



2671

Special Release

29 June, 2011

GUIDELINES ON VISITING/SABBATICAL APPOINTMENTS

Under-listed are guidelines approved by the Appointments and Promotions Committee (Academic) at its meeting of Wednesday, 22 June 2011 in respect of Visiting/Sabbatical Appointments.

1. The Director of Academic Planning or Deputy Registrar (Establishments) should confirm the availability of a vacancy to accommodate the applicant. Thereafter, the application should be forwarded to the Department for processing.
2. The Appointments and Promotions Committee of the Department should meet to consider the application for Visiting or Sabbatical Appointment on the basis of the under-listed parameters:
 - (a) the need of the Department;
 - (b) the relevance of the area of specialty of applicant;
 - (c) staffing disposition of the Department (staff on leave/on ground);
 - (d) eligibility of applicant on the basis of qualification;
 - (e) value to be added to the Department if applicant is engaged.
3. The recommendation of the Departmental A & PC will then be forwarded to the Faculty/College A & P (with its Staff Profile) for its consideration but with a copy to the Deputy Registrar (Establishments).
4. Thereafter, the Faculty/College A & PC will forward its recommendation to the University A & PC for Academic Staff for consideration.
5. Successful applicants will be informed in writing by the Deputy Registrar (Establishments) within one week of the meeting of the University A & PC.

Thank you.

Omotayo O. Ikotun (Mrs.)
Registrar