

ATTACHMENT A
APPOINTMENTS AND PROMOTIONS OF ACADEMIC
STAFF

I. APPOINTMENTS

1. General Provisions

- (i) A member of the academic staff shall hold office on such terms and conditions of service as may be set out in any contract in writing between him or her and the University. The contract shall be signed on behalf of the University by the Registrar or by such other person as may be authorized for that purpose by the University. Any such contract shall contain or deem to contain a provision that the terms and conditions of service therein specified are subject to the provisions of the Statutes and Regulations of the University.
- (ii) An appointment shall not be valid until it has been accepted in writing. The appointment commences from the date of assumption of duty.
- (iii) Every appointee shall show on appointment, valid and acceptable proof of his or her age, marital status, medical report, and academic and professional qualifications.

2.0 Categories of appointments

- (i) The following categories of appointment may be made by the University:
 - (a) Permanent appointment
 - (b) Contract appointment
 - (c) Temporary appointment
 - (d) Adjunct appointment
 - (e) Visiting Appointment
- (ii) Appointments of staff shall normally be on pensionable basis or on contract basis.
Transfer of service from Public Services or Universities in Nigeria on conditions acceptable to the University, may be arranged in respect of permanent appointment.

2.1 Permanent appointment

- (i) **Definition**
 - (a) A Permanent Appointment is made to an employee to enable him or her hold a regular appointment in an established post, after going through a formal interview.
 - (b) A Permanent Appointment shall be made to an employee for a probationary period of three (3) years, at the expiration of which he or she may be confirmed.
 - (c) Once the appointment of an employee is confirmed, he or she may remain in the service of the University until he or she attains the age of retirement.

- (d) No employee on full-time appointment shall directly or indirectly engage in any other gainful employment whatsoever without obtaining approval in accordance with these Regulations.

- (ii) Advertisement**

All vacancies in respect of permanent establishments shall normally be filled by promotion from amongst existing staff or by appointment after internal and/or external advertisements and interviews, in accordance with the appropriate provisions of the University Regulations.

- (iii) Dates and Contents of Advertisements**
 - (a) All vacancies shall normally be advertised by the Registry from time to time, after notification by the respective Departments and Units.
 - (b) At the time of notification, the Dean/Head of Department shall submit briefs for the precise qualifications and any other particulars required, that is, specify the exact nature and duties of the posts. The briefs shall normally be prepared by the respective Head of Department/Unit, except where an Acting Head of a Department is also a candidate for the vacant post. In the latter case, the Dean in consultation with the Vice-Chancellor shall prepare a brief.

- (iv) Interview Panel**

The Vice-Chancellor shall on the recommendation of the appropriate Dean of College, or Head of Non-Teaching Department, constitute a University Assessment and/or Interview Panel, which shall be responsible for interviewing and assessing candidates for appointment, and make recommendations to the Appointments and Promotions Committee for consideration.

2.2 Contract Appointment

- (i) Contract appointment shall normally be for two years in the first instance, and renewable every two years, subject to satisfactory performance, the needs of the university, the prevailing Federal Government Regulations on work permit for expatriate staff, and on the maximum age limit approved by the university.
- (ii) Contract appointment shall be made on such terms as the Council may determine from time to time. Renewal of such appointment by the Council shall be made on the recommendation of the Appointments and Promotions Committee (Academic), and on the same terms, or on such other terms as determined by Council.
- (iii) It shall be the responsibility of the staff on Contract Appointment to initiate the renewal of his or her appointment through the Head of Department/Dean three (3) months to the expiration of his or her existing contract.

- (iv) Contract appointment may be terminated by due notice in writing given to or by the University in accordance with these Regulations or the individual's terms of contract.
- (v) An appointment on contract shall automatically cease on the agreed date unless reappointment has been offered and accepted.
- (vi) The period of contract shall normally include the period of earned leave.
- (vii) There should be a contract addition payable to appropriate staff on contract.

2.3 Temporary appointment

- (a) An academic staff could be offered temporary appointment prior to interview for permanent appointment.
- (b) Temporary appointment shall normally be for a maximum of one year during which the candidate should have been interviewed for regular appointment.
- (c) Extension of temporary appointment for a period of more than a year shall be subject to the approval of the Appointments and Promotions Committee (Academic).
- (d) The period of temporary appointment shall count both as part of the probationary period and years of service in the University if the candidate is eventually offered permanent appointment.

2.4 Adjunct Appointment

- (i) The appointment of an Adjunct Lecturer shall be on semester basis and in respect of particular course(s) assigned to the lecturer.
- (ii) An Adjunct Lecturer will be required to conduct lectures and laboratory practical exercises for not less than a two (2) - unit course per semester. He or she will also be required to examine the course(s) and take part, as much as possible in other academic activities of the College.
- (iii) The University will provide board and lodging for all nights necessarily spent in the university; and
- (iv) an adjunct lecturers shall be paid 25% of gross salary for their respective levels.

2.5 Visiting Appointment

- (a). Visiting appointment shall be approved for a minimum of six (6) months and a maximum of one year in the first instance by the Vice-Chancellor on the recommendations of the Head of the Department through the Dean.
- (b) The extension of a Visiting appointment beyond a period of one year shall be on the approval of the Appointments and Promotions Committee (Academic).

- (c) Visiting appointment shall be offered to a lecturer or professor on sabbatical or accumulated annual leave from his/her home University.
- (d) Apart from a lecturer or professor on sabbatical, visiting appointment shall be offered to an applicant who has attained the status of at least Lecturer 1 from a recognized University.

3. Tenure of appointment of permanent staff

- (i) The appointment of all confirmed permanent academic staff on RUASS 03 and above, shall normally be tenable to retiring age, unless due notice in writing of resignation or termination of the appointment has been given to, or by the University.
- (ii) Appointment of permanent staff to all grades (except professorial), shall initially be for a probationary period of **three (3)** years.
- (iii) Appointment to the grade of Graduate Assistant shall normally be on year-to-year basis, and renewable on favourable annual reports from the Dean/Head of Department or Unit. Such appointments shall be for a maximum period of **three (3)** years, unless due notice, in writing resignation or termination of the appointment has been given to, or by the University.
- (iv) A person appointed Assistant Lecturer shall be on the grade for not more than **four (4)** years. If he or she has not obtained a Ph.D, his or her appointment shall be determined;
- (v) All appointments, other than those made to retiring age shall be subject to review before the expiry of the probationary period.
- (vi) Temporary service of a person appointed to an established post shall count as part of the initial probationary period of **three (3)** years, if such temporary service is relevant to the appointment, and has been with the University, preferably in the Department to which the person is being appointed.
- (vii) Appointments made to non-Nigerians shall normally be on contract, and are not pensionable.

4. Confirmation of Appointment

- (i) All appointments to posts below the rank of Professorship or its equivalent, made on permanent basis, shall be subject to **three (3)** years probation, and thereafter subject to consideration for confirmation or termination.
- (ii) All appointments subject to confirmation shall lapse unless confirmed or extended by the Appointments and Promotions Committee (Academic).
- (iii) In deciding on confirmation of appointment, the Appointments and Promotions Committee (Academic) shall consider up-to-date curriculum vitae of the member of staff concerned as well as recommendations from his or her Dean and Head of Department/Unit.
- (iv) Appointment may be either confirmed to retiring age or extended for specific periods or terminated after due notice has been given to the member of staff concerned.

- (v) Confirmation to retiring age after the probationary period shall be subject to satisfactory evidence of scholarly research, teaching ability and good conduct displayed by the lecturer concerned. For non-teaching members of staff, evidence of professional competence and good conduct shall be required.
- (vi) Where the appointment of a staff is not confirmed after **three (3)** years, such a member of staff shall have not more than a total of **five (5)** years during which his or her appointment shall be confirmed or terminated.
- (vii) In computing the number of years of service for purpose of paragraph (vi) above, the period during which a member of staff is away on public service shall not count.

5. Duties of Academic Staff

- (i) All staff shall be responsible, through their Deans/Heads of Department or Unit, to the Vice-Chancellor for the performance of their duties.
- (ii) All members of staff are required to carry out such duties as may be assigned by the Deans and/or Heads of Department/Unit in accordance with the University policy, and as may be stated in their letters of appointment.
- (iii) Every staff is expected to participate, as appropriate, in the general running of the University, including fostering good relations among members of staff and students as well as external bodies, maintaining discipline, contributing to decision-making, participating in community work and community service.
- (iv) All staff shall maintain a very high degree of confidentiality of University records, and shall not unduly put to his personal advantage, or to the advantage of any other person, confidential information acquired by him in the performance of his duties in the University.
- (v) A member of staff shall be mindful of the good name of the University as a Christian Institution and avoid making policy statements that may embarrass the University. Where such statements have to be made, it shall be clearly stated that the views expressed are those of the individual.
- (vi) All academic staff, irrespective of administrative responsibility, must carry appropriate teaching load. However, the distribution of teaching load should take into account administrative responsibilities assigned to the individual.

II. PROMOTIONS

1. Conditions and Procedures for Promotion

- (i) Promotion shall be earned as a result of demonstrable outstanding performance in the areas of scholarship, teaching, administrative, professional duties and other contributions.
- (ii) Normally, an academic staff shall be qualified for consideration for promotion after spending at least **three** years in the service of the University, or **three** years after the last promotion/appointment. However,

- in exceptional cases of proven outstanding scholarship, accelerated promotion shall be considered before the end of three years.
- (iii) Promotion to a higher grade shall not normally be tied to existing vacancies.
 - (iv) Promotion exercise shall begin with an Annual Review of every academic member of staff at the level of the Department.
 - (v) A College Review Panel shall receive recommendations from the Heads of Department for the promotion.
 - (vi) The recommendation from the Heads of Department shall normally include a comprehensive assessment of the candidate's qualifications, research and publications and overall performance in the Department/College/University. Research and Publications shall be evaluated, and not merely enumerated.
 - (vii). After due consideration of these proposals, the College Review Panel shall make its own recommendations to the Appointments and Promotions Committee (Academic) using the approved guidelines on the promotions and appointments of academic staff.
 - (viii) Deserving members of staff recommended for promotion shall, *prima facie*, be qualified for appointment to that grade. Such a member of staff being recommended for promotion shall, *inter alia*, be assessed on the following:
 - (a) Contribution by research to the advancement of his subject
 - (b) Competence as a lecturer
 - (c) Contribution to the University and national development.
 - (ix) Where publications are cited in support of promotion, the Committee making the recommendations shall include the assessment of those publications and, in the case of joint publications; there shall be a clear statement of the contribution of the person recommended for promotion.

2. Promotion during Study Leave

- (i) A member of staff who is away on Study Leave shall be entitled to his annual increment as long as his programme of study is relevant to the work in the Department/Unit.
- (ii) Being away on Study Leave for a period longer than one year shall not debar a member of staff from promotion.
- (iii). A member of staff who is on Leave of Absence shall not be entitled to promotion unless the process of promotion had commenced before the granting of the Leave of Absence.

3. **Effective Date of Promotion**

Promotion shall normally take effect from the first day of October of the year of promotion. However, where a promotion has to be backdated, the backdating shall be notional.

4. **Criteria for Appointment and Promotion of Academic Staff**

The assessment of academic staff for appointment and promotion shall be based on the following criteria. (Each criterion is weighted on a 100-point scale.)

TABLE I SHOWING CRITERIA FOR APPOINTMENT AND PROMOTION OF ACADEMIC STAFF

CRITERIA	SCORES	
	Teaching Staff	Library Staff
1. Qualification:		
(i). Academic	10	10
(ii). Professional	5	5
2. Publications	40	30
3. On-going Research	10	10
4. Teaching/Professional Duty:		
(i). Teaching Load	10	20
(ii). Teaching Quality	5	5
5. Post Graduate Supervision	5	5
6. Length of Service (since last promotion or appointment)	5	5
7. Administration	5	5
8. Contribution to the University and the Nation.	5	5

Note: The Library is service-oriented; hence, professional duty is weighted higher than teaching duty for teaching staff.

5. Scoring System

5.1 Qualification

(i) Teaching Staff

Qualifications	Points
M. Sc./M.A.	7
M. Phil	8
Ph. D.	10
Additional professional qualifications	5

(ii) Library Staff

The qualification of the Library Staff is subdivided into academic and professional.

(a) Academic Qualification	Points
B. Sc./B.A./B.L.S. and P.G.D.L./M.L.S	7
Ph.D. in Library Studies	10

5.2 Research/Publication/Design/Invention

(i) Teaching Staff	Points
(a) Postgraduate supervision	5
(b) Research in progress	10
(c) Publication	40
(ii) Library Staff	Points
(a) Research in progress	10
(b) Publication	30

5.3 Teaching and Professional Duty

(i) Teaching Staff	Points
(a) Load	10

	(b) Quality	5
(ii)	Library Staff	Points
	(a) Load	20
	(b) Quality	5
	(c) Teaching	5
5.4	Length of Service	<u>Points</u>
	One (1) point per year	5
5.5	Administration	5
5.6	Contribution to University and Nation	5
6.	<u>Minimum Points to be Scored and their Distribution</u>	

The minimum scores required to move from one grade level to the other are indicated in Table II

TABLE II: MINIMUM SCORES REQUIRED TO MOVE FROM ONE GRADE LEVEL TO ANOTHER

POSITIONS	Q	R	T/Pd	LS	C	P	TOTAL	% Score (Publications)
Assistant Lecturer to Lecturer II	7	2	7	3	-	-	19	
Librarian II to Librarian I	7	2	7	3	-	-	19	
Lecturer II to Lecturer I	10	4	10	3	-	10	37	25
Librarian I to Senior Librarian	7	4	10	3	-	8	32	26
Lecturer I to Senior Lecturer	10	5	12	3	1	15	46	37.5
Senior Librarian to Principal Librarian	7	5	15	3	1	12	43	40
Senior Lecturer to Reader	10	7	15	3	4	25	61	62.5
Principal Librarian to Deputy Librarian	10	6	20	3	4	18	61	60
Reader to Professor	10	8	12	3	4	30	67	75

NOTE: For Teaching Staff, Professional Qualifications are not required for assessment; their assessment will be based on 95%.

KEY

Q	=	Qualification (This includes Academic and Professional Qualifications)
R	=	Research/ Design/Invention
P	=	Publication
T/Pd	=	Teaching/Professional Duty
LS	=	Length of Service
C	=	Administration/Contribution to the University and the Nation.

Notes:

- Elevation of Deputy University Librarian to University Librarian is by appointment.
- Promotion or appointment to Readership and Professorship shall be subject to favourable reports from at least two of the three External Assessors who shall base their overall assessment purely on scholarship.
- For *prima facie* case to be considered by the University A & P C (Academic), an internal assessment should be carried out as prescribed in the guidelines.
- Promotion up to Senior Lectureship grade and similar grades in other academic units of the University shall be permissible without inviting outside opinion except where there are no suitable experts within the University to guide the Committee.

7. Guidelines

(i) Qualification

(a) *Teaching Staff*

The minimum qualification for a teaching staff shall normally be a master's degree, which attracts 7 points.

(b) *Library Staff*

The minimum qualification for a library staff shall be at least a first degree plus one professional qualification which should attract 7 points altogether.

(ii) **Research/Publication/Design/Invention**

A. **Teaching Staff**

The criterion shall be subdivided into three; namely, guidance and supervision, research in progress, and publication.

Guidance and Supervision (subject to a maximum of 5 points)

- (i) Supervision of a master's degree student ó 1 point
- (ii) Supervision of a Ph.D. student ó 2 points

(a) **Research in Progress**: There shall be concrete evidence of research in progress, such as progress report.

(b) **Publication**

- (i) Manuscript(s) accompanied with letter(s) of acceptance from Editor or Publisher shall normally be taken as publication(s).
- (ii) Conference papers, except those published in the Conference proceedings shall not be accepted as publication.
- (iii) Book/Monograph or an article in learned journals ó 5 points.
- (iv) Production of original technological tools ó 5 points maximum.
- (v) Each paper in published conference proceedings ó 2 points maximum.
- (vi) A maximum of 80 points could be obtained, and this would be divided by 2.

B. **Library Staff**

The criteria should be divided into two, that is, research in progress and publication.

(a) **Research in Progress**

- (i) On-going research, particularly all studies aimed at improving professional practice and service.
- (ii) Theses and dissertations, annotated subject bibliographies.
- (iii) Policy papers, manuals, etc,
- (iv) Unpublished bibliographies, indexes, guides and book reviews.

(b) **Publication**

The guidelines for library staff shall be the same as those of teaching staff.

C. **Teaching/Professional Duty**

(a) **Teaching Staff**

- (i) The teaching load shall be a minimum of 3 courses per session and shall be scored at the rate of 3 points per course.
- (ii) The quality of teaching shall be based on the evaluation by the Head of Department.

(b) **Library Staff**

- (i) Workload 20 points
- (ii) Quality 5 points

Both workload and quality shall be based on the University Librarian's evaluation.

D. **Length of Service**

This shall be one (1) point per session since the last appointment or promotion up to a maximum of five (5) points.

E. **Contribution to the University and the Nation**

- (a) Contribution to the University should include the following:
 - (i) Committee work
 - (ii) Leadership qualities
 - (iii) Student counseling
- (b) Contribution to the Nation should include the following:
 - (i) Service on Public Bodies (i.e. Local, State, and Federal Governments)
 - (ii) Consultancies
 - (iii) Public Lectures
 - (iv) Textbook Writing

- (v) Contribution to learned societies, national and international organizations.

Each should carry one (1) point subject to a maximum of five (5) points.

8. Assessment

- (a) All curriculum vitae (CV) must conform to the format prescribed by the University
- (b) The Head of Department together with other members of the academic staff in the Department not below the rank of Senior Lecturer shall assess a candidate's CV and make recommendations to the A&PC of the College.
- (c) The candidate should show evidence of additional research output since the last promotion.

(d) Scoring Publications

- (i) Every paper submitted for promotion from Lecturer II grade upwards should be subjected to internal assessment.
- (ii) In the case of assessment of publications for promotion or appointment to the Readership or Professorship grade, the Head of Department who is a Professor, otherwise the Dean shall identify competent academics to assess candidate's publications for the consideration of the A&PC (Academic).
- (iii) In assessing papers, a clear distinction should be made between scholarly monographs, journal articles in recognized journals, scholarly textbooks (secondary or tertiary), etc. The contributions of a candidate to jointly-authored papers should be determined and assessed according to their percentage of contribution.
- (iv) Each paper shall be assessed as follows:

A =	5 points	-	Excellent
B =	4 points	-	Very good
C =	3 points	-	Good
D =	2 points	-	Fair
E =	1 point	-	Poor

The rating of each paper shall be based on the academic content, presentation, contribution to knowledge and originality.

- (vi) Each paper shall be assessed to a maximum of five points, with the total scores divided by two (2).
- (vii) Report(s) of the Assessment Committee shall form appendices to the recommendations from the A&PC of the College to the University A&PC (Academic).
- (viii) The College A&PC shall comprise the Dean, Heads of Department, and two (2) other members of the academic staff in the College not below the rank of Senior Lecturer elected by the College Board of Studies, except that Senior Lecturers shall not participate in the consideration of candidates for Readership and Professorship.
- (ix) The College A&PC shall make recommendations to the University A&PC (Academic), accompanying such recommendations with all relevant documents and reports.

REDEEMER'S UNIVERSITY

CURRICULUM VITAE

A. PERSONAL DATA

1. Name:
2. Date of birth
4. Marital Status:
5. Postal Address:
6. Email Address
6. Mobile Phone Number
7. No. of children and their ages
8. Name and address of Spouse
9. Name and address of Next of Kin

B. EDUCATIONAL BACKGROUND

1. **Higher Educational Institutions attended with dates:**
2. **Academic and Professional Qualifications**
3. **Other Distinctions and Awards**

C. WORKING EXPERIENCE

1. **Previous Working Experience outside the University System**
2. **Previous Working Experience in Other Universities.**
3. **Working Experience at the Redeemer's University**

D. MEMBERSHIP OF PROFESSIONAL BODIES

E. IMPORTANT ADMINISTRATIVE POSITIONS HELD AT THE REDEEMER'S UNIVERSITY

F. OTHER POSITIONS WITHIN THE REDEEMER'S UNIVERSITY

H. RESEARCH ACTIVITIES

I POSTGRADUATE SUPERVISION

J. MAJOR ACADEMIC RELATED SERVICES TO THE NATION OUTSIDE THE UNIVERSITY SYSTEM

K. IMPORTANT ACADEMIC CONFERENCES/WORKSHOPS/COURSES ATTENDED

L. PUBLICATIONS

- (i) **Thesis**
- (ii) **Books / Monographs**
- (iii) **Published Articles**

M. TECHNICAL REPORTS

Signature.

Date.

FORMAT FOR CITING LEARNED JOURNAL PUBLICATIONS, BOOKS, ETC.

We recommend the adoption of the American Psychological Association (APA) Style. The APA style specifies the treatment and placement of four basic elements ó author, publication date, title, and publication information.

The following APA-style examples appear in the hanging indent format, in which the first line aligns on the left and the subsequent lines indent one-half inch or five spaces.

1. *Article in a journal paginated by volume*

Shuy, R. (1981). A holistic view of language. Research in the Teaching of English, 15, 101 ó 111.

2. *Article in a journal paginated by issue*

Kolawole, L. B. (1999). Measurement of raindrop distribution in tropical climates. Journal of Geophysical Research, 22(4). 59 ó 79.

3. *Two or more works by the same author*

Murray, F. B. (1983a). Equilibration as cognitive conflict. Developmental Review, 3, 54 ó 61

Murray, F. B. (1983b). Learning and development through social interaction. Piaget and the foundations of knowledge (pp. 176 ó 201).

4. *Co-authored publication*

Murphy, S., Orkow, B., & Nicola, R. (1985). Prenatal prediction of child abuse and neglect: A prospective study. Child Abuse and Neglect: The International Journal., 9, 225 ó 235.

Books

1. *One author*

Lightman, A. (1993). Einstein's dreams. New York: Warner Books

2. *Two or more authors*

Newcombe, F., & Ratcliffe, G. (1978) Defining females: The nature of women in society. New York: Wiley.

3. *Organization as author*

Institute of Financial Education. (1983). Income property lending. Homewood, IL: Dow Jones-Irwin.

4. *Editor*

Solomon, A. P. (Ed.) (1980). The prospective city. Cambridge, MA: MIT Press.

5. *Use the word Author as the publisher when the organization is both the author and the publisher*

Redeemer's University. (2007). Students Handbook of Information. Mowe, Ogun State: Author.