

UNIVERSITY OF IBADAN
APPOINTMENTS AND PROMOTIONS COMMITTEE FOR ACADEMIC STAFF
REGULATIONS AND GUIDELINES OF PROMOTIONS FOR ACADEMIC STAFF
2024 PROMOTIONS EXERCISE

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1.0 PREAMBLE

Scholarship, until recent times, was seen as a trilogy of teaching, research and community service and four functions of scholarship were clearly identified, i.e., discovery, integration, application and dissemination of knowledge. These days, however, entrepreneurship has been added as a core function of world class universities. Scholars are now expected to promote the entrepreneurial spirit in students and the society. Nevertheless, research is central to these activities, in so far as effective teaching is based on research outcome while effective participation in community service and knowledge-oriented business enterprises is also based on research outcomes.

What makes a sound academic depends largely on the extent to which one's colleagues, peer groups and students can read one's contributions, in the form of scholarly publications. The research strength of universities is now 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. Rightly or wrongly, all universities are now usually defined not simply within the context of national borders, but on a global level. Global ranking of universities is now based on a mixture of reputation, research output, grants and other qualitative input data to determine the top universities.

The University of Ibadan desires to be a leading research-intensive university; hence, emphasis is placed on discovery, integration, application, and dissemination of knowledge in the promotion of its academic staff. This is in keeping with its Vision and Mission '*to be a world-class institution for academic excellence geared towards meeting societal needs*'.

Overall, the university aspires to attain and retain globally acceptable standards of appraisal for our staff.

2.0 OBJECTIVES

To encourage, acknowledge and reward: (i) sound scholarship; (ii) effective and competent teaching; and (iii) professional/administrative competence and technical skills and community service where appropriate.

3.0 PROCEDURE

1 (a) There shall be a standing Appointments and Promotions Panel in every Academic Unit (Departments, Faculties, College, Institutes and 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 Departmental Appointments and Promotions Panel shall comprise two parts: Part I and Part II. Academic staff of the Senior Lecturer grade and above (or equivalent status in respect of the Library (Principal Librarian) and Research Units (Senior Research Fellow) shall constitute the membership of the Part I Panel and shall consider applications for leave and promotion of candidates up to the Senior Lecturer grade. Part II, made up only of Professors, shall consider appointment and promotion applications to the Professorial Cadre.

Departmental Appointments and Promotions Panels shall have a minimum of five (5) members and where there are not enough qualified staff in a Department, such a Department should co-opt Staff from relevant Departments to make up the minimum.

(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 Human Resource and Development (Academic Staff) 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, *within two months of receipt of applications*.

The Departmental recommendation on a candidate should be forwarded to the Deputy Registrar Human Resource and Development (Academic Staff) 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 Appointments and Promotions Panel. It is the responsibility of the Faculty Appointments and Promotions Panel to present the recommended cases to the Appointments and Promotions Committee (A&PC) for Academic Staff.

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

(d) The work done since the candidate's last promotion should be indicated using a single asterisk, while work done since he/she was last put up for promotion should be indicated in double-asterisks (The asterisk should be placed as a superscript before the number of the publication).

(e) The candidate's Curriculum Vitae should contain (i) the dates of his/her last promotions or appointments and (ii) when he/she was last considered for promotion and to what grade.

(f) Promotions cases that fail at the departmental level

Promotions cases that fail at the departmental level should not be forwarded to the Faculty Appointments and Promotions Panel. In such a case, **the candidate should be formally informed in writing by the Departmental Appointments and Promotions Panel within 72 hours of that decision** stating the reasons for the failure of his/her case.

(g) A member of staff who is 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 Appointments and Promotions 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 Appointments and Promotions Panel to defend his/her case.

4.0 RATING OF ACCEPTABLE PUBLICATIONS (as contained till date in the 2021 Regulations and Guidelines of Promotions for Academic Staff)

The following categories of publications are recognised for purposes of assessment:

- Books
- Chapters in books
- Journal articles

- Articles in refereed conference and workshop proceedings
- Monographs and technical reports
- Patents and copyright materials

All of them must possess distinctive academic quality, originality and contribution to knowledge.

(i) Books/Chapters in Books:

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

Categorisation in terms of quality:

Grade A Books: These are academic books reporting new research findings.

The maximum score for a Grade A Book is 10 points and the rating shall be as follows:

Excellent:	9.0 - 10.0
Very Good:	7.0 - 8.9
Good:	6.0 – 6.9
Satisfactory:	5.0 – 5.9
Fair:	4.0 – 4.9
Poor:	1.0 – 3.9
Unacceptable	0

Grade B Books: These are creative books, tertiary-level textbooks, book reviews, and full-length book translations.

The maximum score for a Grade B Book is 5 points and the rating shall be as follows:

Excellent:	4.5 - 5.0
Very Good:	3.5 – 4.4
Good:	3.0 – 3.4
Satisfactory:	2.5 – 2.9
Fair:	2.0 – 2.4
Poor:	1.0 – 1.9
Unacceptable	0

Note

Each Faculty Promotions Panel should decide what constitutes book review using such parameters as minimum pages or whether the work is an updating of earlier work on the same subject etc.

Works of translation must not have been published by the same author in more than one language.

Other forms of creative work (such as sculpture, printing, musical work, etc.) are to be scored from 0 - 5 points and the rating shall be as follows:

Excellent:	4.5 - 5.0
Very Good:	3.5 - 4.4
Good:	3.0 - 3.4
Satisfactory:	2.5 - 2.9
Fair:	2.0 - 2.4
Poor:	1.0 - 1.9
Unacceptable	0

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.

Grade C: These are teaching manuals.

The maximum score for a Grade C Book is 2 points and the rating shall be as follows:

Excellent:	1.8 - 2.0
Very Good:	1.4 - 1.7
Good:	1.2 - 1.3
Satisfactory:	1.0 - 1.1
Fair:	0.8 - 0.9
Poor:	0.1 - 0.7
Unacceptable:	0

Note

The Distance Learning Centre (DLC) teaching materials and similar manuals from recognised Online Distance Learning (ODL) - based degree-awarding institutions are in this category. Such manuals must meet the defining criteria of a book and must satisfy all publication requirements including proper editing, peer review, anti-plagiarism test, etc.

A candidate is allowed to list not more than two of such materials in his Curriculum Vitae for promotion.

(ii) Chapters in Books

The maximum score for a Chapter in a Book is 3 points and the rating shall be as follows:

Excellent:	2.7 - 3.0
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Very Good:	2.1 – 2.6
Good:	1.8 – 2.0
Satisfactory:	1.5 – 1.7
Fair:	1.2 – 1.4
Poor:	0.5 -1.1
Unacceptable	0

- (a) **Multiple chapter contributions by an author in the same book shall be scored as one i.e. all the contributions shall attract a score of not more than 3 points.**
- (b) Where the contributions of a candidate to the revision of a chapter (or chapters) in a book (or books) can be ascertained, such contributions should be appropriately credited. However, such an effort should not attract more than two (2) points and the rating shall be as follows:

Excellent:	1.8 - 2.0
Very Good	1.4 – 1.7
Good:	1.2 -1.3
Satisfactory	1.0 – 1.1
Fair	0.8 – 0.9
Poor:	0.1- 0.7
Unacceptable:	0

(iii) Technical Reports and Monographs

- (a) A technical report is 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:

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

The maximum score for a technical report is 2 points and the rating shall be as follows:

Excellent:	1.8 - 2.0
Very Good:	1.4 – 1.7
Good:	1.2 – 1.3
Satisfactory:	1.0 -1.1
Fair:	0.8 – 0.9
Poor:	0.1- 0.7
Unacceptable:	0

- (b) A monograph is a research paper on one particular subject. It must be the product of original research and must be published or accepted for publication in a reputable outlet. Monographs

should also bear imprints and be peer-reviewed. 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 points and the rating shall be as follows:

Excellent:	1.8 - 2.0
Very Good:	1.4 – 1.7
Good:	1.2 – 1.3
Satisfactory:	1.0 – 1.1
Fair:	0.8 – 0.9
Poor:	0.1 – 0.7
Unacceptable:	0

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

(iv) Journals

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

Though journals of an international standard may not necessarily be location-bound, the fact remains that all the journal articles of candidates should not be 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 Appointments and Promotions Panel in consultation with the Departmental Appointments and Promotions Panel. Articles in these journals must be refereed, and may or may not be indexed. Contributions and circulation may be limited to Nigeria.

3. 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.

4. All journals, printed or electronic version, must be peer-reviewed.

5. The location of the journal (country only, not city) in which an article is published should be indicated in brackets after each citation in the candidates' Curriculum Vitae.

6. Journals based in Colleges of Education and Monotechnics/Polytechnics are unacceptable for promotions purposes.

7. The recognised categories of the journal article and the rating shall be as follows:

▪ Full-Length Article:	0-5 points
Excellent:	4.5 - 5.0
Very Good	3.5 – 4.4
Good:	3.0 – 3.4
Satisfactory:	2.5 – 2.9
Fair:	2.0 – 2.4
Poor:	1.0 – 1.9
Unacceptable	0
▪ Short Communication-:	0-3 points
Excellent:	2.7 - 3.0
Very Good:	2.1 – 2.6
Good:	1.8 – 2.0
Satisfactory:	1.5 – 1.7
Fair:	1.2 – 1.4
Poor:	0.5 -1.1
Unacceptable	0
▪ Review Article:	0-3 points
Excellent:	2.7 - 3.0
Very Good:	2.1 – 2.6
Good:	1.8 – 2.0
Satisfactory:	1.5 – 1.7
Fair:	1.2 – 1.4
Poor:	0.5 -1.1
Unacceptable	0
▪ Case report:	0 – 3 points
Excellent:	2.7 - 3.0
Very Good:	2.1 – 2.6
Good:	1.8 – 2.0
Satisfactory:	1.5 – 1.7
Fair:	1.2 – 1.4
Poor:	0.5 -1.1
Unacceptable	0
▪ Letter to the Editor:	0-2 points
Excellent:	1.8 - 2.0
Very Good:	1.4 – 1.7
Good:	1.2 - 1.3
Satisfactory:	1.0 -1.1
Fair:	0.8 – 0.9
Poor:	0.1- 0.7
Unacceptable:	0

8. Letters to the editor, short notes and technical book reviews should be accepted and scored as publications but the Faculty should decide on their quality and acceptance as publications. Items to be included under this category must be reporting breakthroughs. They shall however not attract more than two (2) points and the rating shall be as follows:

Excellent:	1.8 - 2.0
Very Good:	1.4 – 1.7
Good:	1.2 -1.3
Satisfactory:	1.0 – 1.1
Fair:	0.8 – 0.9
Poor:	0.1- 0.7
Unacceptable:	0

9. The University Library in conjunction with ITEMS shall conduct verification of journal status and regularly revise and publicize criteria for identifying predatory journals.

(v) Papers Published in Refereed Conference/Workshop Proceedings

This is a paper published as part of the proceedings of a national or international conference or workshop. There must be evidence of review/editing of such papers before publication.

- a. **A paper published in refereed conferences and workshops shall carry a maximum score of 2 points with the following ratings:**

Excellent:	1.8 - 2.0
Very Good:	1.4 – 1.7
Good:	1.2 -1.3
Satisfactory:	1.0 – 1.1
Fair:	0.8 – 0.9
Poor:	0.1- 0.7
Unacceptable:	0

- b. **Status of Multiple Contributions in Conference Proceedings:** Multiple contributions by an author in the same Conference Proceedings shall be scored as one i.e. all the contributions shall attract a score of not more than 2 as is done for many chapters by the same author in one book.

(vi) Patents and Copyrights

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 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>).

- Every patent accepted for appointment and promotion must have gone through standardized procedures and must have been certificated by designated authorities.
- A copy of the patent certificate must be presented before its acceptance for promotions purposes.
- **The maximum score for a patent is 10 points and the rating shall be as follows:**

Excellent:	9.0 -10.0
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Very Good:	7.0 -8.9
Good:	6.0 – 6.9
Satisfactory:	5.0 –5.9
Fair:	4.0 – 4.9
Poor:	1.0 – 3.9
Unacceptable	0

- **The maximum score for a copyright is 5 points and the rating shall be as follows:**

Excellent:	4.5 - 5.0
Very Good	3.5 – 4.4
Good:	3.0 – 3.4
Satisfactory:	2.5 – 2.9
Fair:	2.0 – 2.4
Poor:	1.0 – 1.9
Unacceptable	0
- Every copyright to be considered for promotion purposes must be certificated.

(vii) Summary of Publication Scoring System:

Each publication should be scored using the following system:

- Books
 - Grade A: Academic books reporting new research findings (1-10 points).
 - Grade B: Creative books, tertiary-level textbooks, book reviews, and full-length book, translations, including creative works such as sculpture, printing, musical work, etc.: (0-5 points).
 - Grade C: Teaching manuals (0-2 points).
- Chapter in Book: 0- 3 points
- Revised Chapter in Book: 0 - 2 points
- Teaching Manual: 0 - 2 points
- Technical Reports and Monographs: 0 - 2 points
- Journal Articles
 - Full-Length Article: 0-5 points
 - Short Communication: 0-3 points
 - Review Article: 0-3 points
 - Case report: 0-3 points
 - Letter to the Editor: 0-2 points
- Article published in Refereed Conference/Workshop Proceedings: 0- 2 points
- Patent: 0 - 10 points
- Copyright: 0-5 points

(viii) Other things to note on Journal and Non-Journal Publications

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

- The percentage contributions of each candidate **MUST** be indicated for **ALL** multiple-authored publications.

(b) In addition to existing provisions, the following shall apply:

- Where there are 2 authors, the first or corresponding author cannot claim more than 80%
- Where there are 3 authors, the first or corresponding author's claim cannot exceed 70%
- Where there are 4 authors, the first or corresponding author's claim cannot exceed 60%
- Where there are 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%.

Note: The provisions stated above are also applicable to non-journal publications.

(c) Where a candidate has more than one article in the same journal, such articles shall be scored independently and must not exceed two in the same issue.

(d) Books/Chapters in books/Monographs/Technical reports published outside Nigeria are **NOT** to be accepted in place of foreign journal articles.

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

(f) 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.

(g) 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).

(h) 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).

(i) 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).

(j) 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.

ix. General Information for Candidates

- (i) A page summary of Research Focus is to be prepared by candidates for the External Assessor's consideration along with the list of publications. It must clearly state their areas of speciality and sub-speciality, and their significant contributions within such. Not less than 60% of the publications should be in the area(s) of research focus for candidates seeking promotion to the professorial cadre. A candidate's research focus MUST NOT EXCEED ONE PAGE. The recommended font type, size and line spacing are Times New Roman, 12 and 1.5.
- (ii) The year for which a candidate is seeking promotion must be indicated at the top of his/her Curriculum Vitae.
- (iii) 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.
- (iv) 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 publications for assessment.
- (v) For candidates seeking promotion from the grade of Lecturer I to Senior Lecturer, 75% of publications should be published.
- (vi) Candidates seeking promotion should digitise their publications (e.g. articles published in a local journal not yet indexed that ordinarily will not be visible on Google Scholar and other citation indexing bodies) in the University Library.
- (vii) Candidates seeking promotion should join and promote their publications on Research Gate and similar social media platforms.
- (ix) Candidates seeking promotion should make clear photocopies of their publications in the University Library or any other reputable photocopying outlet.

5.0 ASSESSMENT OF PUBLICATIONS

- (i) Each Departmental Appointments and Promotions Panel shall do a paper-by-paper narrative on its candidates' publications as part of its recommendations on the candidate being considered for promotion.
- (ii) Assessors should comment on each publication, stating its contribution to knowledge and relevance to the candidate's field.
- (iii) Each assessor should also 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.
- (iv) Each publication should first be scored using the ratings specified for each type of publication. The percentage contribution of the candidate to each publication should then be applied to arrive

at the score of the candidate for each publication. (An arbitrary example is presented in Appendix I for illustration purposes).

- (v) The total score obtained by the candidate should then be 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

- (vi) Overall rating to be employed by College/Faculty Appointments and Promotions Panels

Based on the candidate's Curriculum Vitae and assessors' reports, the College/Faculty Appointments and Promotions 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.

- (vii) 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 merit.
- (viii) 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 Appointments and Promotions Committee for Academic Staff

- (ix) External assessors are required to use their official letter heads in conveying assessments reports to the Vice-Chancellor.
- (x) **Definition of a High Flyer:** A high flyer should be defined as a candidate who has consistently been productive as evident by promotion as and when due. Applicants who are qualified to be high flyers are those who have been publishing consistently and are qualified to apply for professorship five years of senior lectureship. Otherwise, those who do not meet the criterion of consistent publishing and have spent more than five (5) years on senior lectureship cannot apply for a professorship without going through readership.
- (xi) **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) contain the checklist for clearly indicating that a candidate has met the set criteria in the guidelines for appointments or promotions. It should be adopted in the presentation of appointment/promotion cases to the Appointments and Promotions Committee.

6.0 CRITERIA AND PROCEDURES FOR SELECTION OF ASSESSORS

i. Criteria for Selection of Assessors by Departmental & Faculty Appointments and Promotions Panels

- (a) Internal Assessors: The nomination of internal assessors shall be done at a meeting of the Faculty Appointments and Promotions Panel.
- (b) External Assessors: Faculties shall be free to use external experts where none are available within the Faculty or when the Faculty deems it fit.
- (c) 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.
- (d) For promotion above the grade of Senior Lecturer, all assessors must be Professors.
- (e) Only professors of at least three (3) years standing should be proposed as assessors.
- (f) Only one member of a Departmental Appointments and Promotions Panel may be picked as an assessor for a candidate and not more than two members at the Faculty level.
- (g) Articles/books co-authored by a candidate and a would-be-assessor should not be more than 20% of the candidate's publication

ii. Criteria for Selection of Assessors by the Appointments & Promotions Committee

- (a) External assessors nominated must be in the same area of specialisation as the candidates they are to assess.
- (b) Only Professors of at least five (5) years standing should be proposed as external assessors.
- (c) 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.
- (d) The proposed Assessor must have teaching and/or research responsibilities in a reputable university or similar institutions.
- (e) 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.
- (f) External Assessors' consent to serve shall be obtained before publications are sent to them, and they shall be paid honoraria.
- (g) An individual shall not be eligible to serve as an external assessor after three years of disengagement from the university system/research institute.

- (h) Where practicable, the same Assessor for a candidate's Readership may be appointed to assess him/her for the Professorship.
- (i) The respective Heads of the Department should do the initial profiling of proposed assessors.
- (j) 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.
- (k) The respective Deans should double-check the information provided by Heads of Department.
- (l) The Office of the Vice-Chancellor's office may seek clarification if and when in doubt about the academic status of a nominated assessor (This clarification should be done when seeking the consent of the proposed assessor).
- (m) Heads of Departments and Deans may consult the National Universities Commission (NUC) database for Professors in Nigerian University System.
- (n) Deans of Faculty shall give brief written statements on the distinguished academic qualities of the scholars they recommend for appointment as assessors, to justify their nomination.
- (o) The nomination shall be made in confidence to the Vice-Chancellor.
- (p) 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 the availability of an assessor could be sent as an e-mail attachment.
- (q) The candidate's publications, a copy of the scoring system as well as the list of publications and *guidelines for assessors* shall be forwarded to the external assessors. Soft or hard copies of candidates' publications may be forwarded to internal and external assessors for assessment.
- (r) Candidates' Curriculum Vitae's should be included in assessment packages forwarded to the external assessors.
- (s) The percentage contributions of candidates, as reflected in their Curriculum Vitae, as well as the maximum scores of publications should be indicated on the score sheet to be sent to assessors alongside candidates' publications.
- (t) Letters to assessors must request paper-by-paper assessments (i.e. narratives) of candidates' publications.

iii. 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 copy of the scoring system attached.
- 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?

7.0 CONFERENCE/WORKSHOP ATTENDANCE

- i. A candidate being considered for promotion to the rank of Senior Lecturer and above must have attended at least one relevant conference/workshop outside Nigeria since he/she was last considered for promotion.
- ii. Attendance of online conference/workshop is acceptable but the organisers must be verified and confirmed to be reputable organisations/associations outside Nigeria.
- iii. The Departmental and College/Faculty Appointments and Promotions Panels should request that candidates provide evidence of attendance of, at least, one (1) of the listed conferences/workshops.
- iv. The section of the Curriculum Vitae on conference/workshop attendance should read: ‘Major Conferences/Workshops Attended in the Last Five Years (with Papers Read)’.

8.0 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 the University community and/or the larger society. Such activities include delivery of public lectures, the 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 Coordinators, 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 are 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	Cases	Community Service (Points Allotted)	Administrative Duties (Points Allotted)	Maximum Score Obtainable
1.	Part I Promotion Cases	0-5 points	0-5 points	10 points
2.	Part II Promotion Cases	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:

Table II: Allotment of Points for Teaching Effectiveness

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 points 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 should be used for students' 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 Assessment of Teaching Effectiveness Experience

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

- d. Prima facie cases should not be made for candidates that fail to score at least 50% of the maximum points for teaching effectiveness.
- e. Obtaining the minimum required score for teaching effectiveness, community service and administrative duties is a precondition for the consideration of a candidate for promotion.
- f. 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 for 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 Lecturership	20 points	30 points
3	Senior Lecturership 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:

Table V: General Minimum Promotion Requirements for Academic Staff

S/N	Academic Staff Cadres	Publications	Allotted Points for Teaching Competence, Administrative Duties and Community Service		Minimum Requirement for Promotion
			Minimum	Maximum	
1	Lecturer Grade II to Lecturer Grade I	8	15 points	30 points	Candidates must score a minimum of 23 points, 8 of which must come from the assessment of publications.
2	Lecturer Grade I to Senior Lecturership	20	20 points	30 points	Candidates must score a minimum of 40 points, 20 of which must come from the assessment of publications.
3	Senior Lecturership to Readership	50	20 points	35 points	Candidates must score a minimum of 70 points, 50 of which must come from the assessment of publications.
4	Readership to Professorship	70	20 points	35 points	Candidates must score a minimum of 90 points, 70 of which must come from the assessment of publications.

9.0 CRITERIA FOR PROMOTIONS

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 M.Phil. plus one year experience may receive a 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

- (a) A minimum of three years teaching experience;
- (b) Competence in research; and
- (c) Publications.

Note

For 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 based on:

- (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 as a Senior Lecturer; 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 respect 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.

10.0 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 Appointments and Promotions Committee for Academic Staff for noting. The report must be accompanied by full documentation regarding each case.

Note

The Appointments and Promotions Committee for Academic Staff reserves the right to change the decision of the College/Faculty Appointments and Promotions Panel.

(ii) **Part II Cases**

a. At the end of each Appointments and Promotions Committee meeting, 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 assessors five (5) local assessors and three (3) foreign assessors) in respect of candidates for whom prima facie cases have been approved by the Appointments and Promotions Committee for Academic Staff. 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.

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

c. **Voting**

- An open voting method shall be used to decide controversial issues.
- In such cases, a minimum of 70% yes votes of those present shall be required for a verdict for the professorial cadre.

Note

- Simple consensus shall normally be adequate for other cadres
- Abstention will be regarded as a 'no' vote.

d. **Feedbacks to candidates**

Formal memos from the Office of the Deputy Registrar (Human Resource and Development, Academic Staff) shall go out to all candidates who apply for promotion, summarizing comments of assessors for both positive and negative outcomes.

e. **Sanctions**

Sanctions such as those banning a candidate from presenting himself/herself for promotion for a given period should not be imposed.

f. **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 a leave of absence.

(iii) **Effective Date of Promotion**

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

11.0 CRITERIA FOR APPOINTMENTS

(a) The existing procedure outlined in the *Staff Information Handbook* on the processing of appointments shall continue to apply.

(b) The same criteria shall apply for appointments and promotions but the processes for both may not be identical. A candidate, whose application for promotion/appointment fails, can be

considered for promotions or appointments as the case may be to the same grade with an improved Curriculum Vitae not earlier than six months from the date the Appointments and Promotions Committee for Academic Staff decided his/her case for promotions or appointments, as may be applicable.

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

(d) 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.

12.0 ETHICAL MISCONDUCT

- i. The following, among other items listed in the Staff Information Handbook and other university regulations, constitutes ethical misconduct:
 - Plagiarism, including self-plagiarism
 - Gift authorship
 - Not giving due credit to students/supervisors
 - Fabrication of results
 - Falsification of results
 - Breach of confidentiality
- ii. Any breach of ethical rules constitutes a disciplinary matter.
- iii. Where there is an allegation of ethical misconduct, such a case shall first be referred to an *ad hoc* committee of the Appointments and Promotions Committee for Academic Staff for preliminary investigation to determine if the candidate has a case to answer before the Senior Staff Disciplinary Committee. The preliminary investigation must be concluded within four (4) weeks from the date the allegation is formally received by the *ad hoc* committee.
- iv. Promotion cases of candidates going through the disciplinary process will be suspended until the cases are dispensed with.

13.0 APPEAL FOR RECONSIDERATION OF DECISION BY THE APPOINTMENTS AND PROMOTIONS COMMITTEE

Appeals 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 (where applicable) who should comment on whether there is 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.

REGULATIONS FOR PROMOTION OF 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.
- (b) 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) Thesis 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 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 basis 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

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

- (i) Possession of a PhD degree
- (ii) Adequate experience after a minimum of 3 years
- (iii) 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 (THIS SHOULD BE IN A MEMO FORMAT)

Assessment by the department shall be under the following headings:

1. Teaching

- (i) Number of years of teaching at University level.
- (ii) Teaching load including guidance and counselling of students.
- (iii) Teaching effectiveness (including responsibility in the discharge of teaching duties, as well as peer and student evaluation of actual delivery and presentation of lectures).
- (iv) Postgraduate teaching and supervision.

2. Research

The following shall be considered:

- (i) On-going research
- (ii) Thesis 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, workshop and seminar papers, based on on-going research
- (c) Published abstracts.

3. Publications (including patents and copyrights)

4. Professional Competence (where applicable, including evidence of national and international recognitions).

5. General Assessment

6. Recommendation: (a definite statement as to whether or not the candidate is recommended for promotion).

Signatures of Members of Departmental A & P Panel

Date

Note

- 1. This assessment should be sent directly to the Office of the Deputy Registrar (Human Resource & Development (academic Staff)).

2. Concept of Hardship Area

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

3. Contribution to Scholarship

Candidates for promotion to the grades of Reader and Professor shall:

- (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, providing (1) Information or subject matter i.e. what new information is provided directly in the group of papers; (2) Significance i.e. the implication for knowledge and ignorance in areas of scholarship connected with the theme, and the weight of these implications; and (3) Scope i.e. the extent of the substance embraced by the treatment of the theme; e.g. in the study of a phenomenon, one may focus on this among a subspecies or the entire species. The scope is wider in the latter.

4. Duplication and Overlapping in Publications

Duplication is an unnecessary repetition of the substance of published work and this is unacceptable. Some overlapping is, however, inevitable but where overlapping occurs candidates should so indicate in grouping their publications, and state development or advancement upon previous work.

5. Experience

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

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

To ensure that criteria for promotion are consistent and comparable, a uniform format of presenting published work as suggested below must 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%).

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".

7. Patents and Copyrights

For Patents – state title, number and date:

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%)

Note

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.

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 potentials. 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.

Please submit 70 copies of your Curriculum Vitae with the format below to the Faculty Officer.

Note

For comparability, the layout/format of Curriculum Vitae shall 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/Working 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 and Workshops Attended in the Last 5 Years (with Papers Read)

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
DUMMY OF SCORING OF PUBLICATIONS**

**TABLE OF SCORES OF PUBLICATIONS
OF
DR. O.O.IGBALE FROM THE GRADE OF LECTURER I TO THE GRADE SENIOR
LECTURER**

A Publication No. in Candidate's C.V. (A)	B Publicatio n Type	C Position/N o of Authors	D Contributio n of the Candidate	E Contribution as a Fraction (<u>D</u>) 100	F Max. Score Obtainable	G Score Awarded	H Weighted Score (EXG)
1	Book (Academic)	1/2	70	0.7	10	7	4.9
	Book (Creative)	1/1	100	1.0	5	4	4.0
2	Chapter in Book	2/2	40	0.4	3	2.5	1.0
3	Teaching Manual	1/1	100	1.0	2	1.2	1.2
4	Conference Procedings	1/3	70	0.5	2	1.5	0.75
5	Journal Article (Full length)	3/3	30	0.8	5	3.5	2.8
6	Journal Article (Short Communic ation)	1/1	100	1.0	3	2.0	2.0
7	Journal Article (Case report)	1/2	60	0.60	3	2.4	1.44
8	Journal Article (Letter to the Editor)	1/2	80	0.80	2	1.8	1.44
	TOTAL WEIGHTED SCORE						19.53

**APPENDIX II
CHECKLIST FOR PART II CASES**

Candidate's Name:

Department:

Faculty:

Year:

Present Grade:

Grade Applied for:

Part II Cases: Pre-Requisites for Recommendation of Appointment/Promotion			
S/N	Prerequisite	YES	NO
1	Is the candidate the first author in 25% of presented publications?		
2	Do the books, chapters in books, refereed conference proceedings, monographs, technical reports and patents in the candidate's list of publications constitute less than 40% of the entire publications?		
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	Does the number of articles in journals that have not gone beyond volume 3 constitute less more than 10% of the candidate's 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 international conference since he was last considered for promotion, <i>i.e., before July 31 of the promotion year?</i>		
9	Does the candidate have evidence of conference attendance in the last five years?		
10	Is less than 30% of the candidate's entire publications published within the two years preceding promotion year?		
11	Has the candidate scored 50% of the maximum points for teaching effectiveness?		
12	For promotion to Readership, as the candidate scored 70 points overall, with 50 points from assessment of his/her publications?		
13	For promotion to Professorship, as the candidate scored 90 points overall, with 70 points from assessment of his/her publications?		

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

**APPENDIX III
CHECKLIST FOR PART I CASES**

Candidate's Name:

Department:

Faculty:

Year:

Present Grade:

Grade Applied for:

Part I Cases: Pre-Requisites 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 the candidate's list of publications constitute less than 40% of the entire publications?		
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 I, has the candidate scored 23 points overall, with 8 points from the assessment of his/her publications?		
9	For promotion to Senior Lecturer, 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.