UNIVERSITY OF IBADAN

APPOINTMENTS AND PROMOTIONS COMMITTEE FOR ACADEMIC STAFF

2014 PROMOTION EXERCISE: CALL FOR RECOMMENDATIONS

(Effective Date: 1 October, 2014)

I should be glad to have the recommendations from the Departments for the 2014 promotion of any qualified academic member of staff for consideration by the Appointments and Promotions Committee for Academic Staff. The recommendations should set out in detail, candidates’ contributions to research, their teaching ability, including details of teaching loads and responsibilities and any administrative responsibilities held.

2. The Regulations and Guidelines of Promotions for Academic Staff can be accessed at http://ui.edu.ng/

3. In the case of recommendations for Readership or Professorship, Departmental Appointments and Promotion (A&P) Panels are requested to ensure that they are set out in more detail and that the academic contributions made by candidates are clearly outlined. Furthermore, an Ag. Head of Department who is a Reader/Senior Lecturer shall not be in a position to chair or be a part of the panel to recommend any staff in his/her Department for promotion to the grade of Reader or Professor. The responsibility of chairing such a Departmental A&P Panel falls on the Dean.

4. Where publications are cited in support of promotion, the Departmental A&P Panel, in making the recommendation, shall include an assessment of those publications. Both authorship and contribution to every publication should be specified. To claim authorship means being able to defend publicly the intellectual contents of the publications under reference i.e. having full knowledge of the works one claims to have co-authored.

5. The original recommendation, accompanied by one copy of an up-to-date Curriculum Vitae (CV), and the September 2014 pay slip of the candidate being recommended, should reach the Deputy Registrar Establishments (Academic Staff) not later than Friday, 30 January, 2015 (candidates are required to adopt the format of Form SAS 2 in the Guideline) 20 copies of the same set of document, excluding the pay slip, should also be sent to the Provost/Dean. Candidates are however, requested to submit 70 copies of their CVs to their Faculty Officer. Kindly note that CVs which are not in conformity with the specimen Form SAS 2 will be rejected. All publications cited in the CV, together with letters of acceptance in respect of papers already accepted for publication, should be deposited with respective Faculty Officers.

6. The original copies of recommendations of all candidates being put up for promotion in the College of Medicine accompanied by one copy each of an up-to-date CV and pay slip of candidate for the month of September, 2014, should reach the Deputy Registrar Establishments (Academic Staff) with copies to the Provost/Dean not later than Friday, 30 January, 2015 (candidates are required to adopt the format of Form SAS 2 in the Guidelines).
7. I should be grateful if the Departmental A&P Panels would ensure that candidates adopt the format which has been provided for this purpose (see FORM SAS I in the Guidelines).
8. Heads of Department are requested to inform candidates that only works published or accepted for publication as at 31 July, 2014 are acceptable for this exercise.

9. The Appointments and Promotions Committee for Academic Staff has decided that:
   - Recommendations should be made for only promotions due on 1 October, 2014 and
   - The promotion exercise should be carried out electronically.

Thank you.

Margaret I. Aziba
Deputy Registrar Establishments (Academic Staff)

Ref. DRE/78

Monday, 22 December, 2014

Distribution
Ag. Provost, College of Medicine
Deans of Faculties/Heads of Departments/Units
Director of Institutes

cc: Vice-Chancellor
    Deputy Vice-Chancellor (Administration)
    Deputy Voice-Chancellor (Academic)
    Registrar
    University Librarian
UNIVERSITY OF IBADAN
APPOINTMENTS AND PROMOTIONS COMMITTEE FOR ACADEMIC STAFF

REGULATIONS AND GUIDELINES OF PROMOTIONS FOR ACADEMIC STAFF

2014 PROMOTION EXERCISE

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APPENDIX 1. DUMMY OF SCORING OF PUBLICATIONS
A. PREAMBLE

Universities are citadels of learning, knowledge-producing institutions and repositories of fundamental knowledge. The major functions of a university are teaching/learning, research and community service. Research is central to these activities, in so far as effective teaching is based on research outcome while effective participation in community service that is knowledge-oriented is also based on research outcomes. Universities should distinguish themselves from other tertiary institutions of learning by focusing more on research, most especially basic research for knowledge creation and applied research to address problems of production through innovation. Without research, universities would be no better than glorified secondary schools. Universities are, therefore, expected to make research their priority. A good university is known and judged by the quality of the output of her research. Universities are expected to reflect the best in terms of contemporary knowledge and academic content.

What makes a sound academic depends largely on the extent to which one’s colleagues, peer groups and students are able to read one’s contributions, in the form of scholarly publications. The research strength of universities is measured by citations in bibliometric indices per faculty member, based on the number of articles by faculty members in international journals and edited books by reputable publishers.

The desire of the University of Ibadan is to be a leading research-intensive university; hence, emphasis has to be placed on research and scholarly publications. This is in keeping with the Vision and Mission of the University of Ibadan. Moreover, in keeping with our collective vision that the University of Ibadan should be more of a postgraduate than an undergraduate institution, research has to remain the main focus of both staff and students in the university. Overall, the university must aspire to attain and retain globally acceptable standards of appraisal for our staff and students (Adebayo, 2005).

B. OBJECTIVES

To encourage, acknowledge and reward:

(i) sound scholarship;
(ii) effective and competent teaching; and
(iii) professional competence and technical skills where appropriate.

C. PROCEDURE

1 (a) There shall be a standing Appointments and Promotions Panel in every Academic Unit (Department, Faculty, College, Institute, Kenneth Dike Library). The membership of the Faculty and College Promotions Panels shall be as specified in regulations 6.2.4 and 6.2.5 (page 37) in the Staff Information Handbook. The membership of Departmental Promotions Panel should not be below the level of Senior Lecturer (or its equivalent status in respect of the Library (Principal Librarian) and Research Units (Senior Research Fellow). This means that academic staff of the Senior
Lecturer grade (or its equivalent) and above should constitute the membership of Departmental Promotions Panel. The Panel shall comprise two parts: Part I, made up of Senior Lecturers and above, shall consider applications for leave and promotion up to Senior Lecturer. Part II, made up only of Professors, shall consider promotion up to Professorial Grade.

(b) **The Promotion exercise begins with the Head of Department receiving a circular announcing the commencement of the exercise.**

After receiving the circular on promotion from the Establishments Division, the Head of Department shall inform all academic staff in his/her Department. Each candidate shall indicate in writing the grade for which he/she desires to be put up by the Department.

The Departmental Promotions Panel shall meet to consider the cases of all candidates for promotion.

The departmental recommendation on a candidate should be forwarded to the Deputy Registrar (Establishments) through the Dean and all members of the Departmental Promotions Panel should endorse the minutes of the Panel’s meeting.

The recommendation of the Departmental Promotions Panel on every recommended candidate must go to the Faculty A&P Panel. It is the responsibility of the Faculty A&P Panel to present the recommended cases to the Appointments and Promotions Committee (A&PC) for Academic Staff.

(c) **Promotion cases that fail at the departmental level should be rested there and not taken to the Faculty A & P.**

In such a case, the candidate should be informed formally in writing within 72 hours of that decision stating the reasons for the failure of his/her case. (This should be done at the departmental level).

(d) A member of staff not recommended for promotion at the departmental level is entitled to forward a statement of his/her case through the Dean/Director to the College/Faculty A&P Panel, setting out his/her claims to be considered for promotion. Such an application shall be referred to the appropriate department for comments. Such a candidate may be invited by the College/Faculty A&P Panel to defend his/her case.

(e) The recommendation shall indicate clearly, the progress the candidate has made since he/she was last put up for promotion.

(f) The work done since the candidate’s last promotion should be indicated in single asterisk, while work done since he/she was last put up for promotion should be indicated in double asterisk.
(g) The candidate’s CV should contain the dates (i) of his/her last promotion or appointment (ii) when he/she was last considered for promotion and to what grade.

2. **Assessment of Publications**

(i) Where a publication is the result of a joint effort between the person being considered for promotion and others:

(a) there must be a clear statement from either the Head of Department or someone in a position to know, including the candidate, of the percentage contribution of the candidate to the publications.

(b) The percentage contribution of each candidate **MUST** be indicated for **ALL** multiple–authored publications.

(c) In addition to existing provisions, the following will be applicable henceforth:

- Where there are 2 authors, the lead author cannot claim more than 80%;
- With 3 authors, the lead author’s claim cannot exceed 70%
- With 4 authors, the lead author’s claim cannot exceed 60%
- With 5 authors, the lead author cannot claim more than 50%
- Where there are more than 5 authors, the lead author’s claim cannot exceed 50% while no author should be given less than 10%.
- A candidate seeking promotion to the grade of Reader or Professor should be Lead Author or Corresponding Author in at least 25% of his/her journal articles. **P.S.** The above provisions are also applicable to non-journal publication.

(iii) An acceptable publication includes a refereed book, journal articles, articles in refereed proceedings, monographs, technical reports and patents all with distinctive academic quality, originality and contribution to knowledge.

(iv) The following categories of publications are recognised for purposes of assessment:-

A. **Books/Chapters in Books/Refereed Conference Proceedings**

1. **Definition of a Book:** For the purpose of a promotion exercise, a book is regarded as a publication of more than eighty (80) pages, cover excluded. A book must have an ISBN number.

2. Publishers should be:

(a) Those that are recognized by the particular Faculty/Department.

(b) Academic units at the University level, research centres (public and private) and professional bodies (academic and technical).
(c) Others as may be decided upon from time-to-time.

3. Evidence of peer review should be requested for at the departmental level.

4. Textbooks published for primary and secondary schools are unacceptable for promotion purposes.

5. A published book should be the product of a rigorous assessment by academics in the area of specialization.

6. A book must be edited by a reputable scholar and published by a reputable publishing house.

7. Chapters in the same book are to be listed as a, b, c ….. and rated together as one.

8. In addition to the provisions above, the following should also be noted in respect of Books:

   (i) Categorisation in terms of Quality:

   **Grade A (0-10) points**
   This should be an academic book reporting new research findings.

   **Grade B (0-5) points**
   These are Creative Books

   **Grade C (0-3 points)**
   These are tertiary-level textbooks, reviews and teaching manuals.

   (ii) **Book Review and Creative Work**
   As is done for Editorial Work and Creative Books, Book Review and other forms of Creative Work (such as Sculpture, Printing, Musical work, etc.) are to be scored from 0-5 points.

   Each Faculty Promotion Panel should decide what constitutes Book Review using such parameters as Minimum pages or whether the work is an updating of an earlier work on the same subject, etc.

B. Monographs and Technical Reports

1. As in iv (A 1) above, as well as grant-awarding bodies (Local and International)

2. Monographs and Technical reports must bear the imprints/certification of the sponsoring agencies.
C. Journals

1. Journals of international standard are as determined by the Faculty A&P Panel in consultation with Departmental A&P Panel. The articles in such journals must be peer-reviewed, indexed and should reflect international authorship.

Though journals of international standard may not necessarily be location-bound, the fact still remains that all the journal articles of candidates should not be totally local. A reasonable number of articles should, at least, be published off-shore and should be international. This means that some of the journal articles should be published outside the country.

A candidate being put up for promotion to the grade of Senior Lecturer and up to the grade of Professor should have a reasonable number of journal articles published outside the country.

2. Local Journals as determined by the Faculty A&P Panel in consultation with the Departmental A&P Panel. Articles in these journals must be refereed, and may or may not be indexed. Contributions and circulation may be limited to Nigeria.

3. For purposes of promotion to the grade of Senior Lecturer and above, not more than 10% of a candidate’s entire publications should be in journals that have not gone beyond (3) Volumes.

4. All journals, hard copy or electronic, must be peer-reviewed.

5. Journals based in Colleges of Education and Monotechnics/Polytechnics are unacceptable for promotion purposes.

6. The location of the journal in which an article is published should be indicated in brackets after each citation in candidates’ CV.

7. In respect of promotion to the grade of Lecturer I, not less than 40% of the articles in journals should have been published in journals of international standard. (International in this context is not location-bound).

8. In respect of promotion to the grade of Senior Lecturer not less than 60% of the articles in journals should have been published in journals of international standard. (International in this context is not location-bound).

9. In respect of promotion to the grade of Reader and Professor not less than 70% of the articles in journals should have been
published in journals of international standard. (International in this context is not location – bound).

10. In respect of promotion to the grade of Reader and Professor not more than 33% of the total number of journal papers should have been published in the same journal.

D. Other Things to Note on Journal and Non-Journal Publications

1. Books, chapters in books, refereed conference proceedings, monographs, technical reports and patents shall be assessed. However, in order to accommodate the peculiarities of the various disciplines in the University of Ibadan, they should not constitute more than 40% of the candidate’s publications.

2. For Part II candidates, publications that are not in print as at the time of application for promotion shall not constitute more than 10% of the candidate’s for assessment.

3. For candidates seeking promotion from the grade of Lecturer I to Senior Lecturer, 75% of publications should be published.

4. Internal assessors should comment on each publication, including stating its contribution to knowledge and relevance to the candidate’s field.

E. Scoring:
Each publication should then be scored using the following system:

(i) Books - 0 to 10 points
   - Grade A (0-10) points
     This should be an academic book reporting new research findings.
   - Grade B (0-5) points
     These are Creative Books
   - Grade C (0-3 points)
     These are tertiary level textbooks, reviews and teaching manuals.

(ii) Chapters in Books - 0 to 3 points

(iii) Refereed Conference Proceedings - 0 to 2 points

(iv) Monographs and Technical Reports - 0 to 2 points

(v) Patents - 0 to 10 points

(vi) Journal Articles - 0 to 5 points

(vii) Revised Chapter in a Book - 0 to 2 points
Where the contributions of a candidate to the revision of a chapter (or chapters) in a book (or books) can be clearly ascertained, such
contributions should be appropriately credited. However, such an effort should not attract more than two (2) points.

(viii) Letters to the Editor, etc 0 to 2 points
Letters to the Editor, Short Notes and Technical Book Reviews should be accepted and scored as publications but the Faculty should take a decision on their quality and acceptance as publications. Items to be included under this category must be reporting breakthroughs. They should however not attract more than two (2) points.

(ix) Case Report 0 to 3 points
This should not attract more than 0-3 points.

(x) Editorial Work 0 to 3 points
Where a candidate is involved in editing a book, the editorial input will be scored on a scale of 0-3.

In listing publications, a separate line should be created to show the editorial work carried out by a candidate in a particular publication as distinct from the real contribution in terms of the content of books or chapters in books. In this wise, the whole book should be submitted for assessment.

F. General information:

(i) A page summary of Area of specialization/Research Focus is to be prepared by candidates for External Assessor’s consideration along with the list of publication.

(ii) External Assessors being nominated must be in the same area of specialisation with the candidates they are to assess.

(iii) Letters to Assessors must request paper-by-paper (i.e narrative) assessment of candidates’ publications.

(iv) The year for which a candidate is seeking promotion must be clearly indicated at the top of his/her C.V.

(v) Every academic staff is expected to do an annual update of his/her C.V. whether he/she is being considered for promotion or not. This should be handled at the departmental level.

(vi) The minimum number of years to move from Senior Lecturer to Professor in case of a high flier (accelerated promotion) is now (5) years and NOT 6 years. It will take effect from the 2009 Promotion Exercise.

(vii) Technical Report: It is generally believed that a Technical Report should be available for assessment.

(viii) Where a candidate has more than one article in the same journal, such articles should be scored independently.
(ix) Only one member of a Departmental A&P Panel should be picked as an assessor for a candidate and not more than 2 members at the Faculty level.

(x) Where there is no correlation between an assessor’s comments and his/her final score/pronouncement on a candidate, the whole Report should be read and each case determined on its own merit.

(xi) Books/Chapters/Monographs/Technical Reports published outside Nigeria are not accepted in place of foreign Journal articles.

(xii) Articles/Books co-authored by a candidate and a would-be-assessor should not be more than 20% of the candidate’s publications for the assessor to be found eligible to assess that particular candidate.

(xiii) Each publication is first scored using the scale indicated in E above. The percentage contribution of the candidate is then applied to arrive at the score of the candidate. (An arbitrary example is presented in Appendix I for illustration purpose).

(xiv) The total score obtained by the candidate is utilised to make the final recommendation on the following basis:

<table>
<thead>
<tr>
<th>Grade Sought</th>
<th>Minimum Score for Promotion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer Grade 1</td>
<td>8 points</td>
</tr>
<tr>
<td>Senior Lecturer</td>
<td>20 points</td>
</tr>
<tr>
<td>Reader</td>
<td>50 points</td>
</tr>
<tr>
<td>Professor</td>
<td>70 points</td>
</tr>
</tbody>
</table>

(xv) **Overall rating to be employed by College/Faculty A&P Panels.**

On the basis of the candidate’s CV and assessors reports, the College/Faculty A&P Panel is required to make a pronouncement on the candidate’s scholarship using the following guide:

<table>
<thead>
<tr>
<th>Overall Rating</th>
<th>Interpretation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding</td>
<td>Brilliant; has achieved a high and widespread reputation in his/her field</td>
</tr>
<tr>
<td>Good</td>
<td>The standard of work goes beyond the minimum expected of the grade and shows considerable promise for the future</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>The standard of work at least meets what is expected of the grade.</td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td>Below the standard of work required of the staff of the grade</td>
</tr>
</tbody>
</table>
(xvi) Each Academic Unit shall have a list of acceptable journals and endeavour to update the list regularly in the relevant discipline.

(xvii) Uniform Format for Assessors’ Reports

In order for Internal and External Assessors to be uniform in assessing candidates:

(a) individual journal article should be rated as follows:

<table>
<thead>
<tr>
<th>Rating</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>5</td>
</tr>
<tr>
<td>Very Good</td>
<td>4</td>
</tr>
<tr>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>Fair</td>
<td>2</td>
</tr>
<tr>
<td>Poor</td>
<td>1</td>
</tr>
</tbody>
</table>

(b) the percentage contribution of candidates as reflected in their CVs as well as maximum scores of publications should be indicated on the score-sheet to be sent to assessors alongside candidates’ publications:

(c) each assessor should also be requested to make specific and categorical statements on a candidate’s overall contribution to scholarship in addition to giving scores.

(xviii) Academic Status and Eligibility for Promotion

The attainment of an academic staff as at 31 July in terms of academic qualification (Ph.D degree and other recognised Postgraduate Fellowships) and publications will be considered in determining the status and eligibility of an academic staff for promotion in a particular year.

(xix) Status of Multiple Contributions in Conference Proceeding

Multiple contributions by an author in the same Conference Proceeding should be scored as one i.e. all the contribution should attract a score of not more than 2 as is done for many chapters by the same author in one book.

(xx) Need for Paper-by-Paper assessment of candidates’ publications by Departmental A&P Panels

Each Departmental A&P Panel should do a paper-by-paper narrative on its candidates’ publications as part of its recommendations on the candidate being considered for promotion.

D. CRITERIA FOR PROMOTION

1. Promotion to the grade of Lecturer II/Research Fellow II/Arts Fellow Grade II

Promotion from Assistant Lectureship to the grade of Lecturer II may be made on the following basis:

(a) Possession of a higher degree at least a Masters.

(b) A minimum of three years teaching experience; and
(c) However, an assistant lecturer with MPhil plus one-year experience may receive promotion to the post of Lecturer II, subject to a good report by the supervisor and the Head of Department.

2. **Promotion to the grade of Lecturer I/Research Fellow I/Arts Fellow I**

Promotion from Lecturer II to the grade of lecturer I may be made on the basis of:

(a) a minimum of three years teaching experience;
(b) competence in research; and
(c) publications.

**Note**

*Lecturers without a Ph.D*

Promotion will not be made beyond Lecturer I unless the candidate has a Ph.D or a relevant postgraduate professional qualification.

3. **Promotion from Lecturer I to Senior Lecturer/Senior Research Fellow/Senior Arts Fellow**

Promotion from Lecturer I to the grade of Senior Lecturer may be made on the basis of:

(a) a minimum of three years teaching experience;
(b) adequate research;
(c) adequate publications;
(d) possession of a Ph.D Degree or its equivalent is mandatory for this category of staff.

**Note**

(i) In relation to (c) and (d) special allowances may be made for exceptional clinical or other relevant professional competence.

(ii) Recommendation for promotions up to the grade of Senior Lectureship shall be considered by the appropriate Faculty/College Panel, which shall decide on the said recommendation with internal assessors’ reports as sufficient basis.

4. **Promotion from Senior Lecturer to Reader/Associate Arts Director**

For promotion from Senior Lecturer to the grade of Reader, the candidate shall be fully assessed on the following criteria:

(a) Adequate experience, including where applicable, professional competence;
(b) Outstanding research and publications;
(c) Adequate teaching ability for a minimum of 3 years
(d) Possession of a higher degree of PhD or its equivalent.

**Note**
(i) When the Committee is satisfied that there is a prima facie case, it shall proceed to seek the advice of three external assessors who shall be appointed by the University.

(ii) A candidate shall be promoted to the grade of Reader/Associate Arts Director if there are two positive external assessors reports in respects of the candidate’s publications.

(iii) A candidate seeking promotion to the grade of Reader must have 90% of his/her publications in print.

5. Promotion from Senior Lecturer to the Grade of Professor/Arts Director

For promotion to the grade of Professor, the candidate shall be fully assessed on the following criteria:

(a) adequate experience, including where applicable relevant professional competence;
(b) outstanding research and publications;
(c) exceptional teaching ability;
(d) evidence of leadership in research and postgraduate supervision;
(e) administrative ability or competence;
(f) possession of a higher degree of Ph.D or its equivalent.

Note (i) Only recommendations on or applications of candidates from the grade of Senior Lecturer of five years standing shall be considered.

(ii) When the Committee is satisfied that there is a prima facie case it shall proceed to seek the advice of three external assessors who are recognized experts in their fields.

(iii) A candidate shall be promoted to the grade of Professor/Arts Director if there are two positive external assessors reports in respect of the candidate’s publications.

(iv) A candidate seeking promotion to the grade of Professor/Arts Director must have at least 90% of his/her publications in print.

6. Promotion from Reader to the Grade of Professor

For promotion to the grade of Professor, the candidate shall be fully assessed on the following criteria:-

(a) adequate experience, including where applicable relevant professional competence;
(b) Outstanding research and publications;
(c) exceptional teaching ability;
(d) evidence of leadership in research and postgraduate supervision;
(e) administrative ability or competence.
(f) possession of a higher degree of Ph.D or its equivalent.

Note
(i) Only recommendations on or applications of candidates from the grade of Reader of three years standing shall be considered.

(ii) When the Committee is satisfied that there is a *prima facie* case, it shall proceed to seek the advice of three external assessors who are recognised experts in their fields.

(iii) A candidate shall be promoted to the grade of Professor/Arts Director if there are two positive external assessors reports in respect of the candidate’s publications.

(iv) A candidate seeking promotion to the grade of Professor/Arts Director must have at least 90% of his/her publications in print.

7. **Effective Date of Promotion**

Promotion will not take effect earlier than the first day of October subsequent to the date of which the promotion is initiated.

All assessors of candidates shall be asked to score ONLY the publications presented to them. They should be intimated with the University’s scoring system.

E. **THE USE AND ROLE OF INTERNAL AND EXTERNAL ASSESSORS**

a) **Internal**
   The nomination of Internal Assessors shall be done at a meeting of the Faculty A&P Panel.

b) **External**
   Faculties shall be free to use external experts where none are available within the Faculty or when the Faculty deems it fit.

c) **Criteria Guiding the Selection of Assessors**

   (i) For promotion up to the grade of Senior Lecturer, all assessors must be either Professor/Reader or Senior Lecturer of at least 5 years standing.

   (ii) For Promotion above the grade of Senior Lecturer, all assessors must be Professors.

F. **FINALISATION OF PROMOTION CASES**

   (i) Part I Cases (i.e up to the grade of Senior Lecturer) should be finalised at the College/Faculty Level and a report made to the A&PC for Academic Staff for noting. The report must be accompanied by full documentation in regard of each case.

   **Note**
   The A&PC for Academic Staff reserves the right to change the decision of the College/Faculty Appointments and Promotions Panel.
At the end of each session’s promotion exercise, the Dean in consultation with the substantive Head of Department shall submit (through the Provost, where applicable) to the Vice-Chancellor, a list of six assessors in respect of candidates for whom prima facie cases have been approved by the A&PC for Academic Staff. Out of this number, a minimum of three assessors shall be appointed by the Vice-Chancellor.

**Note**

(i) To facilitate the process of external assessment, Deans are requested to forward the e-mail addresses of the prospective assessors such that the first letter requesting availability of an assessor could be sent as an e-mail attachment.

(ii) The candidate’s publications, as well as the list of publications and guidelines for assessors shall be forwarded to the external assessors.

(iii) Where an Acting Head of Department is also a candidate for promotion, the nomination of assessors shall be made by the Dean of the Faculty.

(iv) Deans of Faculties shall give brief written statements on the distinguished academic qualities of the scholars they recommend for appointment as assessors, with a view to justifying their nomination.

(v) The nomination shall be made in confidence to the Vice-Chancellor.

(vi) Each proposed assessor must have attained both national and international eminence in a relevant academic discipline, and the academic or equivalent status of a Professor.

(vii) The proposed assessor must have teaching and/or research responsibilities in a reputable University or similar institutions.

(viii) Scholars, including external examiners, who had been on the staff of the University of Ibadan within the last five years shall not qualify for appointment as external assessors.

(ix) External assessors’ consent to serve shall be obtained before publications are sent to them, and they shall be paid honorarium.

(x) For a candidate to be promoted or appointed, the reports of at least two of the three external assessors shall be adjudged to be favourable by the A&PC for Academic Staff.
(xi) An individual shall not be eligible to serve as an external assessor after three years of disengagement from the university system/research institute.

G. GUIDELINES FOR EXTERNAL ASSESSORS

An external assessor will be required to give detailed answers as much as possible to the following in his/her report of assessment of a candidate’s contribution to scholarship through publications.

i. Do you know this candidate who is being considered for Professorship/Readership? If so, in what connection or capacity?

ii. Were his/her publications known to you before now?

iii. Please, comment freely on:
the publications known to you before now and those publications you are coming across for the first time.

iv. Please specify which of his/her works is/are outside your field.

v. What in your opinion is/are the contribution(s) of this candidate to knowledge in his/her field?

vi. Is there a focus in his/her publications?

vii. Please assess each publication and award marks accordingly:

Using the following scoring range:

A. Books - 0 to 10 points

**Grade A (0-10) points**
This should be an academic book reporting new research findings.

**Grade B (0-5) points**
These are Creative Books

**Grade C (0-3 points)**
These are tertiary-level textbooks, reviews and teaching manuals.

B. Chapters in Books - 0 to 3 points
C. Refereed Conference Proceedings - 0 to 2 points
D. Monographs and Technical Reports - 0 to 2 points
E. Patents - 0 to 10 points
F. Journal Articles - 0 to 5 points
G. Revised Chapter in a Book - 0 to 2 points
H. Letters to the Editor, etc 0 to 2 points
I. Case Report 0 to 3 points
J. Editorial Work 0 to 3 points
viii. Each publication is first scored using the scale indicated above. The percentage contribution of the candidate is then applied to arrive at the score of the candidate.

ix. The total score obtained by the candidate is utilized to make the final recommendation on the following basis:-

<table>
<thead>
<tr>
<th>Grade sought</th>
<th>Minimum Score for Promotion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reader</td>
<td>50 points</td>
</tr>
<tr>
<td>Professor</td>
<td>70 points</td>
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</tbody>
</table>

x. What is your overall judgment and recommendation?

H. CRITERIA FOR APPOINTMENTS AND PROMOTIONS

(a) The same criteria shall apply for appointment and promotion but the processes for both may not be totally identical. A candidate, whose application for promotion/appointment fails, can be considered for promotion or appointment as the case may be to the same grade with an improved CV not earlier than six months from the date the A&PC for Academic Staff decided his case for promotion or appointment, as may be applicable.

(b) A candidate shall not be considered for both simultaneously. A candidate for promotion or appointment wishing to be considered for the other must first withdraw in writing before being considered.

(c) While the effective date of promotion shall be 1st October of the year of promotion considered, that of appointment shall be the date the Appointments and Promotions Committee approves the Interview report.

I. PROCEDURE

(a) (i) Voting
Open voting method shall be used to decide controversial issues.

(ii) In such cases, a minimum of 70% yes vote of those present and voting shall be required for a verdict for professorial cadre.

Note
- Simple consensus shall normally be adequate for other cadres
- Abstention will be regarded as ‘no’ votes.

(b) Sanctions
Sanctions such as those banning a candidate from presenting himself for promotion for a given period should not be imposed.
J. APPEAL FOR RECONSIDERATION OF DECISION BY THE APPOINTMENTS AND PROMOTIONS COMMITTEE FOR ACADEMIC STAFF

Appeal from members of academic staff against the decisions of the Appointments and Promotions Committee shall be routed through their respective Heads of Department, Deans of Faculty, and Provost who should comment on whether there is a new evidence to justify reconsideration at its first meeting during the succeeding session after the promotion Exercise. A candidate can make a final appeal to Council through the Registrar and Secretary to Council, if he/she so desires.

K. EFFECTIVE DATE OF PROMOTION

Promotion will not take effect earlier than the first day of October subsequent to the date on which the promotion is initiated.

L. PROCEDURE FOR APPOINTMENTS

The existing procedure outlined in the Handbook on the processing of appointments shall continue to apply.

M. PROMOTION DURING LEAVE OF ABSENCE

A candidate shall not be considered for promotion for the years he or she is not on ground on account of leave of absence.

REFERENCES CITED


1. **PREAMBLE**

   Academic librarianship, which is a combination of professionalism and scholarship, is very strongly service-oriented. By its very nature, its professional/service aspect tends to make disproportionate demand on the time of the practitioner. Moreover, a long period of experience is usually required before maturity can be attained in terms of research and publications. Therefore, in most cases, but particularly up to the Senior Librarians grade, greater emphasis should be placed on professional competence and experience than on research and publications.

   (a) Professional ability and competence will be adjudged on the following:

      (i) Professional practice in an academic or research institution;

      (ii) Work-load and level of productivity;

      (iii) Nature of responsibility including ability to manage a sub-section of the Library.

   (a) Additionally, a librarian is expected to take keen interest in any activity capable of enhancing library and information science in and outside the University. The elements of contribution include:

      (i) Level of professional practice/responsibility in an academic or a research library;

      (ii) Activities in professional association;

      (iii) Contribution to the professional literature, and body of knowledge or practice.

2. **Research**

   The librarian in a University system should also engage in research. This shall include the following:

   (i) on-going research, particularly all studies

   (ii) theses and dissertation, subject bibliographies;

   (iii) policy papers, manuals;

   (iv) others

      (a) unpublished bibliographies, indexes, guides and book reviews;

      (b) conference and seminar papers;

      (c) abstracts (which have not otherwise been published).
3. Publications

(i) Articles published in refereed journals
(ii) Books or chapters in books (which should be relevant to the discipline of the candidate)
(iii) Accepted articles or manuscripts for books may be used for promotion to all grades but these would be only on strict verification by the Library Promotions Panel.
(iv) Published conference papers;
(v) Bibliographies, index and guides.

4. Experience

As applicable to equivalent positions in academic departments.

5. Assessment of Criteria

In every case, particularly up to the Senior Librarian Grade, a high rating in professional ability and experience shall compensate for deficiency in research and publications.

6. Criteria for Appointments and Promotions

The same set of criteria shall be used for both appointments and promotions.

7. Promotion Criteria for Academic Staff of the Library

(a) Upgrading of Assistant Librarian to Librarian II

(i) An Assistant Librarian on completion of higher degree in Librarianship may be upgraded to the grade of Librarian II. Other conditions shall be as for regulation 4.3.2
(ii) Possession of higher degree.

(b) Promotion from Librarian II to the Grade of Librarian I

Promotion to the grade of Librarian I may be made on the bases of:

(i) adequate experience after a minimum of 3 years;
(ii) evidence of professional contribution;

(c) Promotion from Librarian I to the Grade of Senior Librarian

Promotion to the grade of Senior Librarian may be made on the following grounds:

(i) adequate experience after a minimum of 3 years;
(ii) evidence of professional contribution;
(iii) evidence of research ability or publications;
(d) Promotion from Senior Librarian to the Grade of Principal Librarian

Promotion to the grade of Principal Librarian may be made on the following grounds:

(i) adequate experience after a minimum of 3 years;

(ii) adequate professional contribution;

(iii) adequate research and publication;

(c) Promotion from Librarian I to the Grade of Senior Librarian

Promotion to the grade of Senior Librarian may be made on the following grounds:

(i) adequate experience after a minimum of 3 years;

(ii) evidence of professional contribution;

(iv) evidence of research ability or publications;

(d) Promotion from Senior Librarian to the Grade of Principal Librarian

Promotion to the grade of Principal Librarian may be made on the following grounds:

(i) adequate experience after a minimum of 3 years;

(ii) adequate professional contribution;

(v) adequate research and publication;

(e) Promotion from Principal Librarian to the grade of Deputy Librarian

(i) adequate experience after a minimum of 3 years’;

(ii) outstanding professional contribution;

(iii) significant research and publications;

Note

Recommendations for promotion to this grade shall be accompanied by a full internal assessment of the candidate’s contribution to scholarship.

Thereafter, it shall follow the procedure for external assessment as for regulation 6.2.9.
FORM SAS 1

FORMAT FOR RECOMMENDATIONS FOR PROMOTION

1. ASSESSMENT

Assessment by the department shall be under the following headings:

2. TEACHING

(i) Number of years of teaching at University level;

(ii) Teaching load including guidance and counselling of students, teaching practice;

(iii) Teaching effectiveness (including responsibility in the discharge of teaching duties), peer and student evaluation of actual delivery and presentation of lectures shall be regarded as adequate measure;

(iv) Postgraduate teaching and supervision by all grades of staff should be noted for promotion.

3. RESEARCH

The following shall be considered:

(i) On-going research

(ii) Theses and Dissertations

(iii) Designs

(iv) Monographs

NOTE

The following shall also be accepted as evidence of research:

(a) Progress reports on long-term research undertaking;

(b) Conference and seminar papers, based on on-going research;

(c) Published abstracts.

4. Publications (including patents)

5. Professional Competence (where applicable, including evidence of internal and external recognition).
6. **General Assessment**: (including a definite statement as to whether or not the candidate is recommended for promotion).

7. **Concepts**
   (i) **Concepts of Clinical Work, Creative Work, Recognised Professional Contribution, Registered Patents and Design**

   All these should be given due recognition provided the contribution is relevant to the discipline in which a candidate is being considered for promotion or appointment.

   (ii) **Concept of Hardship area**

   Hardship area should be strictly defined as an area where recruitment is difficult, new discipline being developed and disciplines into which it is difficult to attract experts. The concepts should, therefore, normally be applicable only at the time of appointment.

   (vi) **Concept of Learned Journals**

   Each Faculty should be able to determine which journals are learned journals and which are not.

8. **Assessment of Quality and Quantity of Publication**
   (i) Candidates for promotion to the grades of Reader and Professor should be advised to:
       (a) list their publications in groups stating the contribution to scholarship in each group;
       (b) list ten works which in their opinion best reflect the totality of their contributions to scholarship in their discipline;
    
   (ii)  (a) **Information or subject matter i.e. what new information is provided directly** in the group of papers.
       (b) **Significance i.e. the implication for knowledge and ignorance in areas of scholarship connected with the theme, and the weight of these implications**;

   (iii) Scope i.e. the extent of the substance embraced by the candidate’s treatment of the theme; e.g. in the study of a phenomenon, one may focus on this among a sub-species or the entire species. The scope is wider in the latter.

9. **Duplication and Overlapping in Publication**

   Duplication is an unnecessary repetition of the substance of published work and this is undesirable. Candidate should be advised in their own interest to avoid it. Some overlapping is, however, inevitable but where overlapping occurs candidates should be
advised, in grouping their publications, to so indicate and state development or advancement upon previous work.

10. **Revisitation of Thesis**

   Revisitation must advance the work in the thesis

11. **Experience**

   Promotion exercises are held annually. However, there should be an annual evaluation of each member of staff. Adequate experience shall be defined as follows:

   (a) Assistant Lecturer to Lecturer Grade II – 3 years unless higher qualification is obtained.
   (b) Lecturer II to Lecturer I – 3 years
   (c) Lecturer I to Senior Lecturer – 3 years
   (d) Senior Lecturer to Reader – 3 years
   (e) Senior Lecturer to Professor – 5 years
   (f) Reader to Professor – 3 years

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Signature of Members of Departmental A & P Panel

Date

**Note**

This assessment should be sent directly to the Deputy Registrar (Establishments).
IMPORTANT NOTES

To ensure that criteria for promotion are consistent and comparable, a uniform format of presenting published work as suggested below should be followed:


Where there are multiple authors, publications should be rendered exactly as they appear in the journal. No attempt must be made to change the order of authorship round or to use the form: ‘Smith and others…” page numbers must be quoted in full to indicate the length of the paper.

3. Patents – state title, number and date.

4. Books and papers not yet in print but already accepted for publication should be categorized, with the name of publisher/journal and a photocopy of the letter of acceptance.

5. Research in progress must be separately treated, stating precisely when this was started, with a brief paragraph to indicate the “story so far” and its potential. It is valuable for candidates to indicate the direction in which their published work and research are oriented and, if possible, separate the major publications from those of a more general nature.

6. Please submit 70 copies of your CV as per this format to the Faculty Officer.

Note

For comparability, the layout/format of Curriculum Vitae should as much as possible be consistent from year to year, except when a modification has been approved by the Appointments and Promotions Committee.

I. (a) Name (underline Surname)
   (b) Date of Birth
   (c ) Department:
   (d) Faculty
II (a) First Academic Appointment  
(b) Present post (with date)  
(c) Date of last Promotion  
(d) Date last considered (in cases where promotion was not through)  

III University Education (with dates)  

IV Academic Qualification (with dates and granting bodies)  

V Professional Qualifications and Diplomas (with date)  

VI Scholarships, Fellowships and Prizes (with date) in respect of Undergraduate and Postgraduate work only)  

VII Honours Distinctions and Membership of Learned Societies  

VIII Details of Teaching/Work Experience.  

THE FOLLOWING SECTIONS SHOULD CONSTITUTE A SEPARATE ATTACHMENT TO THE CURRICULUM VITAE  

IX Research  
(a) Completed  
(b) In progress  
(c) Dissertation and Thesis  

X Publications  
(a). Books already published  
(b). Chapters in Books already published  
(c). Articles that have already appeared in Refereed Conference Proceedings  
(d) Patents  
(e) Articles that have already appeared in learned journals  
(f) Books, Chapters in Books and Articles already accepted for publication  
(g) Technical Reports and Monographs  

XI Major Conferences Attended with Papers Read (in the last 5 years)  

Note: Please use a single asterisk for publications which have appeared/been accepted since last promotion or appointment and double asterisk for publications which have appeared/been accepted since last consideration for promotion.  

Note: Not less than 90% of the candidate’s publication for Professorial cadre should have actually appeared in print.  

Note: Not less than 75% of the candidate’s publication for Senior Lectureship cadre should have actually appeared in print.
### APPENDIX 1

**DUMMY OF SCORING OF PUBLICATIONS**

**TABLE OF SCORES OF PUBLICATIONS**

**DR. ..........................**

<table>
<thead>
<tr>
<th>Ai</th>
<th>Publication Number (as in Candidate’s CV)</th>
<th>Publication Type</th>
<th>B</th>
<th>No. of Authors</th>
<th>C</th>
<th>Percentage Contribution by the Candidate</th>
<th>D</th>
<th>Score</th>
<th>E</th>
<th>Weighted Score (CxD)/100</th>
<th>F</th>
<th>Maximum Score</th>
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**TOTAL** 40

Name of Assessor

Signature

Date