**UNIVERSITY BASED STAFF PROMOTION SYSTEM**

**CHAPTER ONE**

**INTRODUCTION**

* 1. BACKGROUND OF THE STUDY

According to Conditions of Service for Senior Staff (2021), promotion is an advancement of staff from one rank to another. Before a company promotes a staff to a particular position, it ensures that the person is able to handle the added responsibilities by screening the staff (Brendan, 2023). The staff screening can come in different ways. For an Academic Staff, the staff must have acquired the necessary document and obtained the degree that is needed for that particular level of promotion and most importantly, the staff should have spent up to three (3) years in the organization (Conditions of Service for Senior Staff, 2021). It also stated that for none academic staff, promotion is done if a staff have spent up to three years in service and also it is expected of the staff to be diligent in discharging his duties.

Staff promotion can come in many forms, but typically will involve some combination of: Higher salary, more senior job title, more and higher-level responsibilities, new leadership responsibilities (Brendan, 2023). In Alex Ekwueme Federal University Ndufu Alike (AE-FUNAI), different positions have a different title: a Graduate Assistant (GA) who is promoted becomes an “Assistant Lecturer (AL)”, an AL is promoted to the level of a “Lecturer II (LII)”, a LII staff is promoted to “lecturer I (LI)”, an LI staff is promoted to a “Senior Lecturer (SL)”, an SL is promoted to an “Associate Professor”, an Associate Professor is then promoted to a “Professor” (Conditions of Service for Senior Staff, 2021). Before promotion comes appraisal.

The Condition of Service for Senior Staff (2021) also stated that the appraisal can be defined as the formal evaluation/assessment of performance and general conduct of a staff within a specified period of time, normally one year. Appraisal is normally initiated in March of every year with a circular from the office of the Registrar. Appraisals shall be made from records of staff who would have completed one (1) year of service from October of appraisal year. All eligible staff members shall be required to complete the approved personal data / annual appraisal form (Form ATS/APP/B) and submit it together with his revised Curriculum Vitae (CV) to his Head of department through the Supervisor or Head of Department/Unit for comments and recommendation to the appropriate committee (Conditions of Service for Senior Staff, 2021).

Promotion is normally considered after a staff must have spent at least three (3) years from the date of first appointment or the last promotion in the university (Conditions of Service for Senior Staff, 2021). Examinations before promotion can come only when elimination process is required for staff on CONTISS 13 and above. The way promotion is done for an academic staff is totally different from a non-academic staff. The academic staff keeps track of a lecturers’ academic progress, number of journals, number of publications, conferences attended and the number of seminars presented (Conditions of Service for Senior Staff, 2021). The non-Teaching Staff is required to score a minimum of 70% as contained in the criteria for assessment and weighting to earn promotion (Conditions of Service for Senior Staff, 2021).

In order to decide whether a staff member is qualified for promotion or not at AE-FUNAI, there is no computerized system that takes the promotion requirement into account. All promotion documentation is manually calculated, which creates a lot issues when it comes to promote staff members. Thus, it is necessary to create a computerized promotion system in order to replace AE-FUNAI’s current manual promotion determination procedures.

* 1. **STATEMENT OF THE PROBLEM**

Over the years manual methods of promotion scheme has been used. Those method has its problems. It has been proven to be very ineffective and inefficient. Some of the problems are:

1. The appraisal and promotion committee’s jobs are tedious and causes delay which lasts some weeks and even months in some cases.
2. The method encourages fraud. Names, ranks and figures are easily manipulated and changed.
3. If a staff member is on leave and the staff is due for promotion, the staff might not be promoted due to their inability to submit their documents to the department/ the committee.
   1. **AIM AND OBJECTIVES OF THE STUDY**

The aim of this study is to design a system which will replace the manual method for staff promotion.

The general objective of the study is to design and implement a prototype of staff promotion system which can be used to manage promotion in the institution. The objectives include:

1. To reduce the bias action of the promotion committee members.
2. To eliminate heavy paper processing during promotion.
3. To provide a more efficient and simpler means of handling and updating staff promotion and other records.
4. To provide solution to the problems of inaccuracy, alteration, delay, loss of documents and irregularities in the manual system of promotion.
5. To make it possible for a staff to be promoted, even if the staff is not within the school environment or on leave.
   1. **SIGNIFICANCE OF THE STUDY**

This study is aimed at replacing the inefficient and ineffective time-wasting manual staff promotion system. The implementation of this research will be for the improvement of the promotion scheme which will help various institution to improve and facilitate the promotion process. The computerized system will help different institution to be punctual and accurate in carrying out the promotion process. Thus, this study is significant to eliminate these inefficiencies.

* 1. **SCOPE OF THE STUDY**

This research work will concentrate on academic staff in the institution. It also covers staff information, performance assessment, promotion, and handling some queries like; updating staff record, deleting staff record on retirement or withdrawal and searching for staff information as the case may be.

* 1. **LIMITATIONS OF THE STUDY**

Some of the limitations of these project includes:

* + 1. **Time constraint**: The main obstacle in conducting a study of this nature was the limited time available. Compared to the work to be done, very little time was allotted for the research to be performed.
    2. **Poor network facilities**: Network tools and equipment’s used during the prototype and testing phase of the project where hardly available around school vicinity. Internet service was also barely available during the research phase of the project which limited knowledge base on database management.
    3. **Financial demands:** Finances were a bit tight, which had an impact on how the study was conducted because money was needed for expenses like photocopying documents and online browsing.
  1. **DEFINITION OF TERMS**
* Appraisal: This is the act of assessing/examining the qualities or performance of someone or something.

REFERENCES

Alex Ekwueme Federal University Ndufu Alike condition of service for senior staff (2021),

Brendan Mcconnell (2023). The impact of high-performance human resource practices on employees’ attitudes and behaviors. Journal of Management, 39(2), 366-391.