotion Board or to such other Committee that may be appointed by the University for this purpose for consideration and approval.
2. The University shall only sponsor its staff for attendance at Academic Conferences which are in their areas of specialization of research and which are likely to enhance the image or academic reputation of the University.
3. A member of staff seeking to be sponsored for an academic conference must satisfy one or more of the following conditions:
  - a) By presenting a paper at the conference. Evidence that the paper has been submitted and listed for presentation.
  - b) Being an officer of the professional organization responsible for organizing the conference of the meeting.
4. The University will not normally sponsor a member of staff for a conference organized by a government agency, research institutes or such other bodies unless it is shown that the invitation to the member of staff to participate does not cover the cost of accommodation and transport.
5. The University's support to a member of staff attendance at conferences shall normally be under the following considerations:
  - a) two conferences within the country per session
  - b) attendance at meeting within the country of Executive Committee of professional organization once during a session
6. A subsistence allowance as approved by the University up to a maximum of 5 nights will be paid for local conferences. The rate of oversea conferences as approved by the Council from time to time. In both cases, transport and registration fees will also be paid.
7. Partial or full support for international conferences shall be considered for staff who is presenting papers at international conferences, if attendance is adjudged to be in the interest of the University such support can only be considered once in three years.

## **18.2 NON-TEACHING STAFF**

### **18.2.1 Criteria for Benefitting from Programme**

Non-teaching staff, who have served continuously and meritoriously for at least three years in the University may be considered for Staff Development Programme or Fellowship provided:

- i) He / She had secured admission into a higher institution for a course directly relevant to his career in Afe Babalola University.
- ii) The duration for such a course shall not exceed eighteen (18) months. In very special cases, a staff may be considered for sponsorship in an overseas institution for a period not exceeding one academic session.
- iii) He / she must have been specifically recommended to the Council by the Head of Department.
- iv) Nothing in this provision shall exclude a Staff from being discretionally considered for such privilege before the 3 years of satisfactory service.

### **18.2.2 Fellowship Benefits**

A non-teaching staff who secures a Staff Development Fellowship may be entitled to the following.

- i) Payment by the University of all tuition and examination fees while undergoing his /her study provided his / her performance is satisfactory.
- ii) Payment of living allowance, if outside the country, based on prevailing cost of living as determined by responsible authority of host institution.
- iii) Payment of his salaries and entitlements for the duration of the course subject to a maximum of 18 months provided he / she is adjudged to have performed satisfactorily at assessment intervals while undertaking the programme.
- iv) Candidate so selected will be required to enter into a bond to serve the university for three months for every one month of sponsorship.