

USMANU DANFODIYO UNIVERSITY, SOKOTO
(Office of the Registrar, Establishments Division)



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

(Effective January, 2015)

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.

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.

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 5 years 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.

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%
	TOTAL	100%	100%

- vi. 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 and Town groups within Nigeria shall attract quarter point.