

USMANU DANFODIYO UNIVERSITY, SOKOTO

(Office of the Registrar, Establishments Division)



Ref.: UDUS/ED/SS.43/II/61

Date: 24th October, 2022

To: All Deans/Directors/Provost/University Librarian/Heads of Non Academic Departments

2021/2022 PROMOTION EXERCISE

This is to inform you that the processes for 2021/2022 promotion exercise have commenced.

In the light of the above, the soft copies of the Form for Evaluation and Promotion for both Academic and Senior Non Academic Staff have been forwarded to your e-mail box.

Also forwarded to your e-mail are soft copies of the Promotion Guidelines for both Academic and Senior Non Academic staff for guidance. You are to make copies of the forms and distribute to all staff who would be due for promotion by **1st January, 2023**.

The forms and guidelines could also be accessed on the university website www.udusok.edu.ng.

All completed forms and recommendations of the Faculty/Centre/College Appointments and Promotions Committees or ASAPC incorporated in the minutes of meeting, should be forwarded to the Establishments Officer on or before **30th November, 2022**.

Please note the following:

- i. use of correct names and SP. Numbers;
- ii. use of full names instead of abbreviations on the forms and rating scales;
- iii. use of titles as appropriate with Mrs. and Miss where applicable;
- iv. ensure that R&P are shown clearly on the rating scale including percentage;
- v. ensure that ranks recommended are clearly shown with grades (CONUASS, CONMESS, CONHESS OR CONTISS) and effective date of the promotion;
- vi. ensure that the dates and ranks of last promotion are shown clearly where applicable.

- vii. documents used in the assessment of quality of teaching by students in the case of academic staff must be forwarded along with recommendations;
- viii. all items in the evaluation form must properly be captured;
- ix. staff that changed their cadres must serve prescribed waiting period; and
- x. **Staff should note that, new guidelines for promotions as approved by Council would come into force effective 2022/2023 promotion exercise.**

Thank you.

(Signed)

U. S. Jabo

For: Registrar

cc: Vice Chancellor

DVC (Academic)

DVC (Administration)

DVC (R&ID)

Registrar

Bursar

University Librarian