



## FOUNTAIN UNIVERSITY, OSOGBO

P.M.B.4491, OSOGBO, OSUN STATE.

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### DIRECTORATE OF HUMAN RESOURCES

#### INTERNAL MEMORANDUM

**From:** Registrar

**To:** All Deans, Directors and Heads  
of Departments/Units

**Ref:** FUO/REG/06/2304/27-01

**Date:** 27<sup>th</sup> April 2023  
5 Shawwal 1443 A.H.

#### **CALL CIRCULAR FOR THE YEAR 2023 ANNUAL APPRAISAL AND EVALUATION EXERCISE FOR ACADEMIC STAFF ON FUASS 01 TO 06 AND NON-TEACHING STAFF ON FUNTISS 06 TO 14**

Submissions are hereby invited for consideration for the year 2023 Annual Appraisal and Promotion exercise.

All qualified Staff are enjoined to note that the promotion shall be guided by the Guidelines & Conditions of Service for Senior Staff (2020) as encapsulated in Chapter Three (3) sections: 3.02 – 3.13 on pages 24 - 42 and Chapter Four (4) section 4.02 on pages 45 -108 for **Academic Staff** and **Senior Non-Teaching Staff** respectively. Hence, promotion shall be to an established post only i.e. a post for which provision has been approved in the 2023 budget.

Staff are to NOTE that normal promotion from one grade to another shall **only** be countenanced after a member of staff has spent **at least three (3) years after his appointment or last promotion/upgrade/conversion.**

Guidelines for promotion as approved by the Governing Council and contained in the revised Staff Handbook 2020 and other relevant documents for the 2023 Appraisal exercise are attached for necessary action.

Colleges are enjoined to hold their promotion exercise on the scheduled dates and communicate the preferred date to the Registrar for effective representation by the Directorate of Human Resources.

Please note that the papers of all Administrative, Executive and Secretarial staff whose interview is to be handled by the Registry, should be forwarded to the Directorate of Human Resources.

The approved timelines/schedules for the 2023 Annual Appraisal and Promotion Exercise must be strictly adhered to as failure to do so may result in non-processing of submissions from any defaulting College, Department/Unit for the relevant meetings of the Appointments and Promotions Committee

Thank you.

ADENEKAN, Sheriff A.

cc:

Vice-Chancellor

Bursar

Head, University Library