CALL CIRCULAR FOR YEAR 2017 PROMOTIONS EXERCISE FOR PROMOTION OF ACADEMIC STAFF ON CONUASS 01 TO 07 AND NON-TEACHING STAFF ON CONTISS 06 TO 14

Submissions are hereby invited for consideration of year 2017 promotions.

It is important to emphasize that promotions will be guided by the regulations in Chapter 9 of the Revised Regulations Governing the Conditions of Service for Senior Staff. Availability of established and approved vacancies shall be based on the year 2017 budget for which due financial provisions were made, in fulfillment of the Academic, Administrative, Professional and Technical criteria for promotion from one grade level to another as determined by the appropriate Faculty, Department or Unit.

As contained in Section 9.1.5 of the Conditions of Service for Senior Staff, normal promotion from one grade to another shall only be countenanced after a member of staff has spent at least three (3) years after his appointment or the last promotion.

As directed by the Appointments & Promotions Committee, since year 2003, and based on the provision of section 9:13:1 of the Revised Conditions of Service for senior staff, all Senior Non-Teaching Staff from CONTISS 06 to 14 (Administrative, Executive, Secretarial, Secretarial Assistants and Professional) cadre being recommended for year 2017 Promotions will undergo Promotion Interview. In the same vein, assessment of Technical Staff for promotion shall be based on Practical Examination in the relevant area which shall constitute 50% of such assessment, qualification, post-qualification experience and Annual Performance Evaluation Reports for the preceding two (2) years as stipulated in Sections 9:14:1 and 9:14:2 of the Revised Conditions of Service for Senior Staff. The assessment shall be based on the following parameters;

(i) Requisite and appropriate academic/professional qualifications;

(ii) Practical Examination/Written and Oral Interview by the Faculty/Departmental Promotions Review Panels which should include an External Expert on the relevant field of specialization and a Representative of the Registrar from the Directorate of Human Resources; and

(iii) Performance report for the preceding two (2) years;
The marking scheme used for the assessment test in (i) above shall accompany the recommendations to A&PC.

The proposed dates of interview for Technologists, Technical and other professional staff being recommended by their respective Faculties/Departments will be arranged with the Directorate of Human Resources.

Please note that the papers of all Administrative, Secretarial and Secretarial Assistant cadres, whose interview is to be handled by the Registry Promotion Review Panel should be forwarded to the Directorate of Human Resources.

It is imperative that the following programme schedules are strictly adhered to as failure to do so may result in non-processing of submissions from any defaulting Faculty, Department/Unit for the relevant meetings of the Appointments and Promotions Committee.

(a) recommendations of Heads of Department or Departmental Promotions Panels, (where applicable) should reach the appropriate Deans not later than 11th August, 2017

(b) ten (10) copies of the recommendations by the Faculty Promotions Panels duly signed by the Dean as Chairman and the Faculty Officer as Secretary, should reach the Deputy Registrar (Human Resources) not later than 31st August, 2017

(c) notice of meetings of the Faculty Promotions Panels at which the Registry (Human Resources) should be represented must reach the Deputy Registrar (Human Resources) AT LEAST ONE WEEK before the date of such meetings to ensure that the Registry is effectively represented.

(d) You are requested to please submit recommendations including name and signature of Dean/Head of Department/Unit and relevant papers along with duly signed and dated Curriculum Vitae of each recommended members of Staff as reflected in the attached proforma on or before 31st August, 2017

R.A. Okojie (Mrs.)
for: Registrar
APPROVED GUIDELINES ON PROMOTIONS EXERCISE

1. The Head of Department or Dean (where there is no substantive Head) shall, after due assessment of candidates in his Department, put forward suitable candidates for promotion by forwarding his recommendations to the Faculty Review Panel.

2. The Faculty Review Panel shall consider all cases put forward by Heads of Departments and Dean and forward their recommendations on the suitability or otherwise of individuals for promotions to the Appointments & Promotions Committee.

3. The Appointments & Promotions Committee shall consider all cases forwarded by the Faculty Review Panels. The decisions on candidates to be promoted shall rest with the Appointments & Promotions Committee.

4. Any candidate who is not put forward by his Head of Department or Dean may exercise his right of appeal by forwarding his position to the Appointments & Promotions Committee as spelt out in the Regulations.

   Such appeals shall show clearly why the candidate’s case should be considered and it shall be routed through the Heads of Department or Dean and the Faculty Review Panels (with an advance copy to the Secretary of the Appointments & Promotions Committee).

5. The Head of Department and the Dean shall be required to make comments on any such appeal.

6. Faculty Review Panels shall be composed in such a way that Senior Lecturers could serve in Panels dealing with cases of Senior Lecturer and below.

7. Only candidates who possess Ph.D. degree can be recommended for promotion/ appointment to the grade of Senior Lecturer, Reader and Professor.
1. **REVISED GUIDELINES FOR SCORING OF PUBLICATIONS**

   i) that all on-line journals be assessed based on the criteria designed for all hard copy journals;

   ii) any candidate who is being considered for promotion that includes predatory journal(s) in his /her CV **would not be countenanced**. The Provost and all Deans are strongly enjoined to assist the Appointments and Promotion Committee (A&PC) by ensuring that CVs are properly screened by making the predatory list available to all academic staff in the Faculty before processing their papers to A&PC;

   iii) that single authorship of any Publication shall be entitled to 100% of score awarded to the publication;

   iv) a. a candidate is required to be the lead author in at least 30% of his/her publications for Readership position, and 40% for Professorial position;

      b. in joint or multiple authorships, the lead author of a publication shall be entitled to 100% of the score obtained by the publication while other authors shall earn 70% each;

   v) that a Book shall attract a maximum of five (5) points;

   vi) a journal article shall attract a maximum of three (3) points; subject to a maximum of four articles in a journal for assessment;

   vii) that a chapter in a book shall attract a maximum of 2 points, subject to a maximum of two chapters in the same book;

   viii) that edited Conference Proceedings shall attract a maximum of one (1) point subject to a maximum of three (3) conference proceedings;

   ix) that Technical Report/Creative Writing shall attract a maximum of one (1) point each, subject to a maximum of three (3) of such Report or Writing;

   x) that case reports shall attract a maximum of one (1) point each, subject to a maximum of five (5) and four (4) of such reports for Professorial and Readership positions respectively;
Xi) that Instructional Textbook shall attract a maximum of 3 points, while a chapter in such book shall attract 1 point, subject to a maximum of two (2) chapters in the same book;

**Please Note:** All promoted staff will be required to show evidence of upload of their publications in the University’s repository before the issuance of their letters of promotion.

2. **FORMAT FOR THE SCORING OF PUBLICATIONS**

<table>
<thead>
<tr>
<th>S/NO.</th>
<th>Type of Publication</th>
<th>Authorship</th>
<th>Rating Max. Score Obtainable</th>
<th>Obtained Score</th>
<th>Candidate’s Score</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>single</td>
<td>Joint</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. The publications of a staff aspiring for a Professorial or Readership position must have 70% and 60% research focus respectively in his/her discipline;

4. All academic staff must meet the guidelines for spread of Publications on the basis of the following percentages tabulated below:

<table>
<thead>
<tr>
<th>Rank</th>
<th>Percentages(%) of Spread of Publications</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Home-Based Publication</td>
</tr>
<tr>
<td>Lecturer I</td>
<td>50</td>
</tr>
<tr>
<td>Senior Lecturer</td>
<td>40</td>
</tr>
<tr>
<td>Reader</td>
<td>30</td>
</tr>
<tr>
<td>Professor</td>
<td>20</td>
</tr>
</tbody>
</table>

However, the A&PC has further directed that:

(i) academic staff that have more national and international publications be allowed to make for any shortfall in the percentage under local publications;

(ii) the required percentage in international publications should be seen as the **minimum** rather than **maximum**; and
(iii) any percentage in excess of the minimum in international publications is to the advantage of the staff.

* **Home Based Publications:** Articles in Journals/Chapter in books published by the Department/Faculty/University within the writer’s vicinity and/or the editorial board members are drawn mainly from the same Institutions.

** **National Publications:** Articles in Journals/Chapter in books, published by National Professional Associations but within Nigeria. In case of a Journal its editorial board members must have a national spread;

*** **International Publications:** Articles in Journals/Chapters in books published outside Nigeria or where the editorial board consists of both Nigerian and non-Nigerians (Evidence of participation of non-Nigerians in the decision making process of the publication shall be ascertained). The journal must be on the internet, have international spread of contributors and must be regular.

5. The Appointments & Promotions Committee has also directed that Deans must come to Promotions meetings with original Journals or the reprints containing the Publications being scored for the promotions of their staff.
A. NAME:

Name:
Age Next Birthday:
Department:
Date of First Appointment:
Status on First Appointment:

B. PRESENT STATUS:

Present Salary:
Date of Last Promotion/Present Appointment:

C. UNIVERSITY EDUCATION (with dates – Starting with the latest)

SECONDARY OR TECHNICAL EDUCATION (with dates – starting with the latest)

D. ACADEMIC QUALIFICATIONS AND DIPLOMAS (with dates and granting bodies – Starting with the latest)

E. PROFESSIONAL QUALIFICATIONS AND DIPLOMAS (with dates and granting bodies – Starting with the latest)

F. SCHOLARSHIPS AND PRIZES (at University, Secondary or Technical Level only - Starting with the latest)

G. TRAINING PROGRAMME ATTENDED (State period of training and College, Describe Courses taken – Starting with the latest)

H. HONOURS, DISTINCTIONS AND MEMBERSHIP OF LEARNED PROFESSIONAL SOCIETIES (Starting with the latest)

I. EXPERIENCE SINCE BASIC QUALIFICATIONS (Starting with the latest)
J. RESEARCH INTERESTS OR COMMISSIONED PROJECTS

(i) Completed (Starting with latest)
(ii) In progress (list)

K. PUBLICATIONS:

(i) List below only those that had appeared in reputable Academic or Professional Journals in the following order, Journals, books, chapters in books, edited conference proceedings and technical reports, starting from the earliest).

(ii) List below, in like manner those articles that have been accepted for publication (attach letters of acceptance).

Note: For all publications the name and initials of a candidate seeking promotion should be in bold type (but not in upper cases) whenever cited under the list of publications.

For Journal Articles in Print

The details required in order, are:

1. Author(s) of article
2. Year of publication
3. Title of Article
4. Title of Journal (italicized and in bold type)
5. Volumes number, issue number and pages number of article
6. Publishers
7. URL i.e. the http., if on the internet

Example (1) Ayinde, O.E. & Idris, A.O. (2005): Inter-market and seasonal variation of maize in Kwara State. AGROSEARCH A Journal of Agriculture, Food and Development.7 (1&2); 45-55, Published by Faculty of Agriculture University of Ilorin. Available online at http://www.ajol.info/journal index php?jid = 315&ab+AGROSH

For Journal Articles Accepted for Publication

The details required, in order, are:

1. Author(s)
2. Title of Article
3. Title of Journal (italicized and in bold type)
4. Publishers
5. Date of Letter of Acceptance
6. Publisher’s web address
Example (2) Ayinde, O.E., Adewumi, M.O. & Omotesho, O.A.: Trade-off between expected returns and risk among farming household in Kwara State. *AMSE Journal*. Published by International Association for Modelling and Stimulation Technique in Enterprise, (Letter of Acceptance dated 04/11/08). URL i.e. publisher’s web address

**For a Book**

The details required, in order, are:

1. Author(s)
2. Year of Publication
3. Title of the book and sub-title if any (italicized and in bold type)
4. Place of Publication
5. Publishers
6. Publisher’s web address

Example (3) Okuda, M., Okuda, D, (1993): *Star trek Chronology: The History of the Future*. New York: Published by Pocket Books. URL i.e. publisher’s web address

**For Book Article or Chapter**

The details required, in order, are:

1. Author(s)
2. Year of Publication
3. Title of the book (italicized and in bold type)
4. Editor(s)
5. Pages of the article or chapter
6. Place of Publication
7. Publishers
8. Publisher’s web address


**For Edited Conference Proceeding**

The details required, in order, are:

1. Author(s)
2. Year of Publication
3. Title of Article
4. Title of Proceeding (italicized and in bold type)
5. Editor(s)
6. Pages of Article
7. Publishers
8. Publisher’s web address

**For Technical Reports**

The details required, in order, are:

1. Author(s)
2. Year of Submission
3. Title of report (italicized and in bold type)
4. Number of Report if available
5. Organization to which report was submitted


**Note:** Unpublished Thesis and Projects, Abstracts, unedited conference proceedings, Senate Research Grant Reports, Seminars, unedited papers and other such publications will not be countenanced for promotional purposes.

L. **MAJOR CONFERENCES ATTENDED WITH PAPERS READ** (Starting with latest)

M. **INFORMATION ON FELLOWSHIP, MASTER’S PROJECTS AND Ph.D THESES SUPERVISED:** (To include the following) (starting with the latest)

a. Title of Thesis
b. Name of Student
c. Date/Year of Commencement
d. Completed/On-going (Anticipated date of Completion)
e. Sole/Collaborative Supervision

N. **ASSESSMENT SHEET FOR THE PROMOTION OF ACADEMIC MEMBERS OF STAFF**

Assessment by the Head of Department (or Dean of Faculty where applicable) under the following headings:

(a) Quality of Teaching (Head of Department and Students 75:25)
(b) Quality of Research
(c) Quality of Publications
(d) General Assessment
<table>
<thead>
<tr>
<th>S/No</th>
<th>Criteria for Assessment</th>
<th>Maximum Points Obtainable</th>
<th>Points Obtained</th>
</tr>
</thead>
<tbody>
<tr>
<td>i.</td>
<td>Academic Qualification</td>
<td>10</td>
<td></td>
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<tr>
<td>ii.</td>
<td>Professional Qualification</td>
<td>5</td>
<td></td>
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<tr>
<td>iii.</td>
<td>Teaching Experience</td>
<td>10</td>
<td></td>
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<tr>
<td>iv.</td>
<td>Teaching Load</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>v.</td>
<td>Quality of Teaching</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>vi.</td>
<td>Recognized Publication</td>
<td>40</td>
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<tr>
<td>vii.</td>
<td>Administrative Experience/Community Service</td>
<td>10</td>
<td></td>
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<tr>
<td>viii.</td>
<td>Academic Distinction/Patency</td>
<td>5</td>
<td></td>
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<tr>
<td>ix.</td>
<td>Currency of Publication</td>
<td>5</td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>93</strong></td>
<td></td>
</tr>
</tbody>
</table>

Comment by Departmental Review Panel:

Signature of Chairman of Departmental Review Panel

Comment by Faculty Review Panel:

Chairman

Comment by the College Academic Board (where applicable):

Chairman

Signature of Chairman of Departmental Review Panel

Signature of Secretary

Name, Signature and Date

Name, Signature and Date
UNIVERSITY OF ILORIN

STAFF PERFORMANCE ASSESSMENT FOR PROMOTION
(ADMINISTRATIVE AND PROFESSIONAL STAFF)

Faculty/Department/Unit ..............................................................................................................................................

1. Name in Full: ..........................................................................................................................................................
   (Surname First and in Block Letters)

2. Post on First Appointment: ..................................................
   Date:.................................

3. Present Post:
   .............................................................................................................................................................................

4. Date of Last Promotion: ...........................................................................................................................................

5. Faculty/Department/Unit Posted since Last Promotion with dates:
   From:......................................................................................................................................................
   To: ......................................................................................................................................................
   From:......................................................................................................................................................
   To: ......................................................................................................................................................

6. Indicate whether Present Post is by Appointment/Review/Promotion
   ..........................................................................................................................................................................
   (Fill in which is appropriate and indicate the effective date)

7. Next Post and CONTISS:.................................................................

8. Qualification for Next Post (where applicable)
   ..........................................................................................................................................................................

9. Minimum Years of Experience for Next Post:.................................

10. Present Qualifications, Awarding Bodies and Dates:
    ..........................................................................................................................................................................
    ..........................................................................................................................................................................

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### 11. STAFF LAST THREE YEARS ANNUAL PERFORMANCE GRADES

<table>
<thead>
<tr>
<th></th>
<th>IMMEDIATE THREE YEAR GRADING</th>
<th></th>
<th></th>
<th>POINT</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>1ST YEAR</td>
<td>2ND YEAR</td>
<td>3RD YEAR</td>
<td>AGGREGATE</td>
</tr>
<tr>
<td>(a) Foresight</td>
<td></td>
<td></td>
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<tr>
<td>(b) Penetration</td>
<td></td>
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<tr>
<td>(c) Judgment</td>
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<tr>
<td>(d) Acceptance of responsibility</td>
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<tr>
<td>(e) Reliability under Pressure</td>
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<tr>
<td>(f) Drive and Determination</td>
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<tr>
<td>(g) Output of Work</td>
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<tr>
<td>(h) Quality of Work</td>
<td></td>
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</tr>
<tr>
<td>(i) Expression on Paper</td>
<td></td>
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<tr>
<td>(j) Oral Expression</td>
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<tr>
<td>(k) Relations with Colleagues</td>
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<tr>
<td>(l) Relations with Public</td>
<td></td>
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<tr>
<td>(m) Punctuality</td>
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<tr>
<td>(n) Management of Staff</td>
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<tr>
<td>(o) Application of Professional/Technical knowledge</td>
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<tr>
<td>(p) Numerical ability (if applicable)</td>
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</table>

**NOTE:**

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

Total Point Obtainable: ........................................

Maximum Point Obtainable: ........................................

General Assessment:
12. Warning(s) given (Disciplinary Actions) taken (if any) 
   Against the Staff (since the last Promotion and for what reason(s) 
   …………………………………………………………………………………………………………
   …………………………………………………………………………………………………………
   …………………………………………………………………………………………………………

13. Recommendation: 

   That he/she be promoted to the next post: .................................................................

   on CONTISS: .............................................................................................................

   Type of Promotion 
   (Normal/Accelerated) ..............................................................................................

   ..............................................................

   (Name and Signature of the Reporting Officer)

   Date:........................................................................................................

   ..............................................................

   (Registrar’s Signature)            (Registry Staff Only)

   Date:..........................................................