

UNIVERSITY OF IBADAN
APPOINTMENTS AND PROMOTIONS COMMITTEE FOR ACADEMIC STAFF
REGULATIONS AND GUIDELINES OF PROMOTIONS FOR ACADEMIC STAFF
2017 PROMOTION EXERCISE

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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 Subsections 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 Lecturership grade (or its equivalent) and above should constitute the membership of Departmental Promotions Panel. The Panel shall comprise two parts: Part I and Part II. The Part I shall be made up of Senior Lecturers and above and shall consider applications for leave and promotion of candidates up to the

Senior Lecturership grade. Part II, made up only of Professors, shall consider promotion applications to the Professorial Cadre.

- (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 (**The asterisk should be placed as a superscript before the number of the publication**).
- (g) The candidate's CV should contain the dates (i) of his/her last promotion or appointment and, (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 contributions of the candidate to the publications.

- (b) The percentage contributions 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 first or corresponding author cannot claim more than 80%;
 - With 3 authors, the first or corresponding author's claim cannot exceed 70%
 - With 4 authors, the first or corresponding author's claim cannot exceed 60%
 - With 5 authors, the first or corresponding author cannot claim more than 50%
 - Where there are more than 5 authors, the first or corresponding author's claim cannot exceed 50% while no author should be given less than 20%.

Please note that the above provisions are also applicable to non-journal publications.

- A candidate seeking promotion to the grade of Reader or Professor should be First or Corresponding Author in at least 25% of his/her entire publications.
- (iii) Acceptable publications include a refereed book, journal articles, articles in refereed conference proceedings, monographs, technical reports, patents and copyrights. All must possess 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); and
 - (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 and reviews.

Grade D (0-2 points)

These are teaching manuals.

- NOTE: i. The Distance Learning Centre's (DLC) teaching materials and similar manuals from recognised ODL-based degree awarding institutions are in this category.
- ii. Such manuals must meet the defining criteria of a book (as contained on p. 4 of this document).
 - iii. A candidate is allowed to list **not more than two** of such materials in his CV for promotion.

Grade E (0-3 points)

These are full length book translations.

NOTE: Such works of translation must not have been published by the same author in more than one language.

- (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. Technical Reports and Monographs

- (i) A technical report should be defined as a document that describes the process, progress, or results of technical or scientific research or the state of a technical or scientific research problem. Unlike other scientific literature, such as scientific journals and the proceedings of some academic conferences, technical reports rarely undergo comprehensive independent peer review before publication. Where there is a review process, it is often limited to within the originating organization. Technical reports must:

- a. bear the imprints of sponsoring agencies, and
- b. be properly certificated (candidates must supply letters of commissioning by sponsoring agencies and such should be verified by the Deans, where possible).

(ii) A monograph is a research paper on one particular subject. It must be the product of an original research and must be published or accepted for publication in a reputable outlet. Monographs should also bear imprints and be peer reviewed.

(iii) Since a monograph does not go through the same level of peer review as a journal article, the maximum score for a monograph is 2.

(iv) Lectures delivered at workshops and seminars are unacceptable as technical reports and monographs.

11. Definition and Allotment of Points for Technical Report and Monograph

(ii) The University should re-emphasize the provision that (iii) A monograph should be defined as “a research paper on one particular subject. It must be the product of an original research and must be published or accepted for publication in a reputable outlet”. Monographs should also bear imprints and be peer reviewed.

(iv) Since a monograph does not go through the same level of peer review as a journal article, the maximum score for a monograph should remain 2.

(v) It should also be emphasized that lectures delivered at workshops and seminars are unacceptable as technical reports and monographs.

C. Journals

1. Journals of international standard are as determined by the Faculty A&P Panel in consultation with the 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 are 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 three (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 (country only, not city) 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.
11. The recognised categories of journal article are:
 - Full Length Article- 0-5 points
 - Short Communication- 0-3 points
 - Review Article – 0-5 points

NOTE: A candidate must provide a letter from the journal's editorial board soliciting the review.

 - Letter to the Editor- 0-2 points

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

1. Books, chapters in books, refereed conference proceedings, monographs, technical reports, copyrights 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. A patent refers to "A declaration issued by a government agency declaring someone an inventor of a new invention and having the privilege of stopping others from making, using or selling the claimed invention" while a copyright is "The right by law to be the entity which determines who may publish, copy and distribute a piece of writing, music, picture or other work of authorship" (<http://thesaurus.altervista.org/dictionary>).

i. Every patent accepted for appointment and promotion must have gone through standardised procedures and must have been certificated by designated authorities.

ii. A copy of the patent's certificate must be presented before its acceptance for promotion purposes.

iii. Copyrights are recognized intellectual works and carry the maximum score of 5. Every copyright that is to be considered for promotion purposes must be certificated.

3. For Part II promotion 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.

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

5. 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.
 - **Grade D (0-2 points)**
These are teaching manuals.
 - **Grade E (0-3 points)**
These are full length book translations.
- (ii) Chapter in Book - 0 to 3 points
- (iii) Refereed Conference Proceedings - 0 to 2 points
- (iv) Teaching Manual, Monographs and Technical Reports - 0 to 2 points
- (v) Patents - 0 to 10 points
- (vi) Copyrights - 0-5 points
- (vi) Journal Articles - 0 to 5 points
- (viii) Revised Chapter in 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.

- (ix) 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.
- (x) Case report 0 to 3 points
This should not attract more than 0-3 points.
- (xi) 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 Research Focus is to be prepared by candidates for External assessor's consideration along with the list of publications. A candidate's Research Focus MUST NOT exceed one page. It must clearly state their areas of speciality and sub-speciality, and their significant contributions within such. The recommended font type, size and line spacing are Times New Roman, 12 and 1.5.
- (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 assessments (i.e. narratives) of candidates' publications.
- (iv) The year for which a candidate is seeking promotion must be clearly indicated at the top of his/her CV
- (v) Every academic staff is expected to do an annual update of his/her CV whether he/she is being considered for promotion or not. This should be handled at the departmental level.
- (vi) A flyer should be defined as a candidate who has consistently been productive as evident by promotion as at when due. Applicants who are qualified to be flyers are those who have been publishing consistently and are qualified to apply as professor after not less than five or not more than six years of senior lectureship. Otherwise, those who do not meet the criterion of consistent publishing and have waited for more than six (6) years cannot apply for professorship without going through readership.
- (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 to be 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 contributions of the candidate are 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:

Grade Sought	Minimum Score for Promotion
Lecturer Grade 1	8 points
Senior Lecturer	20 points
Reader	50 points
Professor	70 points

(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:

Overall Rating	Interpretation
Outstanding	Brilliant; has achieved a high and widespread reputation in his/her field
Good	The standard of work goes beyond the minimum expected of the grade and shows considerable promise for the future.
Satisfactory	The standard of work at least meets what is expected of the grade.
Unsatisfactory	Below the standard of work required of the staff of the grade

- (xvi) Each Faculty shall have a list of acceptable journals and endeavour to update the list regularly in the relevant discipline. The journals must be:

- (i) affiliated to higher institutions of learning, academic societies and reputable publishers;

- (ii) if the journals are local, they must meet the condition in (i) and have evidence of wide circulation within the country; and
- (iii) editors and members of editorial boards must be affiliated to academic institutions of learning.

Each Faculty should also compile a list of blacklisted journals and discourage candidates from publishing in them.

(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:

Excellent	–	5
Very Good	–	4
Good	–	3
Fair	–	2
Poor	–	1

- (b) The percentage contributions of candidates, as reflected in their CVs, as well as the 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 the clarity of objectives, extent of technical soundness, unique contribution to knowledge and research focus of the candidates' publications.

(xviii) **Academic Status and Eligibility for Promotion**

The attainment of an academic staff as at 31 July in terms of academic qualification (PhD 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.

(xxi) **Checklist for Set Criteria in the Promotion Guidelines**

The tables attached as Appendices II (for Part II promotion cases) and III (for Part I promotion cases) contains the checklist for clearly indicating that a candidate has met the set criteria in the guidelines for appointment or promotion. It should be adopted in the presentation of appointment/promotion cases to the A&P Committee.

G. Conference Attendance

- i. A candidate being considered for promotion must have attended, at least, one relevant conference/workshop outside Nigeria **since he/she was last considered for promotion.**
- ii. The departmental, the College/faculty Appointments and Promotions Panel should request that candidates provide evidence of attendance of, at least, one (1) of the listed conferences.
- iii. The section of the Curriculum Vitae on conference attendance should be revised to read: 'Major Conferences/Workshops Attended in the Last Five Years (with Papers Read)'; and
- iv. University-based conference attendance support funds should be given to only participants who are paper presenters at conferences.

H. Assessment of Community Service, Administrative Duties and Teaching Competence

i. Assessment of Community Service

- a. Community service refers to all forms of knowledge application and provision of service by which an academic member of staff impacts on the University community and/or the larger society. Such activities include delivery of public lectures, leadership of academic or professional societies, being in the editorial boards of recognised journals and organising symposia and workshops. Academic members of staff who undertake them should be duly rewarded during appointment and promotion exercises.
- b. Community service is to be scored on a scale of 0-5 points.
- c. A maximum of one (1) point is to be assigned for each community service since a candidate's last promotion or appointment, with five (5) as the maximum number of community services that can be scored.

ii. Assessment of Administrative Duties

- a. Deans, Acting Deans, Sub-Deans, Acting Heads of Department, Hall Wardens, Assistant Hall Wardens, Examination Officers, Programme Co-ordinators, Level Advisers, Staff Advisers to student organizations, members of departmental and faculty committees and all others holding administrative positions recognised by the University who are not professors should be rewarded for engaging in administrative duties.
- b. A maximum of 2.5 points is to be assigned to each administrative position held since a candidate's last promotion or appointment subject to the maximum of 5 points for candidates seeking promotion to cadres up to Senior Lectureship and 10 points for candidates seeking promotion to the Professorial Cadre.
- c. Administrative duties is to be scored on a scale of 0-5 points for candidates seeking promotion to cadres up to Senior Lectureship and on a scale of 0-10 points for candidates seeking promotion to the Professorial Cadre.

Table I: Allotment of Points for Community Service and Administrative Duties

S/N	Academic Staff Cadre	Community Service (Points Allotted)	Administrative Duties (Points Allotted)	Maximum Score Obtainable
1.	Part I Promotion Cases (i.e. LII-LI and LI-SL)	0-5 points	0-5 points	10 points
2.	Part II Promotion Cases (i.e. SL-Reader and Reader to Professor)	0-5 points	0-10 points	15 points

iii. Assessment of Teaching Effectiveness

The components of teaching effectiveness include students' assessment of academic staff, teaching load (i.e. course unit and class size) and departmental assessment of academic staff.

- a. The maximum score for teaching effectiveness of academic staff seeking promotion is twenty (20) points. The twenty (20) points are to be allocated as indicated in Table II below:

Table II: Allotment of Points for Teaching Effectiveness (Lecturer Grade II to Senior Lectureship)

S/N	Sub-Components of Teaching Effectiveness	Points Allotted	Remarks
1	Students' Assessment	0-5 points	Based on Assessment Forms completed by students
2	Class Size	0-5 points	a. One (1) point per regular class size b. 1.5 point per large class size
3	Course Unit	0-5 points	One (1) point for each course unit
4	Departmental Assessment	0-5 points	Based on Departmental Assessment
MAXIMUM POINTS OBTAINABLE		20 points	

- b. The instrument developed by the Directorate of Quality Assurance is to be adopted for the departmental and the student assessments of teaching effectiveness.
- c. Departmental assessment of teaching competence must be both qualitative and quantitative. The sub-components of the assessment and the points attached to them are given in Table III below:

Table III: Allotment of Points for Department Assessment of Teaching Effectiveness Experience

S/N	Sub-Components of Departmental Assessment		Points Allotted
1	Teaching Effectiveness	Departmental Opinion	0-3 points
2	Teaching Experience Years of Teaching since Last Promotion/Appointment (in the case of first time promotion candidates)	3 Years and Above	2 points
		Less than 3 years	1 point
MAXIMUM POINTS OBTAINABLE			5 points

- d. Where the Head of Department is not a Professor, the Dean oversees the Departmental Assessment of Teaching Effectiveness in conjunction with the Directorate of Quality Assurance
- e. *Prima facie* cases should not be made for candidates that fail to score at least 50% of the maximum points for teaching effectiveness.
- f. Obtaining the minimum required score for teaching effectiveness, community service and administrative duties is a precondition for the consideration of a candidate for promotion.
- g. The minimum promotion requirements for academic staff, as indicated in Table IV below, should be adopted:

Table IV: Minimum Required Scores from Teaching Competence, Administrative Duties and Community Service

S/N	Academic Staff Cadre	Allotted Points	
		Teaching Competence, Administrative Duties and Community Service	
		Minimum	Maximum
1	Lecturer Grade II to Lecturer Grade I	15 points	30 points
2	Lecturer Grade I to Senior Lectureship	20 points	30 points
3	Senior Lectureship to Readership	20 points	35 points
4	Readership to Professorship	20 points	35 points

- g. The score obtained from the assessment of teaching effectiveness, administrative duties and community service should be added to that from the assessment of publications. The general minimum required scores after the addition for each cadre are indicated in Table V below:

Table V: General Minimum Promotion Requirements for Academic Staff

S/N	Academic Staff Cadres	Publications	Allotted Points		Minimum Requirements for Promotion
			Teaching Competence, Administrative Duties and Community Service		
			Minimum	Maximum	Candidates must score

1	Lecturer Grade II to Lecturer Grade I	8 points	15 points	30 points	a minimum of 23 points , 8 of which must come from assessment of publications.
2	Lecturer Grade I to Senior Lectureship	20 points	20 points	30 points	Candidates must score a minimum of 40 points , 20 of which must come from assessment of publications.
3	Senior Lectureship to Readership	50 points	20 points	35 points	Candidates must score a minimum of 70 points , 50 of which must come from assessment of publications.
4	Readership to Professorship	70 points	20 points	35 points	Candidates must score a minimum of 90 points , 70 of which must come from assessment of publications.

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 PhD

Promotion will not be made beyond Lecturer I unless the candidate has a PhD 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; and
- (d) possession of a PhD 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; and
- (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; and
- (f) possession of a higher degree of a PhD 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; and
- (f) possession of a higher degree of a PhD 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. promotions 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.

- (ii) **Assessment of Publications in Respect of Candidates for Appointment/Promotion to Professorial Cadre (i.e. Part II Promotions)**

- i. 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 **eight** (five (5) local assessors and three (3) foreign assessors) assessors in respect of candidates for whom *prima facie* cases have been approved by the A&PC for Academic Staff. **Note that it is the prerogative of the Dean to nominate external assessors.** Out of this number, a minimum of three assessors shall be appointed by the Vice-Chancellor.

- ii. The nomination of external assessors should be done using the format herein included as Attachment I.

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. In addition, the University should aspire towards the use of electronic systems so that soft copies of candidate's publications, instead of the hard copies, can be forwarded to internal and external assessors for assessment.
- (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 Faculty 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.
- (vi) The nomination shall be made in confidence to the Vice-Chancellor.
- (vii) Only professors of, at least, five (5) years standing should be proposed as external assessors. In the case of internal assessment, an internal assessor must be of a professor of, at least, three (3) years standing.
- (viii) 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.

- (ix) The proposed assessor must have teaching and/or research responsibilities in a reputable university or similar institutions.
- (x) 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.
- (xi) External assessors' consent to serve shall be obtained before publications are sent to them, and they shall be paid honoraria.
- (xii) 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.
- (xiii) 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 and reviews.

Grade D (0-2 points)

These are teaching manuals.

Grade E (0-3 points)

These are full length book translations.

B.	Chapters in Books	-	0 to 3 points
C.	Refereed Conference Proceedings	-	0 to 2 points
D.	Teaching Manuals, Monographs and Technical Reports	-	0 to 2 points
E.	Patents	-	0 to 10 points
F.	Copyrights	-	0 to 5 points
G.	Journal Articles:		
	▪ Full Length Article-		0-5 points
	▪ Short Communication-		0-3 points
	▪ Review Article –		0-5 points
	▪ Letter to the Editor-		0-2 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:

Grade sought	Minimum Score for Promotion
Reader	50 points
Professor	70 points

- 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 *Staff Information 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

Adebayo, A. G. (2005). *Revisiting the Academic Tradition*. Ibadan: The Postgraduate School, University of Ibadan.

Pegis, A.C. (Eds.) (1957) *A Gilson Reader: Selections from the Writings of Etienne Gilson*. New York: Image.

GUIDELINES ON THE REGULATIONS FOR PROMOTIONS OF THE ACADEMIC STAFF IN THE LIBRARY

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) workload and level of productivity; and
 - (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 and;
- (iii) policy papers and manuals.
- (iv) Others are:
 - (a) unpublished bibliographies, indexes, guides and book reviews;
 - (b) conference and seminar papers; and
 - (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, indexes 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; and
- (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.

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 and copyrights)

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, Copyrights 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, Fabrication, Falsification, Plagiarism and Overlapping in Publication

i. 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.

ii. The existing technological platform in the University for detecting cases of duplication, fabrication, falsification, plagiarism and overlapping should continue to be employed.

iii. Where there is an allegation of plagiarism, duplication, fabrication or overlap, such a case should be referred to an ad hoc committee of the Appointments and Promotions Committee for Academic Staff and it must be dispensed with within four (4) weeks from the date the allegation is formally received by the ad hoc committee.

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

Signature of Members of Departmental A & P Panel

Date

Note

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

UNIVERSITY OF IBADAN
CURRICULUM VITAE FORMAT
(VALID FOR PROMOTION EXERCISE ONLY)

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

1. Books, Teaching Manuals and Monographs

Abdukadir A.A. and **Ogunlola, S.K.** (2011). *Radiation and Mankind*. Ibadan: Star. 250 pp. ISBN 978-978-921-011-4. (Nigeria) (Contribution:30%).

2. Full Length Book Translations

Abdul, A. (2011). (Trans.). *The Man from the Rock*. Ibadan: Star. 650 pp. ISBN 378-3478-921-011-4. (Nigeria) (Contribution:100%).

3 Chapters in Edited Books/Revised Chapters in Edited Books

Okunrinde, T.K., Oju, I.K. and Fadipe, O.A. (2004). Mechanised Agriculture in the 21st Century. In Babajide, O.L., Otuoke, G.J. and Nwakwo I.A. (Eds.) *Agriculture and Mankind*. Ilorin: Hopewell. 12-23pp. ISBN 978-36668-7-8. (Nigeria) (Contribution: 70%).

4. Refereed Conference Proceedings

Adenuga, P.A., Fakola, J. and **Ugwuaba, A.L.** (2015). Postmodernism and African Literary Scholarship. In Adekoya, L., Ogunraku, B. And Anyanwu, D. (Eds.). *Modern Literary Theories and African Literature in the 21st Century: Proceedings of the 1st Nigerian Literature Association's Conference*. 19-21 October, 2014. Bekele, M. and Mbanugo, F. Eds. Lagos: Wadell. 23-45pp. (Nigeria) (Contribution: 30%).

5. Journal Articles, Short Notes, Short Communications, Case Reports and Letters to the Editor

Salau, N.O., Musa, A.O. and **Ochei, B.** (1997). A Critical Assessment of Conflict in the International Law Context. *Journal of International Law* Vol. 2. No. 4: 17-37. (United States of America) (Contribution: 30%).

6. Editorial Work

Abdukadir A.A. and **Ogunlola, S.K.** (Eds.) (2011). *Radiation and Mankind*. Ibadan: Star. ISBN 978-978-921-011-4. (Nigeria) (Contribution:30%).

7. Patents and Copyrights

Awodiya, M., Ola, O.L. and Fasola, S.A. (2013). *Description of Maize Cultivar*. IFH-200.NGVZ-00-22. (Nigeria) (Contribution:30%).

8. Technical Report

Ayinde, B., Nworgugu, S. and Faseyi, I. (2003). Causes of Prevalence of Malaria Fever in Nigeria. A Technical Report Submitted to the World Health Organisation. 44pp. (Nigeria) (Contribution: 60%)

Where there are multiple authors, 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”.

9. Patents – state title, number and date.

10. 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.

11. 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.

12. Please submit 70 copies of your CV with the format below 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 Qualifications (with dates and granting bodies)

V Professional Qualifications and Diplomas (with dates)

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

VII Honours, Distinctions and Membership of Learned Societies

VIII Details of Teaching/Work Experience

EACH OF THE SECTIONS; RESEARCH, PUBLICATIONS AND TEN BEST PUBLICATIONS, SHOULD START ON SEPARATE PAGES.

IX Research

- (a) Completed
- (b) In progress
- (c) Project, 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 and Copyrights
- (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)

XII Ten Best Publications that Reflect the Totality of my Contributions to Scholarship

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.

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

- Not less than 75% of the candidate's publication for Senior Lectureship cadre should have actually appeared in print.

APPENDIX 1

TABLE OF SCORES OF PUBLICATIONS

A Publication No. As in Candidate's CV	B Publication Type	C Position/No. of Authors	D % Contribution of the Candidate	E Contribution In Fraction $\left[\frac{D}{100} \right]$	F Maximum Score Obtainable	G Score Awarded Based on Maximum Score Obtainable	H Weighted Score (E×G)
1.	Full Length Journal Article	2/20	10	0.1	5	3	0.3
2.	Book (creative)	1/1	100	1	5	4	4
						TOTAL	

DR.....

.....
Name of Assessor

.....
Signature

.....
Date

APPENDIX II

Candidate's Name:

Department:

Faculty:

Year:

Present Grade:

Part II Cases: Prerequisites for Recommendation of Appointment/Promotion			
S/N	Prerequisite	YES	NO
1	Is the candidate the first author in 30% of presented publications?		
2	Do the books, chapters in books, refereed conference proceedings, monographs, technical reports and patents in a candidate's list of publications constitute less than 40% of the entire publication?		
3	Are the publications not in print as at the time of application for promotion not more than 10% of the candidate's publications?		
4	Does the candidate's list of publications contain less than 33% of the total number of journal papers in the same journal?		
5	Do the number of articles in journals that have not gone beyond volume 3 (three) constitute less than 10% of the candidate's entire publications?		
6	Does the candidate have not less than 90% of his/her publications in print?		
7	Does the candidate have up to 40% of his/her publications on Google Scholar?		
8	Has the candidate attended at least one (1) international conference since he was last considered for promotion?		
9	Does the candidate have evidence of conference attendance in the last five years?		
10	Is less than 30% of a candidate's entire publications published within the two (2) years preceding the promotion year?		
11	Has the candidate scored 50% of the maximum points for teaching effectiveness?		
12	For promotion to Readership, has the candidate scored 70 points overall, with 50 points from the assessment of his/her publications?		
13	For promotion to Professorship, has the candidate scored 90 points overall, with 70 points from the assessment of his/her publications?		

Grade Applied for:

Part I Cases: Prerequisites for Recommendation of Appointment/Promotion			
S/N	Prerequisite	YES	NO
1	Does the candidate have up to 20% of his/her publications on Google Scholar?		
2	Do the books, chapters in books, refereed conference proceedings, monographs, technical reports and patents in a candidate's list of publications constitute less than 40% of the entire publication?		
3	Do the number of articles in journals that have not gone beyond volume 3 (three) constitute less than 10% of the candidate's entire publications?		
4	For promotion to the Senior Lectureship cadre, does the candidate have not less than 75% of his/her publications in print?		
5	Has the candidate attended at least one (1) international conference since he was last considered for promotion?		
6	Does the candidate have evidence of conference attendance?		
7	Has the candidate scored 50% of the maximum points for teaching effectiveness?		
8	For promotion to Lecturer II, has the candidate scored 23 points overall, with 8 points from the assessment of his/her publications?		
10	For promotion to Professorship, has the candidate scored 40 points overall, with 20 points from the assessment of his/her publications?		

If any of the answers is 'No', the candidate's promotion must not proceed beyond the department.

APPENDIX III

Candidate's Name:

Department:

Faculty:

Year:

Present Grade:

Grade Applied for:

If any of the answers is 'No', the candidate's promotion must not proceed beyond the department.