

# USMANU DANFODIYO UNIVERSITY, SOKOTO

(Office of the Registrar, Establishments Division)



## APPOINTMENTS AND PROMOTIONS GUIDELINES FOR ACADEMIC STAFF

(Effective January, 2015)

### 1 (a) **GENERAL**

Any Staff, who failed to fill and submit their promotion forms, through the Departmental Appointments and Promotions Committee (DAPC) and the Faculty Appointment and Promotions Committee (FAPC), for evaluation and subsequent recommendations to the Senior Staff Establishments Committee (SSEC) before the expiration of the sittings of the SSEC Sub-Committee on Promotion, forfeits his/her right to consideration for promotion that year. Where a staff submits his/her paper in good time, but his/her Departmental and/or Faculty APC failed to act before the end of the exercise, such Department and/or Faculty shall be sanctioned. The candidate will, however, not lose his/her chance to promotion but the case will be carried forward to the next promotion exercise and, if successful, the effective date will be retroactive.

- b) Promotions shall not be a right and shall be subject to vacancy and the availability of financial provision.
- c) Henceforth, Publications and/or Acceptance Letters are acceptable up to 31<sup>st</sup> December of the promotion year, to enable staff benefit from their research.
- d) Papers and evaluation of staff on study leave will be accepted up to 31<sup>st</sup> March of the promotion year. Such cases should be considered and be disposed of by January of the following year. To qualify for promotions, however, such staff must produce acceptable documentary evidence of the acquisition of the relevant qualification for promotion or before the 31<sup>st</sup> of March deadline.

### 2.0 **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, by the Vice-Chancellor, of three (3) out of the six recommended assessors, the University should, using courier services, obtain the consent (in writing) of the assessors and their willingness to do the exercise within three (3) months of the receipt of the candidate's papers. If at the expiration of two (2) months no response were received from the assessor, a reminder would be sent. Any two (2) positive assessments should qualify the candidate for the position being

considered. If the University fails to receive the consent of any assessor within three (3) weeks of the fourth courier message, such assessor should be changed and another one contacted. If a willing assessor fails to complete and return the paper of any candidate within the stipulated three (3) months period after courier services, the papers should be retrieved and sent to another willing assessor.

(b) Absolute secrecy in dealing with External Assessors should be maintained. Where there was 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.

### 3.0 RATING OF ACADEMIC STAFF

#### 3.1 Procedures for Evaluation

All Academic staff, 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/letters presented as Effort, Output or Publication and make appropriate recommendations to the SSEC. The SSEC Sub-Committee on Promotions shall invite the Dean/Director of the Faculty or Centre to which the staff belongs, to defend his/her recommendations on the staff in the presence of members of 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
- a) forward appropriate recommendations to the Council in respect of staff on CONUASS 5/ CONTISS 13 and above.

All appeals and problems on promotions should be addressed to the Chairman, SSEC through the Chairman, DAPC and Chairman, FAPC with advance copies sent to the Chairman, FAPC and Chairman, SSEC.

#### 3.2 Waiting Period

The following waiting period is approved

S/N	FROM	TO	REQUIREMENTS
1	Graduate Assistant	Assistant Lecturer	2 years plus significant progress in Masters Programme. However, where a staff obtained a Masters degree or equivalent within the first year, he/she may be promoted at the next promotion year.
2	Assistant	Lecturer II	

	Lecturer/Assistant Research Fellow	Research Fellow II	2 years plus Masters
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 plus Ph. D or equivalent
6	Reader/Principal Research Fellow	Professor	3 years plus Ph. D or equivalent

Where a staff spent five (5) years without Masters Degree, he or she must be phased out of the academic line. Departments, Faculties, Centres, College and Registry to ensure compliance.

However, for promotion from Senior Lecturer/Senior Research Fellow to Professor, a staff may be considered after five (5) 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/her paper for promotion to the rank of Professor after five (5) years on Senior Lecturer/Senior Research Fellow position and fails in his/her bid, may opt for consideration for Reader/Principal Research Fellow position in the next promotion exercise. If promoted to Reader/Principal Research Fellow, he/she 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 (5) years waiting period.

### 3.3 Qualifications

The Masters 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. Staffs 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/her Ph.D or equivalent.

The scores to be given to each type of qualification is 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, BL	2
3	M. Phil.	15
4	MA, MSc. 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 supercedes the former.

### **3.4 Teaching/Supervision/Professional Practice Load**

For teaching/supervision load, a staff is at liberty to indicate courses taught and project supervised in any of the sessions since he/she 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 (6) 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.

### **3.5. Quality of Teaching**

(a). For proper scoring of quality of work, it is hereby approved that in order to identify with the level of responsibilities of the staff, the following scores should be used:

- (i) Grad Asst/Asst. Lect. - A maximum of 5 points
- (ii) Lect. II/Lect.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 & administer same. At least 50% should be scored to be promoted.

(c). Dean, Students' Affairs and Director, Academic Planning Unit should liaise with relevant Faculty/Departmental Teaching Evaluation Committee to use designated instrument for students' assessment.

(d). All Academic Staff should be assessed at the end of every semester whether they are due for promotion or not. Record of the assessment should be kept for relevant Committees

### 3.6. Relative weight of Teaching and Research

TEACHING		RESEARCH	
Length	15 points	Supervision of PG Research	5 points
Load	15 points	Output	7 points
Quality	10 points	Publications	15 points
<b>Sub-total</b>	<b>40 points</b>	<b>Sub-total</b>	<b>27 points</b>

The remaining 33 points are for qualifications (20 points); Administration and Organizational Experience (5 points), Community Service (3 points), Computer Literacy (3 points) and Relationship with Colleagues (2 points). In order to redress the problem of not scoring excess points for staff under Research, such points are to be transferred backwards from 'Publications', to "Output". Supervision of Postgraduates work is not included in this transfer of excess points. Points transferred should, however, retain their weight.

#### 1.1.1. Research Output - (Maximum of 7 points)

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

Each accepted entry under output shall attract points as follows:

- (i) Single Author - **0.5 point**
- (ii) Two Authors - **0.5 point** each
- (iii) More than two Authors - **0.38 point for Senior Author and 0.25 for each of the remaining Authors.**

#### 2.2.2. Guidance and Supervision of Post Graduate Research (Maximum 5 points)

##### (a). Thesis and Dissertations

- (i) Ph.D Thesis/Equivalent - **1.5 points to Main Supervisor**

**- 1 point to Co-Supervisor**

- (ii) Masters Dissertation **- 1 point to Main Supervisor**  
**- 0.75 point to Co-Supervisor**

**(b). Fellowship Training**

**(i) Part I Level of Training**

Minimum contact period of eighteen (18) months where there is dissertation

Major Supervisor = 1 point

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) Part II Level of Training**

Minimum contact period of twenty four (24) months, where there is dissertation

Major Supervisor = 1.5 points

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

**(iii) Supervision of No-Medical Doctoral Programmes in other Faculties by College Staff**

Other aspects of supervision of non-medical programmes as provided in the general University Guidelines should also apply to College staff e.g Ph. D., MSc., MPH., Postgraduate Diploma etc.

In order to ensure that those aspiring leadership in their chosen disciplines also give Cognizance and importance to postgraduate training and supervision, no staff would be allowed Promotion 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		1.0
	Principal Research Fellow		2.0
	Senior Research Fellow	Professor	2.5

**2.2.3. Publications (Maximum Points 15)**

The following items classified under publications shall score as indicted 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**  
 Correspondence, Short Publications, Short Plays, Poems, Stories, Modules, Book Reviews, Essays, Abstract, Patent, Technical Report, Slide Presentation, Poster Presentation, Adaptation  
**-0.25 point irrespective of number of authors to the maximum of 4 entries**

Editorship of academic books **- 0.5 point**  
 Other books of not less than 75 pages that are neither for tertiary nor lower levels  
**-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 School pupils 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 **-1.0 point for each Authors**

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 Authors and 50% for each of the remaining Authors.**

**(iii) Editorship of Academic Work**

Two Editors **- 0.5 point for each Author.**

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.**

**(v) 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 Index Journal requirement in or outside Nigeria Graduate Assistant - Lecturer I 0%, Senior Lecturer 20%, Reader 30% and Professor 40% of published work. Self-publication will not be allowed.
- (c). Not more than 30% of published work shall be in one type journal.
- (d). 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 will be accepted.
- (f). Publications in journals from Colleges of Education, Polytechnics and Non-research Institutions will no longer be accepted.
- (g). Duration for validity of acceptance letter of publication shall be one-year renewable by 6 months.
- (h). All books and journals must obtain valid ISBN/ISSN numbers and the validity must be verified at all stages of promotion.
- (i). Periods of industrial action and related experience shall be counted for the purpose of Promotion.
- (j). 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.

- Not less than 75% of the maximum score under research and Publications should be in the staff's area of specialization for Senior Lecturer and above.

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.

**3.7.4 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 is therefore approved as 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 1	-	<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>
Snr. Research Fellow	-	<b>10(5) (3.25)</b>
Prin. Research Fellow	-	<b>20(10) (6.5)</b>
Professor	-	<b>30(15) (9.75)</b>

Note: The first figure outside the bracket 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.

**4.0 COMPUTER LITERACY**

- (i). The 3 marks for Computer Literacy should be segmented into two. Two marks should be for practical skill demonstration while the remaining 1 mark should be for certificate.
- (ii). The practical aspect of Computer Literacy that would be assessed through the conduct of examination are in word processing, PowerPoint, spreadsheet and accessing internet and Email.
- (iii). Senior Lecturers and above must score at least one mark on practical to qualify for Promotion.
- (iv). Only certificates from recognized training centre with a minimum of 3 month's training period should be recognized.
- (v). In determining the computer proficiency of staff, any of the following levels of skill should be used, viz: Beginner, Intermediate or Advanced.
- (vi). Assessment of Computer Literacy should be applicable to all staff of the University.
- (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 should be reviewed from time to time.

## 5.0 Administrative and Organizational Experience

Vice-Chancellor (Where applicable)	-	3 points
Deputy Vice-Chancellor	-	2 points
CEO's of Tertiary Institutions/Institutes	-	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
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Chairmanship of Faculty Committees, Chairmanship of University Ad-hoc Committees, Head of Unit, Departmental Examination Officer-		0.5 point
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Course and Departmental Activity Coordinator; Membership of University and Faculty Committee, including Ad-hoc ones, to which appointment is by merit.	-	0.25 point
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\* Scores for various positions to remain but experience in other places within period of promotion to count.

\* Admin. & Organisational Experience for CHS Staff to 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 point and all entries must be dated.**

## 6.0. 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, etc would be scored.

\* Membership of Religious, Ethnic, and Town group within Nigeria to count but only if an Exco Member or Patron.

**All entries must be dated.**

## 7.0. RELATIONSHIP WITH COLLEAGUES

Maximum of **2-points**

## 8.0 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)	-	<b>Acceptable performance at interview.</b>
Asst. Lecturer/Asst. Research Fellow	-	<b>15%</b>
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>

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