

UNIVERSITY OF IBADAN, IBADAN

APPLICATION FOR STUDY LEAVE/LEAVE OF ABSENCE/ SABBATICAL 2025

Applications are hereby invited from members of the Academic Staff wishing to proceed on Study Leave/Leave of Absence/Sabbatical in 2025 (the commencement date not exceeding 31 December, 2025).

Interested persons should forward one copy of duly completed application form to the Deputy Registrar (Human Resource & Development Division, Academic Staff) not later than 30 September, 2024. Another copy should be submitted in the Department/Institute/Unit for processing through the appropriate Appointments and Promotions Panel.

The application form can be accessed online at <https://ui.edu.ng/news/promotions/application-study-leave-leave-absence-sabbatical-2024>.

Thank you.



S. O. Oyewumi

Deputy Registrar (Human Resource and Development Division, Academic Staff)

Friday 12 July, 2024

Distribution

Provost, College of Medicine
Deans of Faculties
Directors of Institutes/Centres
Heads of Departments/Units

} Kindly pass this information to members
of staff in your Departments/Institutes/Units.

cc:

Vice-Chancellor
Deputy Vice-Chancellor (Administration)
Deputy Vice-Chancellor (Academic)
Deputy Vice-Chancellor (Research, Innovation and Strategic Partnerships)
Registrar
University Librarian

UNIVERSITY OF IBADAN, IBADAN

APPOINTMENTS AND PROMOTIONS COMMITTEE FOR ACADEMIC STAFF

2024 PROMOTIONS EXERCISE: CALL FOR RECOMMENDATIONS

(Effective Date of Promotion: 01 October, 2024)

Applications are hereby welcomed from qualified academic members of staff for the 2024 Promotions Exercise. Each application, duly endorsed by the applicant's Head of Department/Director of Institute/Dean of Faculty (and in the case of the College of Medicine, the Faculty Dean and the Provost) and accompanied by an up to date Curriculum Vitae and photocopy of pay slip for the month of June, 2024, should reach the Deputy Registrar, Human Resource & Development Division (Academic Staff) not later than 30 September, 2024.

Thereafter, recommendations of Departmental Appointments and Promotions Panels in respect of qualified candidates should reach the Deputy Registrar (Human Resource and Development Division, Academic Staff) as soon as possible. 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 for Promotions of Academic Staff can be accessed at <https://ui.edu.ng/news/promotion-guidelines-2024>.

3. In the case of recommendations for Readership or Professorship, Departmental Appointments and Promotions (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 Acting 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 Faculty Dean shall chair such a Departmental A & P Panel. ***Please note that Departmental A & P Panels shall be a minimum of five (5) members and where there are not enough members of qualified staff in a Department, the Department should co-opt Staff from relevant Departments to make up the minimum number specified above.***

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 percentage contribution to every publication should be specified. To claim authorship means being able to defend publicly the intellectual contents of the publication(s) under reference i.e. having full knowledge of the works one claims to have co-authored.

5. Kindly note that CVs which are not in conformity with the specimen Form SAS 2 (see first attachment to the Promotions Guidelines) 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. I should be grateful if the Departmental Appointments and Promotions Panel would ensure that candidates adopt the format which has been provided for this purpose (see FORM SAS I in the Guidelines).

7. Heads of Department are requested to inform candidates that only works published or accepted for publication as at **31 July, 2024** are acceptable for this exercise.

8. Please be informed that all submissions should be made both in hard and electronic copies. The e-copies should be sent to ***deputyregistrarcad@gmail.com***

Thank you.



S. O. Oyewumi

Deputy Registrar (Human Resource and Development Division, Academic Staff)

Ref/DR/HRD/AS/83

Friday, 12 July, 2024

Distribution

Provost, College of Medicine

Deans of Faculties/Directors of Institutes/Centres

Heads of Departments/Units

cc:

Vice-Chancellor

Deputy Vice-Chancellor (Administration)

Deputy Vice-Chancellor (Academic)

Deputy Vice-Chancellor (Research, Innovation and Strategic Partnerships)

Registrar

University Librarian

UNIVERSITY OF IBADAN, IBADAN

APPLICATION FOR STUDY LEAVE/LEAVE OF ABSENCE/SABBATICAL

2025

1. Name in Full (Underline surname):
2. Date of Birth:
3. Department:
4. Status:
5. Date of First Appointment:
6. Date of Confirmation of Appointment:
7. Accumulated Leave (if any):
8. (a) Present Salary:
- (b) Have you ever been granted Study Leave/Leave of Absence/Sabbatical?
- (c) When did you return from your last Study Leave/Leave of Absence/Sabbatical?
(State Date):
- (d) How many semesters have you completed since you returned from your last Study Leave/Sabbatical or since appointment?
(Delete whichever is not applicable):
9. (a) Duration of Study Leave/Leave of Absence/Sabbatical (State number of Semesters and Starting Date):
- (b) When do you expect to resume duty in your Department/Institute/Unit? (State Date)
10. Details of work to be undertaken during the Leave:

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11. Indicate Study Post(s)/Leave of Absence Location/Sabbatical Location:

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Town/City Country

12. Are you a recipient of or do you expect to receive any outside grant (e.g. Rockefeller, Ford Foundation, CIDA, Commonwealth, Nigerian Government, WHO, UNICEF, FAO. etc.)

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(Please enclose a copy of the letter of award and other relevant documents)

(b) State value of fellowship including allowances (personal and family allowances etc.)

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Date Applicant's Signature

13. Head of Department's Signature: Date:

14. Dean's Signature: Date: