

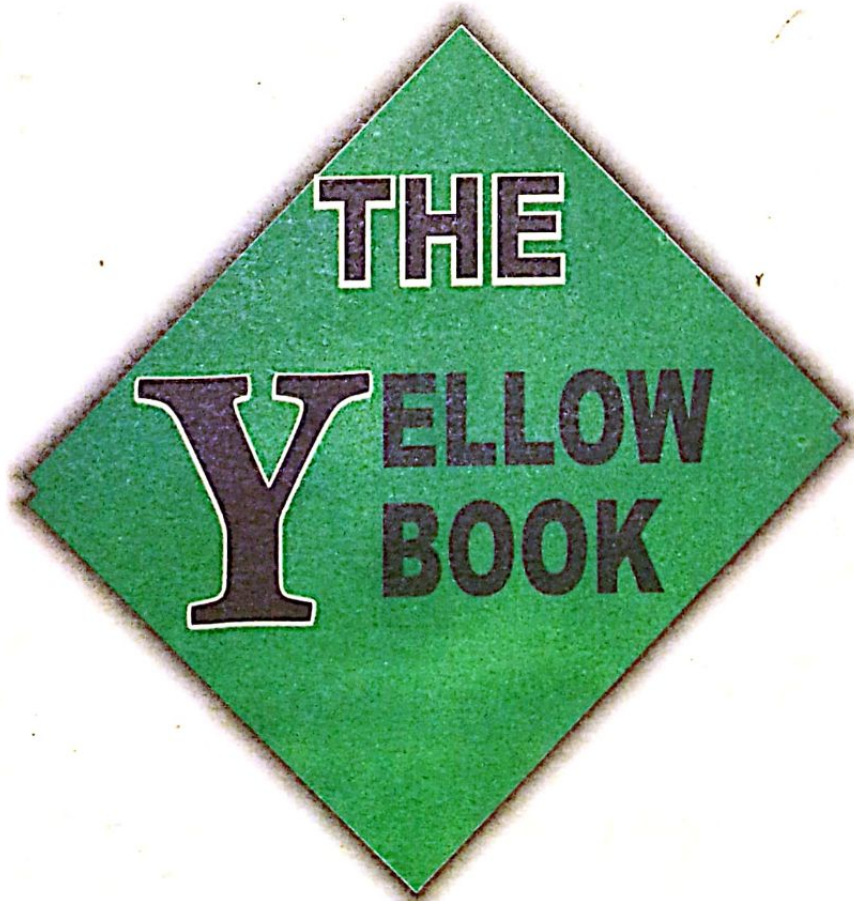
UNIVERSITY OF NIGERIA



GUIDELINES

For

**APPOINTMENTS AND PROMOTIONS
OF ACADEMIC STAFF**



5TH EDITION

UNIVERSITY OF NIGERIA

GUIDELINES

For

APPOINTMENTS AND
PROMOTIONS
OF ACADEMIC STAFF

THE YELLOW BOOK

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**PREFACE TO THE FIFTH EDITION OF
THE YELLOW BOOK**

The Yellow Book (Guidelines for Appointments and Promotions of Academic Staff) has been revised a number of times, all of which were aimed at fashioning out objective criteria for the appointment and appraisal of academic staff in this University. The first revised edition was published in April, 1982, followed closely by the Second Edition in January, 1984. The Third Edition was consequent upon the Government White Paper on the Justice Okara Visitation Panel Report in 1985 which directed that the Yellow Book should be revised. In compliance to that directive, the University Appraisals Committee (Academic Staff), at its 43(Y) meeting held on 15 May, 1987 constituted an Eight-man Sub-committee headed by Professor C.N. Chineme (Professor Emeritus) and former Deputy Vice Chancellor (Academic) to undertake the revision exercise. The third edition was published in March, 1994.

During its application, there arose the need to streamline some aspects of the Yellow Book. In 1997, the University Appraisals Committee (Academic Staff) at its 76) (Y) meeting constituted a Four-man Sub-committee headed by Prof. J.C. Amazigo to look into some aspects of the 3rd edition of the Yellow Book. This was quickly followed by another Seven-man Sub-committee constituted by the University Appraisals Committee (Academic Staff), at its 80(Y) meeting held on 26 August, 1998 and headed by Professor O.C. Nwankiti. Again the University Appraisals Committee (Academic Staff), at its 90(Y) meeting held on 10 May, 2004 constituted a Nine-man Sub-committee headed by Professor S.N. Chiejina which worked on the "Scheme for the Quantitative Measurement of the Relative Standing of Publications and Creative Works used for Appraisal of Academic Staff". The fourth edition took effect February 14, 2006.

The Governing Council at its 243rd meeting held from March 18 to 20, 2015 considered report and recommendations from the University Appraisals Committee on the use of Impact Factor in the Appraisals/Assessment of Academic staff and approved that the Vice-Chancellor should constitute a Committee to review the 4th Edition of the Yellow Book amongst others. The Vice-Chancellor based on the directive of The Governing Council constituted a Committee on behalf of the University Appraisals Committee to review the 4th Edition of the Yellow Book with Rev. Fr. Prof. H.E. Ichoku as Chairman and comprised all faculty representatives at University Appraisals Committee, etc. The Committee submitted her report but aside from the majority report, there were also two minority reports. The various reports were collated and harmonized into a draft which was sent to the University Appraisal Committee (UAC). UAC amended and approved the

draft. The amended draft was also sent to Appointments and Promotions Committee (Academic staff) which also approved it. The Governing Council at its 251st meeting held on 8th to 9th March, 2017 approved it as the Fifth Edition of the Yellow Book, to be used with effect from October 1, 2017.

A key guiding principle in the fifth edition of the Yellow Book is to improve on the objectivity of the assessment criteria, and to ensure that academics attain the minimum standards required at the respective cadres. This edition is also designed to ensure that as much as possible, all areas of ambiguity in the interpretation of the Yellow Book are cleared.

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CHAPTER 1

CRITERIA FOR APPRAISALS, APPOINTMENTS AND PROMOTIONS

The following criteria shall be used for assessing/appraising academic staff of this University, for appointments/promotions, in any discipline:

- (a) Academic qualifications
- (b) Publications and creative works
- (c) Teaching/professional experience
- (d) Conferences
- (e) Administrative experience and general contribution

Table 1: Relative weighting of the various criteria for promotion

A. For Full Time Lecturing Staff

Criteria	Professor	Reader	Senior Lecturer	Lecturer I	Lecturer II	Assistant Lecturer
Qualifications			10 ✓	35	60	60
Publications and creative works	Minimum 50 Maximum 65	Minimum 40 Maximum 60	Minimum 15 Maximum 40	Minimum 7 Maximum 25	Minimum 0 Maximum 15	Minimum 0 Maximum 15
Teaching Professional Experience	Minimum 15 Maximum 20	Minimum 15 Maximum 25	Minimum 15 Maximum 35	Minimum 10 Maximum 25	Minimum 0 Maximum 15	Minimum 0 Maximum 15
Conferences	Minimum 5 Maximum 10	Minimum 5 Maximum 10	Minimum 5 Maximum 10	Minimum 2 Maximum 10	Minimum 0 Maximum 5	Minimum 0 Maximum 5
Administrative experience and General contribution	5	5	5	5	5	5
Pass Mark	70%	65%	60%	60%	60%	60%

Note: For purposes of promotion and appointment to Reader and Professor, the minimum requirement of published journal articles is 20 for Reader; and 25 for Professor.
Acceptance letters are not tenable for assessment of academics at all levels

B. For Full Time Research Fellows and Arts Fellows

Criteria	Snr Princ. Research Fellow/Arts Director	Princ. Res. Fellow/Princ. Arts Fellow	Snr. Res. Fellow/Snr Arts Fellow	Res. Fel. I/Arts Fellow I	Res. Fel. II/Arts Fellow II	Jr. Res. Fel. /Arts Fellow
Qualifications	-	-	10	35	60	60
Publications and creative works	Minimum 70 Maximum 85	Minimum 60 Maximum 85	Minimum 40 Maximum 75	Minimum 20 Maximum 50	Minimum 0 Maximum 30	Minimum 0 Maximum 30
Conferences	Minimum 5 Maximum 10	Minimum 5 Maximum 10	10 (at least 2 conference papers from the date of last promotion is required)	10 (at least 1 conference paper from the date of last promotion is required)	5	5
Administrative experience and general contribution	5	5	5	5	5	5
Pass Mark	80%	70%	65%	60%	60%	60%

C. For Research Fellows and Arts Fellows with some Teaching Responsibility

Criteria	Snr Princ. Research Fellow/Arts Director	Princ. Res. Fellow/Princ. Arts Fellow	Snr. Res. Fellow/Snr Arts Fellow	Res. Fel. I/Arts Fellow I	Res. Fel. II/Arts Fellow II	Jr. Res. Fellow/Asst/ Arts Fellow
Qualifications	-	-	10	35	60	60
Publications and Creative works	Minimum 65 Maximum 75	Minimum 60 Maximum 75	Minimum 30 Maximum 65	Minimum 15 Maximum 40	Minimum 0 Maximum 20	Minimum 0 Maximum 20
Teaching/ Professional Experience	10	10	10	10	10	10
Conferences	10	10	10	10	5	5
Administrative Experience and General contribution	5	5	5	5	5	5
Pass Mark	75%	70%	65%	60%	60%	60%

D. For Tutors Only

Criteria	Principal Tutor	Senior Tutor I	Senior Tutor II	Tutor I	Tutor II	Assistant Tutor
Qualifications	10	20	25	40	55	60
Teaching/ Professional Experience	60	55	50	40	25	20
Publications and Creative works	15	12	12	10	10	10
Conferences	10	8	8	5	5	5
Administrative experience and General contributions	5	5	5	5	5	5
Pass Mark	70%	70%	60%	60%	60%	60%

E. For Full Time Academic Librarians

Criteria	University Librarian	Deputy Univ. Librarian	Princ. Librarian	Senior Librarian	Librarian I	Librarian II
Qualifications		-	20	40	60	60
Publications and Creative Works	Minimum 40 Maximum 50	Minimum 30 Maximum 50	Minimum 10 Maximum 35	25	15	15
Professional Experience/ Teaching and contribution	Minimum 20 Maximum 35	Minimum 25 Maximum 35	Minimum 20 Maximum 30	Minimum 12 Maximum 25	15	15
Conferences/ Workshops	10	10	10	5	5	5
Administrative experience	5	5	5	5	5	5
Pass Mark	65%	60%	60%	60%	60%	60%

CHAPTER II

RELATIVE WEIGHTING AND SCORING OF THE CRITERIA FOR APPRAISALS, APPOINTMENTS AND PROMOTIONS

The five criteria listed in chapter 1 shall be quantified and weighted in the manner set out in Table 1. The following explanatory notes will be useful.

1. NORMAL APPRAISAL CASES

A candidate aspiring to any academic position either by direct appointment or by promotion shall be judged according to the specific weighting system listed in Table 1 (page 1) under that particular academic position. The following examples may be helpful: all the qualifications of a candidate who desires to be appointed or aspires to be promoted to, for instance, Lecturer I (see the 5th column of Table 1) will account for a maximum of 35 points; teaching/professional experience for up to 25 points; conferences for 10 points; while administrative experience and general contribution will account for 5 points. These give a total of 100. To qualify for appointment or promotion, the candidate must score a minimum of 60 points. Table 1 also covers the same ground with respect to all other academic positions.

2. THE CASE OF DOUBLE JUMP

Promotions should normally be made from one academic position to the next higher position. Where a candidate being considered for any academic position scores 95 or above he/she shall automatically qualify for consideration for the next higher position. Thus a Lecturer II who is being considered for Lecturer I but who scores 95% or above shall automatically qualify for consideration for Senior Lectureship position. In that case, the criteria applicable to Senior Lectureship position shall be used to evaluate the candidate. If he/she then scores the minimum pass mark of 60% he/she qualifies for a double jump from his/her Lecturer II position to a Senior Lecturer position. If however the score is less than 60%, the candidate remains qualified only for the Lecturer I position, his/her earlier score of 95% or above notwithstanding.

Furthermore, in all cases of double jump, a staff should have a minimum waiting period of five years of teaching experience in his/her current/substantive post to qualify for consideration for double jump.

3. THE ISSUE OF MINIMUM SCORE ON PUBLICATIONS

Regarding recommendations to positions in respect of which a minimum score on publications is a prerequisite, the score on publications alone would be considered first. It is only if the minimum score on publications is attained that the assessment

of the candidate on the entire criteria would be proceeded with. If the score on publications falls short of the minimum required, the case would have failed.

4. MINIMUM WAITING PERIOD

With effect from October 01, 1992, the minimum period of waiting on any rank should be three years, except in movement from Assistant Lecturer to Lecturer II for which the waiting period shall be one year.

5. SCORING OF THE VARIOUS CRITERIA

The various criteria listed in Table 1 shall be scored in the manner prescribed below:

I. Academic/Professional Qualifications

These are to be scored as in Table 2

Table 2: scoring qualifications

A. For all Academic Positions, Librarianship and Tutorship

Qualifications	Asst. Lecturer	Lecturer II	Lecturer I	Senior Lecturer	Reader/Prof.
Doctorate	-	60	35	10	0
Masters	60	50	25	0	0
Masters in Vet. Medicine	-	60	30	0	0
M. Eng. M. Pharm; LL.M M	-	60	30	0	0
M.FA; Arch	60				
Additional Masters	-	5	3	2	0
Postgraduate Diploma	-	3	2	1	0
FNMC, FWMC, FRC	-	-	40	5	0

B. For all Academic Librarians

Qualifications	Libr. II	Libr. I	Senior Libr.	Princ. Libr.	Deputy & University Librarian
Doctorate in Lib. Sc. Or M.L.S + Doctorate in any subject	-	60	35	10	0
M.L.S.	60	50	25	0	0
Additional Masters	-	3	3	2	0
Postgraduate Diploma	-	3	2	1	0

C. For Tutors Only

Qualifications	Asst. Tutor	Tutor II	Tutor I	Senior Tutor II	Senior I	Principal Tutor
Bachelor's Degree	60	45	20	15	10	5
Master's Degree	-	55	40	25	20	10
Postgraduate Dip. or additional Masters	-	10	10	5	2	2

(a) Note on scoring

(i) All Degrees must be from recognized Universities

(ii) A candidate who has been scored on Ph. D shall not be scored on any lower qualifications such as a Master's degree or diploma. A candidate may however be awarded points for both the Master's degree and a PG diploma or a second (additional) Master's degree provided the candidate makes a minimum CGPA of 3.5 points on 5 point scale in both degrees.

(iii) In the case of appointment/regularization of appointment, 40% of the scores for qualification is reserved for interview performance. For example, for a candidate with a Ph.D. who is being interviewed for appointment or regularization as Lecturer II, the qualification score will be 36, while the interview performance will account for 24 points.

(iii) The Special Case of FNMC

The FNMC (Fellow of the Nigerian Medical Council) or the equivalent is allowed to attract 40 points for a candidate for the Lecturer I position, to uphold the present practice of appointing holders of this qualification as Lecturer I, usually without any previous University teaching experience or publications. The practice shall continue for the obvious reason that medical doctors earn MB.BS degree after six years of academic work. Subsequently, they do another six years of fellowship course.

(b) First Degree Holders

Holders of first degrees may be appointed as Tutors or Graduate Assistants, but not as Assistant Lecturers.

(c) Graduate Assistants

(1) They are not academic staff until they are converted to Assistant Lecturer. However, they are members of the Faculty board (can vote in Deanship elections).

(2) Conversion of Graduate Assistant to Assistant lecturer requires a GPA that qualifies the candidate for a Ph.D. programme in UNN.

(3) The M.Sc. must be completed in 3 years or the appointment is terminated.

(4) GA may be allowed to proceed immediately on study leave but without pay.

(5) The appointment is regularized to Assistant Lecturer or Lecturer II upon their return from the study leave with M.Sc or Ph.D. respectively.

(6) They will lose their position if they do not return to resume duty at UNN one year after obtaining their M.Sc. or Ph.D.

(d) **Other Qualifications**

Any other qualifications not specifically listed in Table II may be considered on the basis of some equivalence with qualifications already listed and scored.

II. Publications and Creative Works

A. Forms of Academic Output

The academic output and productivity of any academic staff can appear in one of two main forms:

(a) Publications such as books, monographs, journal articles, book reviews, teachers' guides (must be published by a reputable publisher, "reputable" as in page 10) referred conference papers, technical reports, etc.

(b) Creative works, such as exhibitions; paintings; musical compositions and performances; play writing, directing production; technical inventions including all forms of design and construction, and patents.

It should be noted for guidance that:

(i) For the majority of the academic staff in the University, academic output and productivity will take the form of publications.

(ii) In certain disciplines where creative works are scored, the maximum score for these works should relate to the maximum score for publications in the ratio of 60:40 for all cadres in such disciplines.

B. Scoring/Grading Publications and Creative Works Generally:

(a) There shall be a uniform interpretation, in terms of points, of all grading of publications at internal assessment. Table 3 provides this uniform pointing system.

Table 3: Categorization of International Journals according to Impact Factor, and the weighting factors for articles (Major and Minor) published in them.

Class of Journal	Range of Impact Factor (IF)	Weighting Factor (WF)	Remarks
Special Class	IF is not relevant	2.00	Landmark publications, discoveries, creative works and other breakthroughs in research, which attract international recognition and acclaims, published in any journal.
Class 1	> 5.00	1.500	An elite group of journals. This is where so-called state-of-the-art research facilities are required, especially as you move into double figure IF (10.00 and above)
2	1.00 to 5.00	1.25	<u>This is an enhanced WF, relative to Class 3, to reflect the fact that this is also a special class, especially as you move up the IF ladder to 5.00. Many who publish in international journals are likely to avoid this class because of the much higher standards demanded. The UNN should encourage its scholars to play the game at least up to this level.</u>
3	(+) 0.000 to 0.999	1.0	A <i>WF</i> of 1.0 implies full marks, as determined by the YB. Many well known reputable international journals, in which most academics are likely to publish their articles, belong to this group. This is the same WF as Nigeria A Journals

**The term international journal needs to be clearly defined and understood. See page 11*

(+) This is a broad band of IF deliberately chosen to accommodate many well known and popular international journals in virtually every discipline in which most scholars in this University are likely to publish their articles. Nigerian Class A Journals have been granted the same WF as this class of international journals

The Weighing Factors shown in this and other Tables should be used to multiply the score (raw score) of any publication or work, arrived at from the YB, as appropriate.

Table 4: Categorization of Nigerian journals and the weighting factors for articles (Major and Minor) published in them.

Journal Class	(+) Criteria	Weighting Factor
Class A Journals	(i) Minimum of ten years production/publication	1.00
	(ii) <u>Uninterrupted/sustained</u> publication during the last 5 years	
	(iii) ** At least <u>one issue per year in each of the last five years</u>	
	(iv) A minimum of 40% of its editorial board must come from institutions/Universities situated in other parts of the Federation.	
	(v) ***Must regularly publish articles from scholars from <u>several parts of the country, outside the locality of the journal.</u>	
Class B Journals	Other local journals published by Academic/research-based National Research Institutes and Centres or by University Colleges, Faculties, Schools and Departments	0.60

Does Nijofeech meet this requirement?

Articles published in journal(s) other than as stated in Classes A and B above are excluded and should not be used for assessment and promotion (e.g. private and personally owned journals irrespective of publisher/editor's affiliation; also excluded are articles/materials published in journals in Polytechnics, Monotechnics, Colleges of Education, and Sub-Degree awarding institutions and non-accredited institutions and centres) *

*Journal reputation is not built up over two or three years. There is a high mortality rate among Nigerian journals. Many of the well-known international journals have been in existence for at least 25 years, some for more than 100 years.

** The most recent edition of the journal, which should not be older than twelve(12) months, must be available for inspection (by faculty) in order to confirm these.

(+) All five criteria in Table 4 must be met for a journal to be classified as A.

A broadly similar method of categorization of conferences and conference proceedings, which distinguishes between purely local, from national and international conferences/workshops, is shown in Table 5.

Table 5: **Categorization of conferences/workshops and the weighting factor for articles (Major and Minor) published in them.**

Class of Conference	Criteria	Weighting Factor
Special Class	Specially invited/commissioned and published plenary/key note, scholarly papers at international conferences, <u>in the scholar's discipline</u>	1.50
Class A International	(a) The theme and focus are global in emphasis and relevance (b) Scholars from <u>several universities</u> of the world participate and contribute papers to the conference. This should be evident from the conference book of abstracts and proceedings	1.25
Class B National	(a) The theme and focus have a national character and emphasis (b) Scholars from several universities and institutions in the country (not just from the catchment area) participate and contribute papers to the conference. This should be evident from the conference book of abstracts and proceedings.	1.00
Class C Local	All other local conferences, whose theme and focus/emphasis are limited to a locality and the scholars and papers presented, are drawn predominantly from the locality.	0.60

Faculties are responsible for ensuring that conferences are properly classified according to these criteria. There must also be convincing (documentary) evidence of

presentation of papers at conferences, especially international conferences (evidence to include particulars of registration, conference books of abstracts/proceedings, etc).

(b) **Relative importance of journal articles.** The need to place more emphasis on journal articles in promotions to the ranks of Reader/Professor than hitherto was universally recognized. Several suggestions were made by faculties. These have been reflected in the appropriate tables and include:

- A requirement that a minimum number of **major journal articles must be published in international journals.**
- A requirement that minimum number of points must be earned from **published major journal articles** before a candidate is considered for promotion to these ranks. Such articles need not be published in international journals.

* What is an international journal?

An *international journal* is one, which satisfies the following minimum criteria:-

- (i) Must regularly (as a matter of policy) publish articles from several (not just one or two) countries of the world.
- (ii) Must be accessible on-line (via the internet) and therefore is part of an international bibliographic database of abstracted/indexed journals.
- (iii) May or may not be IF-ranked. IF rankings of recognised international journals are freely available on-line.
- (iv) Any online journal which has no impact factor (TR, SJR or SNIP) and has not been in existence for up to 10 years (volume 10) is scored as National Class B journal.

C. **The following requirements shall be used for the appraisals and assessments of academic staff**

(1) Thomson Reuters, SCImago Journal Rank (SJR) and Source Normalized Journal Impact per Paper (SNIP) are the three journal metric systems that shall be used in appraisal/assessment of academic staff for promotion/regularization/appointment in the University of Nigeria.

(2) The use of two (2), Five (5), and eight (8) major journal articles in recognized Thomson Reuters Impact Factor (IF)/SCImago Journal Rank (SJR)/Source Normalized Journal Impact per Paper (SNIP) for promotion to Senior Lecturer, Reader and Professor respectively.

(3) The minimum number of Thomson Reuters IF papers shall be one (1), two (2) and three (3) for promotion to the ranks of Senior Lecturer, Reader and Professor respectively. Hence for Senior lecturer, it will be at least one (1) Thomson Reuters IF and one (1) SJR or SNIP; for Reader, it will be at least two (2) Thomson Reuters IF and three (3) SJR and or SNIP; and for Professor, it will be at least three (3) Thomson Reuters IF and five(5) SJR and or SNIP.

(4) All Thomson Reuters IF, SJR and SNIP ranked publications to be used for assessment must be in the area of focus or specialization of the candidate. Papers outside the candidate's areas of focus shall be assessed as minor publications (Note: such minor IF publications shall not count for IF consideration as in 2 above).

✓ (5) The possession of a Ph.D. degree or relevant equivalent professional qualification shall be a prerequisite for promotion beyond Lecturer I.

✓ (6) The minimum number of journal articles required for assessment to the ranks of Professor is 25, Reader is 20, Senior Lecturer is 5, and Lecturer I is 2.

✓ (7) The minimum number of papers required as first named author or corresponding author for different levels of promotion is as follows: Professor - 10, Reader - 6, Senior Lecturer - 2, and Lecturer I - 1.

✓ (8) The minimum number of papers with Impact Factor required as first named author or corresponding author for different levels of promotion is as follows: Professor - 4, Reader - 2, Senior Lecturer - 1.

✓ (9) The percentage of publications in one journal shall not be more than 20%, unless it is a University of Nigeria approved Impact Factor Journal i.e. Thomson Reuters, SCimago (SJR), or SNIP.

(10) For staff that specialize in Nigerian Languages; a minimum of 30, 25, and 10 published articles in a **reputable journal** are needed for promotion to the ranks of Professor, Reader, and Senior Lecturer respectively. Out of these numbers; 15, 10, and 5 articles must be published in a particular Nigerian language, e.g. Igbo, Hausa, or Yoruba etc. for promotion or appointment to the ranks of Professor, Reader, and Senior Lecturer respectively. This is without prejudice to numbers 5 and 7 above. Not more than **two (2)** articles shall be published in **one volume of a journal** for purposes of appraisals/assessment.

The above benchmarks shall subsist until the approved indexing bodies i.e. Thomson Reuters, SCimago Journal Rank (SJR) and Source Normalized Journal

Impact per Paper (SNIP) start ranking journals that publish articles in Nigerian languages.

- ✓ (11) In case a journal which once had impact factor has been de-listed, all papers published before it was delisted (including the year it was delisted) remain valid but those published after will no more be considered impact factor-ranked paper. For the purposes of clarity, if a journal is delisted in 2016 (it had impact factor in 2015 but is not in the 2016 list), all the papers published in 2016 and before are still considered impact factor papers but those published in 2017 are not. This is to accommodate the manuscripts submitted in 2015, when it had not been delisted but got accepted and subsequently published in 2016 (as well as those manuscripts submitted in 2016 when the 2016 list had not been released).
- * (12) The number of journal articles published in one single year shall not be more than 5 or 20% of the total number of Journal articles (which ever is higher).

(d) Acceptability of Books for purposes of Academic Assessment

The following four minimum criteria/guidelines must be satisfied/met before any material is accepted as a book for purposes of appraisals of academic staff:-

- The work must be published, with an authentic ISBN number, not merely printed, by a publisher with a track record in academic publishing (e.g. member of the Nigerian Publishers Association) and utilizes the services of senior academic/professional reviewers.
- There must be good evidence that it was peer-reviewed prior to publication, by at least one recognized, senior academic/professional in the area or discipline.
- It must be in the candidate's discipline/area of specialization
- It must be original, deeply researched, written at University level and therefore must be suitable for undergraduate and or postgraduate studies. (This is considered further below in Table 6, in view of its importance in determining the letter grade of books.)


However, books, which do not meet this minimum standard but are considered by a faculty to be acceptable for assessment, may be so accepted. Such materials should be classified and scored, as **Class C**.

It is the responsibility of the Faculty A & P, and not that of the internal assessor, to screen and classify all books presented for academic assessment according to the criteria listed above and in Table 4 before such books are made available to internal assessors.

Table 6: Criteria and guidelines for the classification of books and monographs for academic assessment

Class/standing of books and monographs	Criteria and guidelines	Weighting Factor (WF)	Remarks
Class A	Books and monographs published by well known International Publishing House	1.25	Examples include Academic Press, Elsevier, Longman, Macmillan, Saunders and International Organizations and Agencies such as The United Nations and its Agencies
Class B	Locally published books and monographs, which meet the above four(4) minimum criteria and guidelines	1.00	These attract full (YB) marks (raw scores). This class also includes books and monographs published outside Nigeria by publishers other than class A publishers
Class C	All other books and monographs approved by the Faculty as indicated above	0.20	Books and monographs which, although not up to class B standard, are nonetheless found to be acceptable/suitable for academic assessment

(e) **Reputation and standing of publishers.** The criteria given above should also help to answer the question, who is a reputable publisher? The above table recognises that the reputation and standing of publishers are important in determining the quality of published materials. For example, a reputable publisher must necessarily make use of professional/academic reviewers/scrutinizers for all materials submitted for publication and have a good track record in academic publishing. Great care should be exercised by Faculties in the selection of reputable publishers and what qualifies as a book for academic assessment (refer to the four minimum criteria and guidelines given under the section that is acceptable for the purpose). Their classifications, which should be regularly updated, must be made available to the UAC for central approval and compilation.

 (f) **Book of General Interest:**
This category of academic work, which often has little relevance to the author's field of specialization, must not count towards promotion to the ranks of Reader and Professor.

(g) **Maximum score for books**
The maximum score for books is as contained in Table 15.

(h) Laboratory manuals

For a laboratory manual to be acceptable for academic assessment, it must be peer-reviewed and published, as for books and monographs.

(i) Monograph

A monograph should be first and foremost, a published treatise or thesis embodying the results of substantial original, in-depth research on the theme or closely related themes, at University postgraduate level. Indeed, some monographs are published Ph.D Theses. This implies that a monograph must be deeply researched, peer-reviewed and published by a reputable publisher for it to be used for assessment of academic staff. Monographs should be categorized and weighted as in the above Table 16.

(j) Books as creative works

In the past, books enjoyed the highest scores, at par with creative works (for example, a single-authored major/mainline work in this area attracted a maximum score of 15 points). The case for the adjustment of scores for books in other areas has been made. Therefore it seemed logical to make the same adjustment in books of plays, short stories, poetry, etc. The traditionally higher scores for other creative works such as major opera, concerts, archaeological findings, technical designs and construction seem justified. This is reflected in the scoring scheme shown in Table 9 (p14).

(k) Patents

In the 4th Edition of yellow book, there was no provision for patents. In view of the importance of patents, and to encourage staff to patent their major findings, patent has been included as an important creative output. Scoring of patents is as shown in Table 7.

Table 7 : Guide for scoring patents for promoting academic staff

*Letter Grade	International Patents			Local Patents			
	Authors			Authors			
	Single author	2 – 3 authors	4 authors and above	Single author	2 – 3 authors	4 authors and above	Remarks
A	10	8	6	8	6	5	
B	8	6	4	6	4	3	
C	6	4	2	4	3	2	
D	4	3	2	3	2	1	
E	3	2	1	2	1	0.5	
F	0	0	0	0	0	0	

NOTE:

- (1) One (1) local or international patent should be equivalent to one (1) Thomson Reuters' Journal article (irrespective of rating). However, the use of this privilege is subject to a maximum of one (1) patent at a time for an appraisal to meet the mandatory number of Thomson Reuters' Impact Factor Journals required for Senior lecturer, Reader, or Professor.
- (2) One (1) patent should be equal to two (2) major journal articles, subject to a maximum of five (5) patents.
- (3) Only patents in the person's discipline are scored as provided in the Table 7.
- (4) In cases of duplication or overlapping that may occur if the substance of a patent appears as a published journal article, such work should not be scored again to avoid double counting.
- (5) Only works that have been patented (not just submitted) are scored

A quantitative measure of the quality of creative works

The following are the scoring scheme for differentiating and recognizing quality among creative works:

Table 8: Categorization of Major creative works, (other than books) in Archaeology, Music, Fine& Applied Arts, Technical inventions, design and construction

Class	Category	Weighting Factor	Remarks
1.	Special	1.75	Outstanding major national and/or international competitive , award winning works and findings. Includes published works commissioned by World bodies and agencies such as the United Nations agencies.
2.	International	1.25	Exhibitions and performances, etc. Before international audience/jury/panel. Examples are exhibitions and performances at prestigious world venues such as Tate, The pompidou Centre, Mori Museum, etc.
3.	National	1.0	Exhibitions, performances, etc before a national audience/ jury/panel. Include published , commissioned works by Governments, national agencies, bodies, etc.
4.	Local	0.6	Similar, but before a local audience/jury/panel

All exhibitions, performances, etc must be fully documented/published and assessed by an appropriate panel or jury, as shall be determined/approved by the Faculty Appraisals Committee. Technical designs, inventions and constructions must be published to be admissible for assessment. Commissioned works must also be appropriately critiqued, documented/published and accompanied by the originals of the letters of commissioning and acceptance of the finished work by the Commissioning Body. Further guidelines for the scoring of major creative works are given in Table 11.

1. **Guidelines and responsibility for the categorization of published works as Major and the right of Faculty A & P to alter grades awarded by internal assessors**

The responsibility for the classification of journal articles, for example, as Major or Minor, is assigned to the internal assessor and should be carried out after a careful study of the publication concerned. This is one of the seven (7) criteria which internal assessors are expected to comment upon for every publication assessed.

According to the YB this classification should come at the end of the processes and comments on the six other criteria listed in the YB and represent the overall assessment by the **expert**. Therefore, Faculty Committees and indeed the UAC should not carry out the duty of internal assessors, as defined by the YB. This is without prejudice to the responsibility of these Committees to carefully scrutinize and evaluate internal assessor's reports to ensure strict compliance with the YB and

to make such routine corrections and changes in the reports, as they deem fit, which do not require expert knowledge and detailed study of publications to do. Nevertheless, a journal article that is not in the candidate's field of study, no matter how well researched, is usually classified as minor for the candidate. In other words, an article can be classified as a major for one candidate and as minor for another candidate depending on their fields of study.

Use of two or more internal assessors

Two internal assessors shall be used per candidate. The average score of the two assessors shall constitute the final score of the candidate. Where the two scores of the internal assessors differ by more than 20%, the opinion of a third internal assessor shall be sought. The final score of such candidate shall be the mean score of the three assessors.

Use of co-authors as internal assessors

In those faculties where multiple-authorship is common, the disqualification of co-authors from carrying out internal assessment of candidates they publish with has meant that virtually all internal assessors are external to their faculties. It is therefore recommended that co-authors be allowed to serve as internal assessors provided that:

- (a) They assess only those publications which they did not co-publish and
- (b) The Faculty uses at least one other assessor for the same candidate
- (c) An internal assessor shall not have co-authored more than five articles with the candidate.

Uniform format for the submission of internal assessor's report

It has long been the standard practice at the UAC for internal assessors to submit their reports on each material assessed in two versions. One version should be concise and sufficiently detailed, with written comments on each of the six(6) criteria listed in the YB. The other summarizes these comments in standard tabular form for easy reference and guidance of the UAC. However in recent times the impression has been created that either of these versions is sufficient and that it is up to the assessor to decide which version to use. Consequently, it is often difficult to understand the basis for the award of grades to publications where assessors prefer to use only the second option. Therefore it shall be mandatory for assessors to submit their signed and dated reports to the UAC using the two versions and that the format of the comprehensive summary table should be uniform in all faculties.

A specimen Form for the submission of the tabulated summary of internal assessor's reports is attached as Appendix III. The four, slightly amended criteria on which assessors must submit written comments and tabulated summaries are:

- (i) Quality and originality
- (ii) Overall contribution to knowledge

- (iii) Depth/level of research input
- (iv) Specific contribution(s) to knowledge in the field.

These should form the basis for the assessors opinions concerning

- (a) Relative worth or standing of the publication (assessed as Major or Minor)
- (b) Overall (letter) grade, using a six point scale, which runs from A = 5 to F = 0). Books must be deeply researched, contain a substantial amount of the author's personal research results/data and ideas and be suitable for not only undergraduate but also postgraduate studies to attract the highest grade of A

Validity and life expectancy of acceptance letters

Acceptance letters are not tenable at all levels.

Scoring of publications and creative works:

Table 9 Major journal articles and *Books of general interest

Letter Grade	Authors			Remarks
	Sole Author	Up to three authors	More than three Authors	
A	5.0	4.0	3.0	A minimum of 10, 25 and 35 points must be earned from <u>published major journal articles(+)</u> a minimum of 2, 5 and 8 major journal articles must be published in recognized IF-ranked international journals, for promotion to the ranks of Senior Lecturer, Reader and Professor, respectively.
B	4.0	3.0	2.0	
C	3.0	2.0	1.5	
D	2.0	1.0	1.0	
E	2.0	1.0	0.5	
F	0	0	0	

** Subject to a maximum of one of such books per candidate. This item should be admissible only for promotion up to the rank of Senior Lecturer.*

Table 10: Minor journal articles: Minor conference papers (referred); Minor technical report; *Creative works: Musical arrangement, Direction of short opera or concert; Full length performance of one item in a concert, Direction of minor play.

Letter Grade	Authors			Remarks
	Sole author	Up to three authors	More than three authors	
A	2.0	1.5	1.0	Subject to a maximum of five(5) minor journal articles, three (3) minor conference papers and one(1) minor technical report.
B	1.5	1.0	1.0	
C	1.0	1.0	0.5	
D	1.0	0.5	0.5	
E	0.5	0.5	0.5	
F	0	0	0	

** Subject to a maximum of 2 of this category of creative works per candidate. Candidate must tender the original letters of commissioning and acceptance (not*

acknowledgement of receipt) of all technical reports. Such letters are valid for only three years from the date of issue.

Table 11: Literary creative works: Books; Plays; Novels, Books of short stories; poetry.

Letter Grade	Authors			Remarks
	<u>Sole author</u>	<u>Up to three authors</u>	<u>More than three authors</u>	
A	10.0	6.0	4.0	Scores for books published by leading international Publishing Houses attract a weighting factor of 1.25 . Other categories of books from other publishers attract lower weighting factor. See Table 6
B	6.0	4.0	2.0	
C	4.0	2.0	1.0	
D	2.0	1.0	1.0	
E	2.0	1.0	1.0	
F	0	0	0	

Note: 1. Books must satisfy some minimum criteria/standards to be accepted for academic assessment. It is the responsibility of Faculty Appraisal Committees to ensure that these criteria/standards are met before submitting such materials for internal assessment.

2. Once accepted as a book, the work is then assessed using the criteria of depth of research, substantial original research component and quality of production. Thus, to score grade A, a book must be a scholarly, creative work in the author's discipline, unmistakably research driven, with an imprint of the scholar's original research results. Such a book should therefore be suitable for not only undergraduate, but also postgraduate study. A book which deals essentially with presentation and analysis of well-known information, produced for teaching undergraduate students and with little or no original/personal research results or data should never score so highly, no matter how well written. (See further guidelines to assessors in Appendix III).

Table 12: Other creative works: Music (major opera/works, concert); Fine & Applied Arts (major exhibition); Archaeology (major finds and discoveries); Major technical designs and construction.

Letter Grade	Authors			Remarks
	<u>Sole author</u>	<u>Up to three authors</u>	<u>More than three authors</u>	
A	10.0	6.0	4.0	
B	7.0	4.0	2.0	
C	4.0	2.0	1.0	
D	2.0	1.0	1.0	
E	1.0	1.0	1.0	
F	0	0	0	

- Note:**
1. All exhibitions must be fully documented, published and assessed by an appropriate jury/panel, as shall be determined by the Faculty.
 2. Technical designs/construction and invention must also be published and therefore, peer-reviewed/assessed. Commissioned works must be supported by original documentary evidence of commissioning and acceptance of the report.
 3. All scores should be appropriately weighted as in Table 8, in order to recognize quality and reward creativity.

Table 13: Minor creative works: Music (short opera, minor works, concert); Archaeological findings and discoveries; Technical designs and construction; Fine & Applied Arts exhibitions; monographs.

Letter Grade	Authors			Remarks
	<u>Sole author</u>	<u>Up to three authors</u>	<u>More than three authors</u>	
A	6.5	5.0	3.5	Subject to a maximum of 12 points per candidate for monographs)
B	5.0	3.5	2.5	
C	3.5	3.0	2.0	
D	2.0	2.0	1.0	
E	1.5	1.0	0.5	
F	0	0	0	

- Note:**
1. A monograph must satisfy some minimum criteria to be accepted for assessment. For example, it must be **peer-reviewed, published,**

in-depth research on a theme and embody the original research results of the author

Table 14: Articles, and chapters in books; Major conference (referred and published) papers, Laboratory manuals, teachers guide; Editorship of a book or journal; Published translation of a book; Published transcription of oral text; Major technical report; Direction of major plays; Direction or production of major opera or concert; Archaeological exhibition.

Letter Grade	Authors			Remarks
	Sole author	Up to three authors	More than three authors	
A	3.0	2.5	1.5	<u>No ceiling on the numbers of published major conference papers</u>
B	2.5	2.0	1.0	
C	2.0	1.5	1.0	
D	1.0	1.0	0.5	
E	0.5	0.5	0.5	
F	0	0	0	

- Note:**
1. Scores for conference papers should be weighted according to the criteria/guidelines in Table 3.
 2. Evidence of presentation of papers at conferences, especially international conference must be provided e.g. certificate of attendance, invitation letters, evidence of registration, copy of paper presented, etc.
 3. All books must satisfy the approved minimum criteria/standards before articles and chapters in them can be accepted for assessment.
 4. Original, documentary evidence of commissioning of technical reports, and of their acceptance (not acknowledgement) by the client, must be provided.

Table 15: Summary of a revised scheme for scoring publications and creative works (Yellow Book table IV)

1 Item	2 Description	3 Letter Grade	Score per candidate			7 Remarks
			4 Sole author	5 Up to three authors	6 More than three authors	
1. Book and related work	(a) Book ; Published by reputable publishers, peer-reviewed, researched at University level and in the author's field of specialization.	A	10.0	6.0	4.0	Must meet laid down minimum criteria/standards. Subject to a maximum score of 20 points per candidate
		B	7.0	4.0	2.0	
		C	4.0	2.0	1.0	
		D	2.0	1.0	1.0	
		E	1.0	1.0	1.0	
		F	0	0	0	
	(b) One or more articles/chapters in a book	A	3.0	2.5	1.5	The book must meet laid down standards. Subject to a maximum of two items per book and six points overall per candidate
		B	2.5	2.0	1.0	
		C	2.0	1.5	1.0	
		D	1.0	1.0	0.5	
		E	0.5	0.5	0.5	
		F	0	0	0	
	(c) Minor book (book not in the candidate's field of specialization but within the context of candidate's general discipline)	A	5.0	4.0	3.0	Subject to a maximum of one item. For promotions up to the rank of Senior Lecturer only.
		B	4.0	3.0	2.0	
		C	3.0	2.0	1.5	
		D	2.0	2.0	1.0	
		E	1.0	0.5	0.5	
		F	0	0	0	
	(d) Book of general interest (a book on a subject outside the candidate's discipline, peer-reviewed and published by reputable publisher)	A	3.0	2.5	1.5	Subject to a maximum of two (2) items per candidate
		B	2.5	2.0	1.0	
		C	2.0	1.5	1.0	
		D	1.0	1.0	0.5	
		E	0.5	0.5	0.5	
		F	0	0	0	
	(e) One or more articles in a minor book	A	1.0	-	-	Subject to one item per candidate. No score for multiple authors
		B	0.5	-	-	
		C	0	-	-	
		D	0	-	-	
		E	0	-	-	
		F	0	-	-	
	(f) Monographs Published by a reputable publisher, peer-reviewed, original thesis/treatise on a theme in the candidate's field of specialization	A	6.5	5.0	3.5	Subject to a maximum of thirteen (13) points per candidate
		B	5.0	3.5	2.5	
		C	3.5	3.0	2.0	
		D	2.0	2.0	1.0	
		E	1.0	1.0	0.5	
		F	0	0	0	
	(g) Laboratory manual/teachers guide for Universities . As for books; there must be evidence that it was peer-reviewed and published by a reputable publisher	A	3.0	2.5	1.5	Subject to a maximum of two (2) items per candidate
		B	2.5	2.0	1.0	
		C	2.0	1.5	1.0	
		D	1.0	1.0	0.5	
		E	0.5	0.5	0.5	
		F	0	0	0	

	(h) Editorship of a book or journal; published translation of a book; published transcription of oral text.	A B C D E F	3.0 2.5 2.0 1.0 0.5 0	2.5 2.0 1.5 1.0 0.5 0	1.5 1.0 1.0 0.5 0.5 0	The book/journal must meet laid down minimum standards. Subject to two items per candidate. Scores must be weighted according to the class of book/ journal
2. Journal Articles	(a) Major. Including review articles in the scholar's discipline, referred and published in a reputable journal.	A B C D E F	5.0 4.0 3.0 2.0 2.0 0	4.0 3.0 2.0 1.0 1.0 0	3.0 2.0 1.5 1.0 0.5 0	
	(b) Minor articles	A B C D E F	2.0 1.5 1.0 1.0 0.5 0	1.5 1.0 1.0 0.5 0.5 0	1.0 1.0 0.5 0.5 0.5 0	Subject to a maximum of five (5) articles per candidate.
3. Conference paper	Peer reviewed and published in a candidate's discipline (a) Major	A B C D E F	3.0 2.5 2.0 1.0 0.5 0	2.5 2.0 1.5 1.0 0.5 0	1.5 1.0 1.0 0.5 0.5 0	
	(b) Minor	A B C D E F	2.0 1.5 1.0 1.0 0.5 0	1.5 1.0 1.0 0.5 0.5 0	1.5 1.0 0.5 0.5 0.5 0	subject to a maximum of two (2) items per year
4. Technical reports	Should be in the candidate's discipline	A B C D E F	3.0 2.5 2.0 1.0 0.5 0	2.5 2.0 1.5 1.0 0.5 0	1.5 1.0 1.0 0.5 0.5 0	Subject to a maximum of two reports per candidate. Letters of commissioning and acceptance must be produced
5. Major Creative works (Literature)	Novels, Book of short stories; poetry. As for other categories of books, must be peer reviewed and published by a reputable publisher; deeply researched at University level and in the author's field of specialization	A B C D E F	10.0 6.0 4.0 2.0 2.0 0	6.0 4.0 2.0 1.0 1.0 0	4.0 2.0 1.0 1.0 1.0 0	Scored as for books in other areas. Subject to a maximum of 20 points per candidate. The books must meet minimum standards/criteria
6. Other Creative Works	Direction of plays	A B C D E F	3.0 2.5 2.0 1.0 0.5 0	- - - - - -	- - - - - -	Subject to a maximum of three (3) plays per candidate. No score for multiple authors.

7. Creative Works (Music)	(a) <u>Major</u> opera/works	A	10.0	6.0	4.0	A minimum of one (1) and two (2) major works is required for promotion to Reader and Professor respectively
		B	7.0	4.0	2.0	
		C	4.0	2.0	1.0	
		D	2.0	1.0	1.0	
		E	1.0	1.0	1.0	
		F	0	0	0	
	(b) Short opera/minor works/concert	A	6.6	5.0	3.5	Subject to a maximum of three(3) items per candidate
		B	5.0	3.5	2.5	
		C	3.5	3.0	2.0	
		D	2.0	2.0	1.0	
		E	1.5	1.0	0.5	
		F	0	0	0	
	(c) Direction/ Production of major opera/concert	A	3.0	-	-	No score for multiple authors. Subject to a maximum of three (3) items per candidate
		B	2.5	-	-	
		C	2.0	-	-	
		D	1.0	-	-	
		E	0.5	-	-	
		F	0	-	-	
	(d) Musical arrangement/ accompaniment	A	2.0	-	-	No score for multiple authors. Subject to a maximum of two (2) items per candidate
		B	1.5	-	-	
		C	1.0	-	-	
		D	1.0	-	-	
		E	0.5	-	-	
		F	0	-	-	
	(e) Direction/ Production of short opera/concert	A	2.0	-	-	No score for multiple authors. Subject to a maximum of two (2) items per candidate
		B	2.5	-	-	
		C	1.0	-	-	
		D	1.0	-	-	
		E	0.5	-	-	
		F	0	-	-	
	(f) Full length performance of one item in a concert	A	2.0	-	-	No score for multiple authors. Subject to a maximum of two (2) items per candidate
		B	2.5	-	-	
		C	1.0	-	-	
		D	1.0	-	-	
		E	0.5	-	-	
		F	0	-	-	
	(g) Musical direction of one item in a concert; Performance of one item in a concert; Direction/production of a popular traditional music	A	1.0	-	-	No score for multiple authors. Subject to a maximum of two items per candidate
		B	0.5	-	-	
		C	0.5	-	-	
		D	0.5	-	-	
		E	0	-	-	
		F	0	-	-	
8. Creative Works (Fine & Applied Arts)	(a) <u>Major</u> Exhibition	A	10.0	6.0	4.0	A minimum of one (1) and two (2) Major exhibitions is required for promotion to Reader and Professor, respectively
		B	7.0	4.0	2.0	
		C	4.0	2.0	1.0	
		D	2.0	1.0	1.0	
		E	1.0	1.0	1.0	
		F	0	0	0	

	(b) Minor exhibition	A	6.5	5.0	3.5	Subject to a maximum of three (3) items per candidate
		B	5.0	3.5	2.5	
		C	3.5	3.0	2.0	
		D	2.0	2.0	1.0	
		E	1.0	1.0	0.5	
		F	0	0	0	
9. Creative Work (Archaeology)	(a) Major archaeological finds and discoveries	A	10.0	6.0	4.0	
		B	7.0	4.0	2.0	
		C	4.0	2.0	1.0	
		D	2.0	1.0	1.0	
		E	1.0	1.0	1.0	
		F	0	0	0	
	(b) Minor archaeological finds and discoveries	A	6.5	5.0	3.5	subject to a maximum of three (3) items per candidate
		B	5.0	3.5	2.5	
		C	3.5	3.0	2.0	
		D	2.0	2.0	1.0	
		E	1.0	1.0	0.5	
		F	0	0	0	
	(c) Archaeological exhibition	A	3.0	2.5	1.5	Subject to a maximum of three (3) items per candidate
		B	2.5	2.0	1.0	
		C	2.0	1.5	1.0	
		D	1.0	1.0	0.5	
		E	0.5	0.5	0.5	
		F	0	0	0	
10. Creative Works (Technical)	(a) Major design and construction. Must be peer reviewed and published	A	10.0	6.0	4.0	Commissioned works must be supported by letters of commissioning and acceptance
		B	7.0	4.0	2.0	
		C	4.0	2.0	1.0	
		D	2.0	1.0	1.0	
		E	1.0	1.0	1.0	
		F	0	0	0	
	Minor Design and Construction	A	6.5	5.0	3.5	Subject to a maximum of (2) items per candidate
		B	5.0	3.5	2.5	
		C	3.5	3.0	2.0	
		D	2.0	2.0	1.0	
		E	1.0	1.0	0.5	
		F	0	0	0	

Notes of Table 15

- (a) Exhibitions (Fine & Applied Arts) include all commissioned works of art such as sculpture, murals, illustrations and designs.
 - (b) All exhibitions and performances have to be fully documented and verifiable.
 - (c) Production/Direction/Exhibition should in all cases be evaluated by a jury.
- (c) **Evaluation of publications**

At each appraisal year all publications of the candidate for appraisal should be assessed.

IIIA Teaching Experience

Since an academic staff member has essentially two functions – teaching and research. Credit shall always be given at all levels to appropriate teaching experience as follows:

Table 16 academic experience and its eligibility to score as teaching experience

Type of Academic Experience	Score	REMARKS
(a) Each year of successful teaching (full-time) in a University/Degree awarding institution.	5	* 5,4,3,2*
(b) A full-time teaching staff who in a given session proceeds on study leave not exceeding one semester	3	+ 3,2,2,0
(c) A full-time teaching staff who proceeds on study leave for a period of more than one semester	0 ✓	
(d) Staff in the University Library and Research institute such as Institute of African Studies and the Institute for Development Studies if they do not teach But If, however; they do some teaching in academic department	Nil	This depends on the relative teaching load Subject to a maximum of 10 points
(e) Pre-appointment authenticated part-time teaching experience in a University/degree awarding institution	2	
(f) Candidate recruited directly from outside research institutions without full-time University teaching experience	Nil ✓	
(g) Period of Graduate Assistantship	Nil ✓	

- 5 points - Asst. Lecturer to Lecturer I
- 4 points - Senior Lecturer
- 3 points - Reader
- 2 points - Professor

Remarks on Table 16

- (a) The final score for each year is the point given in the table multiplied by the % score from the students' course evaluation.
- (b) items (a) to (c) above are subject to the maximum scores prescribed earlier
- (c) Any staff who scores lower than 50% from the students course evaluation will be denied promotion that year, regardless of how high he/she performs in other criteria.

IIIB Professional Experience, Competence and Contribution for Academic Librarian

Since an academic librarian has essentially two functions, professional contribution and research, credit shall always be given at all levels for professional experience, competence and contribution. Such experience, competence and contribution should be scored under the following criteria.

- (i) Quality of output
- (ii) Initiative
- (iii) Leadership/Supervisory ability
- (iv) Interpersonal relations and
- (v) Dependability in Accomplishing Task

The aggregated scores of these criteria should add up to a maximum per year depending on the rank as follows:

5 points	-	Librarian II to Senior Librarian
4 points	-	Principal Librarian
3 points	-	Deputy University Librarian
2 points	-	University Librarian

IIIC PROFESSIONAL EXPERIENCE

Relevant Pre-appointment professional experience will count not only for initial appointment but also throughout the candidate's academic career. Each year of full-time relevant pre-appointment professional experience, pre-Masters, pre-Doctoral, or pre-FNMC but post M.B., B.S. attracts 3 points subject to a maximum of 15 points.

Initial appointment will be influenced by relevant pre-appointment professional experience to the extent of the following guidelines.

Table 17 Level of appointment for various qualifications

Discipline	Qualification and Experience	Level of Appointment
Faculties of Engineering, Pharmaceutical Sciences, Veterinary Medicine, Law and Department of Architecture	(a) Holder of a Master's degree with a minimum of 2 years relevant pre-Master's professional experience or Holder of a professional Master's degree with a minimum of one year pre-Master's relevant professional experience	Lecturer II Step 1
	(b) Holder of a PhD with a minimum of 2 years pre-doctoral relevant professional experience	Lecturer I
	(c) Holder of a professional Master's degree and a PhD with a minimum of 1 year pre-Master's or doctoral experience	Lecturer I Step 2

Faculties of Medical Science and Dentistry	FNMC or equivalent with a minimum of six years pre-fellowship professional experience	Lecturer I Step 1
Other Professional Areas	(a) Holder of Master's degree with not less than five years pre-Master's professional experience	Lecturer II Step 1
	(b) Holder of a doctorate degree with not less than 3 years pre-doctoral professional experience	Lecturer II Step 4
	(c) Holder of a doctorate degree with not less than 6 years pre-doctoral professional experience	Lecturer I Step 1

In the non-professional areas, each year of relevant Post-Master's PhD experience gained in non-teaching areas/research institutions attracts 2 points subject to a maximum of 16 points.

IV Conferences

Table 18 Scoring conference attendance

Nature of Attendance	Post	Point	Remarks
Attendance at a conference and reading a paper there	Senior Lecturer and above	0.5	Limited to a maximum of 1 point/year
	Lecturer I and below	1	Limited to a maximum of 2 points/year

V. Administrative Experience and General Contribution

TABLE 19 Scoring of administrative experience

Responsibility	Points per Session	Remarks
(a) Headship/Deanship/Directorship/ Associate Deanship/Coordinator ship	1	Subject to a maximum of 5 points
(b) Membership of Committees of University/Faculties	1	
(c) Membership of relevant outside bodies	1	
(d) Community Service	1	

* Senate Standing Committees and their Faculties/Institutes and departmental adjuncts to which members are elected, are recognized for the award of the points allotted here.

CHAPTER THREE

GUIDELINES, TIME-TABLING AND PROCEDURES FOR ACADEMIC STAFF APPRAISALS AND PROMOTIONS

In appraising an academic staff member for promotion, the following guidelines and procedures shall apply.

1. ENTITLEMENT TO ANNUAL APPRAISAL

Every academic staff member shall be entitled to annual appraisals at the departmental level. In general, however, staff who have not completed a minimum of three calendar years since their last promotion or since their direct appointment, or who would not have completed three calendar years shall normally be deemed ineligible for consideration for appraisal beyond the departmental level.

All academic staff below the rank of Reader are required to fill and submit to the Head of Department annual appraisals/assessment forms.

2. TIME-TABLING FOR ANNUAL APPRAISALS

(a) General

(i) For the purpose of these appraisals, an academic year shall be defined as the period from 01 October of one calendar year to 30 September of the following calendar year. The call circular for the appraisals shall be sent out by the Personnel Services Unit by 2nd October of the appraisal year.

(ii) An academic staff member wishing to be appraised for work done up to and including the end of a current appraisal year, shall complete Form ASAP/I or Form TSAP in the case of tutors, in triplicate. The completed form shall be submitted to Head of Department not later than 15th October. The publications listed should include only papers already published, as at 30th September of the appraisal year. Papers submitted or dated after 30th September of the appraisal year shall be ignored.

The blank appraisal Form ASAP/I or TSAP shall be produced and made available to all staff by the office of the Head of Department.

(iii) A meeting of the Department Appraisals Committee shall be held within one month from 15th October to consider all completed staff appraisal forms. Its recommendations together with all supporting documents shall reach the Dean of the Faculty not later than 15th November. It shall be assumed that staff who have not completed and submitted any appraisal forms to their Heads of Department by

15th October, do not wish to be appraised for that year. Late submissions shall not be processed. **Correspondingly, Heads of Department shall be required to acknowledge in writing, the receipt of appraisal forms duly completed and submitted to them by their staff.**

(iv) A meeting of the Faculty Appraisals Committee shall be held within one month following the receipt of the Departmental recommendations. The Faculty shall complete action on the Appraisals of all categories of its academic staff, and shall forward its report and recommendations to reach the Deputy Registrar, Personnel Services not later than 15th December.

(b) **The Case of Readers and Professors**

- (i) In the case of candidates for Readership or Professorship, in respect of whom the Faculty report and recommendations are to be forwarded to the Deputy Registrar, Personnel Services, a meeting of the University Appraisals Committee shall be convened by the Deputy Registrar, Personnel Services after due consultation with the Vice-Chancellor. The meeting shall be held by the end of January and shall consider the recommendations from the various Faculties and independent Units. All action on the annual appraisals including sending out to external assessors of publications shall be completed not later than 15th March.
- (ii) In the case of candidates approved for external assessment by the University Appraisals Committee, the relevant Deans shall immediately proceed to assemble the candidates' materials for external assessment. Four sets of candidates' publications and other materials considered suitable for external assessment and their soft copies shall reach the Deputy Registrar, Personnel Services within two weeks from 31st January.
- (iii) A list of six external assessors (Name, address, e-mail address and telephone numbers) approved by the Faculty Selection Committee in respect of each candidate for external assessment shall also reach the Vice-Chancellor within two weeks from 31st January.
- (iv) The Vice-Chancellor shall on receiving the materials for external assessment initiate further action immediately. All papers for external assessment shall be sent out not later than 15th March.
- (v) An external assessor who does not respond by 30th April in the academic year shall have a reminder sent to him/her by the Vice-Chancellor.
- (vi) An external assessor who does not respond within two weeks of the reminder shall immediately be substituted. Candidate's original appraisal papers shall be sent to a fourth assessor selected from the approved list of assessors.

- (vii) A meeting of the University Appraisals Committee shall be convened by end of June (of the following year), to consider the reports received from external assessors in respect of the appraisal year just ended.

Promotions recommended shall be presented to the Appointments and Promotions Committee (Academic) at its next regular meeting and subsequently to Council and shall take effect from the first day of the projected year of promotion.

(c) **Other Candidates**

In the case of candidates for promotions, other than those to Readership and Professorship, the recommendations of the Faculties shall be forwarded not later than 15th December direct to the Deputy Registrar, Personnel Services for presentation to the Appointments and Promotions Committee (Academic). The case shall be handled and action completed at the next regular meeting of the Appointments and Promotions Committee. Promotions duly approved therefrom and which subsequently receives Appointments and Promotions Committee ratification, shall take effect from the first day of October of the appraisal year except staff moving from Assistant Lecturer to Lecturer II.

(d) **Financial benefits accruing from Promotions**

Promoted staff shall be paid their financial benefits from the effective dates of their promotions.

(e) **Circulation of Appraisal Materials**

Electronic copies of ASAP form, publications and other materials shall be circulated to all members of the Committee at least one (1) week before the Faculty Appraisals Committee, University Appraisals Committee (UAC), and the Appointments and Promotions Committee (Academic).

(f) **Staff on Study Leave**

It shall be the responsibility of staff proceeding on study leave, and who wish to be appraised during the period of their absence, to take with them at the time of departure, the annual appraisal form (Form ASAP/I), or to cause same to be sent to them by their departments in time for them to return the completed forms and be duly appraised within the above time-table of appraisals. The completed forms in triplicate and in electronic form, and all supporting documents and materials shall reach the HOD not later than 15th October in the appraisal year for which the exercise is relevant.

(g) **Staff on Secondment**

Staff on secondment/leave of absence to other institutions or agencies may receive notional increments but shall not be entitled to appraisals for the period of the secondment and leave of absence.

3. **GENERAL GUIDELINES AND PROCEDURES FOR HANDLING ACADEMIC STAFF APPRAISALS**

(a) **Committees for Appraisals**

The consideration of a candidate for promotion or appointment to an academic position shall be handled in the following order, by the Committees set out in Chapter 5 of these recommendations.

Department Appraisals Committee
Faculty Appraisals Committee
University Appraisals Committee
(for Readers and Professors only)
Appointments and Promotions Committee
The Governing Council

In the case of independent units (Research Institutes and Schools/Centres), the counterparts of the Faculty Appraisals Committee shall be the appraisal Committees of the Institutes/Schools/Centres. The rest of the Committee structure and sequence shall remain the same. Staff aspiring to the rank of Senior Lecturer and above in the academic institutes, shall be appraised in their base Department/Faculty with the Director of the Institutes/Schools/Centres serving as the member at the appropriate Committee. The Institutes/Schools/Centres shall, however, continue to appraise academic staff up to the rank of lecturer 1. This also applies to the School of General Studies.

(b) **The responsibility of the Candidate**

Academic staff shall each year complete electronic and hard copy versions of the Form ASAP/I and submit together with all supporting documents to his/her Head of Department. The candidate should consult the current edition of the Yellow Book so as to appropriately complete the Form.

(d) **The Responsibility of the Department**

- It shall be the responsibility of the Head of Department to check through the completed appraisal forms in respect of each candidate and to certify that the entries made are correct and that adequate supporting documents are attached, where appropriate.
- He shall call for every item of publications and creative works by the candidate, and in the case of a candidate below the rank of senior lecturer

cause them to be assessed and scored within the department. If there is no staff of appropriate rank within the department to carry out the assessment, the Head shall, in consultation with the Dean, shall select an appropriate member of the staff within or outside the Faculty for that purpose.

- The papers of candidates for promotion shall be submitted through the Head of Department, to the Dean of the Faculty to the appropriate Committee. At the completion of the departmental appraisals exercise the Head of Department shall complete Form ASAP/2 as well as section C of Form ASAP1, and shall forward them to the Dean.
- For cases being recommended to the Faculty by the Department, it shall be the responsibility of the Head of Department to produce enough copies of the candidates appraisal papers (Form ASAP/1 and all supporting documents) for distribution through the Dean's office, to members of the Faculty Appraisals Committee.
- If at the end of Faculty exercise, a departmental recommendation for promotion is upheld, it shall be the responsibility of the Head of Department to produce, immediately, additional copies of a candidate's appraisal papers for onward transmission to the Deputy Registrar, Personnel Services for presentation to the University Appraisals Committee (UAC) or Appointments and Promotions Committee (Academic), as the case may be.
- On no occasion should candidates be asked to produce copies of their appraisal papers to be forwarded to the Deputy Registrar, Personnel.
- Candidates not recommended for promotion by the Departmental Appraisals Committee shall be so informed in writing by the Head of Department within one month, giving reasons.

Note: The following shall not be used as external assessor:

Current external examiners to this University or those who completed their terms of service as external examiners to this University within the last two years; Past research supervisors of a candidate or any research collaborators of his/hers; Relations of a candidate by blood or marriage; former academic staff of the University removed from its service, or who left the service on his/her own but under five years before the date of appointment as an external assessor.

The responsibility of the Dean

- It shall be the responsibility of the Dean to summon a meeting of the Faculty Appraisals/Selection Committee for the selection of appropriate

experts as internal assessors for the position of Reader/Professor. Such experts must submit a written assessment of the candidate's publications. Names of internal assessors should be handled confidentially.

- The whole process of assessing publications and creative works of any candidate is confidential and if in the course of appraisals, the confidentiality is breached, the whole process shall be nullified by the apex authority at the level of breach i.e. Departmental Appraisals Committee, Faculty Appraisals Committee, and the Vice-Chancellor in the case of University Appraisals Committee or the Appointments and Promotions Committee
- On the basis of the Faculty Appraisals Committee decision on each candidate, the Dean shall be required to complete section D of Form ASAP/1. He shall also prepare (where necessary) a fresh Form ASAP/2, in respect of each candidate appraised, indicating the Faculty approved scoring of the candidate's publications and works. Where this Form ASAP/2, as completed by the Dean on the basis of the Faculty decision, differs from the form previously forwarded to the Dean by the Head of Department, the Faculty scoring shall supersede the departmental scoring.
- The Dean shall forward Forms ASAP/1 and ASAP/2, the internal assessor's reports and the minutes of the Faculty Appraisals Committee to the Deputy Registrar, Personnel Services. Where a case succeeds for external assessment, the Dean shall forward four sets and an electronic copy of the candidate's publications and curriculum vitae to the Deputy Registrar, Personnel Services and send a list of six external assessors in respect of each candidate to the Vice-Chancellor.
- Candidates not recommended for promotion by the Faculty Appraisals Committee shall be so informed in writing by the Dean of the Faculty within one month, also giving reasons.

Publication authentication Committee shall be set up by each Faculty, whose responsibility shall be to ascertain the authenticity of all submitted publications, including but not limited to IF ranking status of such publications.

CRITERIA FOR DETERMINING PROMOTABLE CANDIDATES IN THE EVENT OF TIE

- (i) **First Order Tie**
When the position is merely that the number of competing candidates exceeds the number of existing vacancies, those whose scores are the highest according to the guidelines in the Yellow Book, shall be recommended to fill the vacancies beginning with the highest scoring candidate and proceeding in that order down.
- (ii) **Second Order Tie**
In the event of there still being a tie after using scores derived from the Yellow Book guidelines, those whose total untruncated scores are the highest, shall be recommended to fill the available vacancies beginning with the highest scoring.
- (iii) **Third Order Tie**
In the unlikely event of there being a tie on the untruncated scores for the position of Senior Lecturer, the candidate with the highest untruncated score in teaching/professional experience shall be recommended for the position, while for the Professorial cadre the candidate with the highest score in publications/creative works shall be recommended.
- (iv) If a tie persists beyond the third order, the most senior, i.e. the first to attain the position in the University system in general, shall be preferred.
- (v) If a tie persists, the longest serving staff shall be taken.
- (vi) Wherever possible, the same internal assessors should be used for the competing candidates when they are in the same specialty.
- (e) **Internal Assessors**
As already stated in 3(c) and (d) of this chapter, the Head of Department shall, in the case of a candidate below the rank of Senior Lecturer, cause the publications and creative works of the candidate to be assessed and scored; and the Dean shall summon a meeting of the Faculty Selection Committee for internal assessment for the selection from within or outside the University, of appropriate experts as internal assessors for positions of Reader and Professor. An internal assessor shall be paid appropriate honorarium at the end of his/her assignment.
The following shall not be used as internal assessors:
 - Dean of Faculty
 - The Head of the Department
 - Relations of a candidate by blood or marriage

A letter to the internal assessor should request him/her to carefully study each of the publications and research materials enclosed and comment on each with respect to the following aspects:

- (i) the quality and originality of thought demonstrated or accomplished in each paper;
- (ii) the overall contribution and worth of the paper in the relevant discipline of the staff;
- (iii) level of research input;
- (iv) major weaknesses, if any;
- (v) in the case of a book, the academic level, content and standing of the book, with a possible classification into such categories as mainline book; well researched book; a sideline book; stating the strong and weak points of the book or books;
- (vi) relative standing of the journal or publisher in which the paper is published, indicating whether each publication is a major or minor article.

The internal assessor shall finally grade each publication on a scale that runs thus;

- (i) A
- (ii) B
- (iii) C
- (iv) D
- (v) E
- (vi) F

Definition of major or minor journal articles, books, creative works, etc shall be attached for the guidance of the assessor (See Appendix I).

- (f) **Qualifications and Choice of External Assessors**
The following machinery and procedure shall apply with regard to the selection of external assessors.

- (i) **Departmental Selection Committee for External Assessments**
This shall comprise the Head of Department as Chairman and Professors and Readers in the Department as members except that where selection of external assessor for Professorship is being considered, Readers shall not be members. Where the Head of Department is not a Professor, the most senior Professor in the department shall be the Chairman.

The quorum of the Committee shall be one third of its membership, provided that this is not less than two.

It shall be the function of the Committee to draw up a list of ten external assessors and send to the Faculty Selection Committee for further action.

Where a department does not have the personnel to constitute a proper selection Committee, the entire process of selecting external assessors shall devolve on the Faculty Section Committee.

- (ii) **Faculty Selection Committee for External Assessment**
The Dean of Faculty, who shall be the Chairman, and all the Professors and Readers in the Faculty, shall constitute the Faculty Selection Committee. When, however, selection for external assessor for professorship is being considered, Readers shall not be members. Where the Dean is not a Professor, the most senior Professor in the Faculty shall be the Chairman.

The quorum of the Committee shall be one-third of its membership, provided that this is not less than two. When a Faculty by itself cannot form a valid Committee, it shall draw members from related Faculties. It shall be the function of the Committee to select six external assessors, from the list of ten submitted by the Departmental Selection Committee, for forwarding to the Vice-Chancellor by the Dean.

Where a department cannot validly form a selection Committee, the Faculty Selection Committee shall select the six external assessors that will be forwarded to the Vice-Chancellor by the Dean.

On receipt of the list of external assessors, the Vice-Chancellor shall write each assessor to ascertain his/her availability and willingness to serve. He shall set a deadline for a reply from an assessor to such an inquiry using appropriate communication channel.

- (iii) The assessors shall be Professors distinguished in their area of specialization and actively engaged in research and University teaching.
- (iv) In compiling the final list of six external assessors, due regard shall be paid by the Faculty Selection Committee to the geographical distribution of the assessors with a view to achieving a wide spread. All the assessors shall not be based in the same country or continent.

The following zoning of the academic world is recommended:

1. Nigeria
2. The rest of Africa
3. Asia and Latin America
4. Europe, Australia and New Zealand
5. North America (USA and Canada)

At least one assessor should be selected from each zone in respect of any candidate. Faculties that have difficulties in meeting the requirement should consult the Vice-Chancellor.

The final selection by the Vice-Chancellor shall be made from not less than three different zones.

The practice of reading the external assessors' report on the floor of the University Appraisals Committee and the secret ballot voting system on the reports shall be sustained.

(g) Caveat on serving as External Assessor

The following shall not be used as external assessor:

Current external examiners to this University or those who completed their terms of service as external examiners to this University within the last two years; Past research supervisors of a candidate or any research collaborators of his/hers; Relations of a candidate by blood or marriage; former academic staff of the University removed from its service, or who left the service on his/her own but under five years before the date of appointment as an external assessor.

(h) The Responsibility of the Director of Personnel Services

The Deputy Registrar, Personnel Services, shall send out to all departments and units call circular that signals the commencement of the appraisal exercise. It shall be the responsibility of the Deputy Registrar Personnel Services, to present to the University Appraisals Committee all cases of appraisal for promotion to Reader or Professor which are duly submitted by Faculties. For all cases that pass successfully through the University Appraisals Committee for external assessment, the Deputy Registrar, Personnel Services shall request the Deans to send four sets of publications and curriculum vitae to the Personnel Services unit in respect of each candidate, and a list of six external assessors to the Vice-Chancellor. All cases for external assessment which succeed after consideration by the University Appraisals Committee shall be forwarded by the Deputy Registrar, Personnel Services to the Appointments and Promotions Committee for appropriate action. He shall also inform all those whose cases for external assessment failed, to enable them take remedial action against future appraisals.

(i) Letter Format to External Assessors

A standard letter format shall be sent to all external assessors in respect of all candidates for Readership or Professorship.

The following format is recommended:

Dear.....

Academic Staff Appraisals

Please find enclosed a set of publications and curriculum vitae of who is being considered for promotion by this University to the post of(state promotion post in view), in the Dept of I request that you kindly assess the candidate with the following guidelines:

In this University we expect a Professor to be among other things, a person of high academic standing and would want such standing to be determined through an expert assessment of the quality and worth of the candidate's learned publications. In this assessment the following criteria should be taken into account.

- (i) Contribution to the advancement of knowledge in the candidate's area of specialization as may be evidenced through:
 - (a) substantial original work;
 - (b) uncovering of new evidence (information)
 - (c) the discovery of new techniques;
 - (d) reinterpretation of existing evidence or buttressing of new discoveries
- (ii) Intellectual range as shown in the grasp of the developments in his/her discipline.
- (iii) Clarity of thought and grasp of the techniques of his/her discipline.
- (v) Evidence of active and continuing involvement in the advancement of learning resulting in sustained productive work. A Professor is expected to have reached a point in development where he/she can offer academic leadership in his/her discipline.

For Readership, the candidate is expected to possess the same basic qualities as a Professor, the difference lying in the degree of actual achievement.

The University will like to have your comments on each of the above criteria as they related to the candidate's work. Comments on the quality/standing of the individual works of the candidate will be useful.

Based on your comment please state categorically whether the candidate is promotable or not for the post for which he/she is being assessed.

I would greatly appreciate it if your report could reach me within two months from the date of this letter. The candidate's publications and appraisal materials should be returned under a separate cover to:

The Vice-Chancellor
University of Nigeria
Nsukka

NB: *Please note that the curriculum vitae and publications relate to the period up to _____*

The University will reimburse you for postal charges. An honorarium is also payable to each external assessor per staff assessed (.....). The payment will be made after an assessor has duly assessed a candidate and sent a report as well as returned the appraisal materials.

Yours sincerely,

Vice-Chancellor

(j) Nature of Material sent to External Assessor

Besides the publications and creative works, each packet of a candidate's appraisal material being forwarded to an external assessor, shall contain a list of the publications and the curriculum vitae of the candidate (Form ASCY).

(k) The Responsibility of the University Appraisals Committee

It shall be the responsibility of the University Appraisals Committee to scrutinize the recommendations received from Faculties in respect of candidates for Readership and Professorship, and to satisfy itself that a prima facie case has been made for a candidate's papers to be sent out to external assessors. The purpose is to reduce further the chances of failure at external assessment and ensure uniformity in the standard, especially in the application of the approved criteria and guidelines to all candidates in the University. It shall be the responsibility of the University Appraisals Committee to consider the report of the external assessors as received and presented to the Committee by the Chairman/Vice-Chancellor. The practice of reading the external assessors' report at the floor of the University Appraisals Committee and the secret ballot voting system on the reports shall be sustained. At the end of one year, a situation report should be given to the Dean of Faculty concerned any outstanding case.

- Publication authentication Committee shall be set up by University Appraisals Committee, whose responsibility shall be to ascertain the authenticity of all submitted publications, including but not limited to IF ranking status of such publications.

- Membership of such Committee need not be entirely drawn from members of University Appraisals Committee

Treatment of External Assessor's Report

(I) In considering report from external assessor, the following guidelines shall apply:

(i) Status of External Assessor's Report

The report of an external assessor shall be read out. If an assessor admits that he is not in the candidate's area of specialization, but never-the-less proceeds to assess the candidate, the report of the assessor shall be set aside. Similarly, if there are clear indications from a report that an assessor does not meet any of the qualifying conditions laid down in the guidelines, the report of such an assessor shall also be set aside. When a report had been set aside in this manner a fresh set of the candidate's original appraisal papers shall be forwarded immediately to another assessor.

(ii) The Reports

Normally, for each candidate three external assessors' reports shall have been received before the case is presented to the University Appraisals Committee for disposal action. However, if two positive or two negative reports are received on a candidate, the case is mature for disposal action.

(1) Two or three positive reports, the case succeeds

(2) Two or three negative reports, the case fails

The Vice-Chancellor and the relevant Dean of Faculty may confer on the aspect of a negative report to be brought to the attention of the candidate so as to enable him/her to improve himself/herself for a subsequent assessment. A candidate whose case failed at the external assessment level shall be informed of the identified weakness of his/her publications which brought about the failure. Where most of the external assessors' reports in respect of a candidate turn out to be negative, the internal assessor should be so informed.

(m) The Responsibility of the Appointments and Promotions Committee

It shall be the responsibility of the Appointments & Promotions Committee with respect to cases of candidates being recommended for promotion or appointment to academic staff positions up to Senior Lectureship, to ensure that a prima facie case has been made to justify approving the cases. In the cases of candidates for Readership and Professorship, it is the responsibility of the Appointments and Promotions Committee to consider the recommendations of the University Appraisals Committee and recommend to Council.

4. GUIDELINES FOR HANDLING PETITIONS ARISING FROM APPRAISALS

A candidate not recommended for promotion can petition at one of several stages in the appraisal process. These stages and the recommended procedure for handling the petitions are as follows:

(a) Rejection at Department Level

A candidate not recommended for promotion by his Departmental Appraisals Committee could petition. In that case, the petition which should be addressed to the Dean, through the Head of Department, shall be transmitted with the petitioner's original submission and records of the relevant departmental minutes to the Faculty Appraisals Committee. If the Faculty finds merit in the petition and, therefore, upholds it, the positive recommendation of the Faculty shall be forwarded in the normal manner to the University Appraisals Committee or the Appointments and Promotions Committee (Academic Staff) as the case may be. Thereafter, the case ceases to be one of petition. On the other hand, if the Faculty finds no merit in the petition, it shall not be processed beyond the Faculty level. The candidate should be informed by the Dean within two weeks from the date of the Faculty Appraisals Committee meeting about the outcome of his/her petition.

(b) Rejection at the Faculty Level

A candidate recommended by his department for promotion up to the rank of Senior Lecturer, but whose case fails at the Faculty level may petition. The petition which should be addressed to the Chairman of the Appointments and Promotions Committee through the Head of the candidate's department and the Dean of Faculty shall be transmitted with the original submission of the petitioner and records of the relevant Faculty Appraisal Committee minutes to the Appointments and Promotions Committee for consideration. If the Appointments and Promotions Committee upholds the petition, the case progresses thereafter along the normal channel. On the other hand, if the Appointments and Promotions Committee finds no merit in the petition, the matter shall end there.

Furthermore, in respect of promotions up to Senior Lecturer, Faculties shall send all successful cases as well as a list of unsuccessful ones indicating the grounds for failure, to the Appointments and Promotions Committee (Academic Staff). In the case of a candidate for Readership or Professorship who is not recommended by his/her Faculty, his/her petition shall be forwarded to the University Appraisals Committee, through the Head of Department and the Dean of Faculty. The Dean shall transmit the original submission of the petitioner and the relevant record of the proceedings of the Faculty Appraisals Committee. If the petition is upheld the case shall thereafter follow the normal course towards external assessment. If the petition is rejected, the matter shall end there.

Rejection at the University Appraisals Committee Level

- (c) A candidate not recommended for promotion to Readership or Professorship by the University Appraisals Committee shall be so informed in writing within one month, by the Deputy Registrar, Personnel Service. Any petition which arises as a result of such a denial of promotion shall be addressed to the Chairman of the Appointments and Promotions Committee. The petition together with the petitioner's original submission and the relevant record of the proceeding of the University Appraisals Committee shall be forwarded by the Deputy Registrar, Personnel Service to the Appointments and Promotions Committee for consideration. If the petition is upheld by the Appointments and Promotions Committee, the case qualifies to follow the normal course for external assessment. On the other hand, if the petition is rejected by the Appointments and Promotions Committee the process shall terminate there and then, without the involvement of Council.
- (ii) A candidate denied promotion as a result of unfavourable external assessors' reports shall not have the right to petition, should such a candidate petition, the petition shall not be entertained.

(d) Rejection at the Appointments and Promotions Committee Level

Finally, a recommendation made to the Appointments and Promotions Committee for promotion, either by the University Appraisals Committee (in the case of Readers and Professors) or by the Faculty (in other cases) may be turned down by that Committee for good cause. A candidate whose case is so turned down shall be informed in writing by the Deputy Registrar, Personnel Services, on the advice of the Registrar, indicating the reason(s) for the rejection within two weeks. A petition arising from such a denial of promotion shall be addressed to Council through the Chairman of the Appointments and Promotions Committee who shall then forward it to Council with the relevant minutes of the meeting of the Appointments and Promotions Committee.

UNIVERSITY OF NIGERIA

(ACADEMIC YEAR _____)

FORM ASAP/I

ACADEMIC STAFF ASSESSMENT/APPRAISALS FORM

(Sections A and B are to be completed in triplicate by the candidate. Section C by the Head of the Department and Section D by the Dean of the Faculty concerned). Each candidate is required to submit electronic copy of the completed form.

SECTION A: General Information

A1: Name _____
Staff No _____
Date of birth _____ Marital Status _____
Sex _____
Department _____
Faculty _____

A2: CAREER WITHIN THIS UNIVERSITY

(Beginning with initial appointment to present position and date attained)

POST

DATE

SECTION B: CRITERIA FOR WHICH POINTS MAY BE AWARDED

B1: ACADEMIC QUALIFICATIONS

(a) Degrees (dates and awarding bodies)

(b) Diplomas and Professional qualifications (dates and awarding bodies)

B2: PUBLICATIONS AND CREATIVE WORKS

(To be listed on a separate sheet in chronological order within the categories below. The items shall include only published works).

(a) Books

(List mainline books and chapters in books, editorship of a book, book of general interest, monographs, translations and transcription, teachers' guide, work book and pupils' texts)

(b) Articles published in journal with recognized Impact Factor (Thompson Reuters, S Cimago (SJR), and Source Normalized Journal Impact per Paper(SNIP).

(c) Articles published in journals without Impact Factor

(d) Conference Papers

(Peer reviewed and published)

(e) Technical Reports

(Letters of commissioning must be produced)

(f) Creative Works

(List Creative Works, Music, Fine and Applied Arts, Literature, Archaeology, Technical Inventions, Designs and Constructions including setting up of Laboratory/Workshop)

(g) Patents

Items that should NOT be listed

The following items are not required and should not be listed.

- (a) Theses and dissertations (unless actually published as books or monographs);
- (b) Newspaper articles or student/popular/non-professional magazine articles;
- (c) Papers contributed or read at conference; (d) unpublished or rejected manuscripts (however, researched); (e) classified/secret documents (however researched); (f) unpublished manuals/manuscripts describing technical inventions or machines/designs; (g) Articles published in journals not based in Universities and Research Institutes.

B3

TEACHING AND PROFESSIONAL EXPERIENCE

(a) Employment/professional experience before Appointment in this University.

Post

Date

(Indicate clearly whether the posts held were full-time/part time)

b) Period of Teaching Experience in this University (Period of demonstrator-ship, graduate assistantship or instructorship are to be ignored)

Post	Date	Credit Load
_____	_____	_____
_____	_____	_____
_____	_____	_____

c) Period of Study Leave/Sabbatical Leave/Secondment/Leave of Absence

Outside Institution	From	To
_____	_____	_____
_____	_____	_____
_____	_____	_____

d) Period spent in Research Institute

Institute	From	To
_____	_____	_____
_____	_____	_____
_____	_____	_____

e) Undergraduate/postgraduate supervisions (Credit will be given for successfully completed supervision)

Project/Candidate Supervised	Date	Degree Awarded
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Where joint supervision is involved, this should be so indicated, giving names of the co-supervisors)

B4 CONFERENCES Attendance at Conferences/Workshops (candidate to provide evidence of attendance and paper read)

Title, Date and place	Paper Read
_____	_____
_____	_____
_____	_____

**B5 ADMINISTRATIVE EXPERIENCE: COMMITTEE WORK AND
GENERAL CONTRIBUTION**

Deanship/Associate Deanship/Directorship/Headship/Coordinatorship Experience

Date

Post

(b) Service on Committees in this University
(i) Elective-Departmental/Faculty Standing Committees

Date

Position Held

Committee

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date

Position Held

University Committee

(ii)

Service to Relevant Public Bodies/Committees

Public Body Position and Nature of Assignment Date

_____	_____	_____
_____	_____	_____
_____	_____	_____

B6 CERTIFICATION

I certify that the information given above is correct, and hereby request that it be used as the basis for consideration of my candidature for appointment/ Promotion in the current exercise.

Signature of Candidate _____

Date: _____

Name of Candidate

SECTION C

(To be completed by the Head of the Department on the advice of the Departmental Appraisals Committee)

C1

GENERAL CHECKS AND CERTIFICATION

I have checked the completed assessment/appraisal form of

_____ *name candidate*

and certify that the information supplied is correct. *(Documentary evidence where appropriate should be attached)*

C2

SCORE ON PUBLICATION AND CREATIVE WORKS

I certify that the department has scrutinized and evaluated the publications and creative works of the candidate and has recommended that the publications and creative works be scored (within the approved guidelines) as in the attached score sheet. (See the attached Form ASAP/2 which I have completed on behalf of the Departmental Appraisals Committee). In addition, I have the following comments on the work of the candidate:

C3

STAFF TRACHING/PROFESSIONAL EXPERIENCE, POSTGRADUATE SUPERVISION AND RESEARCH SEMINARS

(a) Comment on the attitude of the staff concerned to his/her work; his/her initiative and resourcefulness; his/her sense of responsibility.

(b)

Effectiveness of the staff concerned in his/her teaching duties, his/her Committee work; postgraduate supervision and other relevant assignments

(c)

(provide the students course evaluation score for the candidate for the period under review)

Any other information on the staff member which you consider relevant

4 COMMENTS BY THE CANDIDATE

I certify that I have seen the contents of this report and that my head of Department had discussed them with me. I have the following comment(s) to make:

Signature of Candidate

Date: _____

Name of Candidate

C5 FINAL DEPARTMENTAL RECOMMENDATION ON THE CANDIDATE
(State the post to which the candidate is being recommended and i.e effective date)

Signature of the Head of Dept

Name of Head of Department

Date

After section A, B and C of this form have been completed in triplicate, you should send two copies to the Dean who will later complete section D, the third copy is to be retained in the departmental personal file of the staff concerned.

SECTION D

(To be completed by the Dean on the advice of the Faculty Appraisals/Assessment Committee).

Faculty Appraisals/Assessment

NOTIFICATION

I certify that the Faculty Appraisal/Assessment Committee has appraised/assessed the candidate, taking into consideration all the information supplied in sections A,B,C of this form by the candidate and his/her Department. In accordance with the approved guidelines for appraisals/promotions/assessments/appointments, the score sheet of the candidate as approved by the Faculty is as in the attached Form ASAP/2 which now supersedes any score sheet previously supplied by the department.

D2 FACULTY RECOMMENDATION

The candidate is hereby recommended for appointment/promotion as follows: (state recommended post and effective date)

Signature of the Dean of Faculty

Date: _____

Name of the Dean Faculty

This form will be received in duplicate from the candidate's department. After section D had been completed, also in duplicate, a copy should be forwarded to the Deputy Registrar, Personnel Services, for staff member's records; while the second copy is kept in the Faculty Office personal file of the staff member concerned. Copies should later be prepared, where appropriate, for transmission to the Appointments and Promotions Committee or to the University Appraisals Committee as may be relevant.

**TUTORIAL STAFF ASSESSMENT/APPRAISALS SCORE SHEET FOR
VARIOUS CRITERIA FOR APPOINTMENT/PROMOTION**

SECTION A: GENERAL INFORMATION

- 1. Name of Tutorial Candidate: _____ 2. Staff Number -----
- 3. Location (Department/Division): _____
- 4. Career within this University

Post

Date

- 5. Career outside this University

Post

Date

- 6. Academic/Professional Qualifications with dates:

- 7. Publications (to be listed on a separate sheet)

- 8. Conferences

Title, Date and Place

(Include evidence of attendance and paper read)

Paper Read

9. **Administrative Experience**

Nature of Assignment

Date

Signature of candidate: _____

Date: _____

Name of the candidate: _____

SECTION B: CRITERIA FOR WHICH SCORES MAY BE AWARDED

Criteria	Number and Description of item	Score
Qualification	(a) Degrees (b) Diplomas & Professional Qualifications	
Teaching and Professional Experience	(i) Teaching (a) Number of Lectures per week (b) Number of Tutorials per week (c) Total No of hours	

	ii Class Size	(a) Total No. of Students _____ (b) No. of Students per lecture class _____ (c) No. of students per tutorial class _____
	iii. Tutorials	(a) Total No. of meetings _____ (b) Duration of each per week _____ (c) Total No. of Hours per week _____
	iv. Assignments given and corrected	a. _____ b. _____ c. _____ d. _____
Publications		
Conferences		
Administrative Experience		University Committee Service to relevant outside bodies
	Total Score	

Signature of Scorer: _____

Name and rank: _____

Date: _____

SECTION C

COMMENTS BY THE CANDIDATE

I certify that I have seen the contents of this report and that my Head of Department had discussed them with me. I have the following comment(s) to make:

Date: _____

Signature of Candidate: _____

Name of Candidate: _____

SECTION D

COMMENTS BY HEAD OF DEPT/CO-ORDINATOR

(a) Punctuality and Regularity to Classes

(b) Evaluation of Overall Teaching Ability and Resourcefulness

Signature of Head/Coordinator: _____

Name/Rank: _____

Date: _____

**SECTION E
FINAL RECOMMENDATION**

(i) Promote _____ (ii) Normal Increment _____

(iii) Warning _____ (iv) Withhold Increment _____

Signature of Dean/Director _____

Name: _____

Date: _____

UNIVERSITY OF NIGERIA

FORM ASAP/2 (ACADEMIC YEAR _____)

**ACADEMIC STAFF ASSESSMENT/APPRaisal SCORE SHEET FOR
VARIOUS CRITERIA FOR APPOINTMENT/PROMOTION**

Name of Candidate: _____

Appointment/Promotion in View: _____

S/No	Criteria	Description	Number of Items Submitted	Scores (points)	Remarks
1.	<u>Qualifications</u> (a) First Degrees (b) Second/Terminal Degrees (c) Postgraduate/ Professional Diplomas	B.Sc., B.A., etc M.Sc., MFA; Ph.D, etc FRCP, FCVSN etc			
2.	<u>Publications</u> (a) Books and related items: (b) Monographs: (c) Journal articles (d) Conference Papers (peer reviewed and published)	Books (Class A, B or C) Chapters in Books Books of general interest Published translations Published transcriptions of oral text Monographs (Class A, B, or C) <u>Major:</u> Special Class----- International ----- Local/National----- <u>Minor:</u> International			

			Local/National		
			<u>Major:</u> Special Class International National/Local		
			<u>Minor:</u> National/Local		
			<u>Major:</u>		
			<u>Minor:</u> Laboratory Manual		
3.		(c) Technical Reports (f) Laboratory	Class A, B or C Major: Class A, B, or C Minor: Class A, B or C Major:		
		Creative Works Literature (a) Plays, Novels books of short stories, poetry: (b) Published full length play/novel (c) Published one-act play (d) Direction of a professional full length play with a large cast etc			
4.		Creative Work; Music (a) Major opera/major Works (b) Short opera/Minor works/concert (c) Direction/production of minor opera/concert (d) Musical arrangement/ minor accompaniment (e) etc	Major Minor Minor Minor		
5.		Creative Works; Fine & Applied Arts			

	Professional one-man exhibition, Professional two-man exhibition, Professional group exhibition, Professional minor exhibition				
6.	Creative Works; Archaeology (a) Archaeological findings and discoveries (b) Archaeological exhibition	Major: Class 1,2,3 or 4 Minor: Class 2,3 or 4			
7.	Creative Works; Technical	Major Minor			
8.	Patents	Major Minor Total Score			

Signature of Scoring Officer* _____

Date: _____ Name/Rank of Scoring Office _____

*Head of Department at the Departmental level and Dean at the Faculty level.

UNIVERSITY OF NIGERIA

FORM ASCV ACADEMIC STAFF CURRICULUM VITAE

(To be completed by the candidate and sent to external assessors along with the candidate's publications and creative works).

SECTION A: GENERAL INFORMATION

A1 Name: _____
Department: _____
Faculty: _____

A2 Career within the University:

Post	Date
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SECTION B: Qualification(s)

B1 Academic Qualifications

(a) Degree (with dates and granting bodies)

(b) Diplomas and Professional qualifications (with dates and granting bodies)

B2 Teaching and Professional Experience

(a) Employment/Professional Experience **BEFORE** appointment in the University
(indicating clearly whether full or part-time)

Post	Date
_____	_____

(b) Period of Full-time teaching Appointment in the University (period of part-time appointment is to be ignored)

Post	Date	Credit Load
_____	_____	_____
_____	_____	_____
_____	_____	_____

(c) Period spent in Research Institutions
Institute

Institute	From	To
_____	_____	_____
_____	_____	_____
_____	_____	_____

(d) Successful Postgraduate Supervision
Project/Candidate Supervised

Project/Candidate Supervised	Date	Degree Awarded
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Where joint supervision is involved, give names of co-supervisors)

B3 Conferences
Conference (title, date and place)

Paper Read

B4 Books and Journals
(a) Editorship of Reputable Journals:
Journal

Duration of Appointment

(b) Professional Review of Paper for Reputable Journals:
Title of papers reviewed

Journal

Date

(c) Invited Book Reviews:
Title of Books reviewed

At the Request of

Date

B5 Recognitions

(a) External Examiner ship (Undergraduate & Postgraduate):

Examination

Institution

Date

(b) Membership of Learned Societies:
Membership/Fellowship

Body

Date

Academic/Professional
Prizes and Awards:

Date

SECTION C: Administrative Experience; Committee Work and General Contribution

(a) Deanship/Directorship/Headship/Coordinator ship Experience

Post	Date
_____	_____

(b) Service on Committees

Committee	Post Held	Date
_____	_____	_____

(c) Service to Relevant Public Bodies:

Public Body	Position & Nature of Assignment	Date
_____	_____	_____

CHAPTER IV

ASSESSMENT FOR DIRECT APPOINTMENTS; GUIDELINES AND PROCEDURES

1. ASSESSMENT COMMITTEES:

The consideration of candidates for regular academic staff appointments in the University shall be handled by the various academic staff Assessment/Appraisals Committees set out in Chapter V in details. The following guidelines shall apply:

(a) Processes at the Departmental Level:

(i) The Head of department shall present the application of the candidate for direct appointment to the Departmental Assessment/Appraisal Committee which shall score the candidate and make recommendations on the level of appointment of the candidate.

If the level of appointment under consideration is Readership or Professorship and there are no Professors in the Department to take part in the assessment for appointment to the positions, the Dean of Faculty shall appoint for that purpose staff of appropriate rank from the Faculty.

(ii) If the candidate is already within the University (on temporary appointment which needs to be regularized), he/she should immediately on arrival to take up the temporary appointment, complete in triplicate form ASAP/1 which is designed for both assessment and appraisals. The completed form shall be submitted to the Head of Department within one month of the candidate's assumption of duty on temporary basis.

(iii) Form ASAP/2 and Section C of form ASAP/1 duly completed by the Head of Department on the basis of the departmental decisions, shall be forwarded in duplicate to the Dean, with a request that the machinery for further assessment of the candidate be put in motion.

(iv) In all cases, it shall be required of the Head of Department in writing to the Dean that adequate budgetary provision exists in the approved departmental budget for the position being recommended.

(b) Processes at the Faculty Level:

(i) The Dean on receiving a request from the Head of Department and forms ASAP/1 and ASAP/2 duly completed, shall arrange for the candidate to be

interviewed by the Faculty Assessment/Appraisal Committee (for levels up to and including Senior Lecturers). If the candidate is already on temporary appointment, all such interviews shall normally be held within three months from the date of his/her arrival to assume duty on temporary basis.

(ii) The report of the interview, together with a fresh form ASAP/2 duly completed by the Dean, shall be forwarded to the Appointments and Promotions Committee for consideration.

(iii) If the desired level of appointment is to Readership or Professorship, the Faculty Assessment/Appraisal Committee shall, on receiving the recommendation of the Head of Department, score the candidate. If the Faculty is satisfied that a case has been made for the candidate to be recommended for Readership or Professorship, the case shall be forwarded to the Deputy Registrar, Personnel Services for presentation to the University Appraisals Committee. Thereafter, the process continues as for appraisal and if successful, the candidate's papers shall be sent out for external assessment. The candidate shall normally be interviewed by a sub-Committee of the University Appraisals Committee when two or three positive reports have been received. At the time of interview, the referee reports should be available.

2. **PETITIONS ARISING FROM APPOINTMENTS:**

Generally, petitions arising from appointments shall be entertained and handled in the same manner as petitions arising from appraisals, with the following amplifications.

(i) A petition from a staff member on temporary appointment, arising from the offer of temporary appointment, shall be considered and disposed of by an interview panel at the time of his/her interview for regularization of appointment. In the case of positions of Senior Lecturer and below, the Panel will be the Faculty Assessment/Appraisals Committee. Once the appropriate Assessment Committee (or Interview Panel) has taken due cognizance of the petition and made its final recommendation, no further petition touching on the same issues shall be entertained.

(ii) A staff member who wishes to petition on the basis of an offer of temporary appointment made to him/her, must do so within three months from the date of his/her assumption of duty as a temporary staff member. After three months no such petitions (regarding the conditions of temporary appointment) shall be entertained.

- (iii) A staff member offered regular appointment after due processes of interview, and who did not previously petition at the stage of temporary appointment (if any), may petition against the level of appointment or entry point. In that case, the petition shall be processed along the same lines as for petitions arising from appraisals.
- (iv) All such petitions must, however, be filed by the candidate not later than two months from the regular appointment (for staff recruited direct from interview); or two months from the date of regularization of the appointment (in the case of staff initially on temporary appointment who did not previously petition). After two months no petitions shall be entertained from staff regarding the conditions of their regular appointments. Letters of appointment/regularization should reach the candidate within one month from the date of approval by Appointments and Promotions Committee.
- (v) Action on the regularization of temporary appointment as well as the handling of petitions resulting from initial appointment (whether temporary or regular), shall normally be completed within one year counting from the date of the arrival of the staff member to assume duty (whether on temporary or regular basis).
- (vi) These guidelines and procedures governing initial appointment shall be made available to all prospective candidates for appointments.

3. **CRITERIA FOR APPOINTMENT OF PROFESSOR EMERITUS:**

(a) **Qualification**

The title of Professor Emeritus is an honour which the University may confer on her deserving Professors who:

- (i) have retired from the service of the University at an age not earlier than 70 years. However, in exceptional circumstances, those who retire between the age of 65 and 70 may be considered;
- (ii) have served as a Professor for a period of at least 15 years, in this University;
- (iii) have rendered distinguished academic service to the University attested through:
 - (a) proven extensive research, both before and during his period of Professorship;
 - (b) effective teaching, evaluated over the years;

- (c) manifest interest in postgraduate work and the supervision of postgraduate students;
 - (d) ability for continued attraction of local and international research fund for the sustenance of research and postgraduate training;
 - (e) the person must be internationally visible as a scholar
- (iv) have played a demonstrated administrative leadership role while in the service of the University, Director or Chairman of Committee etc.
- (v) may be recipient of national and/or international awards and honours.

(b) **Method of Appointment:**

Department(s) shall nominate prospective candidate(s) for appointment as Professor(s) Emeritus and forward to Faculty Appraisals/Assessment Committee for consideration. The Faculty Appraisals/Assessment Committee shall scrutinize the credentials of the candidate(s) and make recommendation(s) to the Faculty Board. Name(s) of successful candidate(s) shall be forwarded to Senate Committee on honorary degrees for consideration and necessary recommendation(s) to Senate. Senate shall, in turn, consider the recommendation(s) from its Committee on honorary degrees and make its own recommendation(s) to the Governing Council.

(c) **Responsibilities**

Normally, no ordinary responsibilities shall be assigned to the Professor Emeritus. He is also not a member of departmental and Faculty boards nor the Senate.

(d) **Benefits**

- i. No salary shall be attached to the post of Professor Emeritus.
- ii. The Professor Emeritus shall have full access to the libraries and other facilities of the University.

(e) **Listing:**

The Professor Emeritus shall be listed on the convocation brochure and shall be presented to the University Community at a convocation ceremony.

CHAPTER V

THE COMMITTEE MACHINERY

1. DEPARTMENTAL APPRAISAL/ASSESSMENT COMMITTEE FOR ACADEMIC STAFF

(i) Membership

Head of Department who must be a Professor -	Chairman
All Professors in the Department -	Members
All Readers in the Department -	"
One Faculty Rep not below the rank of Reader -	"
One Senior Lecturer elected on yearly basis by the Departmental Board but shall serve normally for not more than two consecutive years -	"
A Senior Administrative Staff -	Secretary

(ii) Quorum

One-third of the total members shall constitute the quorum, provided that this shall not be less than two members. The two members of the quorum shall include the Head of the Department and one other most senior member of the Department.

(iii) Terms of reference

- (a) To appraise all categories of academic staff for promotion within the Department and make appropriate recommendations to the Faculty Appraisal Committee.
- (b) To make preliminary evaluation of the papers of a candidate for assessment/appointment and make appropriate recommendations to the Faculty Assessment Committee.

(2) FACULTY AND INDEPENDENT UNIT ASSESSMENT AND APPRAISAL COMMITTEES FOR ACADEMIC STAFF

- (a) All Faculty Committees shall have the following composition:
- | | | | |
|-------------------------------|---|---|----------|
| Dean of the faculty | - | - | Chairman |
| Associate Dean of the Faculty | - | - | Member |
| All Heads of Department | - | - | Members |
| All Professors in the Faculty | - | - | " |
| Deans from related Faculties | - | - | " |

Deputy Registrar, Personnel Services
Faculty Administrative Officer

- " "
- Secretary

(b) The Deans listed below under the respective faculties are members of those Faculty Committees

(i) **Faculty of Agriculture**

Dean of Biological Sciences
Dean of Engineering
Dean of Physical Sciences
Dean of the Social Sciences
Dean of Veterinary Medicine

(ii) **Faculty of Arts**

Dean of Agriculture
Dean of Education
Dean of Engineering
Dean of Law
Dean of the Social Sciences

(iii) **Faculty of Basic Medical Sciences**

Dean, Biological Sciences
Dean, Dentistry
Dean, Health Sciences and Technology
Dean, Medical sciences
Dean, Veterinary Medicine

(iii) **Faculty of Biological Sciences**

Dean of Agriculture
Dean of Pharmaceutical Sciences
Dean of Medical Sciences
Dean of Veterinary Medicine
Dean of Physical Sciences

(iv) **Faculty of Business Administration**

Dean of Arts
Dean of Environmental Studies
Dean of the Health Sciences and Technology
Dean of Law
Dean of the Social Sciences

(xi) **Faculty of Medical Sciences**
Dean of Biological Sciences
Dean of Dentistry
Dean of Environmental Studies
Dean of Pharmaceutical Sciences
Dean of Veterinary Medicine

(xii) **Faculty of Pharmaceutical Sciences**
Dean of Biological Sciences
Dean of Dentistry
Dean of Health Science and Technology
Dean of Medical Sciences
Dean of Veterinary Medicine

(xiii) **Faculty of Physical Sciences**
Dean of Agriculture
Dean of Biological Sciences
Dean of Engineering
Dean of Environmental Studies
Dean of VTE

(xiv) **Faculty of the Social Sciences**
Dean of Arts
Dean of Business Administration
Dean of Education
Dean of Law
Dean of Physical Sciences

(xv) **Faculty of Veterinary Medicine**
Dean of Agriculture
Dean of Dentistry
Dean of Education
Dean of Medical Sciences
Dean of Pharmaceutical Sciences

(xvi) **Faculty of Vocational Technical Education**
Dean of Agriculture
Dean of Business Administration
Dean of Education
Dean of Engineering
Dean of Physical Sciences
Dean, Social Sciences

- (xi) **Faculty of Medical Sciences**
Dean of Biological Sciences
Dean of Dentistry
Dean of Environmental Studies
Dean of Pharmaceutical Sciences
Dean of Veterinary Medicine
- (xii) **Faculty of Pharmaceutical Sciences**
Dean of Biological Sciences
Dean of Dentistry
Dean of Health Science and Technology
Dean of Medical Sciences
Dean of Veterinary Medicine
- (xiii) **Faculty of Physical Sciences**
Dean of Agriculture
Dean of Biological Sciences
Dean of Engineering
Dean of Environmental Studies
Dean of VTE
- (xiv) **Faculty of the Social Sciences**
Dean of Arts
Dean of Business Administration
Dean of Education
Dean of Law
Dean of Physical Sciences
- (xv) **Faculty of Veterinary Medicine**
Dean of Agriculture
Dean of Dentistry
Dean of Education
Dean of Medical Sciences
Dean of Pharmaceutical Sciences
- (xvi) **Faculty of Vocational Technical Education**
Dean of Agriculture
Dean of Business Administration
Dean of Education
Dean of Engineering
Dean of Physical Sciences
Dean, Social Sciences

(c) Terms of Reference

- (i) To appraise all categories of academic staff for promotion within the Faculty and assess candidates for various categories of academic staff positions within the Faculty.
- (ii) To make appropriate recommendations to the University Appraisals Committee in respect of candidates for Readership or Professorship, or to the Appointments and Promotions Committee in respect of other candidates.
- (iii) To handle in the first instance petitions arising within the Faculty from academic staff appointments and promotions and to make appropriate recommendations.

(d) Quorum

Seven members which must include;

- Dean of Faculty
- Head of Department concerned
- At least two Deans from outside the Faculty
- Deputy Registrar, Personnel Services

In all the Committees, no member shall participate in the discussion of a case for promotion or appointment to a rank higher than his/her present rank or that of his/her spouse or biological relation.

3. INDEPENDENT UNITS

(a) Composition of the Assessment/Appraisal Committees

(i) CUDIMAC

This should be handled by the Faculty of Education Assessment/Appraisal Committee

(ii) Institute for Development Studies

Deputy Vice-Chancellor E/C	-	Chairman
Director	-	Member
Dean, Faculty of Business Administration	-	“
Dean, Faculty of Environmental Studies	-	“
Dean of the Social Sciences	-	“
Head, Department of Geography	-	“
Head, Department of Sociology/Anthropology	-	“
Head, Department of Psychology	-	“
Head, Department of Economics	-	“

Deputy Registrar, Personnel Services or Rep
A Senior Administrative Staff

“
Secretary

(iii)

Institute of African Studies

Deputy Vice-Chancellor (Acad)

Director

Director of Igbo Centre

Dean, Faculty of Arts

Dean, Faculty of Business Administration
Dean of Law

Chairman
Member

Head, Department of Archaeology

Head, Department of English

Head, Department of History

Head, Department of Linguistics, Igbo &

Other Nigerian Languages

Head, Department of Music

Head, Department of Political Science

Head, Dept. of Sociology & Anthropology

Deputy Registrar, Personnel Services or Rep

A Senior Administrative Staff

Secretary

(iv)

Institute of Education

Deputy Vice-Chancellor (Academic)

Director

Dean, Faculty of Education

Associate Dean of Arts

Associate Dean of Biological Sciences

Associate Dean Faculty of Agriculture

All Professors within the Institute

All Professors within the Faculty of Education

Deputy Registrar, Personnel Services or Rep

A Senior Administrative Staff

Chairman
Member

“

“

“

“

Members

Members

Member

Secretary

(iv)

Institute for Maritime Studies

Deputy Vice-Chancellor (Academic)

Director of the Institute - Member

All Professors in the Institute

Dean, Faculty of Agriculture

Dean, Faculty of Biological Sciences

Dean, Faculty of Engineering

Dean, Faculty of Environmental Studies

Chairman

Members

Member

Member

Member

Member

Dean, Faculty of Law	-	Member
Dean, Faculty of the Social Sciences	-	Member
Deputy Registrar, Personnel Services	-	Member
A Senior Administrative Staff	-	Secretary

(vi) **Centre for Igbo Studies**

Deputy Vice-Chancellor (Academic)	-	Chairman
Director	-	Member
Dean, Faculty of Arts	-	"
Head, Dept of Linguistics, Igbo & Other Nig. Langs	-	"
Director, Institute of African Studies	-	"
Associate Dean Faculty of Education	-	Members
Dean, Faculty Social Sciences	-	Member
Deputy Registrar, Personnel Services	-	or Rep
A Senior Administrative Staff	-	Secretary

(vii) **Centre for Rural and Development Cooperative**

Deputy Vice-Chancellor (Academic)	-	Chairman
Director	-	Member
Dean, Faculty of Agriculture	-	"
Dean, Faculty of Business Administration	-	"
Dean, Faculty of the Social Sciences	-	"
Dean, Faculty of Veterinary Medicine	-	Members
All Professors within the Faculty of Agriculture	-	Member
Head of relevant Department	-	"
Deputy Registrar, Personnel Services or Rep	-	Secretary
A Senior Administrative Staff	-	

(viii) **Centre for Entrepreneurial and Development Research**

Deputy Vice-Chancellor (Academic)	-	Chairman
Director	-	Member
Dean, Faculty of Agriculture	-	"
Dean, Faculty of Business Administration	-	"
Dean, Faculty of Pharmaceutical Sciences	-	"
Dean, Faculty of the Social Sciences	-	Member
Dean, Faculty of Veterinary Medicine	-	"
All Professors within the Faculty of Agriculture	-	Members
All Professors within the Centre	-	Members
All Professors in the Department of VTE	-	Members
All Professors in the Department of Home Science, Nutrition & Dietetics	-	Members
Head of relevant Department	-	Member

Deputy Registrar, Personnel Services or Rep
A Senior Administrative Staff

- Secretary

(ix) **Centre for Energy Research and Development**
Deputy Vice-Chancellor (Academic)

Director
Dean, Faculty of Agriculture
Dean, Faculty of Engineering
Dean, Faculty of Physical Sciences
All Professors within the Centre
All Professors within the Faculty of Engineering
All Professors within the Faculty of Physical Sciences-
Head of relevant Department
Deputy Registrar, Personnel Services or Rep
A Senior Administrative Staff

- Chairman
- Member
- "
- "
- Members
- Members
- "
- Member
- "
- Secretary

(x) **Centre for Environmental Management and Control (CEMAC)**

Deputy Vice-Chancellor (Academic)
Director of the Centre
All Professors in the Centre
Dean, Faculty of Biological Sciences
Dean, Faculty of Environmental Studies
Dean, Faculty of Engineering
Dean, Faculty of Medical Sciences
Dean, Faculty of the Social Sciences
Dean, Faculty of Health Sciences & Tech.
Deputy Registrar, Personnel Services or Rep
A senior Administrative Staff

- Chairman
- Member
- Members
- Member
- Member
- Member
- Member
- Member
- Member
- Member
- Member
- Secretary

(xi) **South East Biotechnology Centre**
Deputy Vice-Chancellor (Academic)

Director of the Centre
Director, Institute of Molecular Med. &
Infectious Diseases
Dean, Faculty of Biological Sciences
Dean, Faculty of Agriculture
Dean, Faculty of Law
Dean, Faculty of Pharmaceutical Sciences
Dean, Faculty of Medical Sciences
Dean, Faculty of Physical Sciences
Dean, Faculty of Veterinary Medicine

- Chairman
- Member
- Member
- Member
- Member
- Member
- Member
- Member
- Member
- Member
- Member

- Head of relevant Department - Member
- Deputy Registrar, Personnel Services or Rep - Member
- A Senior Administrative Staff - Secretary

QUORUM

- Seven members which must include
- Deputy Vice-Chancellor (Academic)
- Director
- At least two Deans from outside the Centre/Institute
- Heads of the relevant Department
- Deputy Registrar, Personnel Services or Representative

- (xii) **LIBRARY BOARD:**
- Deputy Vice-Chancellor (Academic) - Chairman
 - University Librarian - Member
 - Dean Faculty of Education - “
 - All Professors in the Department of Library Science - Members
 - All Professors in Education - Members
 - Dean, Faculty of Arts - Member
 - Representative of Medical Librarian - Member
 - Head, Department of Library Sciences - Member
 - Deputy Librarians - Members
 - Deputy Registrar, Personnel Services or Rep - Member
 - A Senior Administrative Staff - Secretary

Quorum

- Seven members which must include
- Deputy Vice-Chancellor (Academic)
- Director
- One of the Deans
- The Head of the relevant Department
- Deputy Registrar, Personnel Services or Rep

- (xiii) **School of General Studies**
- Deputy Vice-Chancellor (Academic) - Chairman
 - Dean of School of General Studies - Member
 - All Professors in the School - Members
 - Deans of the following Faculties
 - Arts)
 - Biological Sciences
 - Physical Sciences - Members

Social Sciences

All Coordinators

Head of Department in the related Discipline-	-	Members
Deputy Registrar, Personnel Services or his Rep.	-	Member
A Senior Administrative Staff	-	Member
	-	Secretary

Quorum

Seven members which must include

Deputy Vice-Chancellor (Academic)

Dean of School of General Studies

One of the Deans from related faculty

The Head of the relevant Department

Relevant Coordinator of the Staff Member's Unit

Deputy Registrar, Personnel Services or Rep

(b) Terms of Reference

(i) To appraise/assess academic staff up to Lecturer I and all Tutors for appointment and promotion within the School;

(ii) Staff going to Senior Lecturer position and above should be sent to the relevant faculty for consideration and recommendation.

(ii) To handle in the first instance petition arising, within the School, from academic staff appointments and promotions up to Lecturer I, and to make appropriate recommendations.

(iii) To handle in the first instance petitions arising, within the Institute/Division, from academic staff appointments and promotions and to make appropriate recommendations.

4. UNIVERSITY APPRAISALS COMMITTEE (ACADEMIC STAFF) FOR PROMOTION

(i)

Membership

Vice-Chancellor

Deputy Vice-Chancellors

Provost, College of Medicine

All Deans of Faculty

Directors of Academic Institutes

Dean of School of General Studies

1 Representative of each Faculty of the rank of

-	Chairman
-	Members
-	Member
-	Members
-	Member

Professor (this representative should not come from the same Department as the Dean, and should be elected by the Faculty for one session)	-	Member
The Head of the Department concerned	-	Member
Registrar	-	Member
Deputy Registrar, Personnel Services	-	Secretary

Quorum

One third, but must include the Dean of the Faculty/or Faculty Representative.

Terms of Reference

1. To assess and advise on the qualifications, suitability and acceptability for promotion of academic staff in the University to Readership or Professorship positions.
2. To carry out periodic and continual appraisal and assessment of the qualifications, work, progress, conduct and other relevant factors in and claims to promotions of members of the Academic Staff as recommended by the Faculty Appraisals Committee.
3. To make recommendations to the Appointments and Promotions Committee (Academic) on suitability of any member of the academic staff for promotion to Readership or Professorship.
4. To consider any other relevant matters which may be referred to it from time to time by the Appointments and Promotions Committee (Academic)

STANDING ORDERS

1. If a member of the Committee fails to attend meeting on two consecutive occasions without a valid excuse, the Deputy Registrar, Personnel Services should write to the person drawing his attention to the implications of his behaviour. If thereafter the practice continues, the matter should be reported to the Vice-Chancellor for appropriate action.
2. The Secretariat should on its part, ensure that notices for meetings are sent out early.
3. Excuses for absence should be given in writing.

4. All cases from any Faculty who's Deans and/or Faculty representatives come late to any meeting would lose their turn on the agenda to cases of those members who turn up on time.
5. Members from Enugu should, however, be given some preference to present their cases.

5. **UNIVERSITY ASSESSMENT COMMITTEE (ACADEMIC); FOR NEW APPOINTMENT**

i. **Membership**

Vice-Chancellor	-	Chairman
Deputy Vice-Chancellors	-	Members
Dean of the Faculty concerned	-	Member
Deans from two related Faculties	-	Members
All Professors within the Faculty	-	"
The Head of the Department concerned (if the assessment is for a post above the academic status of a Head of Department then Dean alone should be present).		
At least two experts in the field	-	Members
Registrar	-	Member
Deputy Registrar, Personnel Services	-	Secretary

(ii) **Quorum**

- Must include the Vice-Chancellor or a Deputy Vice-Chancellor
- The Dean of the Faculty concerned
- One Dean from a related Faculty
- The Head of the Department concerned, where appropriate
- Deputy Registrar, Personnel Services

(iii) **Terms of Reference**

1. To assess and advise on the qualifications, suitability and acceptability of applicants for appointment to the University as Readers or Professors.
2. To make recommendations to the Appointments and Promotions Committee (Academic) on the suitability of candidates for new appointments.
3. To consider any other relevant matters referred to it by the Appointments and Promotions Committee (Academic).

6. **APPOINTMENTS AND PROMOTIONS COMMITTEE (ACADEMIC) AS DETERMINED BY COUNCIL**

- (i) **Membership: Current Composition**
- | | | |
|--|---|----------|
| (a) Vice-Chancellor | - | Chairman |
| (b) Deputy Vice-Chancellor (Academic) | - | Member |
| (c) Two Council Members Appointed by the Federal Government | - | Members |
| (d) Two Council members appointed by Senate | - | " |
| (e) One Council Member Appointed by Convocation | - | " |
| (f) Permanent Secretary, Federal Ministry of Education or Representative | - | " |

- (ii) **SECRETARY**
Registrar

- (iii) **In Attendance**
Deputy Registrar, Personnel Services

- (iv) University Functionaries invited for Specific items

Quorum

Four members of the Committee shall form a quorum, at least one of whom must be a member of the Governing Council who is not a member of Senate.

Terms of Reference:

- (i) To act on behalf of Council in the appointment and promotion to all posts on the academic staff of the University with the exception of those posts, appointments of which have otherwise been, provided that for all posts in the grade of Reader or above, it shall act only in an advisory capacity to Council.
- (ii) To decide on the point of entry in the appropriate scale appointment.
- (iii) To consider the confirmation or extension of appointment of a member of the academic staff on the expiry of his initial period of appointment.
- (iv) To advise the University Authorities on any matter pertaining to appointments and promotions of academic staff.
- (v) To consider any other matter referred to it by any competent authority of the University.

Appendix I

Definition of Major and minor Publications

A. MAJOR AND MINOR JOURNAL ARTICLES

The 3rd and 4th editions of the YB assigned the responsibility of the classification of journal articles as MAJOR or MINOR to the internal assessor but without prejudice to the responsibility of the Faculty Appraisal Committee or the UAC to carefully scrutinize and evaluate the internal assessors report to ensure strict compliance with the YB and to make such routine corrections and changes as they deem fit.

However, both editions failed to define what a major or minor articles for proper guidance of the internal assessors. Consequently, subjectivity has been the norm in many a report, resulting in needless arguments at the Faculty Committee level. It therefore becomes necessary that the revised 4th edition (5th edition) should clearly define what major or minor article really means.

Major Article

A major article is one that researched a subject in the candidate's area of specialization or research interest in which he is an expert or consultant. For instance, for an agricultural scientist, who desires to be promoted reader or professor of crop science, all articles published in the area of crop breeding and production will be classified as major publication for him or her. Similarly, all articles published in pathology of human disease are major article for medic seeking to be promoted reader or professor of medical pathology. Note that even a short communication article conveying a novel finding or discovery in the candidate's area of specialization is major publication.

Minor Article

A minor article is one that is published outside the area of specialization of the candidate, but within the candidate's discipline regardless of how deeply researched or the calibre of journal in which it is published. For instance, if the medical pathology above, co-authors a Nobel Prize winning article with a plant pathologist, for the purpose of assessment and promotion to the rank of reader or professor of human or medical pathology, that article is minor for the medic. Similarly, if a crop scientist co-authors a Nobel Prize winning article in pig breeding and production, and published it in the highest Thomson Reuters impact factor ranked journal, the article is minor for the crop scientist for the purpose of assessment and promotion to the rank of reader or professor of crop science. Nevertheless a very weak paper with little or no novelty published in a very low standard journal can be classified as a minor article regardless of whether it is in the area of specialization of the candidate.

B. MAJOR, MINOR AND BOOK OF GENERAL INTEREST

A major book is one that researched a subject in the candidate's area of specialization in which he is an expert or consultant. That is, the book must be an original scholarly work, deeply researched. In addition, the book must be published by a reputable publisher, well produced and suitable for undergraduate and/or postgraduate studies. This is without prejudice to the definition of a book as contained in chapter 2. The score A-F as may be assigned to a major book by an assessor will be based on the guidelines as presented in appendix III of the Yellow Book.

Minor Book

A minor book is one that is published outside the area of specialisation of the candidate but within the author's discipline regardless of how deeply researched or the calibre of the publisher. Such books may embody, but not necessarily substantial amounts of, the author's original research result/data/ideas but must be suitable for sub-degree, secondary and/or primary studies in the general area of the author's discipline. Similarly, the score (A-F) as may be assigned to a minor book by an assessor will be based on the aspect of the guidelines as presented in appendix III of the Yellow Book.

Book of General Interest

A book of general interest is one that is published outside the author's area of specialisation and discipline. It might be a story, biography, etc or might address a topical and contemporary issue(s) in the society. Irrespective of depth of research, contribution to knowledge, quality of production and reputation of the Publisher, books of general interest should NEVER count in the assessment for appointment and/or promotion of candidates to the rank of Reader or Professor. For appointment and /or promotion to the ranks of Lecturer II to Senior Lecturer, books of general interest should be treated as minor literary work and scored as in Table 11 of the Yellow Book.

Appendix II Qualities of Creative works

Expected Qualities of Major Creative Works for Academic Staff Appraisals/Assessment

Creative works constitute significant part of academic / publication output considered for promotions of academic staff in creative disciplines. Within such disciplines, creative works come into two categories: Major and Minor. In determining whether an output is a major creative work, the following shall be considered:

1. The volume / size of the creative work (Novel, Poetry book, Musical composition, Musical production / performances, Plays, Films, Technical construction, Radio / TV, Play / Drama, Exhibition catalogue, Art work, etc.) must be fairly large.
2. Must have developed new perspective in the creative genre.
3. Must be of high technical impute and must maintain originality.
4. Must show mastery of the genre and the creative idiom in the specific creative style.
5. Must bear evidence of high level of scholarly and creative value and relevance to the national and or international community, if it is an archaeological finding.
6. Size must be overlooked if the creative work achieves national and or international recognition as an award-winning masterpiece.
7. Any work that does not meet the above criteria shall be considered as minor.

Appendix III

Guidelines For Internal Assessment Of Books, Monographs, And Creative Works

Assessors are requested to award letter grades for these categories of academic publications and creative works. The award of letter grades of A to F shall take into account the following:

1. **Books.**
 - a. The level of scholarship demonstrated
 - b. Depth of research and overall contribution to the candidate's discipline.
 - c. The contribution of the candidate's personal (*original*) data or results to the work, which must be in his/her area of specialization, must be manifest.

- d. Suitability for University undergraduate and or post graduate studies.
- e. Standing/reputation of the publisher and quality of production.

Thus, for a book to score the highest grade (A) it must be an original, scholarly work, unmistakably research based and contain substantial amount of the candidate's personal research results/data and ideas. Therefore such work should be suitable not only for undergraduate but also for postgraduate studies. A book, which is essentially a presentation of well known information, produced primarily for the teaching of undergraduate students, no matter how well written, must not score so highly.

2. Monograph

- Must be a scholarly thesis or treatise based *entirely on the candidate's research.*
- Level of scholarship/depth or research demonstrated
- Specific contribution to knowledge
- Standing/reputation of the publisher and quality of production

A monograph must be of the highest quality to make the grade of A.

3. Major creative work

- The range/variety of items or works exhibited on each occasion
- The quality and creativity demonstrated
- Duration of the exhibition, show or performance
- Quality of documentation
- Venue of the exhibition. How specialized and prestigious?
- The quality and range of essays and debate generated by the exhibition through informed critical reviews and citations among the public and the press.

The work must be of the highest quality, as judged by these criteria, to make the highest grade of A.

Appendix V

Students Course Evaluation Form

Course code:

Course title

Credit Load

Course duration

Offering Department

Name of Lecturer

(where more than one lecturer delivered the course, a separate form should be used for each lecturer)

Please rate your overall level of satisfaction in the following areas of your learning experience on a 1-5 response scale scored as
 Poor = 1, Below average = 2, Average = 3, Very good = 4, Excellent = 5

S/No	Attribute	1	2	3	4	5
1	Information presented/covered in the course					
2	The lecturer's level of knowledge of the course					
3	The lecturer's regularity to the classes					
4	The Lecturer's punctuality to the classes					
5	Class interactive/participatory sessions					
6	The lecturer's relationship with the class					
7	Recommended learning materials and handouts					
8	Future usefulness of materials presented					
9	Cost of materials/handout given by the lecturer					
10	The Lecturer's delivery of the lectures					
11	Nature of quiz/continuous assessment					
12	The dressing mode of the lecturer					
13	When absent from lectures, did the lecturer inform the class in advance?					

14	Did the Lecturer use ICT (power point etc) to deliver lectures?					
15	Compared with other lecturers, rate the lecturer					
16	If the course were not compulsory, would you recommend it to your friend?					
17	The Lecturer sold handout/materials directly to students					
18	The lecturer wrote names of students who purchased the handout/materials					
19	The lecturer demanded some forms of gratification from the students					
20	The lecturer motivated the class to study hard					

Maximum score = 5 x 20 = 100: Total score for this lecturer =