**USMANU DANFODIYO UNIVERSITY, SOKOTO**

(Office of the Registrar, Directorate of Human Resources)



**APPROVED EVALUATION AND PROMOTION GUIDELINES FOR SENIOR NON- ACADEMIC STAFF IN THE UNIVERSITY**

(Effective January, 2021)

#  **1. General**

1. 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%  |

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

  **2. Waiting Period**

The waiting period for promotion of Senior Non-Academic staff shall 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.

#  **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%

  **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 and

 above Duration plus or equivalent.

15 points - Bachelor Degree, 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 - Certificate of AEO, AWS, SSCE, T.T. Grade I, less than

 year Diploma.

1 point - Stage I of ACA, ACMA, ACCA, ICAN, etc to attract an

 additional point over and above whatever point scored

 for high 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.

1. Foresight and Initiative - Highest score – Anticipates problems or

 situations. Lowest score - Gives little or

 no consideration to future needs.

1. Judgment - Highest score - His/her decisions or

 proposals are consistently sound.

 Lowest score - Poor perception of

 relevant merits or feasibility in most

 situations.

1. Expression on Paper - Highest score - Always cogent, clear and

 well set out. Lowest score - Ambiguous,

 clumsy and obscure.

1. 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.

1. Acceptance of

 Responsibility - Highest score - Seeks and accepts

 responsibility at all times. Lowest score –

 Avoids responsibility, will pass it on when

 possible.

1. Reliability Under Pressure - Highest score - Performs effectively

under pressure. - Lowest score - Easily thrown off balance, not reliable even under normal circumstances.

1. 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.

1. 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.

1. 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.

#  **5. Promotion Examination**

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

1. 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.

1. Written Examination shall be for a period not exceeding two (2) hours.

1. The affected staff must obtain the minimum score in the written examination to qualify for promotion.

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

#  **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, Town groups etc within Nigeria shall attract quarter point.