

USMANU DANFODIYO UNIVERSITY, SOKOTO

(Office of the Registrar, Directorate of Human Resources)



Ref.: UDUS/DHR/SS.43/II/62

Date: 3rd October, 2024

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

2023/2024 PROMOTION EXERCISE

This is to inform you that the processes for the 2023/2024 promotion exercise have commenced.

In 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-mailbox.

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 them to all staff due for promotion by **1st January, 2025**.

The forms and guidelines can 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 meeting minutes should be forwarded to the Director, Human Resources on or before **30th November, 2024**.

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; and
- ix. staff that changed their cadres must serve prescribed waiting period.

Thank you.

(Signed)

U. F. Abubakar

For: Registrar

cc: Vice Chancellor DVC
(Academic)
DVC (Administration)
Registrar
Bursar
University Librarian