



3.03: GUIDELINES FOR PROMOTION EXERCISE

3.03. 1: GENERAL RULES:

All staff (including those on approved sabbatical/study leave/fellowship) shall be assessed yearly, and such appraisal must be done at the times stated in the statutes of the university to prevent delayed or irregular promotions. As for the professorial cadre, appointment and promotion prima facie qualifications (PFQs) must be established in the year of assessment. Assessments shall not be delayed or backdated. Accordingly, Senior Lecturers should be assessed for promotion to Readers/Associate Professors and not directly to full Professors.

- i. The A&PC shall, on behalf of the Council have responsibility for all matters pertaining to the promotion of all categories of senior staff in the University.
- ii. Promotion shall be an annual exercise, which shall normally commence in April, and shall take effect from the first day of October of the year for which the relevant exercise was initiated.
- iii. Promotion shall be to an established post only i.e. a post for which provision has been approved in the budget of that year.
- iv. No member of staff shall be considered for promotion unless his/her appointment has been confirmed.
- v. Normal promotion from one grade to another shall only be considered after a member of staff has spent at least 3 years after his/her appointment or the last promotion.

3.03. 2: DEPARTMENTAL PROMOTIONS PANEL (ACADEMIC STAFF):

- i. There shall be a Departmental Promotions Panel consisting of the Head or Ag. Head of Department as Chairman and other members of the teaching staff not below the rank of Senior Lecturer set up to consider cases of promotion in the Department.
- ii. When there are no other Senior Lecturers and above in a Department, the Head or Ag. Head of Department shall send recommendations for promotion in respect of eligible members of staff of his/her Department to the College Promotions Panel, without constituting a Departmental Promotions Panel.

- iii. Where an eligible Head of Department or an external candidate is a Senior Lecturer or a Reader, the College Panel shall be required to make preliminary assessment and scoring of the relevant publications, which shall be forwarded to the Interview Panel.
- iv. Only Senior Lecturers and above in the Department shall consider recommendations for promotion to grades of Senior Lecturer and below.
- v. Where it is found necessary, a member of staff who is being considered for promotion to the post of Senior Lecturer or below may be invited to appear before the Departmental Promotions Panel or College Promotions Panel.
- vi. Recommendations from Departmental Promotions Panels shall be forwarded to the College Promotions Panel.

3.03. 3: COLLEGE PROMOTIONS PANEL:

- i. A Promotions Panel shall be constituted in each College consisting of Dean as chairman, Heads of Departments and all the Professors from each of the constituent departments and at least one professor from a related discipline outside the College and the Registrar or his/her representative. The College officer shall be the Secretary.
- ii. The College Promotions Panel shall consider the recommendations of the various Departmental Promotions panels and shall further make its own assessment of the quality of the teaching, research and/or publications and level of administrative experience of every member of staff being considered for promotion.
- iii. The College Promotions Panel shall be composed in such a way that Senior Lecturers who are heads of departments shall serve only on the panel dealing with cases of Senior Lecturer and below.
- iv. The College Review Panel shall consider all cases put forward by Heads of Departments and Deans and forward their recommendations on the suitability or otherwise of individuals for promotions to the Appointments & Promotions Committee.
- v. The Appointments & Promotions Committee shall consider all cases forwarded by the College Review Panels. The decisions on candidates to be promoted shall rest with the Appointments & Promotions Committee.

- vi. Any candidate that is not put forward by his/her Head of Department or Dean may exercise his/her right of appeal by forwarding his/her petition position to the Appointments & Promotions Committee as stated in the Regulations.
- vii. Such appeals shall show clearly why the candidate's case should be considered and it shall be routed through the Head of Department or Dean and the College Review Panels (with an advance copy to the Secretary of the Appointments & Promotions Committee).
- viii. The Head of Department and the Dean shall be required to make comments on any such appeal.
- ix. Only candidates who possess the Ph.D degree can be recommended for promotion/appointment to the grade of Senior Lecturer, Reader and Professor.
- x. Staff seeking Professorial or Readership positions shall have spent a minimum of three years in the Senior Lecturer position in the university system, while a candidate to be appointed full professor shall have spent a minimum of three years as a Reader/Associate Professor in a recognised university.
- xi. Staff on leave of absence are not eligible for promotion irrespective of any service rendered to the university during the period as this will be considered a contribution to community service or personal social responsibility to the community; senior staff contract officer will normally not be considered for promotion; expatriate members of staff are eligible for promotion as and when due.

3.03. 4: Recognized Publications (Maximum: 40 Points)

- i. Publications shall be assessed in respect of their contribution to knowledge in the relevant field and/or their impact on the profession concerned.
- ii. A journal article shall, depending on its quality, attract from no point at all to a maximum of three points for an exceptional publication.
- iii. All on-line journals shall be assessed based on the criteria designed for all hard copy journals;
- iv. Any candidate who is being considered for promotion that includes predatory journal(s) in his/her or her CV **would be turned down**. Deans are strongly enjoined to assist the Appointments & Promotions Committee (A&PC) by ensuring that CVs are properly screened by making the predatory

list available to all academic staff in the College before processing their papers to A&PC.

- v. A candidate is required to be the lead or corresponding author in at least 30% of his/her publications for Readership position, and 40% for Professorial position.
- vi. Single authorship of an article in a recognised and reputable outlet shall be entitled to 100% of the score awarded to the article or book published.
- vii. In joint or multiple authorships, the lead or corresponding author shall be entitled to 100% while other authors shall earn 70% in journal publications, chapters in a book, edited conferences proceedings or technical report/creative writings.

3.03. 5: Format for Scoring of Publications

- i. A book for tertiary education shall attract a maximum of 5 points
- ii. A reputable journal article published in a recognised outlet shall attract a maximum of 0 - 5 points.
- iii. A chapter in a book shall attract a maximum of 2 points, subject to a maximum of two chapters in the same book.
- iv. Edited Conference Proceedings shall attract a maximum of 1 point, subject to a maximum of 3 of such conference proceedings.
- v. Technical Report/Creative Writing shall attract a maximum of 1 point each, subject to a maximum of 3 of such Reports or Writing.
- vi. Instructional textbook shall attract a maximum of 3 points, while a chapter in such a book shall attract 1 point subject to a maximum of 2 chapters in the same book.
- vii. Marks shall be awarded for each book or article, bearing in mind its relevance, originality and contribution to knowledge.
- viii. Minimum score in respect of publications required for promotion/appointment to the following grades shall be:

Professor	- 28 points
Reader	- 24 points
Senior Lecturer	- 16 points
Lecturer I	- 08 points
Lecturer II	- 04 points/PhD

- ix. In outstanding/exceptional cases, a Senior Lecturer seeking appointment to Professorial position must score a minimum of 48 points in publications. Such score shall be converted to 40 points laterally.

x. Whenever an article is rejected, the A&PC shall write to the staff concerned that such a paper should not be included in those to be sent out for external assessment. If included, it will automatically be the end of the prima facie qualification for the candidate's appointment.

xi.

Type of Publication and Creative work	Maximum Score	Score based on Authorship	
		Single	Multiple
Books			
Mainline books, well researched, peer reviewed & published by a reputable publisher	2.0	2.0	1.0
Standard texts at tertiary level, peer reviewed & published by a reputable publisher	3.0	3.0	2.0
Monographs, well researched, peer reviewed & published by a reputable publisher	0.5	0.0	0.0
Chapters in Books	0.5	0.0	0.0
Journal Articles			
Major journal articles	3.0	3.0	2.0
Minor journal articles, e.g. reviews, technical notes, short communications, etc.	1.0	1.0	0.5
Refereed Conference Proceeding	0.5	0.5	0.5
Technical Reports	0.5	0.5	0.5
Creative works, including special medical feats			
Major creative works	2.0	1.0	0.5
Minor creative works	1.0	1.0	0.5
Patents and commercial products	3.0	3.0	2.0
Prototypes and certified designs	2.0	2.0	1.0

- i. The publications of a member of staff aspiring for a professorial or readership position must have 70% or 60% research focus respectively in his/her discipline.
- ii. All academic staff must meet the guidelines for spread of publications on the basis of the following percentages:

3.03.6: Format for Spread of Publication

Published Papers	Assistant Lecturer to Lecturer I (%)	Senior Lecturer (%)	Reader (%)	Professor (%)
International	-	10	25	30
National	50	50	55	50
Local	50	40	20	20
Total	100	100	100	100

- i. Local Publications: Articles in journals/chapters in books published by the Department/College/University within the writer's vicinity and for which the editorial board members are drawn mainly from the same institution
- ii. National Publications: Articles in journals/chapters in books published by National Professional Association but within Nigeria. In case of a journal, the editorial board members must have a national spread.
- iii. International Publications: Articles in journals/chapters in books published outside Nigeria by academic/registered professional bodies/research institutes or where the editorial board consists of both Nigerians and non-Nigerians. The journal must be on the internet, have international spread of contributors, and must be published regularly.
- iv. Deans are to come to promotion meetings with original letters of acceptance from journals or the reprints containing the publications being scored for the promotion of their staff.

3.03.7: Minimum Score for Promotion

The percentage score shall be calculated on criteria applicable to each position. The minimum percentage score for promotion to each academic position or equivalent shall be as follows:

Professor	- 70%
Reader	- 65%
Senior Lecturer	- 55%
Lecturer I	- 40%
Lecturer II	- 25%
Assistant Lecturer	Completion of the Master's Degree with a CGPA for M.Phil./Ph.D.

- i. In order to be eligible for promotion to Senior Lecturer and beyond, a member of the academic staff must possess the degree of PhD in the field of his academic engagement.
- ii. Professional qualifications shall not be accepted in preference for academic qualifications in the scoring for promotion of academic staff.
- iii. Academic staff with more national and international publications shall be allowed to make for any deficit in the percentage under home-based publications.
- iv. The required percentage in the international publications should be seen as the minimum rather than maximum: and
- v. Any percentage in excess of the minimum in the international publications is to the advantage of the staff.