

# **USMANU DANFODIYO UNIVERSITY, SOKOTO**



## **REGULATIONS GOVERNING THE TERMS AND CONDITIONS OF SERVICE OF STAFF**

**APPROVED BY COUNCIL**

**REVISED 2021**

## CONTENTS

	Page
SECTION I	GENERAL
SECTION II	APPOINTMENTS
SECTION III	EVALUATION AND PROMOTION
SECTION IV	LEAVE
SECTION V	PASSAGES AND TRANSPORT
SECTION VI	ADVANCES
SECTION VII	ALLOWANCES
SECTION VIII	RETIREMENT AND PENSION
SECTION IX	ACCOMMODATION
SECTION X	MEDICAL ATTENTION
SECTION XI	DISCIPLINE
SECTION XII	REWARD FOR OUTSTANDING SERVICE
SECTION XIII	MISCELLANEOUS
APPENDIX	REGULATIONS FOR CASUAL STAFF

**Note:**

These Regulations are, at the discretion of the Council, subject to amendment from time to time.

## SECTION I

### GENERAL

1. **Title**

- a. These Regulations may be cited as the Regulations Governing the Terms and Conditions of Service of Staff of the Usmanu Danfodiyo University, Sokoto.
- b. The Regulations are subject to the instrument establishing the University (as amended) as well as other ancillary enactments applicable to the University.

2. **Application**

These Regulations shall apply to all staff of the University.

3. **Interpretation**

- a. Any question as to meaning, application or extant of these regulations or any part thereof shall be referred to the Registrar for interpretation; and there shall be a right of appeal against such interpretation to the Vice Chancellor and if necessary to the Council.
- b. Unless otherwise indicated, masculine words shall include the feminine; words in singular shall include the plural and vice versa.
- c. **Academic Session:**  
Means the period of twelve months, which begins on 1<sup>st</sup> October and ends on 30<sup>th</sup> September of the following year or as resolved by the Senate.
- d. **Academic Staff:**  
Means those staff whose primary duty is teaching/research/community service/academic library services.
- e. **Accounting Officer:**  
Means the Vice Chancellor of the University.
- f. **Appointing Authority:**  
Means Council.
- g. **Bursar:**  
Means the Bursar of the University.
- h. **Child:**  
Means an offspring, a step child or a legally adopted/mandated child aged less than 18 years who is unmarried, not in gainful employment, and who is wholly dependent on a staff.
- i. **Competent Authority**  
Means relevant Board, Committee or officials mandated by the Law, Statutes or Regulations to act, approve or give an order in a particular situation.

- j. Contract Appointment:**  
Means appointment for a specific period of time which, unless renewed terminates at the date of expiration of the contract.
- k. Council:**  
Means the Council of the University established under Decree No. 85 of 28<sup>th</sup> September, 1979 (as amended).
- l. Dean:**  
Means an officer of the University who is also a member of staff and who is designated as Dean of a recognized Faculty.  
*NOTE:* For the purposes of these Regulations, this definition shall include all other heads of academic divisions, such as Provosts and Directors of Academic Centres.
- m. Department:**  
Means any academic, professional, or administrative unit of the University recognized as such by Council.
- n. Established Post:**  
Means a post specifically provided for in the current University Estimates.
- o. Fellowship:**  
Means an award of funds beyond sponsorship, to support a staff in pursuit of studies or conducting research.
- p. Head of Department:**  
Means an officer of the University who is also a member of staff and who is designated as head of a recognized department.
- q. Husband:**  
Means a male legally married to a female member of staff according to the law of the place where the marriage was contracted.
- r. Inefficiency:**  
Means act of commission, omission, incompetence or misbehaviour in itself not serious enough to merit proceedings for misconduct, but the cumulative effect of which shows that an employee is not capable of discharging efficiently the duties of the office which he holds and therefore may on repeated occurrence constitute misconduct.
- s. Junior Staff:**  
Means the category of staff on salary CONTISS II 1 – 5 or equivalent.
- t. Management:**  
Means a body of Principal Officers of the University.

- u. Married Man:**  
Means a male member of staff who is legally married to a woman according to the laws of the place where the marriage was contracted.
- v. Married Woman:**  
Means a female member of staff who is legally married to a man according to the laws of the place where the marriage was contracted.
- w. Medical Practitioner:**  
Means a person qualified to practice medicine under the laws of Nigeria.
- x. Misconduct:**  
Means specific act of wrong-doing or an improper behaviour which is inimical to the image of the University and which can be investigated and proved. It can lead to termination of appointment or retirement.  
It includes but not limited to:
- i. scandalous conduct such as:
    - Attempt to change examination grades or related examination offences
    - Immoral behaviour;
    - Unruly behaviour;
    - Drunkenness;
    - Foul language;
    - Assault;
    - Battery,
  - ii. refusal to proceed on transfer/accept posting,
  - iii. habitual lateness to work,
  - iv. deliberate delay in treating official document,
  - v. failure to keep records,
  - vi. pursuing full time study programme without prior permission of the University,
  - vii. negligence,
  - viii. sleeping on duty,
  - xv. improper dressing while on duty,
  - x. hawking merchandize within office premises,
  - xi. refusal to take/carry out lawful instructions from superior officer,
  - xii. malingering,
  - xiii. insubordination,
  - xiv. discourteous behaviour to the public and
  - xv. refusal to report loss or damage of University asset.
- y. Non-Academic Staff:**  
Means staff of the University whose primary duties are other than teaching and research.
- z. Promotion:**  
Means movement from a lower to a higher rank.
- aa. Registrar:**  
Means the Registrar of the University.

- ab. Sponsorship:**  
Means the continuation of payment of salary to a staff on study leave.
- ac. Staff:**  
Means employee holding tenure, contract, or temporary appointment in the University.
- ad. Senate:**  
Means the Senate of the University.
- ae. Senior Staff:**  
Means the category of staff on Salary CONTISS II 6-15 or CONUASS II 1 – 7 or equivalent.
- af. Serious/Gross Misconduct**  
Means a specific act of very serious wrongdoing and improper behaviour which is inimical to the image of the University and which can be investigated and if proven, may lead to dismissal. It includes but not limited to:
- i. falsification of records, change of examination grades, personal particulars, etc.,
  - ii. suppression, mutilation or unauthorised removal of official documents and withholding of files,
  - iii. conviction on criminal charge(s) (other than minor traffic or sanitary offence or the likes),
  - iv. absence from duty without leave,
  - v. false claims against government officials,
  - vi. engaging in partisan political activities,
  - vii. serious financial embarrassment to the University,
  - viii. unauthorised disclosure of official information,
  - ix. bribery/extortion,
  - x. corruption,
  - xi. embezzlement,
  - xii. misappropriation,
  - xiii. violation of oath of secrecy,
  - xiv. action prejudicial to the security of the University,
  - xv. advance fee fraud,
  - xvi. holding more than one full time paid job,
  - xvii. nepotism or any other form of preferential treatment,
  - xviii. divided loyalty,
  - xix. sabotage,
  - xx. wilful damage to University property,
  - xxi. sexual harassment,
  - xxii. dishonesty,
  - xxiii. membership of cults,
  - xxiv. subletting of whole or part of University quarter,
  - xxv. plagiarism and
  - xxvi. any other act unbecoming of a public officer.

- ag. Temporary Appointment:**  
means temporary appointment whose total duration does not exceed twelve months.
- ah. Tenure Appointment:**  
Means a permanent and pensionable appointment.
- ai. Transfer of Service:**  
Means transferring staff's service to or from the University
- aj. University:**  
Means Usmanu Danfodiyo University, Sokoto.
- ak. University Librarian**  
Means the Librarian of the University
- al. Vacancies and advertisements**  
All vacancies other than those that may be filled by promotion or inter-departmental transfer within the University shall normally be advertised.
- am. Vice Chancellor:**  
Means the Vice Chancellor of the University.
- an. Wife:**  
Means a female legally married to a male member of staff according to the law of the place where the marriage was contracted.

**Explanatory Notes:**

These regulations are at the discretion of the Council, to be reviewed or amended after every five years.

## SECTION II

### APPOINTMENTS

#### 4. Establishment Committees

- a. There shall be a Senior Staff Establishments Committee (SSEC) established by Council which shall be responsible for all matters pertaining to appointments, promotions and discipline of Senior Staff.
  
- b. The Senior Staff Establishments Committee shall comprise:
  - i. The Vice Chancellor (Chairman)
  - ii. The Deputy Vice Chancellors
  - iii. The Registrar
  - iv. The Bursar
  - v. Two members of Council who are not members of Senate
  - vi. Two members of Senate
  - vii. The Establishments Officer (as Secretary)
  
- c. There shall be a Junior Staff Establishments Committee (JSEC) constituted by the Vice Chancellor which shall have responsibility for all matters pertaining to appointments, promotions and discipline of Junior Staff.
  
- d. The Junior Staff Establishments Committee shall comprise:
  - i. The Registrar (as Chairman)
  - ii. The Bursar
  - iii. The Librarian
  - iv. The Director of Physical Planning & Development
  - v. The Director of Estate and Municipal Services
  - vi. The Director of Procurement
  - vii. A Vice Chancellor's Nominee
  - viii. The Director of Health Services
  - ix. Director Management Information System
  - x. Chief Security Officer
  - xi. The Establishments Officer (In Attendance)
  - xii. The Officer in charge of Junior Staff Establishments (as Secretary)

Note: All decisions of JSEC shall be subject to approval of the Vice Chancellor.

- e. There shall be Library/College/Faculty Appointments and Promotions Committee  
The Committee shall comprise:
  - i. Librarian/ Provost/Dean/Director - Chairman
  - ii. Heads of Department - Members
  - iii. Heads of Unit - Members
  - iv. Representative of Establishments Officer - Member
  - v. Faculty Officer/College Secretary - Member/Secretary

- f. There shall be Departmental Appointments and Promotions Committee (DAPC)  
The Committee shall comprise:
- |      |   |   |                  |
|------|---|---|------------------|
| i.   | Head of Department                        | - | Chairman         |
| ii.  | Heads of Unit                             | - | Members          |
| iii. | Two Representatives of Departmental Board | - | Members          |
| iv.  | Secretary to Head of Department           | - | Member/Secretary |
- g. There shall be Administration and Services Appointments and Promotions Committee (ASAPC).  
The Committee shall comprise:
- |       |   |   |                  |
|-------|---|---|------------------|
| i.    | Registrar                                       | - | Chairman         |
| ii.   | Bursar  | - | Member           |
| iii.  | Director, Physical Planning and Development     | - | Member           |
| iv.   | Director, Estate and Municipal Services         | - | Member           |
| v.    | Director, Management Information System         | - | Member           |
| vi.   | Director, Health Services Department            | - | Member           |
| vii.  | Director, Procurement                           | - | Member           |
| viii. | Representative of the Bursary Department        | - | Member           |
| ix.   | Representative of the Physical Plan & Dev Dept. | - | Member           |
| x.    | Representative of the Estate & Municipal Dept.  | - | Member           |
| xi.   | Representative of Health Services Department    | - | Member           |
| xii.  | Representative of Management Information System | - | Member           |
| xiii. | Establishments Officer                          | - | Member/Secretary |
- h. There shall be Library/Faculty/College Junior Staff Promotions Committee  
The Committee shall comprise:
- |      |   |   |                  |
|------|---|---|------------------|
| i.   | Chairman to be appointed by the Library/Faculty/College Board |   |                  |
| ii.  | Representatives from Departments                              | - | Members          |
| iii. | Representative from Junior Staff Establishment                |   | Member           |
| iv.  | Faculty Officer/College Secretary                             |   | Member/Secretary |

## 5. Procedure for Appointments

### Vacancies and Advertisements

All vacancies, other than those that may be filled by promotion or inter-departmental transfer within the University, shall normally be advertised.

- a. Before 31<sup>st</sup> December of each year, the Registrar shall request Heads of Department and Deans to submit to him their staff requirements for the subsequent year.
- b. Heads of Department shall consult their respective Deans in all matters pertaining to appointments.
- c. On creation/declaration of a vacancy, the Head of Department concerned shall, in consultation with the Dean (where applicable), cause it to be advertised by the Registrar both internally and externally.

- d. The Head of Department shall provide with each vacancy:
  - i. desirability to fill the vacancy; and
  - ii. details of the minimum educational, professional, and other requirements (e.g. experience) special to the post.
- e. Such a vacancy shall normally be advertised in selected national dailies.
- f. The Registrar shall cause such advertisements to be published in two national dailies, in the University's News Bulletin and website.
- g. All applications in response to such advertisements shall be made direct to the Registrar.
- h. After the closing date set out in the advertisement, or upon receipt of applications, the Registrar shall send same to the appropriate Appointments and Promotions Committee (A & PC).
- i. Staff assessment for appointment shall be based on:
  - i. curriculum vitae with special attention to academic qualifications teaching and/or research experience, administration and organizational ability, and community service;
  - ii. referee reports;
  - iii. an interview, where possible; and
  - iv. any other information that may be deemed as relevant.
- j. For the post of Reader, Professor or equivalent, favourable external assessment shall be required, normally by at least 2 out of 3 renowned scholars in that area who have attained the rank of full Professor or equivalent.
- k. The Vice Chancellor may, at his discretion, request the Dean of the Faculty concerned to suggest names of up to six such Scholars for possible consideration as assessors.
- l. The Registrar shall communicate to all successful applicants.

**6. Eligibility**

- a. To be eligible for appointment, a candidate must possess such minimum requisite qualifications and experience as the University may determine.
- b. The University shall make such enquiries as may be necessary as to the eligibility or otherwise of a candidate.

**7. Disqualifications for Appointment**

No person shall be eligible for appointment to a post in the University who has:

- i. completed a term of imprisonment for a criminal offence other than traffic or sanitary offences;
- ii. been dismissed or had his appointment terminated on grounds of misconduct from any post in the University or other public employment;
- iii. knowingly made a false statement when applying for the post; or
- iv. obtained employment by concealing a disqualification.

8. **Assessment and Interviewing Panel**

- a. Each Faculty Appointments and Promotions Committee or Administration and Services Appointments and Promotions Committee shall be responsible for processing, interviewing, and making recommendations to the Senior Staff Establishments Committee for posts on CONTISSII 6 – 15 and CONUASS II 1-7 or equivalent.
- b. Save as provided for in the University Act in respect of certain posts, the SSEC shall constitute an Assessment and Interviewing Panel which shall interview and assess candidates for appointments to the post of Graduate Assistant and/or other training positions.
- c. The Assessment and Interviewing Panel shall comprise:
  - i. the Vice-Chancellor
  - ii. the Deputy Vice Chancellors;
  - iii. the Dean of the Faculty concerned or his nominee;
  - iv. the Head of Department concerned (except if the Head is a candidate) or his nominee;
  - v. two persons who are specialists in the subject or field in respect of which the candidate is being assessed or interviewed, provided that none of the two shall be lower in rank than the post for which the candidate is being assessed or interviewed;
  - vi. the Registrar or his nominee;
  - vii. the Bursar or his nominee;
  - viii. the Establishments Officer (as Secretary).
- d. Other appropriate bodies in or outside the University may be invited to participate in the assessment and interview of candidates, but the University has the sole authority for appointment of staff.

9. **Categories of Appointment**

Appointments into the University may be in any of the following categories:

- a. Tenure appointment
  - b. Contract appointment
  - c. Part-Time Appointment
  - d. Secondment
  - e. Visiting
  - f. Sabbatical/Professional Attachment
- a. **Tenure Appointment**  
A tenure appointment shall be on full-time basis and, if confirmed, shall continue until the staff reaches the mandatory retirement age, unless the appointment had earlier been terminated by either the Council or the member of staff concerned.

**b. Contract Appointment**

- i. The Vice Chancellor may engage a staff on contract basis after retirement subject to satisfactory annual medical report on such terms as the Council may determine.
- ii. The duration of contract appointment shall normally be determined by the University and the appointment shall be on such terms and conditions as the Council may determine.
- iii. The period of contract shall include period of earned leave.
- iv. On the recommendation of the respective Appointments and Promotions Committees, the Vice Chancellor may renew the contracts of a staff (on application) on such terms and conditions as Council may determine.
- v. In exceptional circumstances, the contract may mutually be terminated before its due date.

**c. Part-Time Appointment**

- i. When it becomes necessary for a Department to employ the services of any person on a part-time basis, the Appointments and Promotions Committee concerned may interview the candidate and submit its recommendation to the Vice Chancellor for appropriate action. Such recommendation must be supported with detailed curriculum vitae and all relevant documents of the candidate.
- ii. The duration of part-time appointment shall be one year and renewable on mutual agreement.
- iii. The rates payable for part-time appointment shall be as determined by the Council from time to time.

**d. Appointment on Secondment**

- i. A staff whose appointment is confirmed except where bonded can be permitted to go on secondment.
- ii. A staff seconded to or from the University, from or to another organization, may serve for an initial period of two years in the first instance, renewable for another period of two years (final) on mutual agreement between the University and that organization.
- iii. Other conditions relating to secondment of staff shall be as agreed between the University and the other organizations.
- iv. Except under special circumstances, staff going on secondment shall leave at the end of the session.
- v. After the second (and final) term, a staff will be required to either transfer his services to/from the University or resume his duties in the University or parent organization as the case may be. On resumption of duty after secondment, a staff will be required to serve the University for the same number of years spent away on secondment before being eligible for another secondment or leave of absence.

**d. Visiting**

- i. The Vice Chancellor shall have the power to approve visiting appointment of a suitable candidate in deserving circumstance for a period not exceeding 12 calendar months, which may be renewed after its expiration. The duration of the visiting appointment shall be four contact periods in a month.

- ii. The visiting appointment may be terminated at any time by the Vice Chancellor on the recommendation of the Head of Department, or by the visiting staff after giving a month's notice.
  - iii. At the expiration of visiting appointment, the staff is required to submit a report of his activities in the University to the Vice Chancellor.
- e. **Sabbatical Appointment/Professional Attachment**
- i. The Vice Chancellor shall have the power to appoint Senior Lecturers and above and Senior Non-Academic staff on CONTISS II 13 and above on Sabbatical/Professional Attachment.
  - ii. The duration of the appointment shall be twelve calendar months.
  - iii. The appointee shall be required to tender letter of release from his university.
  - iv. Upon expiration of the Sabbatical/Professional Attachment, the staff shall submit a report of his activities in the University to the Vice Chancellor.
10. **Outside Appointment**
- a. Unless otherwise stated in the instrument of appointment, all appointments are full-time and no member of staff shall engage in gainful employment or work with or for any person(s) and/or organization(s) other than the University without the express permission of the Vice-Chancellor.
  - b. A staff who accepts outside appointment without permission shall be guilty of misconduct.
  - c. A charge may be made for the services rendered and/or for the use of University equipment or material for work undertaken for an outside body.
11. **Validity of Appointment**
- Appointments of all categories shall not be valid until the following conditions are met:
- a. Acceptance of offer in writing.
  - b. Provision of evidence of medical fitness
  - c. Provision of evidence of age
  - d. Provision of evidence of domicile.
12. **Evidence of Medical Fitness**
- All appointments are subject to the production of evidence of good health signed by the Director, University Health Services Department or by a Medical Practitioner acceptable to the University.
13. **Evidence of Age**
- Every employee shall produce acceptable evidence of his true age on first appointment.
14. **Domicile Address**
- On first appointment, a staff shall declare a registered domicile address to the Registrar.
15. **Date of Appointment**
- The date of appointment is the date on which a staff assumes duty in the University.

16. **Duties**

- a. Every staff is responsible, through his Head of Department, to the Vice Chancellor for efficient discharge of his duties.
- b. The duties shall be prescribed by the Head of Department.
- c. The normal opening and closing hours of work in the University shall be, unless otherwise required:
  - i. 8.00a.m.-4.00p.m. Mondays-Thursdays
  - ii. 8.00a.m.-1.00p.m. Fridays

*Heads of Department should ensure strict compliance by all staff (Academic and Non-Academic Staff).*

*The Vice Chancellor is at liberty to device ways to ensuring compliance.*

17. **Posting**

A staff may be posted wherever his services are considered to be in the interest of and consistent with the objectives of the University.

18. **Probation**

- a. With the exception of professorial posts or equivalent, all tenure appointments shall, in the first instance, be on probation for two years from the date of appointment.
- b. The Council may, for good cause and on the recommendation of the Vice Chancellor, reduce or extend the period of probation by not more than one year.
- c. If at the time during the period of probation the Vice-Chancellor is satisfied that a staff is not suitable for service in the University, the appointment shall be terminated with three months' notice or three months' salary in lieu of notice in the case of Senior Staff and one month's notice or one month's salary in lieu of notice in case of Junior Staff.
- d. If at the end of a period of probation, the appointment of a staff fails to receive confirmation, such appointment shall be terminated by Council with the appropriate notice or salary in lieu of notice as in Regulation 19 (c) above.
- e. Save in exceptional circumstances, a staff on probation shall not be eligible for promotion.
- f. A staff found to be performing well below average during promotion/evaluation exercise may be placed on probation for a period of one year; similarly, a staff found to have committed an infringement that may not merit either termination of appointment or dismissal may be placed on probation for one year. In both cases, if after the period of probation his performance is not found to have improved, the appointment may be terminated.

19. **Confirmation**

- a. Full time tenure appointment requires confirmation after the probation period.
- b. Confirmation is approved by Registrar on recommendation of the Head of Department through appropriate Appointments and Promotions Committee (APC).

- c. If confirmed, full time tenure appointment will continue until a compulsory retirement age is reached unless terminated by either party.

**20. Transfer of Service**

The University may approve a transfer of service of its staff to any public agency or accept a staff on transfer of service from another public agency provided that -

- a. The applicant for the transfer is or falls within the category of tenure staff within the context of these regulations.
- b. The applicant for the transfer has had his appointment confirmed by the University or by the public agency from which he seeks to disengage.
- c. For an applicant seeking to transfer into the service of the University –
  - i. A vacancy must have been declared in the applicant’s discipline, area of speciality and grade.
  - ii. His academic and professional qualifications, experience as well as career progression are in consonance with the scheme of service of the University.
  - iii. The transfer shall not jeopardize the promotion prospects of serving officers.
- Transfer of service is a permanent release of staff and is, therefore, not subject to any consequential reversal.
- Any application for transfer of service shall be addressed to the Registrar.

**21. Disengagement from Service**

**a. Procedure for Disengagement**

A staff may be disengaged from service in accordance with the University Laws and Regulations:

- i. by Council;
- ii. by the Vice-Chancellor, acting on behalf of the Council, for sufficient cause, giving the required notice or salary in lieu to the staff concerned (see Regulation 19(c) above); or
- iii. by the staff concerned, giving six months’ notice or salary in lieu in the case of Professorial cadre, three months’ notice or salary in lieu in the case of other senior staff, or one month’s notice or salary in lieu in the case of junior staff. The University may, for good cause, waive part or the whole of notice required.

**b. Time for Disengagement**

Disengagement of members of the Academic Staff shall normally be at the end of an academic session. For non-teaching staff, shall be any period of the session.

**c. Entitlements on Disengagement**

- i. When disengagement takes effect, the entitlements to leave, passage, traveling expenses, emoluments, and/or other benefits shall be determined in accordance with these Regulations.
- ii. In the circumstance that disengagement takes effect in less than six months or one academic session (in the case of Academic staff) after annual vacation or home leave, the staff concerned may forfeit his entitlement to leave, passages, travelling expenses, and/or other benefits.

He may, in addition, be required to refund such expenses as are incurred by the University in bringing him and/or his family to and/or back from vacation or home leave.

- iii. A staff on contract appointment who disengages from his appointment at any time before its due date may forfeit his entitlements to leave, etc as in the preceding paragraph; if, in the opinion of the University, the circumstances do not warrant premature disengagement from such appointment. The University will consider the circumstances of, and decide on the basis of the merits of each case and may stipulate such other conditions for disengagement as it considers in the interest of the University to do so.

## SECTION III

### EVALUATIONS AND PROMOTIONS

22. **Vacancy**  
Promotion shall not be a right and shall be subject to vacancy and budgetary provision.
23. **Authority**
- a. The power to promote all staff shall be vested in the Council.
  - b. The promotion of Senior Staff shall be made on behalf of Council by the Senior Staff Establishments Committee (SSEC) having regard to the recommendations of the respective Appointments and Promotions Committees; provided that, for promotion of Teaching/Research and Non-Teaching staff to positions on salary scale CONUASSII 5 and above and CONTISSII 13 and above respectively, the SSEC shall make recommendations to Council for final decision.
  - c. The promotion of Junior Staff shall be made by the Junior Staff Establishments Committee (JSEC) on behalf of Council.
24. **Eligibility**
- a. Only staff on tenure appointment shall be eligible for promotion.
  - b. Promotion shall be based on merit. However, in the determination of merit, qualification, efficiency and experience of staff, among other things, shall be considered.
  - c. Where passing promotion examination is a requirement, a staff shall not be promoted until he has first passed the test. The passing of a promotion test shall merely establish the eligibility of a member of staff for promotion.
  - d. A staff shall not normally be considered for promotion unless:
    - i. He has since his appointment or last promotion acquired additional qualification which would entitle him to be considered for higher appointment; and/or
    - ii He has served the minimum waiting period as follows:

All Junior Staff	-	3 years
CONTISSII 6-12/CONUASSII 1-7	-	3 years
CONTISSII 13 and 14	-	4 years
CONTISSII 15	-	5 years
Snr. Lecturer /Snr. Res. Fellow to Professor	-	5 years
- d. A staff may enjoy only one promotion during any leave.
25. **Accelerated Promotion**  
A staff who shows exceptional ability may, on the recommendation of the respective Appointments and Promotions Committee, have his waiting period abridged and receive accelerated promotion.

26. **Point of Entry**

- a. A staff promoted to a salary scale that does not overlap his old salary scale, shall be placed at the first step of his new scale.
- b. A staff whose salary in the former post is higher than the minimum point of his new salary scale, shall be placed at the next point, higher than his former salary or a personal salary whichever is higher.

27. **Effective Date**

Save in exceptional circumstances, the effective date of promotions shall be the 1<sup>st</sup> of January.

28. **Appeal**

A staff who feels that he has been unjustly denied promotion may submit his case in writing to the Vice Chancellor in the case of Senior Staff and the Registrar in the case of Junior Staff. In the event that he is not satisfied with the decision of the Vice Chancellor/Registrar, he may appeal to Council in writing through the Registrar.

29. **Requirements for Promotion of Academic/Research Staff/Academic Librarians)**

Any staff who fails to submit his completed evaluation/promotion forms to the Departmental Appointments and Promotions Committee (DAPC) before the deadline, shall forfeit his right to consideration for promotion that year. Where a staff submits his promotion/evaluation forms within the specified period but his Departmental and/or Faculty APC fails to act before the end of the specified deadline, HOD and/or Dean shall be held responsible. The candidate will, however, not lose his chance to promotion but the case will be carried forward to the next promotion exercise and, if successful, the effective date will be retrospective.

29.1 **External Assessment**

The present practice of sending six names from the Dean of the Faculty to the Vice-Chancellor (in strict confidence) is retained. For quick and effective results, however, the following additional procedures have been adopted:

- a. After the selection of three out of the six recommended assessors by the Vice-Chancellor, the University should, using courier services, obtain the consent (in writing) of the assessors and their willingness to carry out the exercise within three months of the receipt of the candidate's papers. If at the expiration of two months no response was received from the assessors, a reminder shall be sent. Any two positive assessments shall qualify the candidate for the position being considered. If the University fails to receive the consent of any assessor within three weeks of the fourth courier message, such assessor shall be changed and another one contacted. If a willing assessor fails to complete and return the paper of any candidate within the stipulated three months period after courier services, the papers shall be retrieved and sent to a willing assessor.
- b. Absolute secrecy in dealing with External Assessors should be maintained. Where there is an evidence of any undue influence being exerted by officers unauthorized such as Deans, Directors, HOD's, External assessor or any other

party on the assessment(s), such exercise would be cancelled and the candidate forfeits his right to being assessed that promotion year. This action would not in any way be prejudicial to any other disciplinary action deemed necessary under the circumstances.

- c. Duration of external assessment shall not exceed 4 months and reminders to external assessors shall be sent after 2 months.
- d. All Professors shall be re-assessed after every 3 years with regard to Teaching, Supervision, Publications and Mentoring.

## 29.2. Rating of Teaching/Research Staff/Academic Librarians

### 29.2(i) Procedures for Evaluation

All Teaching/Research Staff/Academic Librarians, including Heads of Departments, Deans of Faculty and Provost of College of Health Sciences, Directors of Academic Centres, Deputy Vice-Chancellors and Vice-Chancellor (where applicable) should initially be evaluated by their DAPC. The DAPC shall forward its recommendations to FAPC, which shall verify the assessment, inspect relevant papers, Output or Publication and make appropriate recommendations to the SSEC. The SSEC Sub-Committee on Promotions shall invite the University Librarian/Dean of the Faculty or Centre to which the staff belongs, to defend his recommendations on the staff before the Sub-Committee. The Sub-Committee shall then make appropriate recommendations to the SSEC which shall consider and:

- a. approve recommendations in respect of staff below CONUASS 5 and CONTISS 13; and
- b. forward appropriate recommendations to the Council in respect of staff on CONUASS 5/ CONTISS 13 and above.

### 29.2(ii) Waiting Period

The following waiting periods are approved

S/N	FROM	TO	REQUIREMENTS
1	Graduate Assistant/ Research Assistant	Assistant Lecturer/ Assistant Research Fellow	3 years plus significant progress in Master's Programme (completion of course work). However, where a staff obtained a Master's Degree or equivalent within the first year, he may be promoted at the next promotion year.
2	Assistant Lecturer/Assistant Research Fellow	Lecturer II/ Research Fellow II	3 years plus Master's Degree
3	Lecturer II/Research Fellow II	Lecturer I/Research Fellow I	3 years
4	Lecturer I/Research Fellow I	Senior Lecturer/Senior Research Fellow	3 years plus Ph. D or equivalent

5	Senior Lecturer/Senior Research Fellow	Reader/Principal Research Fellow	3 years
6	Reader/Principal Research Fellow	Professor	3 years

Staff promoted during leave, shall in addition to the waiting period, only be eligible for another promotion one year after resumption of duty.

Where a staff has spent five years without Master's Degree, he shall be phased out of the academic line.

However, for promotion from Senior Lecturer/Senior Research Fellow to Professor, a staff may be considered after five years on Senior Lecturer/Senior Research Fellow position, provided he/she meets the requirements for overall score as well as research and publication. This is applicable to both internal staff and external candidates. A staff who files his papers for promotion to the rank of Professor after five years on Senior Lecturer/Senior Research Fellow position and fails in his bid, may opt for consideration for Reader/Principal Research Fellow position or reapply in the next promotion exercise. If promoted to Reader/Principal Research Fellow, he has to spend 3 years in that grade before being considered for promotion to Professor.

**\*Accelerated promotion from Senior Lecturer/Senior Research Fellow to Professor should be after five years waiting period plus PhD. or equivalent.**

### 29.2(iii) Qualifications

The Master's Degree benchmark for promotion to Lecturer II in all Faculties as well as to Lecturer I in the College of Health Sciences and Faculty of Veterinary Medicine is retained. Staff in the College of Health Sciences who are pursuing fellowship may be considered for promotion to Lecturer I after successful completion of Part I of the fellowships. In all these cases, meeting the qualification benchmark is without prejudice to meeting all other necessary requirements for promotion, that is, overall scores, research and publication.

For promotion to Senior Lecturer/Senior Research Fellow, staff must have successfully completed his Ph.D. or equivalent.

The scores to be given to each type of qualification are as follows:

S/N	Qualification	Score
1	Bachelor's degree 1 <sup>st</sup> Class 2 <sup>nd</sup> Class Upper 2 <sup>nd</sup> Class Lower	5 3.5 2.5
2	Post Bachelor's Diploma relevant to the discipline, teaching or research, BL	2
3	M. Phil., Master's after MBBS or DVM	15

4	M.A., M.Sc. or equivalent	10
5	Post Masters Diploma relevant to discipline	2
6	MBBS, DVM	10
7	Ph. D, D.Sc, D.Phil., or equivalent	20
8	Professional Qualifications (ICAN, ANNAN, COREN e.t.c.)	1 point per entry subject to maximum of 3 entries.

#### Notes

Post-Bachelors and Post-Masters Diploma will not be counted together. The latter supersedes the former.

#### **29.2(iv) Teaching/Supervision/Professional Practice Load**

For teaching/supervision load, a staff is at liberty to indicate courses taught and projects supervised in any of the sessions since he was last promoted. To ensure equity in assessment, a unit of taught course should be scored 0.5 point while 3-hours of practical is to attract 0.75 point. An undergraduate project should be scored 0.5 point subject to a maximum of 2.5. For professional practice, each contact week shall attract 0.25 point subject to a maximum of 2 marks.

For supervision of Clinical Training at the Primaries Level of Fellowship Programme, a Supervisor (Consultant) must have had a contact period of six months with the Resident (trainee). Each Supervisor shall score 0.125 point for each Resident who has successfully completed his primaries, subject to a maximum score of 2 points under load. For candidates who are successful in two primaries (i.e. same level of examination from two different Postgraduate Medical Colleges) only one will be scored for the Supervisor.

#### **29.2(v) Quality of Teaching**

a. For proper scoring of quality of work, the following scores should be used:

- i. Grad Asst/Asst. Lecturer - A maximum of 5 points
- ii. Lect. II/Lecturer I - A Maximum of 6 points
- iii. Senior Lect. and above - Could score seven points and above up to a maximum of 10 points.

b. Assessment of Quality of Teaching to be based on Students' assessment of Lecturers and to carry 60% and that of HOD 40%. Faculty Teachers Evaluation Committee to use appropriate instrument and administer same. At least 50% should be scored to be promoted.

c. The Dean of Students' Affairs and Director of Academic Planning should liaise with relevant Faculty/Departmental Teachers Evaluation Committee to use designated instrument for students' assessment.

d. All Teaching Staff should be assessed at the end of every semester whether or not they are due for promotion. Records of the assessment should be kept for reference purposes.

e. Instruments used in the evaluation of quality of teaching should be tendered before the SSEC Sub-Committee.

**29.2(vi) Relative Weight of Teaching and Research**

<b>TEACHING</b>		<b>RESEARCH</b>	
Length	15 points	Computer Literacy	3 points
Load	15 points	Supervision of PG Research	5 points
Quality	10 points	Output	7 points
		Publications	15
<b>Sub-total</b>	<b>40 points</b>	<b>Sub-total</b>	<b>30 points</b>

The remaining 30 points are for qualifications (20 points); Administration and Organizational Experience (5 points), Community Service (3 points) and Relationship with Colleagues (2 points). In order to address the issue of excess points under publications, such points are transferred to Output. Supervision of Postgraduate research should not be included in the transfer of excess points. Points transferred should, however, retain their weights.

**29.2(vii) Publications (Maximum Points 15)**

The following items classified under publications shall score as indicated below:

- Books for tertiary level **-3 points**
- Books for lower level **-2 points**
- Full length articles/poems **-1 point**
- Publication of translated academic work **-Half the value of the original work**
- Correspondences, Short Publications, Case Reports, Short Plays, Short Poems, Short Stories, Modules, Book Reviews, Essays, Abstracts, Technical Reports, Slide Presentations, Poster Presentations, Adaptation of Works, etc. **-0.25 point irrespective of number of authors to the maximum of 4 entries**
- Editorship of academic books **- 0.5 point**
- Other books of general interest **-1 point**

**Note:** Books for Tertiary Level are those targeted specifically at scholarly dissemination of knowledge to Post Secondary Institutions as indicated in the Prefaces, Forward, Prologues, or Editorial Comments and Reputable Publishers note.

Books for Lower Levels are those targeted specifically at scholarly dissemination of knowledge to Nursery, Primary and Secondary Schools as indicated in the Prefaces, Forward, Prologues, or Editorial Comments and Reputable Publishers note.

Each acceptable entry under publication written by a Single Author shall be appropriately scored as indicated above. However, where multiple authors are involved, the scoring shall be as follows:

**i. Full Length articles**

Two Authors  
**for each Author -1.0 point**  
More than two Authors - **0.75 point for Senior Author and 0.5 for each of the remaining Authors.**

**ii. Books**

Book(s) co-authored by two people - **Full points for each Author**

Book(s) co-authored by more than two people- **75% of full points for Senior Author and 50% for each of the remaining Authors.**

**iii. Editorship of Academic Work**

Two Editors - **0.5 point for each Editor.**  
More than two Editors -**0.38 for Senior Editor and -0.25 points for each of the remaining Editors**

**iv. Translated Academic Work**

Two Authors -**50% of the value of the original work to each Author**

More than two Authors - **75% of half the value of the original work to the Senior Author and 50% of half of the value of the original work for the remaining Authors.**

**29.2(viii) Other Publications Requirements**

a. Minimum First/Principal/Senior Authorship requirements are as follows:

Graduate Assistant 0%, Assistant Lecturer 0%, Lecturer II 0%, Lecturer I, 20%,  
Senior Lecturer 30%, Reader 40%, Professor 50%

b. Quality of Journals and Books: Minimum Indexed Journal requirement in or outside Nigeria:

- Graduate Assistant - Lecturer I - 0%
- Senior Lecturer - 20% of published works.
- Reader - 30% of published works.
- Professor - 40% of published works.

Self-publication shall not be accepted.

c. Not more than 30% of published works shall be in one type journal.

- d. Not less than 20% and not more than 40% of Journal publications shall be in journals published within the Northwest geopolitical zone.
- e. A maximum of two articles in a journal issue shall be accepted.
- f. Publications in journals from Colleges of Education, Polytechnics and Non-Research Institutions shall not be accepted.
- g. Duration for validity of acceptance letter of publication shall be one-year renewable by 6 months.
- h. All books and journals shall have valid ISBN/ISSN numbers and the validity shall be verified at all stages of promotion.
- i. Not more than 3 papers shall be accepted in one conference proceedings.
- j. Periods of industrial action and related experience shall be counted for the purpose of Promotion.
- k. At least 20% of publications presented for promotion to Readership and Professorship positions shall be international publication.

For a Book of Readings, the maximum score per author is 2 points irrespective of the number of chapters written by the author.

For staff categories up to Senior Lecturer, actual publications or reprints thereof tendered before and assessed by DAPC and Faculty APC must be up to 65% of minimum score for publication, while the remaining 35% must be tendered in the form of Acceptance Letter(s) plus the full-length article(s). References, i.e. ISSN/ISBN and reputation of journals and publishers are to be used as main reference points.

## **29.2(ix) Minimum Research and Publication Requirements**

It is observed that there were differences in the job specifications between the teaching staff and their counterparts in the Research Centres, the latter engage predominantly in research work. The following are the minimum Research and Publication requirements:

### **a. Teaching Staff**

Graduate Assistant	-	<b>0 point</b>
Assistant Lecturer	-	<b>0 point</b>
Lecturer II	-	Minimum of <b>0.5 point</b> under 'Output' and/or publication
Lecturer I	-	<b>3(1) (0.65)</b>
Senior Lecturer	-	<b>6(3) (1.95)</b>
Reader	-	<b>16(8) (5.20)</b>
Professor	-	<b>24(12) (7.80)</b>

### **b. Research Staff**

Graduate Assistant	-	<b>0 point</b>
Asst. Research Fellow	-	<b>0 point</b>

Research Fellow II	-	Minimum of <b>2 points</b> under 'Output' and/or 'Publications
Research Fellow 1	-	<b>6(2) (1.30)</b>
Senior. Research Fellow	-	<b>10(5) (3.25)</b>
Principal Research Fellow	-	<b>20(10) (6.5)</b>
Professor	-	<b>30(15) (9.75)</b>

Notes: The first figure outside the brackets refers to the total score under Research and Publication, the first bracket refers to minimum total score under Publication only and the second bracket indicates minimum total score for actual publication, that is, excluding scores from acceptance.

Not less than 75% of the maximum score under Research and Publications should be in the staff's area of specialization for Readers and Professors.

### **29.2(x) Research Output - (Maximum of 7 points)**

This refers to papers presented at Academic fora. All papers must show evidence of Authorship, Forum, Audience, Organizers, Venue and Date. All papers listed under 'Output' must be tendered, assessed and accepted by DAPC, FAPC and SSEC.

Each accepted entry under Output shall attract points as follows:

- |      |                       |   |   |
|------|-----------------------|---|---|
| i.   | Single Author         | - | <b>0.5 point</b>  |
| ii.  | Two Authors           | - | <b>0.5 point each</b>   |
| iii. | More than two Authors | - | <b>0.38 point for Senior Author<br/>and 0.25 for each of the remaining<br/>Authors.</b> |

### **29.2(xi) Guidance and Supervision of Post Graduate Research (Maximum 5 points)**

#### **a. Thesis and Dissertations**

- |     |                         |   |
|-----|-------------------------|---|
| i.  | Ph.D. Thesis/Equivalent | <b>-1.5 points to Main Supervisor<br/>- 1 point to Co-Supervisor</b>  |
| ii. | Masters Dissertation    | <b>- 1 point to Main Supervisor<br/>- 0.75 point to Co-Supervisor</b> |

#### **b. Fellowship Training**

- |     |   |   |
|-----|---|---|
| i.  | Part I Level of Training                | Minimum contact period of eighteen months where there is dissertation<br>Major Supervisor = 1 point<br>Co-supervisor = 0.5 point        |
|     | •                                       | Where there is no dissertation, each consultant with not less than 3 months contact period should score 0.25 per candidate.             |
| ii. | <b><u>Part II Level of Training</u></b> | Minimum contact period of twenty four months, where there is dissertation<br>Major Supervisor = 1.5 points<br>Co-supervisor = 1.0 point |

- Where there is no dissertation, each Consultant with not less than 3 months contact period should score 0.25 points per candidate

A staff applying for promotion shall show evidence of his supervision by supplying the examination results of the candidate(s) he has supervised successfully to completion or evidence of contact with candidate(s) to be confirmed by the Chairman, Medical Advisory Committee (CMAC) of the hospital.

iii. **Supervision of Non-Medical Doctoral Programmes in other Faculties by College Staff**

Other aspects of supervision of non-medical programmes as provided in the general University Guidelines on supervision shall apply.

In order to ensure that those aspiring leadership in their chosen disciplines also give cognizance and importance to postgraduate training and supervision, no staff shall be promoted beyond Senior Lecturer position without obtaining the following points under Postgraduate Supervision:

	<b>From</b>	<b>To</b>	<b>Points</b>
<b>Teaching Staff</b>	Senior Lecturer	Reader	1.5
	Reader	Professor	2.5
	Senior Lecturer	Professor	2.5
<b>Research Staff</b>			
	Senior Research Fellow	Principal Research Fellow	1.0
	Principal Research Fellow	Professor	2.0
	Senior Research Fellow	Professor	2.5

**29.2.(xii) Computer Literacy**

- The 2 marks for computer literacy shall be for practical skill demonstration
- The practical aspect of computer literacy that will be assessed through the conduct of examination are in word processing, power-point, spreadsheet and accessing internet and email.
- Only certificates from recognized training centre with a minimum of three month's training period shall be recognized.
- In determining the computer proficiency of staff, any of the following levels of skill shall be used, viz: beginner, intermediate or advanced.
- Assessment of computer literacy shall be applicable to all Teaching/Research Staff/Academic Librarians of the University.

- vi. Certificates shall be issued to successful staff, which shall be used for subsequent promotions.
- vii. Computer literacy assessment should be conducted by a committee to be set up by Management, which could engage the services of relevant departments/units. The process shall be reviewed from time to time.

**29.2(xiii) Administrative and Organizational Experience**

Vice-Chancellor (where applicable)	-	3 points
Deputy Vice-Chancellor	-	2 points
CEOs of Tertiary Institutions/Institutes	-	2 points
Rector, Director	-	2 points
Dean, Directors, Provost	-	1.5 points
Head of Department	-	1 point

Deputy Dean		
Faculty Examination Officer		
Chairmanship of University Committee		
Complex Coordinator	-	0.75 point

Chairmanship of Faculty Committee, Head of Unit		
Departmental Examination Officer	-	0.5 point

Course and Departmental Activity Coordinator		
Membership of University Faculty Committee to which appointment is by merit-		0.25 point

Administrative and Organisational Experience for staff of College of Health Sciences shall be scored as follows:

CMD 2 points, CMAC 1.5 points, Deputy CMAC 1 point,  
Membership of Hospital Committees 0.25 point.

**Note: The maximum score is 5 points and all entries must be dated.**

**29.2(xiv) Community Service**

**0.25 point** per accepted entry up to a maximum of **3 points**. Community services should be in respect of Communities in Nigeria and only Executive Membership of Association, Membership of Professional Associations, would be scored. Only Executive membership and Patronship are to be scored for Religious, Ethnic and Town groups within Nigeria. All entries **must be dated**.

**29.2(xv) Relationship with Colleagues** **Maximum of 2 points**

**29.2(xvi) Overall Minimum Scores**

Overall minimum scores for appointment and promotions in respect of positions from Graduate Assistant to Professor are as follows:

Graduate Assistant (Appointment only) - **Acceptable performance at interview.**  
Asst. Lecturer/Asst. Research Fellow - **15%**

Lecturer II/Research Fellow II	-	<b>25%</b>
Lecturer I/Research Fellow I	-	<b>40%</b>
Senior Lecturer/Snr. Research fellow	-	<b>60%</b>
Reader/Principal Research Fellow	-	<b>70%</b>
Professor	-	<b>75%</b>

### **30. Requirements for Promotion Non-Academic (Senior Non-Academic Staff)**

#### **30.1 General**

a. The assessment of Senior Non-Academic Staff is based on qualification, working experience, quality of work, written test and oral interview. The system ensures that staff are assessed objectively especially by their performance in written test and oral interviews. The scores are to be distributed under the following headings:-

i.	Qualification	-	20%
ii.	Short Courses	-	5%
iii.	Working Experience	-	15%
iv.	Quality of Work	-	55%
v.	Other Public Activities-		5%

b. All staff without National Diploma (or equivalent) or higher qualification should not be promoted beyond CONTISS 6.

c. Secretarial staff with National Diploma in Secretarial Studies (100/50w.p.m.) may be promoted to Secretary I with the same qualification after five years satisfactory service.

#### **30.2 Waiting Period**

The waiting period for promotion of all Senior Non-Academic staff should now be 3 years for CONTISS 6-12, 4 years for CONTISS 13 and 14 and 5 years for CONTISS 15 subject to availability of vacancy.

#### **30.3 Minimum Scores for Promotion**

Minimum scores for promotion of Senior Non-Academic Staff are as follows:-

CONTISS 7	-	40%
CONTISS 8	-	45%
CONTISS 9	-	50%
CONTISS 11	-	55%
CONTISS 12	-	60%
CONTISS 13	-	65%
CONTISS 14	-	70%
CONTISS 15	-	75%

### 30.4 Guidelines for Scoring

#### a. Qualification

Qualification is certificate obtained from approved institution of learning, the duration of which is not less than one academic session and at the end of which an approved and recognized certificate is obtained. It is assigned a maximum of 20 points, which can be scored as follows:-

20 points	-	PhD
17 points	-	Master's Degree, ACA, PGD, FIST, degrees of 5years plus or equivalent
15 points	-	Bachelor degrees, HND, 120/50 w.p.m. or equivalent
10 points	-	2 year Diploma Certificate, NRN,AIST, NDOTM 100/50 w.p.m. or equivalent
5 points	-	Certificates of AEO, AWS, SSCE, T.T grade I, less than 2 year Diploma
1 point	-	Stage I of ACA, ACMA, ACCA, ICAN, etc. to attract an additional point over and above whatever points scored for highest qualification

#### b. Short Courses

Relevant Courses that are less than one academic session and which are designed to provide specialist training are scored as follows:-

1 point	-	For a course of more than 6 weeks
½ point	-	For a course of not less than 1 week and not more than 6 weeks

#### c. Working Experience

One point is given for each completed year of relevant service as a Senior Staff in a University or other institutions of higher learning; and half a point as a Junior Staff in a University or other institutions of higher learning or as a Senior Staff in other educational/public establishments.

#### d. Assessment of Service

The assessment of service of staff shall be done under the headings shown below. Each heading is scored out of 5 points except Expression on Paper and Computer Literacy which are scored out of 7 points each, while foresight and initiative is scored out of 6 points.

i.	Foresight and Initiative	-	Highest score - Anticipates problems or situations. Lowest score - Gives little or no consideration to future needs.
ii.	Judgment	-	Highest score - His/her decisions or proposals are consistently sound. - Lowest score - Poor perception of relevant merits or feasibility in most situations.
iii.	Expression on Paper	-	Highest score - Always cogent, clear and well set out. Lowest score - Ambiguous, clumsy and obscure.
iv.	Relationship with		

- Colleagues - Highest score - Sensitive to other peoples feeling tactful and understanding of personal problems, earns respect.  
Lowest score - Ignores or belittles other peoples feeling; intolerant does not earn respect.
- v. Acceptance of Responsibility - Highest score - Seeks and accepts responsibility at all times.  
- Lowest score - Avoids responsibility, will pass it on when possible.
- vi. Reliability Under Pressure - Highest score - Performs effectively under pressure.  
- Lowest score - Easily thrown off balance, not reliable even under normal circumstances.
- vii. Management of Staff - Highest score - Organizes and inspires staff to put in their best.  
- Lowest score - Inefficient in the use of staff; engenders low morale.
- viii. Output - Highest score - Gets work/assignment completed accurately, on schedule and in line with established procedures and policy.  
- Lowest score - Work always behind schedule and a source of constant complaint.
- ix. Punctuality - Highest score - Regularly punctual at work.  
- Lowest score - Little regard for punctuality.
- x. Computer Literacy - Highest score – Competency in computer productivity tools .  
- Lowest score - Poor proficiency in basic computer skills and ICT.

### 30.5 Promotion Examination

The following Guidelines shall apply for the conduct of promotion examination:

- i. The Central Committee on Promotion Examination (CCPE) shall conduct Examination and Oral Interview for affected staff in the Registry, Bursary, Physical Planning and Development, Estate and Municipal Services, Health Services Department, etc.
- ii. Staff on CONTISSII 6-15 must obtain the following minimum score in promotion examination:

CONTISSII 7	-	40%
CONTISSII 8	-	45%
CONTISSII 9	-	50%
CONTISSII 11	-	55%
CONTISSII 12	-	60%
CONTISSII 13	-	65%
CONTISSII 14	-	70%
CONTISSII 15	-	75%

- iii. Written Examination shall be for a period of one to two hours.
- iv. The affected staff must obtain the minimum score in the written examination to qualify for oral interview.
- v. Written and Oral Examinations for staff on CONTISS 6 and above should be broken down as follows:

S/N	Assessment	Service Staff/Technologist	Registry
1	Personality	5%	5%
2	Oral English	10%	15%
3	Knowledge of Subject Matter	25%	20%
4	General Knowledge	10%	10%
5	Written examination	50%	50%
	<b>TOTAL</b>	<b>100%</b>	<b>100%</b>

- vi. Oral interview shall only hold where tight competition for a position exist.

**30.6 Other Public and Community Activities**

Scores will be given for services rendered on special committees, the appointment of which would normally be based on personal merit. Half a point will be given for service on each Committee appointed by the Government, National Universities Commission or the University since last promotion. An executive position for Religious, Ethnic and Town groups within Nigeria shall attract quarter point.

**31. Promotion Guidelines for Junior Staff**

**31.1 General**

- a. All junior staff that are qualified for promotion shall complete the Junior Staff Establishment Committee form (A) (including those on study leave) and submit required copies for the consideration of the respective Faculty/College/Department Junior Staff Promotion Committee.
- b. The Committee shall use the completed form 1(A) (i.e. evaluation form) for their recommendations and subsequently compile the JSEC Form 1(B) (i.e. Rating Scale) for promotion in respect of both recommended and not recommended candidates.
- l. The Department shall submit required copies of JSEC Form A1 and B1.
- d. Guidelines
  - i. staff with a score below three on punctuality should not be recommended for promotion and shall also be advised to improve on punctuality.

- ii. only staff that have satisfied the minimum waiting period and obtained the necessary qualifications for promotion to the next grade are to be recommended.

### 31.2 Qualification Requirement for Promotion

- Confidential Secretary

Confidential Secretary III Confidential Secretary IV	50/100 word per minute 35/80 words per minute
---	--

- Laboratory Attendant/Assistant

Laboratory Attendant to Laboratory Assistant	WASC or Grade II/SSCE passed with a minimum of 2 credits/4 passes in Science and/Science related subjects.  However, professional laboratory certificate or 5 years waiting period is required for promotion to Laboratory Supervisor.
--	--

- a. Security personnel

Patrol man	Senior Secondary School Certificate Examinations or its equivalent
------------	--

- b. Drivers and Artisans

Various Trade Tests remain a condition for promotion.

- c. Clerical Officer Administration/Accounts, Library Assistant, etc shall possess Senior Secondary School Certificate Examination or its equivalent

### 31.3 Quality of Work

S/N.	Item	Scale	Rating
A	Foresight	6	
B	Initiative	6	
C	Judgment	6	
D	Expression on paper	6	
E	Out put	7	
F	Relationship with colleagues	6	
G	Relationship with public	6	
H	Acceptance of Responsibility	6	
I	Reliability under pressure	6	
J	Management of Staff (where applicable)	6	
K	Punctuality	7	

	Total	68	
--	-------	----	--

### 31.4 Qualification

Qualification	Points
SSCE or its equivalent	5
Post SSEC Certificate (from a recognized institution)	8
One Year Diploma (from a recognized institution)	10
Two Year Diploma (from a recognized institution)	15

### 31.5 Short Course

1 point for a course more than 6 weeks  
 ½ point for a course less than 6 weeks

### 31.6 Working Experience

Working experience up to 15 years = maximum of 15 points

### 31.7 Minimum Scores for Promotion

CONTISS	Percentage
Contiss 3	40%
Contiss 4	45%
Contiss 5	50%
Contiss 6	55%

S/N	Items	Percentage
1.	Quality of Work	68
2.	Qualification	15
3.	Shot Course	2
4.	Working Experience	15
	Total	100%

## SECTION IV

### LEAVE

#### 32. Annual/Vacation Leave (on full pay)

- a. The leave year shall be 1<sup>st</sup> January to 31<sup>st</sup> December and at the discretion of the University. Leave may be taken before it is fully earned.
- b. Teaching/research staff/academic librarians shall normally take their vacation leave during the period August 15<sup>th</sup> to October 14<sup>th</sup>.
- c. Members of the administrative, technical and other staff shall take their vacation leave as may be approved by the Registrar who shall have regard to the Head of Department's recommendation.

#### 33. Leave Entitlements

The duration of annual vacation leave on full pay shall be as follows:-

Salary Scales	Leave per Annum
CONUASSII 1-7/CONTISSII 6 and above	30 Calendar days
CONTISSII 4 – 5	21 Calendar days
CONTISSII 1 – 3	14 Calendar days.

A staff could be allowed up to a maximum of 30 Calendar days for research activities and/or for collection of teaching materials outside the University.

#### 34. Pro-rata Leave

Pro-rata leave shall be calculated as follows:-

Pro-rata Leave days	CONUASS 1-7 /CONTISS 6-15	CONTISS 4-5	CONTISS 1-3
Leave Earning Period	30 Calendar days per Annum	21 Calendar days per Annum	14 Calendar days per annum
12 months	30 Calendar days	21 Calendar days	14 Calendar days
11 months	28"	19"	13"
10 months	25"	18"	12"
9 months	23"	16"	11"
8 months	20"	14"	9"
7 months	18"	13"	7"
6 months	15"	11"	7"
5 months	13"	9"	6"
4 months	10"	7"	5"
3 months	8"	6"	4"
2 months	5"	4"	3"
1 month	3"	2"	1"

Any period of service less than 30 days is not reckonable.

**35. Leave in the First and Last Years of Service**

- a. Notwithstanding rule 37 below, leave in the first year shall be subject to a minimum of six months in the service and shall be calculated pro-rata for the first six months continuous service. Thereafter, full leave may be granted for that year.
- b. Notwithstanding rule 37 below, leave in the last year of service shall be calculated pro-rata.

**36. Deferment of Leave**

Leave shall not normally be carried from one year to another, but on exceptional, circumstances, the Registrar may approve accumulation of leave on the recommendation of the Head of Department and/or Dean, provided that such accumulation shall not be for more than three years, which may be taken later.

**37. Leave not Taken**

Subject to Regulation 32(a) above, any annual leave or part thereof not taken/deferred by 31<sup>st</sup> December shall lapse.

**38. Complementary Leave**

No complementary leave shall be granted to a staff as a result of his promotion if he has already taken his vacation leave for the year.

**39. Casual Leave**

- a. A staff may for good reason be granted casual leave of not more than an aggregate of 7 days in a year by the Head of Department who shall notify the Registrar in writing. Such a leave is a privilege and not a right and shall not accumulate.
- b. The casual leave shall only be granted after an officer exhausted his annual leave. Casual leave is deducted in advance or in arrears of earned leave.

**40. Leave of Absence**

- a. Application for leave of absence without pay shall be made to the Vice-Chancellor in the case of Senior Staff or the Registrar in the case of Junior Staff and which application shall be through the Head of Department.
- b. Leave of Absence may be granted at the discretion of the University, which discretion shall be based on the following considerations;
  - i. A recommendation from the Head of Department that the staff can be released.
  - ii. Leave of absence may be granted where a staff has been called to serve either at the Federal, State or Local Government level in which case there must be a letter of invitation signed by the Secretary to the Government. Such appointments shall, however, normally be restricted to non-career positions.
  - iii. Where the staff, who must have been confirmed (except staff already bonded to serve the University), is going on attachment to a professional body to acquire practical experience;

- iv. Where the staff, who must have been confirmed (except staff already bonded to serve the University), is going on higher studies but he is not eligible for the University Study Fellowship;
- v. Where a staff wishes to join his spouse for any of the purposes (i) to (iv) above or for any other reasons, the period for which the leave may be granted shall not exceed one year provided, however, where both spouses are staff of the University, the provision in (vi) below shall apply;
- vi. Duration of leave of absence could be for up to four years initially, renewable for up to four more years and no more. However, where the request for release of an officer is for a specified duration, the University may approve the leave for that duration; provided that the total period of absence from the University, including extensions shall not exceed eight years; and
- vii. A staff who is granted leave of absence shall normally earn notional increment on his salary if his increment date falls within the leave period.
- c. The period served on leave of absence shall not normally count for promotion except where the duties performed during the leave are relevant to the staff's duties in the University.
- d. Except under special circumstances, staff going on leave of absence shall normally leave at the end of the session.
- e. After the second (and final) term, a staff will be required to either transfer his services to/from the University or resume his duties in the University or parent organization as the case may be. On resumption of duty after leave of absence, a staff shall be required to serve the University for the same number of years spent away on leave of absence before being eligible for another leave or secondment.
- f. Where a staff on leave of absence is unable to complete the period of absence, he shall be required to serve the University for the number of years approved for him before being eligible for another leave.
- g. Training and other programmes of study attended by staff during a duly granted leave of absence with prior permission of the University may not be subjected to any consequential bonding and shall be accordingly recognized and accepted by the University.  
Where, however, such programs are attended without the permission of the University, the University shall reserve the discretion to recognize or reject same.

#### **41. Study Leave**

Study leave may be granted to Nigerian members of staff as follows:

##### **41.1 Academic/Research Staff/Academic Librarians**

###### **A. Master's Degree Programme**

- i. A Graduate Assistant or Assistant Lecturer shall be required to register for Master's Degree in a university within Nigeria after serving the University for a minimum of six months.
- ii. A staff who wishes to go outside Nigeria for Master's Degree is required to first obtain scholarship from outside the University before he would be awarded the University Study Sponsorship/Fellowship and the permission to go.
- iii. Any staff who wishes to study within Nigeria shall be covered by the terms of the Usmanu Danfodiyo University Sponsorship Scheme.
- iv. A teaching/research staff with first degree only, who has remained in the services of the University for up to five years and has not obtained a Master's Degree shall have to relinquish his appointment and leave the service. In the alternative, he could transfer to a non-teaching Unit of the University if he is acceptable there.
- v. A teaching/research staff who has gone for Master's Degree course and failed shall relinquish his appointment. In the alternative, he could transfer to a non-teaching Unit in the University if he is acceptable there.
- vi. Duration of Study Leave Sponsorship/Fellowship for Master's Programme shall be as follows:

- (a) Initial award period of two years or as indicated in the admission letter.
- (b) First extension of six months on full pay;
- (c) Second extension of six months on full pay;
- (d) Third extension of six months on half pay.
- (e) Fourth extension of six months without pay, after which he should be phased out of the academic cadre. This is however, without prejudice to Regulation 40.1 (a)(iv) above on phasing out of staff from the Academic cadre after five years without Master's Degree.

###### **B. M.Phil. Degree Programme**

- i. A staff recruited with Master's Degree and has taught for at least two years in the University could be allowed to go for M.Phil. Degree programme.

- ii. A staff sponsored by the University for Master's Degree and has taught for two years or served his bond could be allowed to go for M.Phil. Degree programme.
- iii. Duration of Study Sponsorship/Fellowship for M.Phil. Degree Programme shall be as follows:
  - (a) Initial award period of two years or as indicated in the admission letter.
  - (b) First extension of six months on full pay.
  - (c) Second extension of six months on half pay.
  - (d) Third extension of six months without pay, after which he shall resume.
  - (e) Duration of award after M.Phil. upgrade to PhD shall be as indicated in the letter of upgrade.

**C. Ph.D. Programme (Academic/Research Staff/Academic Librarians Only)**

- i. A staff recruited with Master's Degree and has taught for at least two years in the University could be allowed to go for a Ph.D. programme.
- ii. A staff sponsored by the University for his Master's Degree programme and has taught for two years or served his bond could be allowed to go for a PhD programme.
- iii. A staff with Master's Degree, who has remained in the services of the University for up to ten years and has not obtained a PhD Degree shall have to relinquish his appointment and leave the service. In the alternative, he could transfer to a non-teaching Unit of the University if he is accepted there.
- iv. Duration of Study Leave Sponsorship/Fellowship for full-time Ph.D. Programme shall be as follows:
  - (a) Initial award period of three years or as indicated in the letter of admission.
  - (b) First extension of one year on full pay.
  - (c) Second Extension of one year on full pay.
  - (d) Third and final extension of one year on half pay after which, if he fails to obtain the degree shall resume duty at his department.
- v. Duration of Study Leave Sponsorship/Fellowship for part-time Ph.D. Programme shall be as follows:
  - (a) Initial award period of five years or as indicated in the letter of admission.
  - (b) First extension of one year on full pay.
  - (c) Second extension of one year on full pay.
  - (d) Third and final extension of one year on half pay after which, if he fails to obtain the degree shall resume duty at his department.

**D. Terms of Study Fellowship**

Subject to the discretion of the University, the Study Fellowship for all programmes covers the following:

- i. Basic salary and allowances;
- ii. Tuition and Registration Fees for all the years of study;
- iii. Research Allowance as may be approved by the University from time to time;
- iv. Transport to and from the institution of study at existing University rate payable once.
- v. Staff on PhD Fellowship could be sponsored for a maximum of four trips to visit their supervisors for the period of their study (when necessary). In such case, they are to be paid transport and traveling allowances for a maximum of three nights at the existing University rate.
- vi. Items ii – v above shall not apply to those staff who secure sponsorship/study grant from non-personal sources.

**41.2 Non-Academic Staff**

The minimum waiting period for non-academic staff of the University to go on training of any type other than first degree, and on any condition, is two years from the date of assumption of duty or after serving the bond for the last course attended, whichever is longer.

**A. Conditions for the Award of Postgraduate Diploma, PhD/Master's Degree Study Sponsorship/Fellowship**

- i. A Non-Teaching staff employed with a First Degree could be allowed to go for Postgraduate Diploma/Master's Degree programme after serving for two years.
- ii. A Non-Teaching staff sponsored for First Degree could be allowed to go for Postgraduate Diploma/Master's Degree after serving his bond.
- iii. A Non-Teaching staff who has worked for three years after obtaining his Master's Degree or served the bond, whichever is longer, could be allowed to go for PhD. programme.
- vi. A Non-Teaching staff who secures an award in the University Study Fellowship shall be covered by the terms applicable to the Teaching/Research Staff/Academic Librarians.

**B. Diploma and Certificate Courses**

**i. Professional Courses of One-Year Duration**

A confirmed staff can go for these courses; the University shall be responsible for the payment of basic salary and allowances of the staff in addition to the following:

- (a) Registration fee;
- (b) Tuition Fee;
- (c) Examination Fee;
- (d) Study leave allowances as approved by the University.

In respect of (a), (b) and (c) above, the possession of outside sponsorship before or during the course invalidates the payment of fees as specified above, to the institution.

**ii. Diploma Courses of Two-Year Duration**

A staff wishing to go for a 2 year diploma course, irrespective of his salary scale, must have been confirmed.

In this case, University fellowship shall cover basic salary and allowances, in addition the following:

- (a) Registration fee;
- (b) Tuition Fee;
- (c) Examination Fee;
- (d) Study leave allowances as approved by the University.

In respect of (a), (b) and (c) above, the possession of outside sponsorship before or during the course invalidates the payment of the fees, as specified above.

**C. Overseas Diploma Courses and Professional Courses**

- (a) Outside scholarship for any course tenable overseas shall include passages, for it to be acceptable to the University.
- (b) No staff shall be allowed to go on Diploma course overseas provided the course is tenable in Nigeria.

**D. Short-Term Courses not Exceeding Three Months in Nigeria**

The terms applicable for short-term courses not exceeding 3 months in Nigeria shall be as for Diploma and Certificate courses.

**E. Short Term Courses not Exceeding Three Months outside Nigeria**

The University shall not bear the cost of any course not exceeding 3 months outside Nigeria. However, a staff could be allowed to go with his salary upon submission of acceptable evidence of outside sponsorship.

**F. First Degree Courses**

**i. Conditions for the Award**

Before a Non-Teaching Staff could be sponsored for first degree courses by the University, the following shall apply:

- (a) His appointment must have been confirmed.
- (b) The programme in view should be relevant to the duties of the staff concerned

- (c) A staff who had been sponsored for a course and failed could be given another opportunity after serving the bond, but shall proceed on leave without pay.
- (d) A Staff who wishes to pursue first degree should have served the University meritoriously for at least four years.
- (e) The staff must return to his department after the programme.
- (f) Not more than two members of staff (or as circumstances may permit and depending on the size of a department) shall be released for first degree programme from the same department within a space of 3 years.
- (g) A staff granted study leave Sponsorship/fellowship should be made to sign a bond to serve the University for equal period spent on study leave Sponsorship/fellowship.
- (h) A staff shall not be eligible for another training programme until he serves the existing bond.

**ii. Duration of Study Leave Award Sponsorship/Fellowship for First Degree Courses**

- (a) Initial period of award should be for the duration of the course as contained in the staff's letter of admission.
- (b) First extension of one year on full pay.
- (c) Second and final extension of one year on half pay.
- (d) Any staff who could not obtain the Degree after the second extension, would be deemed to have failed and shall resume duty in his Department.

**iii. Terms of Study Fellowship Award**

- (a) Full annual salary.
- (b) Tuition and Registration Fees.
- (c) Examination Fee (where applicable).
- (d) Allowances as approved by the University.

**G. Regulations for Practical Training/Attachment for Staff who have Completed Relevant Professional Courses Sponsored by the University**

- i. The courses involving practical training/attachment as follows:
  - a. Professional qualifications in all fields;
  - b. Internship in relevant disciplines;
  - c. Industrial training in relevant Diploma or other approved programmes.
- ii. Staff sponsored for any of the above courses shall be allowed to proceed immediately for attachment/practical training/NYSC on the successful completion of their programme.
- iii. Such staff shall be entitled to full salary / allowances for the period of attachment, except where the institution of attachment pays them.
- iv. The period of attachment shall count in the duration of the bond.

- vi. The actual period of training as well as the duration of attachment must be reflected in the application form submitted to the Committee of Deans and Directors.

### 41.3 Residency Training Policy

**a. Sponsorship of Residency Training Programme of UDUS**

The University shall consider candidates for sponsorship in Residency Training Programme (RTP) in the various specialties or subspecialties in tertiary hospital accredited by the National Postgraduate Medical College of Nigeria (NPMCN) or its equivalent for such training and as contained in the Medical Residency Training Act, 2017.

**b. Requirements for Sponsorship of the Residency Training Programme**

- i. possessing MBBS, BDS or their equivalents.
- ii. possessing of NYSC discharge certificate or letter of exemption/exclusion.

**c. Supernumerary Training at Accredited Training Centres**

- i. staff shall be sponsored for supernumerary training.
- ii. all supernumerary residence training sponsored by the University shall be undertaken at centres accredited by the NPCM or its equivalent.
- iii. supernumerary residents shall be sponsored for courses and examinations in the respective Post Graduate Medical Colleges as provided in the table below:

	<b>Primary</b>	<b>Part I</b>	<b>Part II</b>
Number of examinations to be sponsored by UDUS	2 attempts	2 attempts	2 attempts
Maximum number of days for revision to be sponsored by UDUS	7	21	21
Transportation and accommodation during the examination (maximum)	5 days	2 weeks	2 weeks
Allowances payable	N.A.	As for Masters programme	As for Ph.D. programme

- iv. A Post Part 1 Supernumerary Resident may be sponsored for a short term of three months to one year period overseas training in a specialized area of the programme where facilities for such training are not available locally. Where possible, intervention of TETFund or other external sponsors shall be sought.

**d. Duration for the Residency Training Programme (RTP)**

The Supernumerary Resident shall be sponsored by UDUS for full Residency programme as in line with admission letter and Medical Residency act of 2017.

- e. **Extension**  
Where a candidate has exhausted the normal duration of residency training:
  - i. Extension may be allowed for one year with full pay
  - ii. Second extension of one year with half pay.

**42. Resumption of duty before Completion of Programme**

- i. A staff is to resume duty only after completion of his programme.
- ii. However, where a staff has produced convincing evidence that he has submitted his draft dissertation / thesis and is awaiting *viva voce*, he may wish to apply to suspend his study leave / fellowship.
- iii. A staff who has exhausted the duration of study leave / fellowship but has not completed the programme, shall apply to resume duty and serve the bond.

**43. Guidelines for Voluntary Withdrawal from Study Leave**

- i. A study fellow may be allowed to withdraw from his programme of study based on genuine problems related to institution of study or supervision which must be confirmed by the Postgraduate School of study or the Academic Office as the case may be.
- ii. Study fellows may be allowed to withdraw from their programmes on grounds of ill-health.
- iii. Where a study fellow has collected all or part of the allowance in (i) above, such fellow should be required to refund such money or serve the equivalent period of the bond on withdrawal.
- iv. Where a study fellow has collected all or part of the allowance and has judiciously utilised it in (ii) above, the University may, on compassionate grounds, waive the liability on the staff to refund.

**44. Payment of Travelling Expenses to Supervisors of PhD Students on Usmanu Danfodiyo University Study Leave/ Fellowship**

The University will bear travelling expenses to supervisors from other Universities supervising staff on Usmanu Danfodiyo University study leave/fellowship undertaking PhD programme in other Universities as follows:

- i. Maximum of two trips per year;
- ii. Maximum of three nights per visit at the current University rate for accommodation and feeding;
- iii. Transportation to and from Sokoto on existing University rates; and
- iv. Approval for the facility is subject to the following conditions:
  - a. Applicant must be on Usmanu Danfodiyo University Study Leave/Fellowship;
  - b. Application must be supported by convincing evidence from the postgraduate school of study justifying the need for the supervisor to come.
  - c. The facility is for the benefit of those on PhD programme whose research is being conducted in Sokoto, Kebbi and Zamfara States; and
  - d. Processing and payment for this facility is to be borne at the complex level.

**45. Other terms attached to Training Programme and Sponsorship**

- a. No staff shall undertake any Training Programme without the prior approval of the University.
- b. Where sponsorship is granted before confirmation of appointment, the staff concerned will only be considered for confirmation after he has successfully completed his studies and returned to his post subject to rule 18(a) here above.
- c. A staff on sponsorship shall be required to sign an undertaking to return to work at the University for at least two years or the period of training (whichever is longer), at the end of the programme.
- d. If the sponsored staff fails to return to work for the University for the period stipulated above, without reasonable excuse acceptable to the University, he would be regarded as having been absent from duty without permission effective from the date of expiration of study leave and shall be considered to have breached the condition of bond.
- e. A staff that started his study programme before joining the services of the University may be eligible for regularization of his study programme.
- f. A staff that is on approved leave shall not be eligible for any sponsorship/fellowship by the University for Study Leave.
- g. A staff on study leave shall terminate his study leave before he could be eligible for any other leave.
- h. A staff recruited while pursuing a postgraduate programme shall be allowed to continue for one year unassisted; thereafter, he may apply for University sponsorship.
- i. Without prejudice to (a) above, the University reserves the right to recall the staff when the need arises.

**46. Study Permit**

Study permit is a permission other than leave granted to a staff to undertake a study programme tenable in the University. A staff may be granted study permit to pursue an academic programme provided that:

- i. the staff has met the minimum eligibility requirements for release to pursue the programme;
- ii. the staff shall not be relieved of his official duties at his department;
- iii. the staff shall not be subjected to any training bond;
- iv. the certificate issued to the staff at the end of the programme shall be recognized by the University.

A staff on an approved study leave may be permitted to suspend his leave and proceed with his programme on a study permit provided that the attendant conditions attached to the study leave shall continue to apply in respect of the period spent thereunder.

#### **47. Guidelines for Weekend / Part-Time Programme**

##### **a. Eligibility**

- i. No staff shall proceed on a weekend/part-time programme without prior permission of the University
- ii. The course of study shall be tenable in a recognized institution and where it will not affect the primary duties of the applicant.
- iii. A staff is eligible for permission to pursue only one programme at a time.
- iv. Where a staff is serving a bond he shall not be eligible for permission to study.
- v. The University shall not recognize the certificate of staff who pursued a study programme without prior permission.
- vi. Without prejudice to the above, the University reserves the right to recall the staff.

##### **b. Duration**

Permission may be granted to staff to pursue a weekend / part-time programme for a duration as specified in the admission letter.

##### **c. University's Commitment**

A staff will only be given permission to pursue weekend/part-time programme provided he bears the full cost. This, however, is without prejudice to Council's decision to waive half of the registration fees for University staff pursuing self-accounting programmes in Usmanu Danfodiyo University, Sokoto

##### **d. Relevance of the Programme**

Intended programme of study shall be relevant to the applicant's primary duties for such an application to be considered. The Head of Department/Unit shall confirm the relevance of the programme.

##### **e. Bond**

- i. A staff who has been granted 50% waiver of tuition on a self-accounting programme at Usmanu Danfodiyo University shall be bonded for the period of his studies.
- ii. A staff who did not enjoy the 50% waiver shall be bonded for half the period of his studies.

#### **48. Special Programmes**

- i. University approved programmes which interfere with applicant's primary duties must satisfy the University requirements for Sponsorship / fellowship.

**a. Guidelines on Post-Doctoral Fellowship**

- i. A staff wishing to undertake Post-Doctoral Fellowship shall apply by filling the prescribed application form.
- ii. Teaching/Research and Non-Teaching staff that are holders of Ph.D. or equivalent shall be eligible.
- iii. Holders of Ph.D. are eligible within the first five years of graduation.
- iv. The duration of the fellowship shall not exceed twelve calendar months which must be taken once.
- v. A Post-Doctoral Fellow shall sign a bond to return to the University after the fellowship. Where a staff has an existing bond to serve, he shall be given the opportunity to go for the fellowship and build on the remaining bond.
- vi. The period of Post-Doctoral Fellowship shall be considered as continuous service for the purposes of promotion, retirement and pension benefit.

**b. International Academic Visit**

Teaching/Research Staff/Academic Librarians of no less rank than a Professor may, on the invitation of another academic institution or research centre and on the approval of the Vice Chancellor, take academic visit of not more than one semester at a time in every three academic sessions.

**49. Examination Leave**

- i. A staff may be granted special leave for the purpose of taking an examination, which he is required to pass as a condition for his primary duty/promotion.
- ii. A staff may be allowed special leave with full pay to take an examination the passing of which is not a condition of his current appointment, provided that his Head of Department certifies the following:
  - that the passing of the examination is likely to enhance his value for service;
  - evidence of admission for the course; and
  - evidence of a time-table for the examination.

**50. Application**

Application for any form of permission to pursue any study programme shall be submitted through the Head of Department to the Registrar who will forward it to the appropriate authority for approval.

**51. Sick Leave**

- a. Provided there is a reasonable prospect of a staff member's eventual recovery and return to duty, he may be allowed a sick leave for a period not exceeding 183 days in the aggregate during any period of twelve months and thereafter, sick leave on half pay, subject to a maximum of 165 days sick leave in any period of four years or less.
  - b. A staff who proceeds on sick leave as a result of injury sustained in the course of official duties shall be entitled to draw full salary until he is discharged from hospital.
- 
- a. Sick leave for a period up to three months may be allowed on the certification of a Public Medical Officer, which may be extended for up to six months.
  - b. A staff on sick leave shall not be entitled to any other leave within the period.

- c. A staff who has been granted sick leave for aggregate of six months within the leave year shall not be entitled to annual leave.
- f. If at the end of that period the staff is still unfit to resume duty, his Head of Department shall report to the Registrar, who shall constitute a Medical Board on the advice of the Director Health Services.
- g. A staff who is declared by a Medical Board to be permanently invalided shall have his appointment terminated with effect from the date the recommendation is approved by the University.

**52. Maternity/Paternity Leave**

- (a) Application for maternity leave shall be made to the Registrar through the Head of Department and shall be supported with medical certificate of pregnancy not later than two months to the expected date of delivery.
- (b) Maternity leave with full pay shall be granted to a female staff for 16 weeks after producing a medical certificate to that effect, provided that she has served the University for at least six months before the date of her confinement.
- (c) Maternity leave shall commence not less than 4 weeks to the expected date of delivery.
- (d) Maternity leave with half pay shall be granted to a female staff with less than 6 months continuous service with the University by the date of confinement.
- (e) Maternity leave and vacation leave shall not be granted within the same leave year. Where annual leave has already been enjoyed before the maternity leave that part of the maternity leave equivalent to the annual leave shall be without pay.
- (f) Any extension of maternity leave beyond 16 weeks shall be regarded as a sick leave. Application for such extension shall be made to the Registrar through the Head of Department concerned and shall be supported with a medical report.
- (g) A married male staff may, on request, be granted up to ten (10) days paternity leave.

**53. Widowhood Leave**

- a. A female staff whose husband is deceased shall be entitled to widowhood leave.
- b. Application for widowhood leave shall be made immediately after the death of her husband to the Registrar through the Head of Department.
- c. Widowhood leave with full pay shall be granted to the bereaved female staff for 130 calendar days.
- d. Except where the staff has already utilized her annual leave, a widowhood leave shall be calculated to include the annual leave of the staff.
- e. Where a widowhood leave is granted to a staff, she shall not be eligible for any annual leave in her subsequent years of service until half of the widowhood leave is recouped.

**54. Resumption of Duty after Leave**

- a. A staff shall report in person to the Head of Department on resumption of duty after leave.
- b. The staff shall, on resumption, fill the Resumption of Duty forms to be endorsed by the Head of Department and submit same to the Registrar.

**55. Overstay of Leave**

A staff who, for no reason acceptable to the University, fails to resume duty after leave shall be deemed to have committed an act of gross misconduct.

**56. Guidelines for Sabbatical Leave / Professional Attachment**

- i. Only Senior Lecturers and above and senior non-teaching staff on CONTISS II 13 and above shall be eligible for Sabbatical Leave / Professional Attachment respectively.
- ii. Duration of Sabbatical Leave / Professional Attachment shall be 12 calendar months..
- iii. Waiting period for sabbatical Leave / Professional Attachment shall be six years of continuous service or an aggregate of six years in ten years' service to the University. The six years waiting period shall not include the period of study leave or any negotiated leave of absence except part-time study fellows who are required to serve half the period spent on the study leave.
- iv. Staff applying for Sabbatical Leave shall submit acceptable programme of work to be undertaken during the leave.
- v. Sabbatical Leave shall commence at the beginning of a session in this University.
- vi. A staff on Sabbatical Leave / Professional Attachment shall retain his residential accommodation.
- vii. Staff on Sabbatical Leave shall continue to supervise postgraduate students assigned to him before the commencement of the leave.
- viii. Sabbatical Leave / Professional Attachment shall be with full pay for the whole period.
- ix. Sabbatical Leave / Professional Attachment shall be granted on the understanding that:
  - Only two staff may be allowed to go on Sabbatical/Professional Attachment (or as determined by CODD) in a department, at a time
  - No additional expenditure will be incurred by the University;
  - Staff can be spared from his department for the whole period without replacement; and
  - Staff shall submit to the Chairman, Committee of Deans and Directors, on return from the leave, a report of the work done during the Sabbatical Leave / Professional Attachment.
- x. Staff on Sabbatical Leave / Professional Attachment shall not be entitled to annual leave for that year.
- xi. Staff on Sabbatical Leave / Professional Attachment may be granted loan by the University during the period of the leave.
- xii. Staff on bond shall not be allowed to go for Sabbatical Leave / Professional Attachment until he pays back the bond.
- xiii. Staff going on Sabbatical Leave / Professional Attachment shall execute a bond undertaking to serve the University for one year immediately after the leave. During the period of bond, the staff shall not be allowed to go on Secondment or Leave of Absence, except on the payment to the University the sum of money covering the balance of the bond period.

- xiv. Failure to resume duty after the expiration of the leave will attract disciplinary action which may lead to dismissal from service.
- xv. Without prejudice to clause (xiv) above, the effective date of disengagement from the services of the University, if a staff fails to return to the University after Sabbatical Leave / Professional Attachment, shall be the date of his commencement of the leave.
- xvi. Staff on Contract Appointment shall not be eligible for sabbatical leave/ professional attachment.
- xvii. The letter granting sabbatical leave/ professional attachment shall contain the conditions of the leave.
- xviii. There must be written evidence of Sabbatical Appointment from the granting Institution.

**57. Guidelines on Visiting Lecturership**

- i. A staff wishing to undertake Visiting Lecturership Appointment shall apply by filling the prescribed application form.
- ii. Not more than two staff from a Department/Unit shall be allowed to go on visiting at a time.
- iii. A staff shall not accept visiting appointment in more than two institutions at a time.
- iv. The period allowed for visiting lecturership shall not exceed one year.
- v. Approval for Visiting Appointment may be renewable for only one year; subsequent renewal shall be on written request from the Vice Chancellor of institution of Visiting Lecturership.
- vi. Waiting period for Visiting Lecturership Appointment shall be two years after previous approval.

## **SECTION V**

### **PASSAGES AND TRANSPORT**

**58. Passages**

A staff may, at the discretion of the University, be sponsored to travel at an approved rate by the most direct route to/from his registered domicile or place of recruitment (as may be applicable) at full fare for himself, wife and four children (see Regulation 4 (e) above) on assumption of duty, retirement or expiration of contract appointment.

**59. Passages or Transport on Approved University Business**

A staff travelling on approved University business shall be paid transport allowance at an approved rate.

**60. Passages on Special Grounds**

- a. A staff, who on obvious medical or non-medical urgency, requires passage to his place of domicile other than on normal leave, may have such return passage paid.

## SECTION VI

### ADVANCES

61. All advances shall be at the discretion of the University.

62. **Types of Advances and their Conditions**

a. **Salary advance:**

- i. Newly recruited staff may, on application to the Bursar, receive an advance not exceeding one month's salary as salary advance.
- ii. An advance granted under (62) above must be recovered in not more than three equal and consecutive monthly installments after being given a grace of one month from the month it was granted.

b. **Personal Advance:**

- i. Personal advances which are cash loans to staff of the University may only be granted on the authority of the Vice Chancellor.
- ii. Recovery of such advances shall be at the discretion of the Bursar.

c. **Non-Personal Advance**

Non-Personal advances are those advances granted to staff in his official capacity e.g. impress (standing or special), purchase advance and advances created as a result of loss of funds/stores.

- i. Non-personal advance shall be authorized by the Vice Chancellor, except advances created as a result of loss of funds or stores.
- ii. Retirement of non-personal advances must be made within reasonable time depending upon the nature of service and/or disbursement.
- iii. non-personal advances may not be granted two months to the end of Financial Year.

The University may, without prior notice, add or amend the above conditions.

63. **Total Indebtedness**

The total indebtedness of a staff to the University shall be limited to such a sum which does not exceed one-third of his gross monthly salary.

64. **Furniture Loans**

- a. The University may grant furniture loan to deserving staff, subject to availability of funds, at appropriate rates:
- b. Repayment shall be by monthly deductions from salary beginning from the month following that in which the advance was granted.

## SECTION VII

### ALLOWANCES

**65. Allowances not a Right**

Nothing in these Regulations shall give any staff a right to an allowance.

**66. Kilometre Allowance**

The University may approve kilometre allowance for a staff who uses his personal vehicle on approved University business at approved rate per kilometre, for both local running and journeys undertaken outside the station.

**67. Baggage/Parking Allowance**

Staff on appointment, retirement, or expiry of contract appointment, may be paid a basic non-accountable allowance at the following rates:

	Single	Married
Senior Staff	₦40,000.00	₦50,000.00
Junior Staff	₦30,000.00	₦40,000.00

No baggage allowance will be paid to staff on study leave/fellowship or on Home leave.

**68. Responsibility Allowance**

Responsibility allowances will be paid at the approved rates. However, where staff is holding two positions at a time, he shall be paid of the full responsibility allowance of higher and 50% of for the lower.

**69. Acting Allowance**

A staff in an Administrative or Service Department appointed by the Vice-Chancellor to act in a certain post for not less than 28 days may be paid an allowance at approved rate.

**70. Transport/Travelling Allowance**

- a. A staff travelling in Nigeria on approved University business may be paid an allowance in lieu of hotel bills at the approved rates for each night of a qualifying period in addition to mileage or air ticket at approved rate.
- b. A staff travelling abroad on approved University business may be paid estacode allowance at the approved Government rate.

## **SECTION VIII**

### **RETIREMENT AND PENSION**

**71. Retirement**

- a. A staff may on attaining the age of fifty years opt for voluntary retirement with full benefits in accordance with Federal Government Pension Scheme for Public Servants.
- b. The compulsory age of retirement shall be 65 years in respect of staff who are not on professorial cadre and 70 years in respect of staff on Professorial cadre.

**72. Retirement Benefits**

A staff may be entitled to draw from his retirement savings scheme in accordance with the Pension Reform Act 2004.

**73. Death Benefits**

Where an Officer dies in service, he shall be paid death benefit in line with section 9 subsection 3 of the Pension Reform Act 2004.

## SECTION IX

### ACCOMMODATION

- NB:* (i) Provision of accommodation is a privilege not a right. However staff may be provided with accommodation if available.
- (ii) The University reserves the discretion to eject any staff from any allocated quarters at any time.
- 74. Responsibility for Housing Allocation**  
All matters relating to housing shall in the first instance be referred to the Housing Committee.
- 75. Condition of Occupancy**  
A staff who occupies University Quarters shall be bound by the rules and regulations governing the occupancy of University Quarters drawn up by the Housing Committee from time to time.
- 76. Rent**  
Staff provided with living accommodation owned by the University shall pay an annual rental charge deductible from their salaries at the approved rates.  
Where both the husband and wife are employed by the University, rent charged should be deductible from the salary of the allottees.  
Rent and electricity shall be paid during the leave of absence of a staff unless he vacates his quarters. Quarters so vacated will be at the disposal of the University.
- 77. Rates and Charges**  
A staff provided with living accommodation shall be responsible for paying promptly the electricity and any other rates charged in respect of his quarters.
- 78. Retention of Quarters**  
A staff, while being away from the University shall not be allowed to retain his quarters for a period exceeding one year except with the express permission of the Vice Chancellor on the recommendation of the Housing Committee.
- 79. Allocation**  
Allocation of quarters shall normally be made on first-come-first-served basis.
- 80. Sub-Letting**  
A staff provided with quarters shall not sub-let any part thereof. Such action shall be deemed as gross misconduct.
- 81. Inventory**  
An inventory of the furniture shall be made in respect of each quarter and the occupier shall accept full responsibility for all the items of furniture in the quarters. Erring staff stand to lose his right of occupancy.
- 82. Alteration**  
A staff provided with quarters shall not alter its structure or any fixtures without the prior permission of the Vice Chancellor on the recommendation of the Housing

Committee. Erring staff shall stand to lose their right of occupancy of the accommodation.

**83. Access to Quarters**

All University Quarters remain the property of the University at all times and authorized University staff shall have access to quarters including the compound and the servants' quarters at all reasonable times on giving notice to the occupant.

**84. Housing on First Arrival**

On first arrival, a senior staff may be accommodated for first three nights at the University Guest Inn. Expatriate staff and staff with special skills may be accommodated in a hotel or University Guest Inn for up to 4 weeks at the discretion of the Vice Chancellor.

**85. Sharing**

If two or more staff share University quarters, each shall pay the appropriate percentage of the normal rent.

**86. Change of House**

Under normal circumstances application for change of house shall not be entertained.

**87. Responsibility for Quarters**

A staff provided with living accommodation shall have full responsibility for keeping the quarters and the University property, (e.g. furniture) therein in reasonable condition. The University may, on the recommendation of the Housing Committee, surcharge a staff for the cost of repairs, redecoration, etc. which in its opinion result from neglect or lack of due care, or willful damage on the part of the staff.

## **SECTION X**

### **MEDICAL SERVICES**

**88. Eligibility**

A staff is entitled to medical services upon enrolment in the National Health Insurance Scheme (NHIS) as such services are provided thereunder.

**89. Other Medical Assistance**

The University, at its discretion, may augment or bear the full cost of staff hospitalization or other medical services at home or abroad.

**90. Medical Board**

If for reason of ill health, a staff is unable to perform his duties for nine months or more, his Head of Department shall report to the Registrar. The Registrar, acting on the advice of the Director, Health Services may constitute a Medical Board to determine the staff's ability to continue rendering services to the University.

## SECTION XI

### DISCIPLINE

**91. Responsibility for Discipline**

The University shall have the responsibility for the discipline of all staff.

Any disciplinary mechanism applied within or outside any Unit, Department or organ of the University shall be reported to the Registrar.

**92. Advice**

It shall be the duty of every supervising officer, as soon as he observes any fault or short-coming in the work of an officer subordinate to him, to bring it to the notice of the staff and to copy the Registrar that this has been done, with a view to improving the usefulness and efficiency in the service.

**93. Warning**

a. An inefficient staff whose work or conduct is unsatisfactory may, upon a written report by the Head of Department, be warned in writing by the Head of Department

b. If the staff shows no improvement, the Registrar may take such further disciplinary action considered necessary against him.

**94. Query**

As soon as a supervising officer becomes dissatisfied with the behaviour of any officer subordinate to him despite an advice and a warning pursuant to rules 91 and 92 above, it shall be his duty to inform the officer in writing giving details of unsatisfactory behaviour and to call upon him to submit within a specific time such written representation as he may wish to make to exculpate himself from disciplinary action. After considering such written representations as the officer may make within the specified time the superior officer shall decide whether:

a. The officer has exculpated himself in which case, he shall be so informed in writing and no further action shall be necessary, or

b. The officer has not exculpated himself but it is considered that he should not be punished in which case, the appropriate formal letter of advise shall be issued to him and he shall be required to acknowledge its receipt in writing, or

c. The officer has not exculpated himself and deserves some punishment, in which case, the Registrar may commence such further discipline process as may be considered necessary against him.

d. All correspondences in respect to a, b and c above shall be copied to the Registrar.

**95. Suspension**

a. Suspension shall apply where a *prima facie* case, the nature of which is serious, has been alleged against a staff and it is considered necessary in the interest of

the University that he should forth with be relieved of his duties. Pending investigation into the allegation, the Vice Chancellor shall forthwith relieve him from exercises of the powers and functions of his office.

- b. The period of suspension may not exceed 30 days; and the staff shall be on half pay.
- c. An investigation shall be caused to be made into the case and further disciplinary measure(s) may be taken against the staff.
- d. Upon suspension, a staff shall submit to the University property under his care, e.g. keys, books, records, uniform, etc. and shall be relieved of his duties.

**96. Deferment of Increment**

- a. If the service or conduct of staff is continually unsatisfactory, his annual increment may be deferred for a period not less than three months and not more than six months. If less than six months in the first instance, it may, if necessary, be extended to six months by additional specific deferment. If deferred increment is eventually granted it does not become effective until the day following the expiration of the specific period of deferment. However, the staff retains his original incremental date for subsequent increments.
- b. For the enforcement of the provision of the preceding paragraph, the supervising officer must have given notice in writing to the staff concerned intimating that an application will be made to the appropriate Staff Establishments Committee for his increment to be deferred unless he shows improvement.
- c. Recommendation for deferment of increment shall be made to the Registrar by supervising officer through the Head of Department.

**97. Withholding of Increment**

- a. A Supervising Officer may through his Head of Department, recommend to the Registrar, withholding of increment of a staff.
- b. The recommendation of the supervising officer shall be subject to investigation.
- c. If the outcome of the investigation justifies the recommendation, the next annual increment of the staff shall be withheld.

**98. Reduction in Rank**

- a. Reduction in rank as a disciplinary measure shall apply to staff in circumstances not considered to warrant termination or dismissal.
- b. If as a result of investigation a staff is reduced in rank and he resigns his appointment, he shall do so at his reduced rank.

**99. Interdiction**

Where a serious case, which may lead to termination or dismissal has been instituted against a staff, the Vice Chancellor may interdict him on not more than half pay pending the determination of the case.

- a. Recommendations for interdiction shall be made only if it is against the interest of the University that the staff should continue to perform any of the duties of his rank. When the charge against him is such that the continued performance of his duties is against the interest of the University or prejudicial to the investigation of the charge against him, consideration shall be given to putting him on alternative duties. Interdiction shall only be resorted to where this is not possible.
- b. When a staff is interdicted, he shall cease to report for duty. In the letter informing the staff of his interdiction it shall be indicated that the proportion of emoluments he is to receive while on interdiction shall be 50% of his emoluments.
- c. If investigations reveal that he is not guilty of the charge made against him, the officer shall immediately be reinstated and shall receive the full amount of his emoluments denied him while he was interdicted.
- d. If the officer is found guilty but is not dismissed, he may be refunded such portion of the emoluments denied him as the University may determine.
- e. A staff who is under interdiction or suspension shall notify the Registrar in writing of his intention to leave his station. He shall however not leave the country without the specific approval of the Vice Chancellor.
- f. A staff under interdiction is also responsible for keeping the Registrar informed of the address at which instructions to him can be delivered.

If he fails to comply with the instructions delivered to him at such address within seven days of such delivery, he will be regarded as absent from duty without leave.

#### **100. Termination**

- a. The appointment of a staff may be terminated by Council on any of the following grounds, among others:
  - i. misconduct, gross inefficiency or willful refusal to perform duties to the University; and,
  - ii. incapability of rendering further efficient service to the University by reason of general inefficiency or any infirmity of mind or body.
- b. Appointment shall not be terminated until:
  - i. the staff has been informed in writing of the grounds on which consideration is being given to the termination of his appointment.
  - ii. the matter has been referred to the Council in the case of Senior Staff and to the Junior Staff Establishments Committee (JSEC) in case of Junior Staff and both bodies had considered any representation and recommendation that might have been made;
  - iii. the staff has had an opportunity of replying to the grounds alleged against him
- c. Where an appointment is terminated in accordance with (a)(i) of this Regulation, the staff shall not be entitled to receive accrued leave, leave pay, or travelling expenses.

- d. When a staff resigns his appointment or has his appointment terminated, he shall be responsible for offsetting all outstanding liabilities against him.

**101. Dismissal**

- a. A staff may be dismissed from the service of the University by Council without notice and without pay in lieu of notice for an act of gross misconduct or on conviction for criminal offence which, in the opinion of the University may impinge his character or impair the image of the University.
- b. A staff shall not be dismissed until he has been given the opportunity of submitting a representation in writing through the Head of Department and the case has been fully investigated.
- c. In forwarding the representation, the Head of Department shall send it with his comments to the investigation Committee.

**102. Damage to University Property**

- a. If a loss of University property occurs, the staff in charge shall forthwith report it to the Head of Department. Failure to do so, he shall be guilty of misconduct.
- b. At any time the University sustains loss by reason of neglect or fault of a staff, he shall be guilty of gross misconduct and shall be liable to make good the loss or damage to the extent assessed by the University.
- c. Any sums due to the staff from the University may be withheld in satisfaction of the recovery of such loss or damage.

**103. Disclosure of Official Information**

A staff shall be guilty of misconduct if he communicates to any person or body any official information except with the express permission of the University.

**104. Attendance before an Investigation Committee**

- a. Where a staff is alleged to have committed a misconduct or gross misconduct hereunder, he shall be summoned to appear before an Investigation Committee instituted for that matter.
- b. If the staff fails to appear before the Investigation Committee on the date, time and place as specified without any reasonable justification, the Committee may proceed with the investigation in his absence and he shall be bound by its findings.
- c. The Investigation Committee shall forward its report to the Vice Chancellor for further necessary action.

**105. Right of Appeal/Petition**

- a. A staff dissatisfied with the disciplinary action taken against him (other than those imposed by Council) under these regulations shall have the right of appeal to Council through the Vice-chancellor. Provided that an appeal against a disciplinary action taken at the Department/Faculty/Division/Unit first made to the Vice Chancellor through the Registrar.
- b. A staff dissatisfied with the disciplinary action taken against him may appeal within 30 calendar days of receipt of communication conveying the sanction.

- c. In the case of disciplinary imposed by the Council the staff may petition the Council through the Vice Chancellor and may be heard in person by the Council in his own defense.
- d. Decision of Council on such a petition or appeal shall be final.

## **SECTION XII**

### **REWARD FOR OUTSTANDING SERVICE**

#### **106. Conditions for Reward for Outstanding Service**

- a. Reward in this section refers to University award of gifts or certificates to deserving officers.
- b. The recipient of an award must have been considered as the best on the basis of outstanding performance of duties and exemplary conduct during the year.
- c. The Vice Chancellor may make such award to deserving officers annually.
- d. The award may be in the form of certificates, medals, gifts of cash or kind.
- e. The Vice Chancellor shall be assisted by a Committee in selecting deserving officers from nominations made by Heads of Departments/Divisions.
- f. Any officer who in the course of his official duties, carries out a unique act or, in perilous circumstances, secures the safety of human life or property may also be considered for an award as the occasion warrants.
- g. An Officer who has served continuously for a minimum of 25 years with good service record shall be eligible for a certificate of merit and award in kind/cash commensurate with his length of service.
- h. The University shall reserve the discretion to withdraw an award made to any staff if after the grant the staff is involved in any act which in the opinion of the University betrays the spirit in which the award was made.

## SECTION XIII

### MISCELLANEOUS

#### 107. Appointments

- a. A staff shall not accept public appointment except with the express permission of the Vice-Chancellor and on such terms and conditions as the Vice Chancellor may stipulate.
- b. A staff who accepts public appointment must, through his Head of Department, give the Vice-Chancellor satisfactory assurance that his duties in the Department will be performed.

#### 108. Publications

- a. A staff shall not be restricted as to the publication of the result of his research work or express his views on matters of public concern provided that:
  - i. where work is undertaken concerning the activities of government or other bodies in the provisions of the Official Act shall apply.
  - ii. matters of a confidential nature affecting the University shall not be published or disclosed to outside parties without the express permission, in writing, of the Vice-Chancellor.
  - iii. data generated from a unit of the University shall be published only with express permission of the Head of the Unit.
- b. A staff who publishes any work(s) or view(s) under Regulation 107 (a) above shall supply his name and address to the publisher(s) and shall bear full responsibility for the consequences of such publication(s).

#### 109. Invention

- a. A staff who makes an invention in the course of his work at the University shall immediately report to the Vice-Chancellor, who shall cause such invention to be provisionally patented in accordance with the Patent and Designs Act P2 Laws of the Federation 2004 and at the expense of the University.
- b. The University Council shall appoint an Awards Committee including at least one legal member to make investigations and recommendations in respect of inventions. The Award Committee may make rules regulating its proceedings, but the staff concerned shall be entitled to appear personally or to be represented before the Committee.
- c. Awards Committee shall, as soon as practicable, recommend and Council shall decide whether the staff shall be allowed controlling rights in the patent. Pending the decisions of Council, the rights shall be deemed to belong to and be held in trust for, the University.
- d. If the staff is allowed controlling rights, the following provisions shall apply:
  - i. the staff shall assign all his right to the University;
  - ii. the University shall be responsible for all expenditure in taking out the patent;
  - iii. Council shall decide whether the staff concerned shall be awarded a share of any royalties or commercial proceeds.

- e. If a staff is not to be allowed controlling rights of the patent, the following provisions shall apply:
  - i. the staff shall assign all his right to the University;
  - ii. the University shall be responsible for all expenditure in taking out the patent;
  - iii. Council shall decide whether the staff concerned shall be awarded a share of any royalties or commercial proceeds.
- f. A staff who makes an invention may apply to the Awards Committee for an award in respect of his invention whether or not he is allowed controlling rights.
- g. The following provisions shall apply in fixing the amount of any award or share of commercial proceeds;
  - i. Any reasonable expense incurred by the member of staff in respect of the invention shall be taken into account, and
  - ii. reservation of the right of user, free of royalty by the University shall not be taken into account but if and when such rights exercised by the University, a material change calling for modification of the award shall be deemed to have taken place.

**110. Discovery**

- a. A staff who makes a discovery of significance in the course of his work at the University must immediately report to the Vice-chancellor who will take appropriate action.
- b. When such discovery is patented, the provisions of Regulation 105 above shall apply.

**111. Security**

A staff is required at all times to observe any rules and regulations made by a competent authority regarding the security of lives and property, road traffic regulations, etc. in the University.

**112. Uniforms and Other University Clothing**

- a. A staff who is required to wear uniform or protective clothing while on duty may, subject to the existing laws, be provided with it at the expense of the University and shall be responsible for keeping it in good condition.
- b. A staff may be surcharged for uniform or protective clothing rendered unserviceable by him through neglect, lack of due care, or willful damage.
- c. Before leaving the service of the University for any reason, a staff shall surrender to the Head of Department any uniform or other University property issued to him, failing which he shall be liable for the cost of replacement of such items.

**113. Pilgrimage**

The Vice-Chancellor may grant a staff leave to undertake the Holy Pilgrimage but such leave shall count against the annual leave entitlement of the staff.

**114. Industrial Action**

Notice of any industrial action shall be subject to the provision of the law pertaining to strike action.

**115. Political Activities**

- a. The right of staff to participate in political activities shall be subject to the extant laws of the country.
- b. There shall be no partisan political activities, including meetings and canvassing, within the University premises.
- c. University property shall not be used for political activities.

**116. Personnel Insurance**

- a. A staff travelling on approved University business may be eligible for free Insurance cover as may be determined by Council from time to time.
- b. The University may take appropriate insurance policy in respect of 'a' above.
- c. A staff travelling on approved University business using his personal vehicle may be eligible for the recovery, wholly or in part of any expenses incurred due to damage to or loss of his vehicle as a result of accident involving the vehicle.

**117. Prerogative of the Vice Chancellor to Institute Investigation**

- a. Notwithstanding any provision of these Regulations, the Vice-Chancellor may institute an investigation if in his opinion, the circumstances pertaining to any proposed action warrant it.
- b. The terms of reference of such an investigation shall be stipulated in writing by the Vice-Chancellor.

**APPENDIX I**

**USMANU DANFODIYO UNIVERSITY, SOKOTO  
ASSESSMENT OF CANDIDATES**

FORM SSEC. 1

NAME OF APPLICANT:

NATIONALITY:

QUALIFICATIONS (with dates)

POST APPLIED FOR:

CONTENT:

1. Post provided for in the current estimates. YES/NO.
2. Suitable for post applied for:.....
3. Not suitable for position sought but may be considered for the post  
cof:.....
4. Suitable but post sought already filled:.....
5. Suitable but area of specialization is currently adequately  
staffed:.....
6. Not suitable for appointment:.....

**RECOMMENDATIONS**

Arrange for interview for earliest possible appointment

Proceed with further processing of application.

Do not process further.

Further Remarks (if any)

DATE:

Chairman, Faculty of

Appointments and Promotions Committee.

## **APPENDIX II**

### **REGULATIONS FOR CASUAL STAFF**

1. Engagement of a casual staff shall be by the Registrar subject to the approval by the Vice Chancellor.
2. The duties and hours of work shall be prescribed by the Head of Department, subject to a maximum of 40 hours a week and a normal working day not exceeding 8 hours.