GUIDELINES ON CONTRACT APPOINTMENT FOR RETIRED PROFESSORS

Under-listed are guidelines approved by the Appointments and Promotions Committee (Academic) at its meeting of Wednesday, 22 June 2011 in respect of Contract Appointments for retired Professors.

1. Contract appointment shall not normally be given to staff who retired voluntarily.
2. Notices of retirement must have been accepted before any member of staff could be recommended;
3. Applications must be accompanied by medical report of fitness;
4. The following information must be provided:
   (i) Staff strength in the Department and the staff strength allowed by National Universities Commission;
   (ii) Staff strength quality in the Department;
   (iii) Whether the Department is a hardship area or a developing department.
5. There must be justification for wishing to engage such staff, in which case, what the Department stands to lose, if such a member goes away, must be clearly stated.
6. The special value to be added in terms of mentoring, funding and international linkages for such an appointment should be clearly indicated.
7. An agreed work-plan developed by the meeting of the Academic Staff of the Department must be submitted with the Departmental recommendation.
8. There must be a Departmental resolution and support for any staff being recommended for contract appointment. The resolution must be signed by at least 70% of members of the Appointments and Promotions Panel of the Department. The Director of Academic Planning Unit or his representative will be in attendance to provide technical support.
9. Every recommendation must take cognizance of staff mix, those going on leave of absence, National Universities Commission norms, Council decisions and Government regulations. Normally, contract appointments should be considered for Professors who are expected to provide leadership in the Department.
10. Annual renewal of the Contract Appointment shall be subject to the satisfactory implementation of agreed work plan.
11. In order to remove any prejudices, Faculty Appointments and Promotions Panels should have input into recommendations for contract appointment and process for the consideration of the University A & P with specific recommendations.
12. All contract appointments shall be made by the University A & P.

Thank you

Omotayo O. Ikotun (Mrs.)
Registrar