

CHAPTER ONE

PREAMBLE

1.1 TITLE:

These Regulations may be cited as the Regulations Guiding the Service of Senior Staff of the Lagos State University (LASU).

1.2 APPLICATION:

These Regulations shall apply in respect of any office or employment in any College, School, Faculty, Division, Department, Unit, or in any service centre however designated, which is a part of the Lagos State University.

1.3 INTERPRETATION:

- a) i. In the event of any question or doubt arising out of, or in connection with these Regulations, the matter, except on financial issues, shall be referred in the first instance to the Registrar for clarification, interpretation or decision, and thence on an appeal to the Vice-Chancellor whose decision shall supersede previous decision.
- ii. In respect of financial matters, the matter shall in the first instance, be referred to the Bursar for clarification, interpretation or decision, and thence on an appeal to the Vice-Chancellor whose decision shall supersede previous decision.
- b) Where a staff member is of the view that the interpretation of the Vice-Chancellor is prejudicial to him/her so far as his/her terms and Conditions of Service are concerned, he may appeal to the Council against the decision of the Vice-Chancellor and the decision of the Council shall be final.

1.4 DEFINITIONS:

In these Regulations, unless the context otherwise requires or permits, the following expressions shall have the following meanings:

- i. "Academic Staff" means all persons holding appointments as members of the teaching and/or research staff, including professional Librarians of the University.
- ii. "Accelerated Promotion" means a promotion granted to an employee before he has spent three years' maturation period on his salary scale.
- iii. "Academic Technologist" means all staff holding Lab teaching appointments in laboratories of various academic departments.
- iv. "Bursar" means the Bursar of the University.

- v. "Child" means the biological child of an officer or a legally adopted child of an officer or the step child being the biological offspring of the spouse of the officer under 23 years of age and entirely dependent on the officer concerned.
- vi. "Centre" means any structural component of the University charged with specialized function established by Senate and approved by Council.
- vii. "College" means the College as constituted and established by the Senate and Council of the University.
- viii. "Council" means the Governing Council of the University.
- ix. "Criminal Offence" means stealing, false pretence, extortion, forgery, official corruption and such kind of offence involving moral turpitude in the Criminal Code of Nigeria and as may from time to time be defined in any criminal or penal code in force in any part of the Federation of Nigeria.
- x. "Confirmed Employee" means an employee whose appointment has been confirmed by Council.
- xi. "Cognate Experience" means experience in University Administration or similar/relevant organisation.
- xii. "Date of Appointment" means the date on which an employee assumed duty with the University.
- xiii. "Department" means any component of the University academic or non-academic recognized by Senate and Council as an integral part of the University.
- xiv. "Deputy Vice-Chancellor" means the Deputy Vice-Chancellor of the University.
- xv. "Director" means a member of staff who is appointed as Director of a Centre of the University in accordance with regulations or procedure for the time being in force.
- xvi. "Faculty" means a Faculty as constituted and established by the Senate and Council of the University under the Lagos State University Law.
- xvii. "Dean" means a member of staff who is appointed, elected or designated as the Dean of a Faculty of the University in accordance with regulations or procedure for the time being in force.
- xviii. "Financial Year" means the period of twelve (12) months, which begins 1st January and ends 31st December.
- xix. "Family" means a relation to an Officer, Spouse with Children up to a maximum of four or in respect of an unmarried Officer, her Children up to a maximum of four, who are under the age of 23 years and are entirely dependent on the Officer.
- xx. "Graduate Assistant/Research Assistant" is a person engaged as Teaching Assistant/Research Assistant **with the privilege to complete his Master Degree within two [2] years and get his appointment regularized.**

- xxi. "Head of Department" means a member of staff who is appointed as Head of Department of the University in accordance with regulations or procedure for the time being in force.
- xxii. "Head of Unit" means a member of staff who is appointed as Head of Unit of the University in accordance with regulations or procedure for the time being in force.
- xxiii. "Incremental date" shall be October 1st of every year.
- xxiv. "Leave Year" means the period from 1st January of a given year to 31st December of the same year. The annual leave should be taken and exhausted within this period.
- xxv. "Member of staff" or "Staff member" means an employee on permanent employment of the University holding an appointment as may be decided by Council from time to time.
- xxvi. "Medical Practitioner" shall have the meaning given to it by the Medical and Dental Practitioners Act of 1963: Law of Nigeria. Gazette 1963 No. 9
- xxvii. "Misconduct" means any conduct, which is prejudicial to the good name and/or reputation of the University. Without prejudice to the generality of this definition, misconduct includes:
- Falsification of records;
 - Suppression of records;
 - Withholding of files;
 - Conviction on a criminal charge (other than a minor traffic or sanitary offence or the like);
 - Removal of documents from personal file or confidential file
 - Absence from duty without leave;
 - False claims against University Officials;
 - Engaging in partisan political activities;
 - Bankruptcy/Serious financial embarrassment;
 - Unauthorized disclosure of official information etc;
 - Bribery;
 - Corruption;
 - Embezzlement;
 - Misappropriation;
 - Violation of Oath of Secrecy;
 - Action prejudicial to the security of the University/State;
 - Advance fee fraud (Criminal Code 419);
 - Holding more than one full-time paid job;
 - Nepotism or any other form of preferential treatment;
 - Divided loyalty,
 - Sabotage;
 - Wilful damage to University/Public property;
 - Sexual harassment/Rape;

- Fighting while on duty;
- Membership of cult(s)
- Failure to appear for promotion exercise without reasonable Cause
- Insubordination;
- Malicious and false whistle blowing;
- Involvement in Examination Malpractice
- Decoding of records
- Battery;
- Assault; and
- Any other serious act unbecoming of a Public Officer

The following are the prescribed sanctions which may be applied in accordance with the regulations;

- Dismissal
- Reduction in rank
- Reduction in salary
- Withholding/Deferment of increment
- Surcharge
- Reprimand
- Suspension
- Termination of Appointment
- Compulsory retirement
- Suspension of increment

- xxviii. “Non-Academic Staff” means all persons holding appointment other than enumerated in section (i) above.
- xxix. “Officer” means any person employed by the University as a senior member of staff.
- xxx. “Provost” means a member of staff who is appointed, elected or designated as a Provost of the College of the University in accordance with regulations or procedure for the time being in force.
- xxxi. “Promotion” means Elevation to the next higher salary grade based on merit and Performance. All promotions take effect from 1st of October of the year for which the promotion is due. No promotion shall become effective until it has been approved and determined by Council.
- xxxii. “Permanent Employee” means an employee whose appointment has been approved by Council or the Court of Governor of the Lagos State University College of Medicine in respect of all Senior Staff.
- xxxiii. “Registrar” means the Registrar of the University.
- xxxiv. “Regrading” means a salary adjustment with reference to an employee’s qualification, experience, and ability. It may be utilized to overcome any previous anomaly in appointment but shall not be regarded as promotion.

- xxxv. "Recognised Body" means a body with legal fiat as defined by the Federal Government and accepted by the Governing Council.
- xxxvi. "Public Service" means any service or employment recognised as such from time to time by the Constitution.
- xxxvii. "School" means the School as constituted and established by the Senate and Council of the University
- xxxviii. "Senior Staff" means a member of staff holding a Permanent and Pensionable appointment on CONUNASS 06/CONUATSS 07/CONUASS 01 and above or its equivalent and any other salary scale that may be approved from time to time.
- xxxix. "Senate" means the Senate of the University.
- xl. "Session or academic year" means the period of twelve months, which begins on 1st October and ends on 30th September of the following year unless otherwise fixed by an Act of Senate.
- xli. "Semester" means the The half of an academic year containing (16) weeks
- xl.ii. "Secretary" means the Secretary of a constituent College such as an Institute or School of the University.
- xl.iii. "Temporary Appointee" means an employee who is not on permanent appointment for not more than a period of one year, within which the appointment must be regularized.**Graduate Assistants/Research Assistants have up to two [2] years to obtain their Master Degree and be regularized.**
- xl. iv. "Transfer Value" means that amount paid and accepted in complete discharge of pension liability in respect of an employee at the time of his transfer to or from a public service.
- xl. v. "Terminal Salary" means the basic salary including all forms of allowances being paid to the employee at the date of his retirement.
- xl. vi. **"Transfer of Service" means the permanent release of an employee or an officer from one public establishment to another to enable him/her continue his/her service under the new establishment subject to mutual agreement between the two establishments that his/her service under the new employer would be continuous with his/herservice with the former employer.**
- xl. vii. "Unit" means any component of the University academic or non-academic recognized by Senate and Council as an integral part of the University.
- xl. viii. "University Librarian" means the Librarian of the University.
- xl. ix. "University" means Lagos State University as established by the Lagos State University Law of 1983.
- l. "Vice-Chancellor" means the Vice-Chancellor of the University.

- li. **“Visiting Scholar/Researcher/Fellow/Lecturer/Professor” is a Scholar from an institution who visits a host University and is projected to teach, lecture or perform research on a topic the visitor is valued for.**

OFFICIAL ABBREVIATIONS

Abbreviation commonly used in official correspondence, but rarely in communication with the general public including the following:

a.b.c	“	“	“	“	“	at back cover
a/c	“	“	“	“	“	account
Ag	“	“	“	“	“	Acting
A.I.E.	“	“	“	“	“	Authority to Incur Expenditure
a.y.c	“	“	“	“	“	at your convenience
b.c	“	“	“	“	“	back cover
B/F	“	“	“	“	“	Brought forward
b.o.f.	“	“	“	“	“	back of file
B.U.	“	“	“	“	“	Bring Up: Brought Up
B.U.F	“	“	“	“	“	Bring Up File
C.C.	“	“	“	“	“	Carbon Copy
C/F	“	“	“	“	“	Carried forward
Cap	“	“	“	“	“	Chapter (usually of the Laws)
c/o	“	“	“	“	“	Care of
Conf	“	“	“	“	“	Confidential
Cons	“	“	“	“	“	Consideration
Cont'd	“	“	“	“	“	Continued
D.	“	“	“	“	“	Director
D.A.V.	“	“	“	“	“	Department Adjustment Voucher
d/d	“	“	“	“	“	Dated
D.D	“	“	“	“	“	Deputy Director
Dept	“	“	“	“	“	Department
D/o	“	“	“	“	“	Demi official (letter)
D.V.E.A. Book	“	“	“	“	“	Department Vote Expenditure Account Book
e.g.	“	“	“	“	“	for example
Enc.	“	“	“	“	“	Enclosure
E.T.A.	“	“	“	“	“	Estimated Time of Arrival
etc.	“	“	“	“	“	and so on
E.T.D.	“	“	“	“	“	Estimated Time of Departure
F.&P.A	“	“	“	“	“	File and Put Away
f.f.a.	“	“	“	“	“	for further action
f.i.o.	“	“	“	“	“	for information only
f.n.a	“	“	“	“	“	for necessary action
F.R.	“	“	“	“	“	Financial Regulations
f.y.c.	“	“	“	“	“	for your consideration
f.y.i.	“	“	“	“	“	for your information
H.E	“	“	“	“	“	His Excellency

H.O.D	“	“	“	“	“	Head of Department
H.O.C.S.F	“	“	“	“	“	Head of Civil Service of the Federation
Hon.	“	“	“	“	“	Honourable
Hqrts.	“	“	“	“	“	Headquarters
h/y	“	“	“	“	“	herewith
i/c	“	“	“	“	“	in charge of
i.d.c.	“	“	“	“	“	in due course
i.e	“	“	“	“	“	(ID/EST) That is, in other words
i.f.o.	“	“	“	“	“	in favour of
k.i.v.	“	“	“	“	“	keep in view
L.G	“	“	“	“	“	Local Government
L.P.C.	“	“	“	“	“	Last Pay Certificate
L.P.O	“	“	“	“	“	Local Purchase Order
Misc	“	“	“	“	“	Miscellaneous
n.a.	“	“	“	“	“	not applicable(or necessary action)
n.a.t	“	“	“	“	“	necessary action taken
N.B	“	“	“	“	“	Nota Bene (take notice)
n.f.a	“	“	“	“	“	no further action
O/C	“	“	“	“	“	Office-in –charge
O.K	“	“	“	“	“	all correct
P.A	“	“	“	“	“	Put Away/Personal Assistant
Para	“	“	“	“	“	paragrah
Perm. Sec	“	“	“	“	“	Permanent Secretary
P.S	“	“	“	“	“	postscript: i.e. written afterwards
pp(or pp)	“	“	“	“	“	pages, papers
P.T.O.	“	“	“	“	“	Please Turn Over
P.U.	“	“	“	“	“	Put Up (papers of suggestion to an official)
P.V.	“	“	“	“	“	Payment Voucher
q.e.d.	“	“	“	“	“	which was to be demonstrated
recd	“	“	“	“	“	received
Re.	“	“	“	“	“	Reference
RSVP	“	“	“	“	“	Repondez S’ilVous Plait (Reply if you please)
R.V	“	“	“	“	“	Receipt Voucher
Sec	“	“	“	“	“	Secretary (or Section)
s.f.c	“	“	“	“	“	submitted for consideration
s.f.i	“	“	“	“	“	submitted for information
s.f.s	“	“	“	“	“	submitted for signature
S.G.F.	“	“	“	“	“	Secretary to the Government of the Federation
S.I.V	“	“	“	“	“	Stores Issue Voucher
S.R.V	“	“	“	“	“	Stores Receipt Voucher
“T”	“	“	“	“	“	Temporary
T/y or T.y	“	“	“	“	“	Thank you
u.f.s	“	“	“	“	“	under flying seal (to pass through a higher authority)

w.r.t.	“	“	“	“	“	With reference to
your let	“	“	“	“	“	Your Letter

2. Expression which is frequently used in Government/Higher Institution business are listed below. They may be used in all formal minutes and correspondences but must be underlined. Non-English words or phrases used in official correspondence should always be underlined. E.g.

Ad infinitum	“	“	“	“	“	without end
Ad valorem	“	“	“	“	“	according to value
Et. Cq.	“	“	“	“	“	and the following (and what follows)
Idem (id)	“	“	“	“	“	the same
Inter alia	“	“	“	“	“	among other things
In toto	“	“	“	“	“	entirely
Ipso facto	“	“	“	“	“	by that very fact
Paripassu	“	“	“	“	“	on an equal footing
Per se	“	“	“	“	“	by itself, considered apart
Prima facie	“	“	“	“	“	at the first glance
Pro rata	“	“	“	“	“	proportionately
Sine die	“	“	“	“	“	indefinitely
Status quo	“	“	“	“	“	existing state of affairs
Utral vires	“	“	“	“	“	beyond their powers
Vide	“	“	“	“	“	see
Viz	“	“	“	“	“	namely to wit.

3. When used in this Handbook, the words in the first column have the meanings show in the second column.

Minute/Memo	“	“	“	“	Written submission to present a view or position on an issue
Brief	“	“	“	“	Written submission on an extant position on a subject matter
Filling Cabinet	“	“	“	“	Racks, shelves or other repositories for Files
Flimsies	“	“	“	“	Carbon copies of out-going letters and written submissions

CHAPTER TWO

APPOINTMENTS

2.1 PROCEDURE FOR APPOINTMENT

a. Vacancies

- i. Vacancies into all CONUNASS 06-13/ CONUATSS 07-15/ CONUASS 01-05 positions shall normally be filled by promotion. The University will resort to appointment only in situations where the vacancies in those positions cannot be filled from within.
- ii. Vacancies for CONUNASS 14-15/CONUASS 06-07 positions shall be filled by appointment.
- iii. Any departure from this norm shall be subject to the approval of the relevant Appointments and Promotions Committee.

b. Notification of Vacancies

Notification of all vacant posts shall be by internal and/or external advertisement.

c. Date and Contents of Advertisement and Appointment Letter

- i. Advertisement of vacancies declared by the University shall be done by the Registrar preferably during the month of November/December so as to enable recruitment and appointment to the vacant posts to be completed by the month of April following. The advertisement shall specify all such conditions, qualifications, e.t.c. as are requisite to the vacant post(s) and the manner of application.
- ii. Every advertisement shall request that all applications be addressed to the Registrar of the University.
- iii. Advertisement for the vacant positions shall come out every year, or as the needs may arise from time to time.
- iv. All procedures for appointment into the advertised vacancies shall be completed within six months from the date of advertisement.
- v. **When a group of candidates are being offered Temporary or Permanent appointment in the University, it must be ensured that the indigene verification exercise for candidates of Lagos State origin in the group are concluded before letter of appointment is issued to any member of the set of new employees. Towards this end, the Independent Indigene Verification Committee must ensure that the verification exercise for this group is concluded within one-week and the report forwarded to the Registrar**

d. Processing of Applications

The Registrar shall forward a copy of every application received for non-academic positions to the respective Heads of Departments, while in case of Academic positions, these shall be forwarded to the respective Heads of

Departments through the Dean of Faculty not later than two (2) weeks after the closing date of advertisement.He shall also acknowledge receipt of application promptly to each applicant.

e. Short-listing

- i. The shortlisting of all applicants shall be done by the Head of Department in consultation with the relevant Appointments and Promotions Committee of the Department subject to the recommendation of the Dean or the equivalent Officer who shall forward same to the Registrar not later than 2 weeks from the date of shortlisting.
- ii. The Registrar shall forward the shortlist to the Vice-chancellor not later than three weeks from the date of shortlisting.
- iii. The Vice-Chancellor shall approve the shortlisting of candidates for all positions.

f. References and Publications.

All relevant references for appointment shall normally be taken only in case of candidates duly shortlisted for the interview. Shortlisted candidates for post of Senior Lecturer, or above shall be required to submit three copies of their publications or other evidence of research as may be required for the effective assessment of their publications by external assessors in the relevant field.

g. Assessment and Interview of Candidates into the Professorial Cadre.

On the receipt of reprints of articles or other publications, the Registrar shall submit same to the Vice Chancellor who after consulting with the Heads of relevant area, shall, in respect of Associate Professor or Professor/University Librarian/Deputy University Librarian, refer such publications to three **assessors (Two [2] National and One [1] Foreign)** for evaluation and scoring. **No appointment to any such posts shall be made unless at least two of such Assessors' Reports on the candidate are favourable, and the candidate was successful at the interview and the Appointments and Promotions (Academic) Committee had considered both the Assessors' report and the interview report.**

h. Invitation of Candidates for Interview for Non-Teaching Position and Appointability.

- i. all shortlisted candidates for non-teaching positions shall undertake a Computer Based Test [CBT] [involving test of professional competency, Information Technology [IT] and General Knowledge (including Use of English)]and obtain minimum scores to be eligible for invitation for interviewinto the various positions as follows:
 - CONUNASS/CONUATSS 06-08 positions - 50%
 - CONUNASS/CONUATSS 09 positions - 55%
 - CONUNASS/CONUATSS 11-12 positions - 60%
 - CONUNASS/CONUATSS 13-14 positions - 65%

ii. candidate must obtain minimum scores at the oral interview to be appointable into the various positions as follows:

- **CONUNASS/CONUATSS 14 positions - 70%**
- **CONUNASS/CONUATSS 13 positions - 65%**
- **CONUNASS/CONUATSS 12 positions - 62%**
- **CONUNASS/CONUATSS 11 positions - 60%**
- **CONUNASS/CONUATSS 09 positions - 55%**
- **CONUNASS/CONUATSS 08 positions - 50%**
- **CONUNASS/CONUATSS 07 positions - 50%**
- **CONUNASS/CONUATSS 06 positions - 50%**

2.2 CATEGORIES OF POSTS AND QUALIFICATIONS

A. Academic Posts

Applicants for the following academic positions shall possess the qualifications set out in the Schemes of Service contained in **Annexure II** of these Regulations:

Academic Positions and Their Salaries

1. Professor/Research Professor/University Librarian	-	CONUASS 07
2. Associate Professor/Associate Research Professor/ Deputy University Librarian	-	CONUASS 06
3. Senior Lecturer/Senior Research Fellow/Principal Librarian	-	CONUASS 05
4. Lecturer 1/Research Fellow 1/Senior Librarian	-	CONUASS 04
5. Lecturer II/Research Fellow II/Librarian I	-	CONUASS 03
6. Assistant Lecturer/Assistant Research Fellow/Librarian II	-	CONUASS 02
7. Graduate Assistant/Assistant Librarian	-	CONUASS 01

Graduate Assistant shall be engaged as Teaching Assistant. Evidence of registration for Masters programmes would be a pre-requisite for engagement. Graduate Assistants would be required to complete their Masters degree within a period of three (3) years. Appointment of Graduate Assistants shall be regularised to the position of Assistant Lecturer upon presentation of Notification of Result of Masters Degree.

B Administrative and Technical Posts

The qualifications and career advancement for Senior Administrative and Technical Staff are as spelt out in the Schemes of Service contained in **Annexure II** of these Regulations.

2.3 APPOINTMENTS AND PROMOTIONS COMMITTEES

There shall be two standing Committees of Council known as the Appointments and Promotions [Academic] Committee and the Appointments and Promotions [Administrative and Technical] Committee.

2.3.1 Composition of Appointments and Promotions [Academic] Committee

Vice-Chancellor	-	Chairman
Deputy Vice-Chancellor [Academic]	-	Member
Deputy Vice-Chancellor [Administration]	-	Member
University Librarian	-	Member
Registrar and Secretary to Council	-	Member
Two representatives of Council (who are external members)-		Members
Provost, College of Medicine	-	Member
Deans of Faculties/Schools, Directors and		
Coordinators of Academic Centres	-	Members
Two (2) Senate Representatives of Professorial Rank		
(elected for two academic sessions renewable once)	-	Members
Two (2) Representatives of Congregation of Professorial rank		
(elected for two academic sessions renewable once)	-	Members
The Head of Department concerned		

[if not already a member]

- In attendance
(when matters concerning his department is being discussed)
- Secretary

Deputy Registrar (Academic Staff Establishment)

2.3.2 Terms of Reference

- i. To consider **and make recommendations on** all matters relating to appointments, promotions and welfare of academic staff, except matters relating to the offices of the Principal Officers, provided always that the Vice-chancellor shall have power to make temporary appointments to such posts for a period not exceeding one year.
- ii. To receive and determine applications for study leave, **training leave**, leave of absence and sabbatical leave in respect of academic staff and report to Council
- iii. To recommend to Senate and Council criteria for appointment and promotion of academic staff.
- iv. To consider confirmation of Appointment and report to Council for ratification.
- v. To deliberate on any other matter as may be referred to it from time to time.

2.3.3 In the absence of the Vice-Chancellor, the Deputy Vice-Chancellor [Academic] shall be the Chairman of the Committee.

2.3.4 The Deputy Registrar, Academic Staff Establishment shall be the Secretary of the Committee.

2.3.5 The quorum of the Committee shall be **one third** of total membership including the Chairman or his representative and a member representing Congregation. For decision making, the Dean of the Faculty or Provost of the College concerned or the person representing him must be present when business relating to his Faculty/College is being considered.

2.3.6 If, for any reason, a vote has to be taken, a simple majority vote of the members of the Committee present shall be required to make a decision valid.

2.3.7 The Secretary shall forward recommendations on appointments, promotions, confirmation or extension of appointments made by the Committee and such other matters as the Committee may deem necessary, to Council from time to time.

2.4 Composition of the Appointments and Promotions (Administrative & Technical) Committee

The composition of the Appointments and Promotions (Administrative and Technical) Committee shall be as follows:

- | | | |
|--|---|-----------------|
| Vice-Chancellor | - | Chairman |
| Deputy Vice-Chancellor (Administration) | - | Member |
| Registrar | - | Member |
| Bursar | - | Member |

University Librarian	-	Member
All Directors of Service Departments	-	Members
Two [2] representatives of Council who are external Members	-	Members
Two [2] Congregation Representatives (who must be an administrative/professional/Technical Staff not below CONUNASS 09)	-	Member
Deputy Registrar (NASE)	-	Secretary

Quorum: One third of total Membership

2.4.1 Terms of Reference:

1. To consider and recommend all matters relating to appointments and promotions of Administrative, Technical and other non-teaching staff on **CONUNASS 06/CONUATSS 07** and above within the University, except to those of Registrar and Bursar and Directors of administrative and service areas.
2. To consider and determine all matters for training leave, sabbatical leave, study leave, leave of absence in respect of administrative, professional and technical staff, and report to Council.
3. To consider matters relating to confirmation of appointments and make recommendations to Council.
4. To consider any other matter as may be referred to it by Council from time to time.

2.4.2 In the absence Vice-Chancellor, the Deputy Vice-Chancellor (Administration) shall be the Chairman of the Committee.

2.4.3 The Head of Non Academic Staff Establishment (NASE) Division shall be the Secretary of the Committee.

2.4.4 The quorum of the Committee shall be **one third** of total membership including the Chairman or his representative.

2.4.5 If, for any reason, a vote has to be taken, simple majority vote of the members of the Committee present shall be required to make a decision valid.

2.4.6 The Secretary shall forward recommendations on appointments, promotions, confirmation or extension of appointments made by the Committee and such other matters as the Committee may deem necessary to Council from time to time.

2.5 APPOINTMENTS

2.5.1 APPOINTMENT OF THE VICE-CHANCELLOR:

The Vice Chancellor shall hold office for the period as stated in the Subsisting Law of Lagos State University.

2.5.2 APPOINTMENT OF THE DEPUTY VICE-CHANCELLOR

The Deputy Vice-Chancellor shall hold office for the period as stated in the subsisting Law of Lagos State University.

2.5.3 OTHER PRINCIPAL OFFICERS OF THE UNIVERSITY

There shall be appointed to the University, the following Principal Officers:

- (i) Registrar
- (ii) Bursar
- (iii) University Librarian

2.5.4 THE REGISTRAR

The Registrar shall hold office for the period as stated in the Subsisting Law of Lagos State University.

2.5.5 THE BURSAR

The Bursar shall hold office for the period as stated in the Subsisting Law of Lagos State University.

2.5.6 THE LIBRARIAN

The Librarian shall hold office for the period as stated in the Subsisting Law of Lagos State University.

2.6 SELECTION OF PRINCIPAL OFFICERS AND OTHER OFFICERS

A Principal Officer of the University shall be selected in accordance with the provisions of the subsisting law of the University.

1. When a vacancy occurs for the post of Registrar, Bursar, **University Librarian** or Director of any Administrative and Service Area in accordance with the provision of the Lagos State University Law 2007, a Selection Board shall be constituted by Council and shall consist of:
 - a) The Vice Chancellor;
 - b) The Deputy Vice-Chancellor;
 - c) Two members appointed by Council not being members of Senate;
 - d) Two members appointed by the Senate
2. The Selection Board, after making such enquiries as it deems fit, shall recommend three candidates to Council for appointment to the vacant office. After considering the recommendation of the Selection Board, the Council shall appoint one of the candidates to the Office.

2.6.1 APPOINTMENT OF PROVOST AND DEPUTY PROVOST OF THE COLLEGE OF MEDICINE

The following rules shall apply in the Appointment of a Provost of the College of Medicine:

- (i) There shall be a Provost for the College of Medicine.
- (ii) The Provost of the College of Medicine shall be a Professor of Medicine who shall be registrable with the Medical and Dental Council of Nigeria (MDCN) elected by the Academic Staff Assembly of the College of Medicine and shall hold office **for a period as specified in the subsisting LASU Law.**

- (iii) If there is no professor in the College, the **Office of the** Provost shall be held in rotation by members of the College holding the rank of Associate Professor or Senior Lecturer on the basis of seniority as determined by the Senate.
- (iv) The Provost of the College of Medicine shall exercise general superintendence over the academic and administrative **affairs of the College of Medicine**; it shall be function of the Provost to present to Convocation for the conferment of degrees, persons who have qualified for degrees of the University at examinations held in the branches of learning for which responsibility is allocated to the College of Medicine.
- (v) The Provost shall be removed from office for good cause by the Council on the recommendation of the Academic Staff Assembly; and in the event of the vacancy occurring following the removal of a Provost, an Acting Provost shall be appointed by the Vice Chancellor until election shall be held for a new Provost.
- (vi) There shall be a Deputy Provost of the College of Medicine from any discipline in the College **who** shall be elected by the Academic Staff Assembly and from any discipline in the College **and** shall hold office for such period as the Provost.
- (vii) The Deputy Provost shall assist the Provost and act in his/her place when the office is vacant or the Provost is for any reason, including absence from the premises of the College or when the Provost is unable to perform his functions.
- (viii) No person shall while holding the post of Deputy Provost also be the holder of the office of Dean or Head of Department in the College.
- (ix) In the above provision, good cause shall have the same meaning as stated in Section 25 of the Lagos State University Law, 2004.
- (x) The Provost of the College of Medicine must be a registered member of the Medical and Dental Council of Nigeria.

2.6.2 TENURE OF OFFICE AND FUNCTIONS OF PRINCIPAL OFFICERS OF THE UNIVERSITY

- (1) **VICE-CHANCELLOR:** The tenure of office and functions of the Vice-Chancellor are as contained in the Subsisting Law of Lagos State University.
- (2) **OTHER PRINCIPAL OFFICERS** (i.e. Registrar, Bursar and University Librarian): The tenure of office of Registrar, Bursar and University Librarian and their functions are as contained in the Subsisting Law of Lagos State University.
- (3) **DEPUTY VICE-CHANCELLORS:** The tenure of office and functions of the Deputy Vice-Chancellors are as contained in the Subsisting Law of Lagos State University.

2.6.3 Composition of the Court of Governors

In accordance with the provisions of Lagos State University Law there shall be a Court of Governors of the College of Medicine established subject to Section 34 sub-section 2 of the Lagos State University Law 2004.

1. The Court of Governors of the College of Medicine shall consist of:
 - i. A Chairman appointed by the Chancellor acting in accordance with the advice of the Vice Chancellor given after consultation by the Vice Chancellor with the Lagos State Ministry of Education;
 - ii. The Vice Chancellor or his representative;
 - iii. The Provost and the Deputy Provost;
 - iv. The State Commissioner for Health or his representative not below Grade Level 16;
 - v. The Commissioner for Education or his representative not below Grade Level 16;
 - vi. Four members appointed by Council, one of whom shall be a Legal Practitioner or an Accountant;
 - vii. Two members appointed by the Senate, one whom shall be a member of the Academic Staff of the College of Medicine;
 - viii. One member who is a member of the College appointed by the Academic Staff Assembly;
 - ix. The Chief Medical Director of the Lagos State University Teaching Hospital.
2. The quorum of the Court of Governors shall be seven members.
3. Subject to the provisions of this Statute and to any provision made by regulations in that behalf, the Court of Governors may regulate its own proceedings.
4. The Court of Governors shall:
 - (a) control the property and expenditure of the College of Medicine or such other College established;

- (b) be responsible to the Council for the submission of financial proposals relating to the College of Medicine or such other College established by the University through the Vice chancellor to the Council; and
- (c) employ such Non-Academic Staff as appear to the Court of Governors to be necessary and on such terms as the Court of Governors may determine within the framework of the Conditions of Service governing the appointment of non-academic staff within the University.

2.6.4 THE SECRETARY, COLLEGE OF MEDICINE

1. There shall be a Secretary to the College who shall, under the general control of the Registrar of the University, be responsible to the Provost for the day-to-day administration of the affairs (other than the financial affairs) of the College.
2. The Secretary shall be appointed on behalf of the Council by the Court of Governors and shall hold office for such period and such terms relating to the emoluments of his/her office and otherwise as shall be specified in his/her letter of appointment.
3. The person holding the office of the Secretary shall, by virtue of that office be the Secretary to the Court, the Academic Board and the Academic Staff Assembly.

2.6.5 FINANCIAL CONTROLLER, COLLEGE OF MEDICINE

1. There shall be a Financial Controller who shall, under the general control of the University Bursar, be responsible to the Provost for the day-to-day administration of the financial affairs of the College.
2. The Financial Controller shall be appointed on behalf of the Council by the Court of Governors and shall hold office for such period and on such terms relating to the emoluments of his/her office and otherwise as shall be specified in his/her letter of appointment.

2.6.6 MEDICAL LIBRARIAN, COLLEGE OF MEDICINE

1. There shall be a Medical Librarian under the general control of the University Librarian.
2. The Medical Librarian shall be appointed by Council and shall hold office for such period and on such terms relating to the emolument of his/her office and otherwise as shall be specified in his/her letter of appointment.

2.7 SENATE APPROVED MINIMUM STANDARD FOR APPOINTMENTS AND PROMOTIONS OF ACADEMIC STAFF IN LAGOS STATE UNIVERSITY

PREAMBLE

The main thrust of the University is to be a centre of excellence in teaching, learning and research. In order to achieve these goals, academic staff will be assessed historically, to ensure that they are very competent and comparable **to other reputable Academics in Nigeria Universities and other parts of the world.**

Thus, it shall be ensured that deserving Academic staff are rewarded for scholarship.

The objective of this policy is to examine and reward staff for:

- (i) Scholarship;
- (ii) Teaching load, quality and length of teaching;
- (iii) Professional distinction; and
- (iv) Community service.

2.7.1 GUIDELINES FOR APPOINTMENT OF ACADEMIC STAFF

- i. A copy of every application and curriculum vitae received for all posts advertised shall be forwarded by the Registrar through the **respective Dean/Provost** to the Head of Department.
- ii. For Associate **Professorship position** and above, the Dean would constitute a Faculty Appointments and Promotions Committee made up of all professors in the Faculty and where necessary, in cognate Faculties for the purpose of shortlisting candidates for the positions advertised. **A panel to establish *prima facie qualification* [PFQ] of the shortlisted candidates shall also be constituted by the Faculty to comprise professors in the Faculty and other cognate Faculties.**
- iii. The reports of the **Faculty Appointments and Promotions Committee and the PFQ Panel** shall then be forwarded to the Vice Chancellor who would request for the submission of three (3) sets of the publications of only those **who were *prima facie qualified*.**
- iv. The Dean/Provost shall also forward, **under confidential seal**, names and current addresses of six (6) renowned Professors in the areas of specialization of ***prima facie qualified*** candidates to the Vice-Chancellor.
- v. Thereafter, the Vice Chancellor may select three (3) **[Two Nationals and One Foreign]** out of the six (6) names to be contacted to serve as external assessors of the publications.
- vi. All candidates with two positive Assessments shall be interviewed.
- vii. **In circumstances where a Faculty/College cannot possibly constitute a PFQ Panel, the University Appointments and Promotions [Academic] Committee can determine the PFQ in respect of professorial appointments.**
- viii. For Senior Lectureship position and below, the Faculty Appointments and Promotions Committee shall shortlist the applications of those qualified to be treated in line with the University Conditions of Service.
- ix. All candidates for appointment to Lecturer II and above shall possess Ph.D. in their areas of specialization.
- x. For appointment to Senior Lecturer position, the Faculty/College/School Appointments and Promotions Committee shall conduct an interview after the publications had been sent to three (3) Assessors **[Internal and External] for assessment of which at least two [2] must return positive to qualify candidate for interview.**

- xi. Graduate Assistants shall be regularized to the position of Assistant Lecturer upon presentation of the Notification of Result for Masters Degree from the Postgraduate School of the awarding institution.

2.7.2 GUIDELINES FOR PROMOTION OF ACADEMIC STAFF

- (A) i) Promotion shall be in two parts, viz:
- Part I - Assistant Lecturer to Senior Lecturer
 - Part II - Associate Professor to Professor
- ii) Candidates on **Training leave**, Study Leave and Sabbatical Leave may be promoted, provided the processes for the promotion had commenced before they proceeded on the leave.
- iii) Candidates on Leave of Absence may only be promoted provided they are on ground in the last six months of the promotion year.
- iv) Any member of staff who has not been recommended for promotion by the Faculty, but who feels that his/her claims for promotion have been overlooked, may make representations to that effect through the Head of Department to the Dean of Faculty.
- v) Any member of Staff who has not been recommended for promotion by the Faculty, but who feels that his/her claims for promotion have been overlooked may make representation to that effect through the Dean to the Chairman, Central Appointments and Promotions (Academic) Committee.
- (B) i) The Staff being considered for promotion (under Part I) shall submit the applications through the Department to Faculty Appointments and Promotion Committee made up of Senior Lecturers and **above in the Faculty/College for the purpose of review and recommendation(s) to the University Appointments and Promotions [Academic] Committee.**
- ii) The Staff being considered for promotion (under Part II) shall submit the applications through the Department to Faculty Appointments and Promotion Committee made up of only Professors in the Faculty/College for the purpose of **review**. Where there are no Professors within, the Faculty may recommend the appointment of external Professors for the purpose of **review**.
- (C) The effective date of the promotion shall be from October 1st of the year the University Appointments and Promotions (Academic) Committee considers and approves the candidates as primarily promotable.
- (D) **The maturation period before moving to the next cadre/grade shall normally be as follows:**
- i) 3 years maturation period to move from Assistant Lecturer to Lecturer II
 - ii) 4 years maturation period to move from Lecturer II to Lecturer I

- iii) 4 years maturation period to move from Lecturer I to Senior Lecturer.
- iv) 3 years maturation period to move from Senior Lecturer to Associate Professor.
- v) 3 years maturation period to move from Associate Professor to Professor
- (E) All candidates for promotion beyond Lecturer I cadre shall possess a PhD or Fellowship of the Nigerian Postgraduate Medical College or its equivalent.
- (F) For promotion to Senior Lecturer, all assessors must be **internal or external Professors/Associate Professors**. For Promotion to Professorial cadre, all assessors must be Professors.

2.7.3 PRIMA FACIE QUALIFIED CASES (PFQ): PROMOTIONS/APPOINTMENTS

- i. For promotion/appointment to Professorial Cadre: The Prima Facie Qualified (PFQ) case shall be established by the Faculty/College **Appointments and Promotions Committee/PFQ Panel**, subject to two positive assessors' reports, **at least one of which must be from an external assessor**.
- ii. **The Report of the Faculty/College Appointments and Promotions Committee/PFQ Panel on the PFQ in respect of candidates for promotion/appointments shall be forwarded for the consideration and approval of the Appointments and Promotions (Academic) Committee after which the Dean/Provost will be required to recommend to the Vice-Chancellor (under confidential seal), names of six [6] Renowned Professors [Four National and Two Foreign] for the purpose of assessment of the candidates.**
- iii. **From the six names recommended (under confidential seal), the Vice-Chancellor may select any three (3) [Two National and One Foreign] to assess the candidates already PFQ**
- iv. **At least, two (2) of the reports of the three Assessors on a particular candidate must return positive to qualify such candidate for Interview.**
- v. **The report of the Interview shall be forwarded to the Appointments and Promotions (Academic) Committee for consideration while the recommendation of the Appointments and Promotions (Academic) Committee on same shall be forwarded to Council for approval.**
- vi. Whereas Assessors' reports should be made available to the Central Appointments and Promotions (Academic) Committee, the identity of the assessors should be treated with utmost confidentiality.
- vii. For all Associate Professorial and Full Professorial appointments, there shall be three assessors, **[Two National and One Foreign]** and there shall be at least two positive reports to qualify a candidate for interview. **All candidates for professorial promotions/appointments shall be interviewed.**
- viii. PFQ should not be used for promotion to the rank of Senior Lecturer

2.7.4 PUBLICATIONS

The following guidelines shall apply for assessment and scoring of publication for the purpose of Appointment and Promotion of Academic Staff in Lagos State University:

1. Where a publication is the result of a joint effort between the person being considered for promotion and others;

First Author : First Author shall score up to a maximum of 80% of the score for the publication.

Second Author: Second Author shall score up to a maximum of 70% of the score for the publication.

Third Author: Third Author shall score up to a maximum of 60% of the score for the publication.

Fourth Author: Fourth Author shall score up to a maximum of 50% of the score for the publication.

Fifth Author: Fifth Author shall score up to a maximum of 20% of the score of the publication.

Sixth or and other authors shall score up to a maximum of 10% each.

[For example, if a publication is scored 2 points out of 3 points, then the first author scores $80/100 \times 2$ (i.e. 1.6 points) etc or a fourth author scores $50/100 \times 2$ (i.e. 1.0 point)].

2. The minimum number of publications for a candidate to be promoted is given below:

- i. Professor -Minimum of 25 publications out of which at least 6 must be international publications.**
- ii. Associate Professor - Minimum of 20 publications out of which at least 4 must be international publications.**
- iii. Senior Lecturer – Minimum of 12 publications out of which at least 2 must be international publications.**
- iv. Lecturer I - Minimum of 5 publications, zero international publication required.**

3. Journals of International standard are as determined by the Faculty Appointments & Promotions Committee in consultation with the Departmental Appointments and Promotions (Academic) Committee. The articles in such journals must be peer-reviewed, indexed and should reflect international authorship.

4. Journals of international standard may not necessarily be location-bound, the fact still remain that all the journal articles of candidates should not be

totally local. A reasonable number of articles should, at least, be published offshore and should be international.

- 5. Articles/books co-authored by a candidate and a would-be-assessor should not be more than 20% of the candidate's publications for the assessor to be found eligible to assess that particular candidate.**
- 6. Each Academic Unit shall have a list of acceptable journals and endeavour to update the list regularly in the relevant discipline.**
- 7. Any work to be considered as publication must have either actually appeared in print or been accepted for publication within three (3) years of the date of acceptance for Senior Lecturer.**
- 8. a candidate shall NOT publish more than two [2] research articles in a particular journal within a year.**
- 9. A page summary of Research Focus should be prepared by candidates for External assessor's consideration along with the list of publications. A candidate's Research Focus MUST NOT exceed one page. It must clearly state their areas of specialization and their significant contributions.**
- 10. External assessors being nominated must be in the same area of specialization as the candidates.**
- 11. Letters to assessors must request paper-by-paper assessments (i.e. narratives) of candidates' publications.**
- 12. An individual shall not be eligible to serve as an external assessor after one year disengagement from the University system/research Institute.**
- 13. For promotion up to the grade of Senior Lecturer, all assessors must be either Professor or Associate Professor.**
- 14. For promotion above the grade of Senior Lecturer, all assessors must be Professor.**
- 15. Each Departmental Appointments and Promotions [Academic] Committee should do a paper-by-paper narrative on its candidates publications as part of its recommendations on the candidate being considered for promotion.**
- 16. Promotions up to the grade of Senior Lecturer should be finalized at the College/Faculty Level and a report must be accompanied by full documentation in regard of every case. However, the central Appointments**

and Promotions (Academic) Committee, reserves the right to change the decision of the College/Faculty Appointments and Promotions Panel.

17. A candidate, whose application for promotion/appointment fails, can be considered for promotion or appointment as the case may be during the next Appointment and Promotions exercise
18. A candidate shall not be considered for Promotion and Appointment simultaneously. A candidate due for both promotion and appointment must first withdraw in writing one of the advancement opportunities (either promotion or appointment) before being considered for the other.
19. While the effective date of promotion shall be 1st October of the year of promotion, the effective date of appointment shall be according to the regulation of the Governing Council.
20. Candidate for promotion should NOT have more than 20% of his or her total number of publications in the same journal
21. Appeal from members of academic staff against the decisions of the Appointments and Promotions Committee shall be routed through their respective Heads of Department, Dean of Faculty, and Provost 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.
22. In considering publications for professorial appointments, the candidate MUST be lead author in at least 30% of his publications and 25% (in the case of Associate Professor). The Lead Author should be the first listed author.
23. In the case of a Senior Lecturer, the candidate MUST be lead author in at least 15% of his publications.
24. **PROCEDURE FOR VOTING in deciding controversial issues:**
 - i) Open voting method shall be used to decide controversial issues.
 - ii) In such cases a minimum of 70% yes vote of those present and voting shall be required for a verdict for professorial cadre.

Note

 - i) Simple consensus shall normally be adequate for other cadres
 - ii) Abstention will be regarded as “no” votes.

2.7.5 CRITERIA FOR SCORING AND WEIGHTING FOR APPOINTMENT AND PROMOTION OF ACADEMIC STAFF OF LAGOS STATE UNIVERSITY

Item	Maximum score
(A) Academic Qualification:	
(i) A recognized Doctorate Degree – D.Sc., Ph.D, etc	10 Points
(ii) A recognized Professional Qualification in Medicine: FMCS, FMC Path, FMCPH, FMCA, FMCR, FWACP, FWACS, etc	
(iii) A Masters Degree obtained by Research, e.g. M. Phil	8 Points
(iv) A First Medical or Dental Qualification/A Masters Degree obtained largely by course work and examination	6 Points
(v) A First Class Honours Degree	6 Points
(vi) A Second Class (Hon) Upper Division	5 Points
(vii) A Second Class (Hon) Lower Division	4 Points
(B) Professional Qualifications:	
M.B.A., M.P.A., A. I. B., B. L., A. C. A., AG. B.,	2 Points
A. C. C. A., I. C. S. A., A. C. I. S., COREN Registration, and other recognized Professional bodies	2 Points
(C) Academic Distinction/Fellowship in all Disciplines	3 Points

NOTE: “In case of doubt during assessment, any degree that is not contained in the above table may be referred to a competent authority for expert opinion”.

2.7.6 DISCIPLINARY ROOTING

Appointments of academic staff should be strictly consistent with the candidates’ area of training and/or specialization. That disciplinary shift and movement has a tendency of making scholars less rigorous, thorough and rooted to their specialization.

2.7.7 CRITERIA FOR ASSESSMENT AND WEIGHTING FOR APPOINTMENT OF ADMINISTRATIVE/PROFESSIONAL AND TECHNICAL STAFF

As far as possible, the following criteria and weighting shall be used for the assessment of candidates for appointments into administrative/professional and technical positions.

- (a) University Academic Qualifications
 - 1st Class Honours Degree - 10 Points
 - 2nd Class Honours (Upper Division) - 9 Points
 - 2nd Class Honours (Lower Division) - 8 Points
 - 3rd Class Honour Degree - 6 Points
- Additional Qualification [Ph.D, M.A, M.Sc., M.P.A, M.B.A, etc -2 Points**
- * **Candidates with a “Pass” degree certificate can be considered for appointment only into the Executive Cadre.**
- * **Only Candidates with University degrees in Accountancy are appointed into the Accountant Cadre of the Bursary while graduates**

of other related disciplines are employed into the Executive Cadre of the Bursary.

(b) Polytechnic and other Academic Institutions

Qualification	HND	OND	NCE
Distinction	10 points	10 points	10 points
Upper credit	9 points	8 points	9 points
Lower Credit	8 points	6 points	8 points
* Pass	7 points	4 points	4 points

*** Candidates with “Pass” in HND or an equivalent qualification are appointed into the Assistant Executive Officer position or its equivalent.**

(c) Certificate Course/Programmes

Advanced NABTEB/Equivalent City & Guild	-	6 Points
R.S.A. Certificate	-	6 points
Treasury Certificate	-	4 points

(d) Higher Diploma/AIST/AMILT or approved equivalent

Distinction	-	5 points
Upper Credit	-	4 points
Lower Credit	-	3 points
Pass	-	2 points

*** Candidate with “Pass” in HND or an equivalent qualification is appointed into the Assistant Executive Officer position or its equivalent.**

Recognized Professional Qualifications

Full membership of recognized body e.g. ACCA, MNIM, COREN etc

Full membership	-	5 points
Associate	-	4 points
Affiliate	-	3 points

(e) Experience

Length of cognate University administrative, technical or professional experience, 1 point for each year up to a maximum of 10 points. A candidate must have the minimum University experience in the Senior Staff cadre as indicated below:

CONUNASS/CONUATSS 11 position	- 9 years
CONUNASS /CONUATSS 09 position	- 6 years
CONUNASS/CONUATSS 08 position	- 3 years
CONUNASS/CONUATSS 07 position (<i>entry point</i>)	- No experience is required.
CONUNASS 06 position(<i>entry point</i>)	- No experience is required

(f) Summary of Criteria for Assessment and weighting

The weighing on the criteria shall be as follows:

Criteria	Weighting Maximum Points
(i) Academic qualifications	10 points
(ii) Professional Qualification	5 points
(iii) Length of post qualification experience	5points

(iv)	Length and quality of Cognate experience	10 points
(v)	Lagos State Origin (Indigene)	10 points
(vi)	References	5points
(vii)	Interview Performance	25 points
		70 points

The Minimum Overall Interview scores are as follows:

i.	CONUNASS 14/CONUATSS 14 position	70% of 70
ii.	CONUNASS 13/CONUATSS 13 position	65% of 70
iii.	CONUNASS 12/CONUATSS 12 position	62% of 70
iv.	CONUNASS 11/CONUATSS 11 position	60% of 70
v.	CONUNASS 09/CONUATSS 09 position	55% of 70
vi.	CONUNASS 08/CONUATSS 08 position	50% of 70
vii.	CONUNASS 07/CONUATSS 07 position	50% of 70
viii.	CONUNASS 06 position	50% of 70

Appointability of a candidate who achieves the minimum overall score [in i – viii above] shall be subject to attainment of at least 50% or 12.5 points of 25 under InterviewPerformance.

NOTES:

- (a) Interview Performance shall be assessed under, but not limited to the following headings:
 - (i) Variety of experience
 - (ii) Organizational ability
 - (iii) Initiative
 - (iv) Generation and manipulation of information
 - (v) Perception of current administrative problems and solutions
 - (vi) Comportment
 - (vii) Appearance
 - (viii) Oral expression (4 points for each item) (i) to (vii)
- (b) References on candidates will be assessed for:
 - (i) Personality
 - (ii) Reliability

2.7.8 TYPES OF APPOINTMENT FOR ACADEMIC/ADMINISTRATIVE & TECHNICAL STAFF

Appointment of staff to established posts shall be on pensionable basis or secondment or on transfer from such public service in Nigeria as the University may accept for that purpose.

A. Permanent Appointment

- (i) Appointment of staff to established posts shall be on pensionable basis.
- (ii) It shall be tenable on probation for two (2) years in the first instance, unless the contract appointment specifies otherwise subject to satisfactory service. The appointment shall thereafter be confirmed and tenable until the retiring age of **seventy (70) years for staff on the Professorial cadre and sixty-five (65) years for Non Academic Staff and other Academic Staff as at the time of retirement.**

B. Confirmation of Appointment

- (i) **All appointments to post below the rank of Professorship made on permanent basis shall be subject to three [3] years probation for academic staff and two [2] years for Non-Teaching staff and thereafter subject to consideration for confirmation or termination.**
- (ii) All appointments subject to confirmation shall lapse unless confirmed or extended by the Appointments and Promotions Committee (Academic) or the Appointments and Promotions (Administrative and Technical) Committee as the case may be.
- (iii) In deciding on confirmation of appointment, the afore-mentioned Committee, as the case may be, shall consider an up-to-date **curriculum vitae and two most recent consecutive APER of the Member of staff concerned as well as recommendations** from his/her Dean or Head of Department.

C. Temporary Appointment

- (i) The Vice-Chancellor shall have the power to make temporary appointments of suitable candidates to vacant posts for up to maximum of twelve months within which such appointment shall be regularized following the procedure laid down for interview and assessment of applicants and candidates as appropriate.
- (ii) The letter of temporary appointment to a staff shall indicate the length of the appointment and shall not be valid until it has been accepted in writing.
- (iii) As long as the temporary appointment lasts, salary and allowances shall be on a monthly basis.
- (iv) Staff on temporary appointment shall not be entitled to any loan or advances and shall not be recognized for the purpose of pension benefits, until the appointment on pensionable basis is subsequently made when the period of temporary appointment shall count in calculating the retiring benefits.
- (v) Temporary appointments should only be made in **exceptional circumstances of dire need.**

D. Secondment

Appointment on **secondment will be at the discretion of the University based on terms mutually agreed by the parties involved.**

- (i) Secondment of an Officer to the service of another University **or Establishment** at his/her own request shall be for a maximum of three (3) years unless **he/she** shall request to be permanently released to the Service to which he had been seconded.
- (ii) **The staff on secondment** shall be entitled to notional increment during the period of secondment and may be granted notional promotion by the University on his/her secondment in order to **maintain his/her** seniority.

E. Contract Appointment

- (i) **To be appointed on contract, a person must have retired from pensionable service or be an expatriate or any other person whose services are needed by the University.**
- (ii) **All applications for contract appointments shall be addressed and submitted to the Registrar who would forward same to the respective Department and if an Academic staff, through the Dean.**
- (iii) **The consideration of appointment** of Contract Staff shall commence from the Department to the Faculty and to the appropriate Appointments and Promotions Committee for consideration before its final approval and ratification by the Governing Council.
- (iv) Where the appointment of Contract Staff is approved, placement should be **on step 1 of the immediate grade lower to the grade level last enjoyed by the employee before retirement and such staff shall be entitled to all benefits recommendations and allowances of the Grade Level he/she have been placed. For example an Academic staff who is a professor on Contract (though will retain his/her title as Professor) shall be paid the benefits, remuneration and allowances of an Associate Professor[i.e. CONUASS 06/01].**
- (v) Appointment of Contract Staff shall not be at the discretion of any particular Officer of the University, e.g. Vice-Chancellor, other Principal Officers, Deans, Provosts, Heads of Department, and so on, but by an appropriate Committee of the University.
- (vi) The maximum number of years a Contract Staff can stay in the University shall be three (3) years as approved by the Governing Council, subject to annual renewal of the contract upon satisfactory performance, **confirmation of the need by the APU, and recommendation of the respective Departmental Appointments and Promotions [Committee] and the Faculty Appointments and Promotions [Committee].**
- (vii) All Contract Staff must be certified fit by the Health Services Department before appointment and before renewal (each year) of his/her subsisting contract. In order not to abuse offer of contract appointment, it shall be ensured that:
 - (a) Vacancies in academic department should be advertised yearly so that regular replacement will be made in place of Contract Staff.
 - (b) The three (3) years permitted for Contract Staff to stay in the University **employment** is not automatic: the need to stay beyond one (1) year must be justified six (6) months before the expiration of the subsisting contract.
- (viii) No Contract appointee shall be eligible to contest elections or be appointed into any academic or administrative positions of Provost, Deans of Faculties/Postgraduate School, Heads of Department/Unit, etc as they are deemed not qualified by status.

- (ix) No Contract Appointee shall be eligible to contest elections into any Academic/Technical/Administrative positions as they are deemed not qualified by status.

F. Sabbatical Appointment

- (i) Appointment on Sabbatical may be made from one University to another to staff on CONUNASS 11/CONUNATSS 11/CONUASS 04 and above or equivalent. The terms of such appointment shall be as existing in the University. Such appointments shall be considered and approved by the Appointments and Promotions (Academic/Admin. & Tech) Committee upon the recommendation of the Head of Department and subject to vacancy.
- (ii) Sabbatical Appointment shall be granted for the following reasons:
 - (a) To engage in research and publications
 - (b) To use Libraries, Laboratories and other facilities not available locally
 - (c) To undertake field work
 - (d) To refresh and update staff members' knowledge and exchange of ideas by contact with practices and experiences applicable elsewhere.
 - (e) To assist in the development of new programmes in other tertiary institutions.
- (iii) Staff on Sabbatical Appointment may retire during the sabbatical leave provided however that such staff gives six (6) months notice of the intention **to do soor pay six [6] months salary in lieu of notice.**

G. Withdrawal of Service during Sabbatical Leave

A member of staff on Sabbatical leave who either fails to give adequate notice of his intention to withdraw his service or fails to return to duty at the expiration of approved sabbatical leave shall have such appointment terminated.

H. Visiting Appointments and Short-Term Contract Appointments

- i. All candidates for **visiting**appointment, and Part-Time contract appointments shall be fully considered by the relevant Appointments and Promotions Committee, provided the Vice-Chancellor may, after making some consultation as he may deem fit, make appointments for periods not exceeding one (1) year and report such appointment to the appropriate Committee.
- ii. The Vice-Chancellor shall have powers to make short-term contract appointment which does not exceed one academic year and shall be reported to the Appointments and Promotions Committee.
- iii. All candidates for appointment as Part-Time teaching staff shall be considered by the appropriate Faculty Appointments and Promotion Committee, which shall then make recommendations to the Central Appointments and Promotions Committee.

I. Acting Appointment

- i. A staff may be appointed to act in a grade immediately higher than his/her substantive rank; in either case he shall draw an Acting Allowance as contained in a sub-section of these Conditions of Service (allowances).
- ii. No acting allowance shall be paid to an Officer whose acting appointment does not extend beyond 42 days.
- iii. Where a substantive holder is on Causal Leave, Sick Leave, an Acting Appointment shall not be recommended or allowed and no remuneration shall be paid.
- iv. An Officer acting on a substantive post shall not be regarded as relinquishing the duties and responsibilities of his acting appointment by proceeding on causal leave or any other type of leave, provided it is not necessary during such leave to appoint another Officer to act in the duty post in question.

J. Transfer of Service

Transfer is the permanent release of an officer from one schedule of service to another.

A confirmed staff/staff of pensionable status from another University or public service can transfer his/her service to the university based on the following:

- i. Provided the previous University or Public Service is willing to release him/her.
- ii. If the previous University or Public Service is willing to pay its own part of the pension and gratuity of such staff.
- iii. The staff initiates the transfer of his/her service from his/her former place of work.
- iv. The staff, if confirmed, should be exempted from the University Confirmation of Appointment.
- v. The staff salary will depend on presentation of his/her last pay slip from the former place of work.
- vi. Members of staff may also transfer their service to other scheduled authorities.

K. Rules Governing Appointment of Emeritus Professors

Conditions for appointment of a Professor Emeritus or any appointment into Emeriti positions shall be as follows:

- i. by the nomination initiated from the cognate department of the candidate to be considered;
- ii. the candidate must have successfully supervised the PhD Thesis of at least five (5) candidates;

- iii. he must have produced at least a student who had attained Professorial cadre;
- iv. he must enjoy the overwhelming support from his department;
- v. as ambassador of the University, such candidate should consistently attract funds or grants from which the younger generations would benefit;
- vi. certain percentage of the funds which the Emeritus Professor attracted should be given as Honorarium to the Emeritus Professor;
- vii. he must be a team player and be good at conflict resolution;
- viii. he must be someone highly respected and with high dignity;
- ix. scoring template should be developed to accommodate the above criteria;
- x. attendance at Senate meetings should not be made mandatory for the Emeritus Professor/Emeriti.

L. Appointments of Distinguished Professors

1. General

- i) Appointment of distinguished Professors is an honour reserved for outstanding Faculty in recognition of sustained excellence in the performance of their duties and a record of distinguished service within and outside the University;
- ii) The designation of "Distinguished Professor" is strictly Honorific and is not intended to be construed as an academic or financial promotion.

2. Criteria for Appointment of Distinguished Professors

The criteria for the Appointment of Distinguished Professor shall be:-

- (i) The person must have been a Professor for a minimum of 15 years, 10 of which shall be in the service of the Lagos State University.
- (ii) The accomplishments and contributions of the person must have brought distinction to the Lagos State University through:
 - a) outstanding teaching, research and scholarship;
 - b) continuous contributions to knowledge, scholarship and intellectual advancement of the home Department, Faculty and University;
 - c) national and international acknowledgement as an authority in his/her discipline, field or creative activity, which may include, but, not limited to:
 - continuous notable contribution to research, publications in books and/or reputable journals;
 - prestigious awards and citations;
 - substantial record of invited lectures at prestigious institutions;
 - documented consistent exemplary service to the University.

- (iii) Appointment as Distinguished Professor shall only occur when clear indication exists that an individual so appointed will continue to provide exemplary academic and intellectual leadership and continue his/her professional activities in such a way as to maintain national and international recognition and a commensurate level of accomplishment.
- (iv) The total number of Distinguished Professors shall not exceed 10% of serving Professors at any given time.

3. Benefit and Recognition of Distinguished Professors

- (i) A Distinguished Professor shall be formally recognized at every University programme and event where he is present.
- (ii) A Distinguished Professor shall every two (2) years be entitled to University sponsorship to attend one international conference at which he/she is making a presentation.
- (iii) To mark the occasion of the appointment, the Distinguished Professor shall be presented to the public at a Convocation Ceremony of the University.

4. Procedure for Appointment of Distinguished Professors

- (i) The position of Distinguished Professor shall not be by application, but by nomination.**
- (ii) Nomination shall be by the Vice-Chancellor or any two (2) Professors of the Lagos State University which must not be from the same Faculty with the nominee.**
- (iii) All nominations shall be forwarded to the Registrar for the consideration of Senate. Where necessary, Senate may put in place a Screening Committee to review nominations made.**
- (iv) Such screening Committee of the Senate shall present its findings to Senate. Where a nomination is approved by Senate, same shall thereafter be forwarded to Council for ratification.**

M. Appointment to Headship of Departments and Research Institutes

(1) Eligibility

- (i) To be eligible for appointment as Head of Department or Director of an Institute, the member of staff must be a full Professor in the Department/the Institute concerned, and must normally be holding a permanent appointment. Contract officers are not normally eligible for appointment as **Heads of Departments**, except in special circumstances.**
- (ii) In absence of a full Professor, other teaching staff not below the rank of Senior Lecturer can be appointed in acting capacity.**
- (iii) Where there are no teaching staffs of the rank of Senior Lecturer and above in a Department, the Dean of the Faculty shall act as Head of Department.**

(2) Appointment of Head of Department

The process of appointing Head of Department by the Vice-Chancellor shall combine elements of seniority, competition and democratization.

(3) Selection Sub-Committee for Appointment of Head of Department

There shall be a Selection Sub-Committee **constituted as follows:**

- i. Dean of respective Faculty as Chairman**
- ii. Outgoing Head of Department**
- iii. One Professor from within the Faculty**
- iv. One person representing each of the following grades:**
 - Professorial/Readership
 - Senior Lecturer
 - Lecturer 1 and below

(4) Tenure of Head of Department

- (i) The tenure of Office of Head of Department shall be three (3) years
- (ii) The tenure of Acting Headship shall be two (2) years on the basis of seniority until further notice.
- (iii) If a Head of Department or an Acting Head of Department wishes to relinquish his appointment, he shall give six (6) months notice to that effect.

(5) Power of Removal of Head of Department

Head or Acting Head of Department shall be removed from office by the Vice-Chancellor on the basis of any or a combination of the following reasons:

- i. Gross misconduct;
- ii. Lack of effective leadership;
- iii. Indiscipline;
- iv. Ill health;
- v. Actions that bring the name of the Department, Faculty or University into disrepute; e.g. engaging in examination malpractices and abuse of office.
- vi. **Two-Thirds** [$\frac{2}{3}$] of staff in such department signing a petition to the Dean.
- vii. Fraudulent claims to academic qualifications, including evidence of plagiarism;
- viii. Involvement in fraudulent student admission practices;
- ix. Wasteful and fraudulent use of the Department's resources;
- x. Using his/her authority to physically and or mentally harass students and staff without just cause;
- xi. Corruption and mismanagement;
- xii. Refusal to carry his/her responsibilities as spelt out in the appointment letter.

(6) Procedure for Removal of Provost, Head of Department/Institute and Director of Centres

The removal of any erring College Provost, Head of Departments, Institute/Centre Director shall be made on the following procedures:

- (i) **The Removal of** Heads of Departments and Directors of Institutes/Centres whose appointments are determined by the Vice-Chancellor, their removal from office must be effected from the top. Also, their members of staff/fellows may be involved in the process by forwarding petition(s) demanding their removal.

- (ii) The College Provost who derives his authority from electoral mandate shall be recalled or removed if his/her/Academic Staff Assembly meets to pass a vote of “no-confidence” in him/her.
- (iii) **Heds/Directors of Institutes/Centres whose appointments are determined by their Boards of Fellows and Boards of Trustees,shall be removed by the same Boards who appointed them.**
- (iv) The **allegations** must be specific and unambiguous.
- (v) **the officer shall be offered the priviledge to defend himself/herself of the allegation(s) levelled against him/her.**

(7) Procedure for Evaluation

(A) The Provost and Deans

- (i) Panel set up by the Academic Board or in the case of Deans, the Faculty Board shall organize the evaluation.
- (ii) The entire membership of the Academic Board shall organize or the Faculty Board shall conduct the evaluation.
- (iii) The evaluation forms shall be collated and analyzed by the Panel who will submit its findings to the Academic Board or the Faculty Boardas **the case may be** for preliminary consideration and ultimately forwarding same to the Senate, which will take any necessary action.

(B) Heads of Departments/Units, Directors of Institutes/Centres

- (i) A Panel set up by the Academic members of the Department, Unit, Institute or Centre shall organize the evaluation of the Head or the Director.
- (ii) All members of the Department (academic and non-academic) shall conduct the evaluation.
- (iii) The Panel shall collate and analyse the result of the evaluation and present it to members of the Department or Institute, and then pass it to the Dean, or to the Deputy Vice-Chancellor (Academic) in the case of Institutes/Centres/Units**that are** not directly under a Faculty.
- (iv) The Dean or the Deputy Vice-Chancellor **as the case may be** shall forward the report along with his/her recommendations to the Vice-Chancellor for necessary action.

(8) Matters of Evaluation

The range of fundamental matters for performance evaluation and assessment for leadership qualities shall include the following:

- (i) Financial management.
- (ii) The conduct of examinations (where applicable) under the Officer's leadership.
- (iii) Management of staff and student affairs
- (iv) Structure of decision-making
- (v) Extent of effective innovativeness
- (vi) Benefits accruing to the Department/Unit during the officer's tenure.
- (vii) Cohesion in the Unit/Department *vis-a-vis* the number of conflicts in a year.
- (viii) Evidence of continued intellectual productivity
- (ix) Performance against the agenda submitted before appointment/election.

(9) Notes on Evaluation

- i. Towards the end of each session, a Panel constituted for assessing the performance of a leader shall send appropriate or suitably designed forms out to those who are eligible to assess him/her.
- ii. The Panel will deliberate on the submissions, and make recommendations to the appropriate body that is empowered to make final pronouncement on the matter.
- iii. All members of the Senior Staff of a unit or grouping shall be eligible to take part in the exercise.
- iv. A serving officer whose performance has been rated as below expectation shall be so informed and be given six months to improve. Then, he/she will lose his/her position if he does not improve.
- v. Where a leader commits acts of gross misconduct; he/she shall be suspended immediately. Further investigation will determine whether or not he/she is to be removed.

(10) Other Criteria for Appointing the Head, the Director, the Dean and the Provost

The following criteria shall also be considered for appointing the Headship, the Directorship, the Deanship, and the Provostship:

- (A)** The candidate shall:
- (i) Express his/her willingness to serve

- (ii) Submit his/her agenda and plan of action for improving the relevant academic unit.
- (iii) Agree that his/her performance be appraised **and** evaluated annually.
- (iv) Agree to use relevant committees for decision-making in all academic and financial matters.

(B) The candidate shall:

- (i) Be an accomplished scholar in his/her discipline and be able to command the respect of his/her colleagues.
- (ii) Have a clear vision and, capacity to coordinate and lead other members towards accomplishing set goals.
- (iii) Have positive qualities that can stimulate hard work and commitment in colleagues.
- (iv) Have effective external contacts, which can be appropriately tapped to the benefit of the Department and its individual members, especially the young members of staff and the graduate students.

(11) Multiple Chairs and Professorships

When a full-fledged Department has been established, there is, **ipso facto**, the establishment of a chair in the Department. It follows, therefore, that there is in every Department of the University, at least, one established chair. To institute additional chairs, therefore, the criteria shall be as follows:

- (a) demonstration of research commitment and postgraduate development, teaching and curriculum in an area much wider than the originally defined scope of the department;
- (b) the growth of undergraduate curriculum as indicated by the scope, number and variety of courses.
- (c) Regulations (a) and (b) above shall not, in any way, prejudice the establishment of specific chairs that may be endowed from outside sources. Such offers of endowment shall, however be considered in the first instance by the Academic Board of the College/Academic Planning Sub-Committee on the joint recommendation of the Head of Department concerned and the Dean of the Faculty.
- (d) Thereafter, it shall be referred to the Development Committee. A report shall later be made to the Appointments and Promotions Committee and an appointment made to the Chair in accordance with normal University regulations and procedures. However, appointment or promotion to the Professorial grade shall be to an established position.

2.8 CONFIRMATION OF APPOINTMENTS/PERIODIC REVIEW OF APPOINTMENTS

2.8.1 Academic Staff

All appointments to the grade of Lecturer and Senior Lecturer shall be for **three (3) years** in the first instance and shall be subject to review thereafter. The appointment may be extended for six (6) months or confirmed at the discretion of the University Council.

2.8.2 Confirmation to retiring age after the initial period of three (3) years shall be made on the following grounds:

- (i) satisfactory evidence of continuing research since appointment;
- (ii) evidence of adequate teaching ability and experience;
- (iii) membership or processing of membership of relevant professional body, where applicable;
- (iv) evidence of being worthy in character, and
- (v) medical fitness to stay on the job.

2.8.3 Candidates seeking confirmation of appointment must submit their current curriculum vitae following the University guidelines for appointment/promotion of staff.

2.8.4 The Departmental Appointments and Promotions Panel and other permanent staff on grades higher than the grade of the lecturer being considered for confirmation of appointment shall carry out the assessment of the lecturer using the criteria stipulated above.

2.8.5 Assessment of each of the above of appointment shall be carried out as indicated below:

(i) Satisfactory Evidence of Continuing Research since Appointment

- (a) Published papers: These are papers published in Learned Journals or refereed Proceedings.
- (b) Papers accepted for publication: Candidates must attach evidence of acceptance.
- (c) Conference papers: These are papers presented during conferences, which may not be published.
- (d) Patents: These must be properly registered.
- (e) Evidence of research leading to higher academic degree:

This is a write up of the research being conducted by the candidate (**Lecturer II** candidates with M.Sc. degrees) towards the award of a Ph.D. degree.

This is to be commented upon by the candidate's supervisor(s) on the basis of quantity and quality of work done and the estimated number of semesters to complete the Ph.D. degree

- (f) Supervision of postgraduate projects

This applied to postgraduate teachers (Lecturer I and Senior Lecturer).

Note: Items (a), (b), (c) and (e) apply to Lecturer Grade II with M.Sc. who is registered for the Ph.D. degree programmes.

(ii) Evidence of Adequate Teaching Ability and Experience.

This is to be based on:

- (a) Summary of the annual outcomes of questionnaires completed by students registered in the course(s) taught by the lecturer. There must be evidence that such outcomes have been discussed with the lecturer and the results documented.
- (b) External Examiners' or Chief Examiners' reports on the courses examined by the lecturer. Such reports must be made available to the lecturer.

(iii) Evidence of Being Worthy in Character

This is to be assessed by the Departmental Appointments and Promotions Panel on the basis of:

- (a) Character.
- (b) Students/staff relationship
- (c) Professional ethics
- (d) Participation in Departmental activities and responsibilities.
- (e) The annual open assessment reports of the staff for the three (3) years.

(vi) Medical Fitness to Stay on the-Job

This is to be determined by Director of the University Health Services upon conduct of appropriate medical tests. The Establishments Division shall make request to the Director for such tests with the result sent to the Head of Department under confidential cover.

- 2.8.6 Appointments not confirmed at the expiratory period would mean that the services of the staff concerned are no longer needed and the affected member of staff shall accordingly be informed immediately.
- 2.8.7
 - a. Persons appointed to the Assistant Lecturer grade shall be on probation for a period of not more than three (3) years. It shall be extended for another maximum period of two (2) years on grounds of satisfactory evidence of continuing research after which it shall lapse.
 - b. Medical Research Fellows are those who have postgraduate qualifications. Their appointments can be confirmed to retiring age.
 - c. Medical Research Training Fellows are those who do not have Postgraduate academic qualifications. Their appointments cannot be confirmed.
- 2.8.8 All academic appointments, other than those of Professors, shall be reviewed three (3) years from the date of first appointment, regardless of whether the person

concerned has in the meantime been promoted from one (1) grade to another, appointed to a higher grade, or transferred from one (1) department to another.

2.8.9 Non-Teaching Staff

- (a) All Senior non-teaching staff appointments shall be reviewed three (3) years from the date of first appointment for purposes of confirmation regardless of whether the person concerned has in the meantime been promoted from one (1) grade to another, appointed to a higher grade, or transferred from one (1) Department to another.
- (b) Temporary service of a person appointed to an established post (academic and non-teaching) may count as part of a period of probation or of the initial period of tenure, provided that temporary service is relevant **and he/she has remained in the same Department into which he/she** is being appointed.
- (c) Appointment not confirmed at the expiratory period would be deemed to have lapsed and the affected staff accordingly informed.

Note

Recommendations for confirmation of academic staff appointments by Heads of Departments should be submitted to the Faculty Promotions Panel for assessment and subsequent recommendation on through the College/Faculty Appointments and Promotions Panel to the Appointments and Promotions Committee. Similarly, Heads of Departments or Units shall submit recommendations for confirmation of senior non-teaching appointments through the normal channel to the College Provost or Registrar as appropriate, to the relevant Committee for consideration.

2.9 RULES GOVERNING CONTRACT APPOINTMENT

- (a) Applications must be accompanied by medical report of fitness;
- (b) Contract appointment may be given to those who have served for thirty five (35) years but have not reached compulsory age of retirement;
- (c) Notices of retirement must have been accepted before any member of staff could be recommended;
- (d) There must be justification for wishing to retain such staff in which case, what the Department stands to lose, if such a member goes away, must be clearly stated.
- (e) There must be a Departmental resolution and support for any staff being recommended for contract appointment. Where the Head of Department is affected, the Dean of faculty must preside over such Departmental meeting.
- (f) 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 considered** a hardship area or a developing department.

- (g) 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.
- (h) Contract appointment shall not normally be given to staff who retired voluntarily

2.10 RULES ON OUTSIDE COMMITMENTS AND DEVOTION TO DUTY

- (i) All employees of the University are required to devote their full time to the service of the University.
- (ii) An employee shall not engage in any other gainful employment, business, travel and other professional practice without the authority of the University.
- (iii) An employee shall not engage in any other duty outside the University to the detriment of his/her responsibilities to the University.
- (iv) No staff of the University will be allowed to engage in part-time or full-time study without the expressed permission of the Head of Department/Unit and Appointments and Promotions Committees of the University.
- (v) Without prejudice to (ii) above, an employee may seek the permission of the University to offer remunerative services within or outside the University. Such services shall be undertaken under the rules set out for consultancy services in the University and the remuneration for any service so undertaken will be as set out in these rules.
- (vi) No employees of the University may hold at the same time more than one (1) administrative position within the University. Similarly, no employee may hold more than one (1) outside administrative appointment.
- (vii) An employee shall maintain the confidentiality of the University and shall not put to personal advantage or to the advantage of any person, any confidential information acquired by him/her in the performance of his/her duties to the university.
- (viii) An employee shall maintain his/her loyalty to the University at all times.

2.11 APPOINTMENT OF UNIVERSITY STAFF TO PUBLIC SERVICE AND OTHER POSITIONS

- (i) A Staff who accepts any public appointment shall be required to seek approval of the Governing Council before the date of assumption of duty.
- (ii) Any staff who accepts full-time appointment shall normally be granted leave of absence from the University for a period of one (1) year in the first instance and renewable annually for a period up to five (5) years for those in public services and four (4) years for other purposes. However, any extension beyond this period shall be subject to the approval of the Governing Council. Thereafter, the staff concerned shall either return to this post or leave the service of the University.

- (iii) A staff who accepts part-time public appointment shall apply in the normal way for permission to attend meetings.

2.12 VALIDITY OF APPOINTMENT

An appointment shall not be valid until it has been accepted in writing. The effective date of such as appointment shall be the date on which an officer assumes duty.

2.13 MARRIED COUPLES IN THE DEPARTMENT

Husband and wife shall not be employed in the same **Department**.

2.14 MEDICAL EXAMINATION

The appointment of an employee shall not be valid unless the employee produces an evidence of good health on a medical certificate issued by the Director of the University Health Services, or in exceptional cases, by any other legally qualified medical practitioner approved by the Director of Health Services within two weeks of assumption of duty.

2.15 DECLARATION OF AGE

- i) Every employee shall produce legal evidence of his/her true age on first appointment. This shall be in the form of birth certificate issued by an appropriate authority, or an affidavit sworn to before appointment.
- ii) Any Staff who is later found to have given false declaration of age is deemed to have committed an act of gross misconduct.

2.16 DECLARATION OF INDIGENESHIP

Staff and prospective staff claiming indigeneship of Lagos State shall appear before the Indigeneship Panel. Any staff who lays false claim to indigeneship of Lagos State or discovered to have misled the Indigeneship Panel to secure an employment will have his/her appointment terminated.

2.17 CESSATION OF APPOINTMENT/DISENGAGEMENT

Termination

An appointment may be terminated by an employee prior to its normal expiration or voluntary resignation or by compulsory termination by the University in accordance with the Regulations as laid down in this Chapter.

A. TYPES OF CESSATION

An officer in the established grade and in the appointment of the University may leave the University through the following methods:

1. Resignation/Termination by an Employee

Where an officer is not entitled to gratuity or pension because he has not served for five (5) years, but he/she decides to leave the University by giving a minimum of three (3) months notice of his/her intention to leave or pay three (3) months basic salary in lieu of notice.

2. Withdrawal from Service

Where an officer who has served for five (5) years but less than ten (10) years decides to leave service in circumstance entitling him/her to the payment of gratuity, he is deemed to have withdrawn from the said service. Withdrawal involves three (3) months notice or three (3) months basic salary in lieu of notice.

3. Redundancy

- (i) An officer who has been found to be unproductive on his/her schedule of duty shall be advised to withdraw his/her service from the University.
- (ii) **Abolition of Office:** If due to re-organization in a department, it is considered necessary by Council to scrap an office, the incumbent shall be offered a suitable alternative post. However, if he/she cannot perform efficiently well in that alternative post, the University may require such Officer to retire.

4. Invalidation

An employee/officer found to be ineffective by reason of infirmity of mind or body certified by a Medical Board (see Health Services) shall be invalidated from service.

5. Abandonment of Duty

An officer who ceases to attend his/her official duty post for a minimum of fifteen (15) working days without genuine reason or lawful authorization shall have his/her salary stopped and be deemed to have left the service of the University.

6. Voluntary Retirement

Where an officer has served for ten (10) years or more and decides to leave the service due to circumstances entitling him/her to the payment of both pension and gratuity, he is deemed to have retired.

7. Compulsory Retirement

- (i) An officer who has been found guilty of misconduct in the discharge of his/her duty by the University Disciplinary Committee may have his/her appointment determined by way of compulsory retirement if he/she has put in at least ten (10) years pensionable service.
- (ii) **An Academic staff on Professorial cadre** who is seventy (70) years old shall compulsorily retire on age grounds.
- (iii) **An Academic staff who is not on professorial cadre** OR a Non-Academic staff who is 65 years old shall compulsorily retire on age grounds.

8. Termination by the University

- (a) An appointment may be summarily terminated by the Council of the University on any of the following grounds:

- (i) If the employee, in relation to his/her duties to the University is guilty of misconduct.
 - (ii) If the employee by reason of any infirmity of mind or body, or through general inefficiency is incapable of rendering effective service to the University.
- (b) Appointment shall not be terminated until:
 - (i) The employee has been notified in writing on the grounds on which consideration is being given to terminate his/her appointment.
 - (ii) The employee has had an opportunity of replying to the allegation made against him/her, and/or making any representations in respect thereof and the Council or any Board or Committee to which the Council may have delegated power to that effect, has considered such representations. For such purpose the employee shall be given not less than two weeks in which to reply and make representations, if any.
 - (iii) The employee whose appointment is being considered for termination shall be afforded the opportunity of appearing in person or by his chosen representative at a meeting of the Committee of Council at which termination of his appointment is to be considered.
- (c) Where an appointment may be terminated in accordance with Regulation 8(a)(i) and or (ii) above, Council, in its discretion may, in lieu of termination, permit employee to resign his/her appointment in accordance with regulation 8 of the Chapter.
- (d) Where an appointment is terminated in accordance with Regulation 8(b)(iii) above the employee shall not, unless the Council otherwise resolves, be entitled to receive accrued leave pay or travelling expenses.
- (e) An employee shall undergo the normal University clearance before his/her entitlement shall be determined and paid by the Bursar.

B. NOTICE OF CESSATION BY DIFFERENT CATEGORIES OF STAFF

(a) Principal Officers and Professorial Staff:

A Registrar, Bursar or Librarian, unless he/she is appointed for a specific contractual period may terminate his/her appointment after having given Council not less than six (6) months' notice in writing of his/her intention to do so, or pay six (6) months' salary in lieu of notice.

(b) Professorial Staff

A Professor shall not terminate his/her appointment other than on the 30th September in any year, after having given to the council through his/her Head of Department, Dean and Provost, six (6) months' notice in writing of

his intention to do so, or pay six (6) months' salary in lieu, unless the consent of the Council be otherwise obtained.

(c) Academic Staff Other than Professor

An academic member of staff shall terminate his/her appointment after having given to Council, through the Head of his/her Department not less than three (3) months' notice in writing of his/her intention to so do, or pay three (3) months salary in lieu of notice.

(d) Temporary Academic Appointments:

Where the appointment is for one (1) year or less, the appointment may be terminated at any time during the period by one (1) month notice in writing, or one (1) month's salary in lieu of notice. In the case of temporary appointments subsisting for more than one (1) year, three (3) months notice in writing or three (3) month's salary in lieu of notice shall be required, unless otherwise stated in the letter of appointment.

(e) Administrative and Technical Staff other than Registrar and Bursar:

The appointment of an Administrative and Technical staff other than the Registrar and Bursar may be terminated at any time by three months notice in writing of **his/her** intention to do so or three (3) months salary in lieu of notice.

(f) Temporary Administrative and Technical Staff:

The appointment, which is normally tenable for a period of one (1) year or less, may be terminated at any time by one (1) month notice in writing or a month salary in lieu of notice.

2.18 RE-ENGAGEMENT

At the sole discretion of Council, the following categories of former staff may be considered for re-engagement:

- (i) Those who voluntarily resigned;
- (ii) Those whose appointments were terminated under the Redundancy Rule;
- (iii) Those who were invalidated but were subsequently declared fit to work; and
- (iv) Those who opted for early retirement,

2.19 CONTRACTUAL OBLIGATIONS

(a) Hours of Work

The standard hours of work shall be forty (40) hours per week, although employee may occasionally be required to work extra hours.

MONDAY – FRIDAY 8.00am – 4.00pm

(b) Drivers

For drivers, the starting time for work will be 7.00am depending on the requirements of the employer.

(c) Excess Workload

Excess workload shall be calculated according to the Full Time Equivalent (F.T.E.)

(d) Shift Duty

The institution may require certain categories of staff performing certain functions to work in a shift arrangements of thirty-five (35) hours spread over five (5) or six (6) continuous days, which may include Saturdays, Sundays and Public Holidays. An employee on shift duty shall be entitled to one (1) or three (3) days off-duty at the end of each five (5) or six (6) shift worked.

(e) Punctuality

Members of staff are expected to be punctual at work; late attendance must be reported immediately to the Head of Division. Where staff knows they are likely to be late, they should inform their Head of Department in advance.

Persistent or habitual lateness is a serious offence, which will attract disciplinary action.

(f) Absence from Duty

Members of staff are required to be present at work during all working hours. However, where absence is unavoidable, Head of Division must be informed by the quickest means possible. Staff who continually absents himself/herself from work without permission or lawful excuse will be liable to disciplinary action after his division has established that the long absence is without justification. Absence from duty for twenty (20) working days without justifiable cause will be viewed as abandonment duty and shall lead to summary dismissal.

(g) Identity Cards

Identity cards are issued to all members of staff and should be carried at all time. Staff may be required to produce them for inspection at any time. It may also be necessary for staff to present their identity cards to officers when visiting other sections of the University. Staff should ensure that their Identity Cards are kept safely in their possession. Those who lose their cards will be obliged to pay for their replacement. Identity cards must be surrendered when leaving the service of the University.

CHAPTER THREE

DISCIPLINE

3.1 INTRODUCTION

It shall be the duty of every officer to acquaint himself **herself** with the **University's** disciplinary rules and any other regulations in force.

3.1.1 "Disciplinary Proceedings" means the procedure initiated by or at the instance of or with the approval of the Vice-Chancellor against an officer of the University in accordance with any disciplinary provisions in order to establish **whether or not:**

- a. **The conduct of the person in question** in the matter, has been, in any respect blameworthy, or
- b. it is the interest of the Department where he is deployed and generally in the interest of the University as a whole that **he/she** should be sanctioned.

3.1.2 The power to dismiss and exercise disciplinary control over officers in the employment of the University is vested in the Council. The power may be the delegated to the Vice-Chancellor and to the Departmental Heads.

3.1.3 Any disciplinary proceedings against a female officer which might otherwise have been taken during the period of her maternity leave, shall be postponed until her maternity leave has expired. Such postponements however shall not in any way be prejudicial to the proceedings against her.

3.2 DISCIPLINARY PROCEDURE

- a. Disciplinary action can be initiated at the Unit/Department/Division/Faculty/College level by the Head of Unit/Department/Division/Faculty/College.
- b. **The above provision however does not preclude the Vice-Chancellor from initiating a disciplinary procedure in exercise of his statutory powers to maintain the good order of the University.**
- c. **Upon the approval of the Registrar, the Establishments Division can also initiate disciplinary process by issuing query to staff involved in misconduct, such as falsification of results, records, age and non-compliance with directive on posting, or such offences committed in connection with members of the public which may be reported from time to time and report such action to the Vice-Chancellor.**

3.2.1 **Arising from regulation 3.2 (b) above,** the Head of Unit/Department/Division/Faculty/College shall be responsible to the Vice-Chancellor for the maintenance of the day-to-day discipline of the staff assigned to his Unit/Department/Division/Faculty/College in all matters relating to the Unit/Department/Division/Faculty/College.

3.2.2 The Head of Unit/Department/Division/Faculty/College shall have the power to issue written queries to staff assigned to **his/her** Unit/Department/Division/Faculty/College in respect of inefficiency whether general or specific, misconduct or for any act which he deems prejudicial to the image of the University.

3.2.3 Disciplinary procedures in respect of an erring member of staff are initiated at the Department by the Head of Department of the concerned staff. When a member of staff is alleged of misconduct, or is found to be inefficient in a particular regard, the Head of Department shall query the erring member of staff who shall respond to the query, within the time stipulated. If **his/her** response is satisfactory, the disciplinary procedure shall terminate there.

3.2.4 The following disciplinary procedures shall be strictly followed for staff of Lagos State University:

- a. upon the receipt of a report/observation/allegation of wrongdoing, query shall be issued to a member of staff at the Department level, with the overall Head of Department as well as all relevant offices being copied the query;
- b. upon receipt of response from the staff to whom the query was issued, the superior officer who issued the query in the first place shall comment on the response of the staff to confirm **his/her** satisfaction or otherwise with the response, and shall recommend to the overall Head of Department/Division to approve that the response is satisfactory and the query shall not count against the staff in the future. However, if the overall Head of Department/Division is not satisfied with the response, **he/she** shall endorse that the response be referred to the Establishments Division of the Registrar's Office for further processing.
- c. in any of the two (2) events in (ii) above, a member of staff answering query as well as all officers to whom the query was copied in the first instance, should be formally informed of the satisfaction or otherwise with the response to the query as approved by the Head of Department;
- d. the Establishments Division shall look at the allegations contained in the query, as well as the response by the alleged staff and determine whether the response is indeed satisfactory in line with regulations with a view to justifying the decision of the Head of Department on the response to the query;
- e. in the event that the Establishments Division finds that the response to the query was erroneously accepted to be satisfactory, it shall highlight its observations with relevant regulatory provision(s) and make appropriate recommendations to the Registrar with respect to the matter;
- f. meanwhile, any superior officer or Head of Department to whom a response to query is not satisfactory shall state in his comments verifiable information debunking the defence(s) of the respondent as reasons for **his/her** position and inform the affected staff (i.e. the respondent) and the Establishments Division accordingly;
- g. in the event that the Establishments Division finds that the reasons advanced by the superior officer or the Head of Department for rejecting the response to query cannot be justified with appropriate regulations and that the response to the query had objectively addressed the issues raised in the query, it shall in accordance with appropriate provisions inform such Head of Department and the staff involved that such response was in order and the query would no longer count against the staff in the future;

- h. otherwise, the Establishments Division shall necessarily process a case for the appropriate Staff Disciplinary Committee when such matter had not been effectively and satisfactorily concluded in accordance with relevant regulations;
- i. the appropriate Staff Disciplinary Committee shall consider the fresh matter before it at its meetings and allocate same to its Subcommittee [otherwise called Panel] which shall, within the time allocated to it, investigate the matter and make appropriate recommendation(s) to the Committee on whether or not the staff has a case to answer on the allegation.
- j. To ensure fair hearing, equity and justice, Sub-committees shall invite the concerned member of staff to make submissions to it in respect of the allegation being investigated as it affects the staff.
- k. The Disciplinary Committee shall in turn consider the recommendations of its subcommittee in respect of the member of staff concerned and either modify, uphold or overturn the recommendation(s) of the said subcommittee on the matter. The Staff Disciplinary Committee should also invite the concerned member of staff to make submissions in respect of the matter for which he is being investigated.
- l. The recommendation(s) of the Staff Disciplinary Committee either for sanction upon determination of guilt or acquittal upon determination of innocence of the member of staff is then forwarded to the Governing Council which shall consider same and take a decision(s), either upholding the recommendation of the Committee or overturning the recommendation(s) made by the Committee.
- m. a member of staff who has been dismissed or whose appointment was terminated following the disciplinary procedure enumerated above can appeal to Council within **six [6] weeks** of receipt of the decision of Council provided that at the time of the appeal, there are fresh facts or information which were not brought before the Committee or Council prior to his dismissal or the termination of **his/her** appointment.

3.2.5 Powers of the Vice-Chancellor to Initiate Disciplinary Procedure

- (a) In furtherance of regulation 3.2 (b) above, the Vice-Chancellor could initiate the disciplinary process by issuing query or direct that a query should be issued to any staff found to have engaged in any act of misconduct or serious misconduct as defined in these regulations. The Vice-Chancellor may also constitute a fact finding Panel to establish basic facts surrounding an observed act of misconduct.**
- (b) If the response of a staff to such query is not acceptable to the Vice-Chancellor, the Vice-Chancellor could direct that the Establishments Division issues a formal warning or letter of advice to the staff or direct that the case will be processed by the Establishments to take the full course of disciplinary procedure enumerated under regulations 3.4 [where the Vice-Chancellor will substitute for Head of Department] and to enable Council decide on the matter.**

3.2.6 In furtherance of regulation 3.2(c) above, the Establishments Division shall substitute for Head of Department for the purpose of implementing procedures enumerated under regulation 3.4

3.3 DISCIPLINARY COMMITTEE

There shall be two (2) Disciplinary Committees as follows:

- (a) Joint Council - Senate Disciplinary (Academic Staff) Committee and,
- (b) Joint Council- Administrative and Technical Staff Disciplinary Committee

3.3.1 Joint Council - Senate Disciplinary Committee (Academic Staff)

- 1. Three (3) external members of Council, one of which must be the Chairman
- 2. Three (3) members of Senate elected at meeting of Senate.
- 3. Deputy Registrar (Legal) or Registrar's Nominee Secretary

Terms of Reference

- i. To investigate all disciplinary cases involving Academic Staff of the University.
- ii. To submit its report to council for final determination.

QUORUM: Two-Thirds ($\frac{2}{3}$) of membership

3.3.2 Joint Council- Administrative and Technical Staff Disciplinary Committee

- 1. Three (3) external members of Council, one of which must be the Chairman
- 2. Three (3) Senior Non-Academic Staff members not below Grade Level 13 **to be elected by Congregation.**
- 3. Deputy Registrar (Legal) or Registrar's Nominee Secretary

Terms of Reference

- i. To investigate all disciplinary cases involving Senior Non-Academic staff of the University.
- ii. To submit its report to Council for final determination.

QUORUM: Two-Thirds ($\frac{2}{3}$) of membership

3.4 STAFF DISCIPLINARY SUB COMMITTEE (PANEL) OF INQUIRY

- a. The appropriate Staff Disciplinary Committee may from time to time constitute a Sub-Committee or Panel of inquiry to assist in investigating an employee's alleged misconduct.
- b. The Sub-Committee or Panel shall consist of at least three persons, one of who shall be a representative of the concerned Staff Union (ASUU/SSANU/NASU/NAAT) of Lagos State University Branch as appropriate.
- c. The terms of reference and timeline of assignment of the Staff Disciplinary Sub-Committee shall be prescribed by the appropriate Staff Disciplinary Committee.
- d. An appointee of the Registrar shall serve as member/secretary to the Panel.**

3.5 GENERAL INEFFICIENCY

- a. General Inefficiency consists of a series of omissions or inability to discharge duties to the required standard, the cumulative effect of which shows that the

officer is not capable of efficiently discharging the duties of the office **he/she** holds.

- b. It shall be the duty of every superior officer, as soon as he observes any fault or short-coming in the work of an officer subordinate to him, to bring it to the officer's notice during a counselling/mentoring/coaching session and to place it on record that this has been done, with a view to improving the officer's efficiency in the University.
- c. Before proceedings for the removal of an officer for General Inefficiency may commence, **he/she** must have been:
 - i. warned on three or more occasions previously in writing or suffered loss or deferment of **his/her** last increment; and
 - ii. given ample opportunity for improvement (within a timeline of one (1) year)

3.6 MISCONDUCT

Misconduct is defined as a specific act of wrongdoing or improper behaviour which, if investigated and proven can lead to termination or compulsory retirement. It includes:

A wilful act or omission or general misconduct to the scandal of the public or to the prejudice of discipline and proper administration of the University e.g. dishonesty, drunkenness, false claims against the University, foul language, insubordination, negligence, falsification or suppression of records, failure to keep records, sleeping on duty, loitering, unruly behaviour, dereliction of duty, habitual lateness to work, refusal to proceed on transfer or to accept posting, refusal to carry out lawful instruction(s) from superior officers, malingering, discourteous behaviour to the public, engaging in trade or business without authority, improper dressing while on duty, hawking, merchandise or engaging in any other form of trade within office premises during office hours, deliberate delay in treating official documents, immoral behaviour, failure to appear for promotion exercise without reasonable cause, fighting while on duty.

As soon as a superior officer becomes dissatisfied with the behaviour of any officer subordinate to him, it shall be his duty to inform the officer in writing giving details of the unsatisfactory behaviour and directing him to submit within a specific period, such written representations as he may wish to exculpate himself from disciplinary action and follow the procedure as in 3.2

3.7 QUERY OR PRELIMINARY LETTER

The query, or preliminary letter, shall be in the format shown below:

PRELIMINARY LETTER

To:

Designation and Rank:

*I wish to draw your attention to the fact that/*It has been brought to my notice that your * work/conduct is unsatisfactory in the following respect(s):

.....

-
2. If you desire to submit any representations as to why disciplinary action, which might include....., should not be taken against you, they should be submitted to undersigned:.....within.....of receipt by you of this letter. Failure to submit any representations within this time limit will be taken to mean that you do not wish to make any, and appropriate disciplinary action will be taken against you.
 3. Acknowledge receipt of this letter in the copy attached.
Signed:.....
Designation:.....
Date:.....
For: Head of Department/Dean
 4. I acknowledge receipt of the original of this letter No.....
Dated the.....20.....
Signed:.....
Designation and Rank:.....

3.8 SERIOUS MISCONDUCT

Serious misconduct is defined as a specific act of very serious wrongdoing and improper behaviour, which is inimical to the image of the University which can be investigated and, if proven, **shall** lead to dismissal.

3.8.1 Serious acts of misconduct include:

- i. Falsification of certificates, age, state of origin and or other records;
- ii. Suppression of records;
- iii. Concealment employment history;
- iv. Engagement in any other gainful employment without the prior consent of the University administration;
- v. Extraction of Minutes of Meeting without the permission of the Head of Department;
- vi. Withholding of files;
- vii. Conviction on a criminal charge (other than a minor traffic or sanitary offence or the like);
- viii. Removal of documents from personal file or confidential file;
- ix. Absence from duty without leave or abandonment of duty post;
- x. Leakage of examination questions;
- xi. Sale of marks;
- xii. Plagiarism;
- xiii. Sale and stealing of reagents, chemical and laboratory equipment;
- xiv. Manipulation of students' records and results;
- xv. False claims against University Officials;
- xvi. Engaging in partisan political activities;

- xvii. Bankruptcy/Serious financial embarrassment;
- xviii. Unauthorized disclosure of official information;
- xix. Bribery;
- xx. Corruption;
- xxi. Embezzlement;
- xxii. Collection of physical cash by staff;
- xxiii. Misappropriation;
- xxiv. Theft;
- xxv. Violation of Oath of Secrecy;
- xxvi. Action prejudicial to the security of the University/State;
- xxvii. Advance fee fraud (Criminal Code 419);
- xxviii. Irregular/illegal alteration of vouchers;
- xxix. Holding more than one full-time paid job;
- xxx. Divided loyalty,
- xxxi. Sabotage;
- xxxii. Wilful damage to University/Public property;
- xxxiii. Diversion of University property to private use;
- xxxiv. Diversion of University's business to oneself or engaging in direct competition with the University;
- xxxv. Sexual harassment/Rape;
- xxxvi. Cultism and gangsterism;
- xxxvii. Failure to appear for promotion exercise without reasonable Cause.
- xxxviii. Malicious and false whistle blowing;
- xxxix. Involvement in Examination Malpractice
- xl. Decoding of records;
- xli. Battery;
- xlii. Assault;
- xliii. Admission racketeering, and
- xliv. Any other serious act unbecoming of a Public Officer
- xlv. **Use of Surrogates to conduct University business**

3.8.2 Offenses Committed Outside the University.

Apart from offenses committed within the University or during work, act committed outside the University, which brings the name of the University into disrepute, such as street fighting, stealing, fraud, etc also attracts query, warning or advise in writing or could be referred to the appropriate Disciplinary Committee where it will assume the full procedure earlier identified.

3.9 PRESCRIBED DISCIPLINARY SANCTIONS

The following are the prescribed sanctions which **shall** be applied in accordance with the rules in this Chapter;

- i. Reprimand
- ii. Warning
- iii. Surcharge
- iv. Suspension of increment
- v. Withholding/Deferment of increment
- vi. Suspension
- vii. Reduction in Salary/Rank
- viii. Termination of Appointment
- ix. Dismissal

It is recommended that offences and their appropriate sanctions are tabulated as obtained in the Old Senior Staff Conditions of Service to give room for consistency in application of sanctions.

3.9.1 Reprimand

- a. A Head of Unit/Department/Division/Faculty/College may query or warn orally an employee for minor shortcomings
- b. If a Head of Unit/Department/Division/Faculty/College is of the opinion that an employee's work and conduct are unsatisfactory, he should issue a query to the staff to explain in writing why disciplinary action should not be taken against him
- c. If the employee's explanation is considered to be unsatisfactory, the employee should be issued a written reprimand, a copy of which, together with employee's explanation, should be sent to the Registrar.
- d. If the Head of Unit/Department/Division/Faculty/College is satisfied with the response no further action will be taken against the Officer.

3.9.2 Warning

- a. Continued misconduct of an employee shall be reported to the Registrar, who shall call for an explanation from the employee concerned. If **his/her** explanation is considered to be unsatisfactory, the Registrar shall warn the employee in writing
- b. If an employee's performance is not entirely satisfactory during an increment – earning period but it is not considered that the circumstance warrants the immediate deferment or withholding of increment, the Registrar shall, before granting the increment, warn the employee of his deficiencies which if not corrected will affect adversely the granting of further increments.
- c. If an employee has been warned on more than three occasions, his case shall be referred to the Staff Disciplinary Committee for further necessary action.

3.9.3 Surcharge

This a sanction applied where a staff is to pay back the cost of damages or losses incurred by the University on account of his negligence

3.9.4 Deferred Increment

- a. An increment may be deferred when because of an employee's short-comings, a Head of Department recommends that it should not be granted but postponed for a specific period. This period shall be fixed at the time the increment is deferred and should not normally be more than six months in the first instance. It may, if necessary, because of continued bad performance be extended to one year.
- b. An employee's shortcomings shall be explained to him in writing by the Registrar before an increment is deferred.
- c. A deferred increment may not be subsequently granted without the written approval of the Registrar and when eventually granted, it shall not become effective until the day following the expiration of the specified period of deferment but the employee concerned shall retain his original incremental date for subsequent increments. A deferred increment cannot be granted with retrospective effect because of improved service later.

3.9.5 Withholding of Increment

- a. An increment is withheld when, because of an employee's shortcomings, it is decided not to grant it and that he shall cease to be eligible for it until his next incremental date.
- b. Withholding an increment is a more serious penalty than to defer it because the withholding of an increment results in an employee remaining one incremental step behind for the rest of his incremental service. Before a Head of Department recommends that an increment be withheld, he shall take into account the gravity of the shortcoming(s) and any written explanation of the employee for his shortcomings.
- c. Withholding an increment will normally follow previous action under section 4.4 and no increment shall be withheld without the approval of the Registrar.
- d. An increment which is withheld shall not be granted retrospectively because of improved service later

3.9.6 Suspension

Suspension is a sanction that involves temporary stay-off duty with loss of corresponding benefits. It shall not be used as a synonym for interdiction. Suspension shall apply where a prima facie case, the nature of which is serious, has been established against an officer.

An officer convicted of a criminal offence [other than a minor traffic or sanitary offence and the like] shall be suspended with effect from the date of conviction, pending consideration of his case by the Council.

3.9.7 Interdiction

- a. When a serious case that may lead to dismissal has been instituted against an officer, the Registrar with the approval of the Vice-Chancellor may interdict him

on not less than half of **his/her** monthly salary pending the determination of the case.

- b. Recommendations to the Vice-Chancellor for interdiction shall be made only if it is against the University's interest that the officer should continue to perform any of the duties of his rank. When the charge against him is such that the continued performance of his present duties is not in the Institution's interest or prejudicial to the investigation of the charge against him, consideration shall be given to placing him on alternative duties. Interdiction shall only be resorted to when this is not possible.
- c. When an officer is interdicted, he shall cease to report for duty and shall receive such proportion of his emoluments, being not less than one half, as the Vice-Chancellor may determine. The letter informing an officer of his interdiction shall also indicate the proportion of emoluments he is to receive while on interdiction.
- d. Formal notice of interdiction shall be given to the employee concerned in writing. The notice shall state the date of interdiction and the reason for such interdiction.
- e. An employee who is under interdiction shall be required to hand over any uniform, account books and records and any other property of the University in his possession to the Head of Department or the most superior officer. He shall be forbidden to carry on his duties or visit his place of work except with the express permission of the Registrar.
- f. Where an employee under interdiction is found not guilty of the charges made against him, he shall be reinstated and shall receive the balance of his or her salary for the whole period of his or her interdiction.
- g. If he is found guilty but not dismissed, he may be refunded such portion of the emoluments denied him as the Council may determine.
- h. The period of interdiction shall not exceed two [2] months within which period it is expected that Council would have taken decision on the matter.

3.9.7.1 Responsibility of an Interdicted Officer

- a. An officer who is under interdiction shall notify the Registrar of his intention to leave his station. He shall however not leave the country without the specific approval of the University.
- b. The officer shall be responsible for informing his Head of Department of the address to which instructions to him can be delivered.
- c. Should he fail to comply with the instructions delivered to him at such an address within seven [7] days of such delivery, he shall be regarded as absent from duty without leave.

3.9.8 Termination

- a. In addition to the provisions for termination of employees with respect to unsatisfactory probationary service, an unconfirmed employee may have his appointment terminated with a month's notice or a month's pay in lieu of notice if at his third attempt he fails to pass the Confirmation of Appointment Examination with the approved benchmark.

- b. An employee who is confirmed in **his/her** appointment may have **his/her** appointment terminated by the University on grounds of general inefficiency provided that **his/her** performance had previously been proved unsatisfactory and warnings issued to **him/her** on **at least** three occasions.
- c. The appointment of a confirmed employee shall not be terminated on grounds of general inefficiency until **he/she** has been given the opportunity of submitting representations to the Registrar through the Head of Department and such representations have been considered by the Staff Disciplinary Committee, and finally by the Governing Council.
- d. A confirmed established employee whose appointment is terminated for inefficiency shall be given one calendar month notice or alternatively one month pay in lieu of notice. Any leave entitlement accruing at the time of termination may be granted to run concurrently and terminate with the notice or if being terminated without notice such leave may be commuted to cash. Such notice of termination of appointment may be given on any date of the month, and the calendar month shall be calculated from the day on which the notice is given to the day numerically corresponding to that day in the following month, less one day.

3.9.9 Dismissal

- a. An employee under Interdiction or other disciplinary measure who is found guilty of any of the charges preferred against him may be dismissed and if so, shall not subsequently receive any short payment of his salary.
- b. Failure to disclose any previous conviction for a criminal offence is tantamount to misconduct which shall lead to dismissal after due process has been followed.
- c. An employee convicted of a criminal charge shall not receive any emoluments for a period following the date of his conviction, his appointment shall be determined appropriately and the decision shall be approved by the University Governing Council.
- d. Upon conviction of an employee on a criminal charge, he shall be dismissed or have his appointment terminated with effect from the date on which he was convicted.
- e. Any employee of the University shall be dismissed if he corruptly accepts or obtains or causes any person to accept or attempt to obtain from any person, for himself or for any other person, any gifts or consideration as an inducement or reward for doing or forbearing to do any act in relation to the University's affairs or business.
- f. An employee of the University shall be summarily dismissed if he:
 - I. Whilst employed in a full-time capacity, acts as attorney or agent against the University in any matter
 - II. Falsifies credentials or records.

- g. No notice or salary in lieu of notice shall be given to any employee dismissed for misconduct. Dismissal of the employee concerned shall take effect from the date as approved by Council.
- h. Any employee dismissed for misconduct shall not be eligible for leave and shall vacate University Quarters within 4 weeks.

3.10 APPEALS

A staff member that has been sanctioned and the matter pronounced upon by the Council may appeal the sanction. The appeal shall be formally addressed to Council through the Registrar.

It is the duty of the Registrar to ensure that such an Appeal is presented to the Appeal Committee of Council for consideration and deliberation

- a. Once Council has taken a decision on an Appeal based on the recommendation of the Appeal Committee, any further appeal on same shall not be entertained by the Council.
- b. The Governing Council shall only deliberate on appeal cases where additional evidence relevant to the case has been provided, and the appeal is made within six [6] weeks from the date the sanction was communicated to him.

3.11 RE-ORGANIZATION

If due to re-organization within the University, it is considered necessary to abolish or scrap an office and the incumbent confirmed staff cannot be offered a suitable alternative post, **he/she** may be called upon by the University Council to retire and shall be entitled to, in addition to his contributory pension dues, a compensation of 100% of his annual salaries and emoluments, payable on the date of notification of his disengagement.

This provision however applies to confirmed staff only. For Temporary/ Unconfirmed staff, he shall be given one [1] month notice or paid one [1] month Basic salary in lieu of notice.

3.12 LOSS/DAMAGE TO UNIVERSITY PROPERTY

- a. If at any time the Registrar is, after a formal inquiry, satisfied that the University has sustained a loss by reason of neglect or default of any staff, such staff shall be liable to make good the loss or damage to the extent ascertained as a result of the formal enquiry. Any sums due to such employee from the University may be withheld in satisfaction of such loss or damage.
- b. Should a loss of funds or stores occur, an employee discovering the loss shall report immediately to his Head of Department.

3.13 DISCLOSURE OF OFFICIAL INFORMATION

- a. An employee shall not disclose to any person, except in accordance with official routine or with the special permission of the Head of Department, any information of an official nature entrusted to his care or which he had obtained in the course of his official duties.

- b. An employee shall exercise due diligence to prevent the knowledge of any such information being communicated to any person against the interest of the University.
- c. An employee shall not extract or copy official minutes, records or other documents except in accordance with the performance of his official routine duty or with the express and special permission of his Head of Department.

3.14 COURT ACTION

No staff shall resort to litigation without first exhausting the internal avenues for settling grievances or seeking redress in the University.

CHAPTER FOUR PROMOTION AND INCREMENT

- 4.1 (a) It is the aim of Lagos State University to advance every member of staff as reasonably and as is consistent with:
- (i) His proven abilities
 - (ii) Expertise
- (b) Promotion to posts in a higher grade will be decided by the Management of Unit on the basis of merit, ability, performance, conduct, contribution, seniority and other factors as relevant to the appointment or position under review.
- (c) The determination of ability and merit involving promotion is solely the function of the Management of the University.
- (d) Seniority will only be considered as a basis for promotion when other factors including merit are substantially equal.
- (e) In considering promotions to higher positions, ability and performance shall outweigh length of service.
- (f) Unless otherwise decided, a senior staff on promotion to higher grade shall enter at the first step in the higher grade. Where, however, his current salary is higher than the first step of grade level to which he has been promoted; his point of entry shall not be lower than what he would have earned had he been given annual increment.
- (g) promotion of all employees must be approved by the Governing Council.

4.1.1 **Qualification and Conditions for Promotion of Non-Academic Staff:**

- 1) Candidates for promotion shall possess all the criteria, qualifications and experience required of the post for which they are being considered.
- 2) Promotion of Non-Academic staff to the higher post should have been catered for during the fiscal year. Consequently, recommendation made by Head of Department to the relevant Appointments and Promotions Committee shall be for the purpose of establishing a prima facie case for promotion.
- 3) Non-Academic Staff in addition to other criteria shall not be promoted unless he has attained a minimum average score of 65% in the assessment parameters and has completed not less than three years in his current grade on the 1st of October of the year the promotion takes effect **provided the promotion does not involve skipping of grade.**
- 4) **Non-academic staff whose promotion involves skipping of grade, such as from CONUNASS/CONUATSS 09 to 11 or from CONUNASS 11 to 13 positions, shall be eligible after completion of four [4] years on their current grades on the 1st of October of the year the promotion takes effect.**
- 5) A member of staff who is on Training Leave shall be entitled to his annual increment and **promotion if the process of his/her promotion had commenced before he/she embarked on the training leave.**

- 6) The posts of Registrar, Bursar, Librarian and Director of Service **Departments** shall be filled by appointment **and not by promotion**.
- 7) Candidates possessing National Diploma (ND) or Advance NABTEB or NCE or **equivalents** shall not advance beyond CONUNASS/CONUATSS 09.
- 8) Reference to (3) above, candidates shall be assessed as follows:
 - I. Candidates progressing from **CONUNASS/CONUATSS 06 to 07, from 07 to 08, and from 08 to 09 positions** shall be assessed for the purpose of promotion based on the following criteria:

a. Annual Performance Evaluation Report [APER]	-	50%
CBT [involving test of professional competency,		
Information Technology [IT], General Knowledge	-	50%
(including Use of English)]		
TOTAL	-	100%

 - b. Candidates shall score an aggregate benchmark of at least 65% from I(a) above to be eligible for consideration for promotion.
 - c. **Attainment of 65% from I(a) above notwithstanding, candidate must obtain minimum of 40% or 20 marks of 50 in the Computer Based Test [CBT] to be eligible for promotion.**
 - II. Candidates progressing from **CONUNASS/CONUATSS 09 to 11 and from 11 to 12 positions** shall be assessed for the purpose of promotion based on the following criteria:

a. Annual Performance Evaluation Report [APER]	-	40%
CBT [involving test of professional competency,		
Information Technology [IT], General Knowledge	-	30%
(including Use of English)]		
Interview	-	30%
TOTAL	-	100%

 - b. Candidates shall score an aggregate benchmark of at least 65% from II(a) above to be eligible for consideration for promotion.
 - c. **Attainment of 65% from II(a) above notwithstanding, candidates must have obtained minimum of 15 marks of 30 or 50% in Computer Based Test [CBT] AND 15 marks of 30 or 50% at interview to be eligible for promotion.**
 - d. **In furtherance of II(c) above, Candidates whose examination scores fall below the required 50% will not be shortlisted for promotion interview AND Candidates who score below 15 marks or 50% at interview will not be eligible for promotion**
 - III. **For promotion to CONUNASS 13 positions, assessment of candidates shall be as follows:**

- a. **minimum score of 70% in each of three (consecutive) APERs shall only pre-qualify candidates for the CBT and shall not form part of the benchmark aggregate required for promotion.**
 - b. **In furtherance of the above, only candidates who pass the CBT with minimum score of 50% shall be invited for the oral interview.**
 - c. **A Candidate shall be promotable only if he/she attains minimum score of 65% at the oral interview.**
- 9) **All candidates advancing to CONUNASS 14 positions either by appointments or promotion shall in addition to other requirements obtain:**
- **Minimum of 65% score from a Computer Based Test [CBT] involving professional competency, IT literacy and General Knowledge [including current affairs and use of English] to qualify for oral interview**
 - **Minimum of 70% score at oral interview to be eligible for promotion or appointment.**
- 10) **Up to the year proceeding promotion the record of staff must be free of any formal warning letter or any other disciplinary sanction against the staff, otherwise such staff would forfeit his promotion.**
- 11) **Candidates who are NOT successful at any of the assessment stages would go through the process in the succeeding year until when they are successful.**

4.1.2 Annual Performance Evaluation Reports:

- a. **The assessment of members of staff for promotion shall take into account among other things, the character, efficiency and devotion to duty of the staff concerned. In order to provide an objective basis for a continuing assessment, all Heads of Department are required to submit an annual Performance Evaluation Report on a form approved for the purpose by the Appointments and Promotions Committee on every employee within the Department who has completed six [6] months in the employment of the University. The Annual Performance Evaluation Reports shall be reviewed from time to time by Management and approved by the relevant Appointments and Promotion Committee.**
- b. **The Annual Report mentioned in (a) above shall be written in triplicate. One copy shall be retained by the Head of Department [or the Dean in respect of an Academic Department] who shall forward two copies to the Registrar. The report shall include an appraisal of the work, and character of the staff member in respect of whom it is written for the preceding twelve months. Reports not submitted at the expiration of the deadline not be considered for that particular academic session.**
- c. **Such Reports shall before submission, be brought by the Head of Department to the notice of the member of staff in respect of whom it is written, who shall initial the report, and if he so desires he may comment thereon for the attention of the Appointments and Promotions Committee.**

4.1.3 Criteria For Assessment And Weighting at Promotion Interview Of Administrative And Technical Staff.

As far as possible, the following criteria and weighting shall be used for the assessment of candidates for promotion into Administrative, Professional and Technical positions:

Academic /Technical/Professional Qualification(s)	10 marks
Length of Cognate Experience	5 marks
Quality of Cognate Experience	5 marks
General Comportment	10 marks
Current Affairs/General Questions	10 marks
Appearance	5 marks
Expert Assessment	50 marks
TOTAL	<u>100</u> marks

Note: Grading of Academic/Technical qualifications shall be in manner prescribed under Rule 2.7.7

4.2 STAFF STRUCTURE

4.2.1 Criteria for Determining Seniority

The date of first appointment, or promotion to a given cadre, shall normally be the criterion for determining seniority.

4.3 PROMOTIONS (ACADEMIC STAFF)

A. GUIDELINES FOR PROMOTION OF ACADEMIC STAFF

- i) Promotion shall be in two parts, viz:
 - Part I - Assistant Lecturer to Senior Lecturer
 - Part II - Associate Professor to Professor
- ii) Candidates on Training leave, Study Leave and Sabbatical Leave may be promoted, provided the processes for the promotion had commenced before they proceeded on the leave.
- iii) Candidates on Leave of Absence may only be promoted provided they are on ground in the last six months of the promotion year.
- iv) Any member of staff who has not been recommended for promotion by the Faculty, but who feels that his/her claims for promotion have been overlooked, may make representations to that effect through the Head of Department to the Dean of Faculty.
- v) Any member of Staff who has not been recommended for promotion by the Faculty, but who feels that his/her claims for promotion have been overlooked may make representation to that effect through the Dean to the Chairman, Central Appointments and Promotions (Academic) Committee.

- (B) i) The Staff being considered for promotion (under Part I) shall submit the applications through the Department to Faculty Appointments and Promotion Committee made up of Senior Lecturers and above in the Faculty/College for the purpose of

review and recommendation(s) to the University Appointments and Promotions [Academic] Committee.

- ii) The Staff being considered for promotion (under Part II) shall submit the applications through the Department to Faculty Appointments and Promotion Committee made up of only Professors in the Faculty/College for the purpose of review. Where there are no Professors within, the Faculty may recommend the appointment of external Professors for the purpose of review.
- (C) The effective date of the promotion shall be from October 1st of the year the University Appointments and Promotions (Academic) Committee considers and approves the candidates as primarily promotable.
- (D) The maturation period before moving to the next cadre/grade shall normally be as follows:
 - i. 3 years maturation period to move from Assistant Lecturer to Lecturer II.
 - ii. 4 years maturation period to move from Lecturer II to Lecturer I.
 - iii. 4 years maturation period to move from Lecturer I to Senior Lecturer.
 - iv. 3 years maturation period to move from Senior Lecturer to Associate Professor.
 - v. 3 years maturation period to move from Associate Professor to Professor.
- (E) All candidates for promotion beyond Lecturer I cadre shall possess a PhD or Fellowship of the Nigerian Postgraduate Medical College or its equivalent.
- (F) For promotion to Senior Lecturer, all assessors must be internal or external Professors/Associate Professors. For Promotion to Professorial cadre, all assessors must be Professors.

4.3.1 PROMOTION PROCEDURES (Academic Staff)

A. Promotion exercise in the Lagos State University should begin with the Head of Department receiving a circular announcing the commencement of the exercise;

- i. After receiving the circular on promotion, 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.
- ii. The Departmental Appointments & Promotions Committee shall meet to consider the cases of all candidates for promotion.
- iii. The recommendation of the Departmental Appointments and Promotions Committee on every recommended candidate must go to the Faculty

Appointments and Promotions Committee It is the responsibility of the College/ Faculty Appointments and Promotions Committee to present the recommended cases to the Appointments and Promotions (Academic) Committee for Academic Staff.

B. Promotion cases that fail at the Departmental level should be rested there and not taken to the Faculty Appointments and Promotions (Academic) Committee

- i. In this case, the candidate should be informed formally in writing within 72 hours of that decision stating the reasons for the failure of his/her case (this should be done at the Departmental Level).
- ii. A member of staff NOT recommended for promotion at the Departmental level is entitled to forward a statement of his/her case through the Provost/Dean to the College/Faculty Appointments and Promotions Committee 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 Committee to defend his/her case.
- iii. The recommendation shall indicate clearly, the progress the candidate has made since he/she was last put up for promotion.
- iv. The work done since the candidate's last promotion should be indicated in single asterisk while work done since he/she was last put up for promotion should be indicated in double 'asterisk (The asterisk should be placed as a superscript before the number of the publication).
- vi. The candidate's CV should contain the dates of:
 - his/her last promotion or appointment, and
 - when he/she was last considered for promotion and to what grade.

4.3.2 Assessment of Publications

The following guidelines shall apply for assessment and scoring of publication for the purpose of Appointment and Promotion of Academic Staff in Lagos State University:

1. Where a publication is the result of a joint effort between the person being considered for promotion and others;

First Author : First Author shall score up to a maximum of 80% of the score for the publication.

Second Author: Second Author shall score up to a maximum of 70% of the score for the publication.

Third Author: Third Author shall score up to a maximum of 60% of the score for the publication.

Fourth Author: Fourth Author shall score up to a maximum of 50% of the score for the publication.

Fifth Author: Fifth Author shall score up to a maximum of 20% of the score of the publication.

Sixth or and other authors shall score up to a maximum of 10% each.

[For example, if a publication is scored 2 points out of 3 points, then the first author scores $80/100 \times 2$ (i.e. 1.6 points) etc or a fourth author scores $50/100 \times 2$ (i.e. 1.0 point)].

- 2. The minimum number of publications for a candidate to be promoted is given below:**
 - i. Professor -Minimum of 25 publications out of which at least 6 must be international publications.**
 - ii. Associate Professor - Minimum of 20 publications out of which at least 4 must be international publications.**
 - iii. Senior Lecturer – Minimum of 12 publications out of which at least 2 must be international publications.**
 - iv. Lecturer I - Minimum of 5 publications, zero international publication required.**
- 3. Journals of International standard are as determined by the Faculty Appointments & Promotions Committee in consultation with the Departmental Appointments and Promotions (Academic) Committee. The articles in such journals must be peer-reviewed, indexed and should reflect international authorship.**
- 4. Journals of international standard may not necessarily be location-bound, the fact still remain that all the journal articles of candidates should not be totally local. A reasonable number of articles should, at least, be published offshore and should be international.**
- 5. Articles/books co-authored by a candidate and a would-be-assessor should not be more than 20% of the candidate's publications for the assessor to be found eligible to assess that particular candidate.**
- 6. Each Academic Unit shall have a list of acceptable journals and endeavor to update the list regularly in the relevant discipline.**
- 7. Any work to be considered as publication must have either actually appeared in print or been accepted for publication within three (3) years of the date of acceptance for Senior Lecturer.**
- 8. a candidate shall NOT publish more than two [2] research articles in a particular journal within a year.**

9. A page summary of Research Focus should be prepared by candidates for External assessor's consideration along with the list of publications. A candidate's Research Focus MUST NOT exceed one page. It must clearly state their areas of specialization and their significant contributions.
10. External assessors being nominated must be in the same area of specialization as the candidates.
11. Letters to assessors must request paper-by-paper assessments (i.e. narratives) of candidates' publications.
12. An individual shall not be eligible to serve as an external assessor after one year disengagement from the University system/research Institute.
13. For promotion up to the grade of Senior Lecturer, all assessors must be either Professor or Associate Professor.
14. For promotion above the grade of Senior Lecturer, all assessors must be Professor.
15. Each Departmental Appointments and Promotions [Academic] Committee should do a paper-by-paper narrative on its candidates publications as part of its recommendations on the candidate being considered for promotion.
16. Promotions up to the grade of Senior Lecturer should be finalized at the College/Faculty Level and a report must be accompanied by full documentation in regard of every case. However, the central Appointments and Promotions (Academic) Committee, reserves the right to change the decision of the College/Faculty Appointments and Promotions Panel.
17. A candidate, whose application for promotion/appointment fails, can be considered for promotion or appointment as the case may be during the next Appointment and Promotions exercise
18. A candidate shall not be considered for Promotion and Appointment simultaneously. A candidate due for both promotion and appointment must first withdraw in writing one of the advancement opportunities (either promotion or appointment) before being considered for the other.
19. While the effective date of promotion shall be 1st October of the year of promotion, the effective date of appointment shall be according to the regulation of the Governing Council.
20. Candidate for promotion should NOT have more than 20% of his or her total number of publications in the same journal
21. Appeal from members of academic staff against the decisions of the Appointments and Promotions Committee shall be routed through their respective Heads of Department, Dean of Faculty, and Provost 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.

22. In considering publications for professorial appointments, the candidate **MUST** be lead author in at least 30% of his publications and 25% (in the case of Associate Professor). The Lead Author should be the first listed author.
23. In the case of a Senior Lecturer, the candidate **MUST** be lead author in at least 15% of his publications.
24. **PROCEDURE FOR VOTING in deciding controversial issues:**
 - i) Open voting method shall be used to decide controversial issues.
 - ii) In such cases a minimum of 70% yes vote of those present and voting shall be required for a verdict for professorial cadre.

Note

 - i) Simple consensus shall normally be adequate for other cadres
 - ii) Abstention will be regarded as “no” votes

4.3.3 Assessment of Research

The Head of Department shall include in his recommendation an assessment of on-going research (papers presented at conference, unpublished works, solicited publications.. etc.) of the candidate.

4.3.4 Graduate Assistant

Advancement from Graduate Assistant to Assistant Lecturer shall be by regrading upon acquisition of a non-terminal Academic Masters Degree.

4.3.5 Promotion from Assistant Lecturer to the Grade of Lecturer II

- a. An Assistant Lecturer shall be regraded/upgraded to the position of Lecturer II upon acquisition of PhD with cognate relevance.
- b. Promotion from Assistant Lectureship to the grade of Lecturer II may be made on the following basis:
 - i. adequate teaching experience for a minimum of three years; and
 - ii. however, an Assistant Lecturer undergoing M.Phil./Ph.D. programme plus one-year experience may be promoted to the post of Lecturer II, subject to a progress report by the supervisor and the Head of Department.

4.3.6 Promotion from Lecturer II to the Grade of Lecturer I

- i) Promotion from Lecturer II to the grade of Lecturer I may be made on the basis of:
 - (a) Adequate experience for a **minimum of 4 years**
 - (b) Adequate teaching ability;
 - (c) Adequate research;
 - (d) Adequate publications
- ii) however, a Lecturer II undergoing an M.Phil./Ph.D. programme plus **four [4] years'** experience may be promoted to the post of Lecturer I subject to a progress report by the Supervisor

Note

In relation to (c) and (d), special allowance may be made for exceptional clinical or other professional competence. Promotion will NOT be made beyond Lecturer I unless the candidate has a Ph.D. degree.

4.3.7 Promotion from Lecturer I to the Grade of Senior Lecturer

Promotion from Lecturer I to the grade of Senior Lecturer may be made on the basis of:

- (a) Adequate experience for a **minimum of 4 years**
- (b) Adequate teaching ability;
- (c) Adequate research;
- (d) Adequate publications
- (e) Possession of a higher degree of Ph.D. 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 on sufficient basis.

4.3.8 Promotion from Senior Lecturer to the Grade of Associate Professor

- (a) For promotion from Senior Lecturer to the grade of Associate Professor, the candidate shall be fully assessed on the following criteria:
 - (i) adequate experience, including where applicable, professional competence;
 - (ii) outstanding research and publications;
 - (iii) adequate teaching ability for a minimum of 3 years.
 - (iv) possession of a higher degree of Ph.D. or its equivalent.
 - (vii) When the Committee is satisfied that there is a prima facie case, it shall proceed to seek the advice **of three [3] assessors [two nationals and one foreign]** who shall be appointed by the University[Refer to Rule 2.7.1].

4.3.9 Promotion from Associate Professor to the Grade of Professor

- (a) For promotion to the grade of Professor, the candidate shall be fully assessed on the following criteria:
 - (i) adequate experience, including where applicable, relevant professional competence;
 - (ii) very outstanding research and publications;
 - (iii) exceptional teaching ability;

- (iv) evidence of leadership in research and postgraduate supervision;
- (v) administrative ability or competence.
- (vi) possession of a higher degree of Ph.D. or its equivalent.
- (b) Only recommendations on or applications of candidates from the grade of Associate Professor of three years standing shall be considered.
- (c) When the Committee is satisfied that there is a prima facie case it shall proceed to seek the advice of three **of three [3] assessors [two nationals and one foreign]** who are recognized experts in their fields **Refer to Rule 2.7.1].**

4.3.10 Effective Date of Promotion

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

4.3.11 Promotion Criteria [Academic staff]

These regulations are intended as general and useful guidance. Every recommendation shall be considered strictly on its academic merit.

Note

- (a) Promotion of academic staff shall be based essentially on research, teaching and services within the University but may include consideration of relevant national and/or international assignments.
- (b) All assessors of candidates shall be asked to score **ONLY** the publications presented to them. They should be intimated with the Lagos State University's scoring system.
- (c) To be eligible for promotion from one grade to another, a candidate shall score at least 50% of each of the three areas identified **[Teaching, Research and services within the University/National or international assignments]** and the following scores will apply as relevant:
 - (i) A total of 75% for the promotion to the grade of professor.
 - (ii) A total of 70% for the promotion to the grade of Associate Professor.
 - (iii) A total of 60% for the promotion to the grade of Senior Lecturer
 - (iv) A total of 50% for the promotion to the grade of Lecturer I

4.4 Guidelines on the Regulations: (Academic Staff)

4.4.1 Status of Faculty and College Promotions Panels

Faculty and College Promotions Panels are expected to operate as Sub-Committees of the Appointments and Promotions (Academic) Committee. This means that the Appointments and Promotions Committee is delegating responsibility to Faculty Panels to act as clearing houses with regard to the business of the annual promotions exercise.

4.4.2 Functions

- (a) Faculty Promotion Panels are to serve as clearing houses for all cases of promotion to the grades of Lecturer Grade II, Lecturer Grade I and Senior Lecturer or equivalent grades.

- (b) In each case all cases submitted by Head of Department shall be considered by the Faculty Panels which shall ensure that all relevant information in each case has been supplied and submitted to the College/Faculty Appointments and Promotions Panel for consideration and approval.
- (c) To determine whether a *prima facie* case has been made in respect of each recommendation, whereupon, it shall forward its recommendation and other comments together with the applications of those candidates in respect of whom *prima facie* cases had been established to the College/Faculty Appointments and Promotions Committee.
- (d) (i) to undertake the initial consideration of cases of candidates applying for promotion under the individual representation for promotion regulation (IRPR) to determine whether *prima facie* cases had been made.
- (ii) If the Faculty Promotions Panel considers it necessary, it may invite a candidate who has applied under Rule 4.4.2 (d) (i) to appear before the Panel. The Panel may wish to seek the expert opinion of one or two knowledgeable persons with regard to the quality of the candidate's publications. If the Panel is convinced that the case has merit, it shall proceed to back up the candidate's claim, with its own recommendation to the effect that the candidate be considered for promotion by the College/Faculty Appointments and Promotions Panel.

4.4.3 Composition of the Faculty Promotions Panel

- (a) Dean of Faculty as Chairman
- (b) All Professors in the Faculty
- (c) All Heads/Acting Heads of Departments in the Faculty
- (d) **Faculty representations: four members elected by the Faculty Board not below the rank of Senior Lecturer**
- (e) **members co-opted by the Faculty Board upon the recommendation of the Dean from other cognate Faculties within the University, where there is no specialist within the Faculty in a particular field of interest and such members shall have the right to vote**
- (f) Secretary - Faculty Officer

Note:

- i. **Quorum - One-third of the membership**
- ii. **Voting - Simple majority of those present and voting**

4.4.4 Composition of the College Promotions Panel

- (a) The Provost - Chairman
- (b) The Deans of Faculties within the College
- (c) The Directors of Institutes and similar academic units within the College.

- (d) A number of Professors to be determined from time to time on the recommendation of the College Court of Governors, subject to a maximum of 3 per Faculty.
- (e) The Head of a Department (if not already a member when cases in the Department are being considered).
- (f) Secretary
The College Secretary or his representative shall be Secretary to the College Appointments and Promotions Committee but shall not be a member of the Committee.

NOTE:

i. Quorum

The quorum of College Appointments and Promotions Committee shall be One-third of total membership.

ii. Voting

As for regulation 4.4.3

iii. Non-professorial members shall not participate in the consideration of promotions to Associate Professorship or Professorship

4.4.5 Composition of Assessment Panel

All Faculties shall have Assessment Panels for Senior Lectureship grade and above. The assessment Panel shall comprise three experts in or close to the field of the candidates being assessed.

4.4.6 The Use and Role of External Assessors

This is left to the Faculties provided that the adopted Procedure is reported to the Appointments and Promotions (Academic) Committee, subject to NOTE UNDER 4.3.7 in the case of promotion up to Senior Lecturer Grade.

4.4.7 Finalization of Part I Promotions

Part I promotions (i.e. up to Senior Lecturer) shall be finalized at the Faculty College level, and a report made to the Appointments and Promotions (Academic) Committee for noting.

Note

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

4.5 Assessment of Publications in Respect of Candidates for Appointment/Promotion to Professorial Grades (i.e. Part II Promotions)

At the end of each session's promotions exercise, the Dean in consultation with the substantive Head of Department shall submit through the Provost, where applicable, to Vice-Chancellor, a list of six assessors **[Four Nationals and Two Foreigns]** in respect of candidates for whom *prima facie* cases have been **approved by the University's Appointments and Promotions (Academic) Committee**. Out of this

number, a minimum of three assessors [**Two Nationals and One Foreign**] shall be appointed by the Vice-chancellor

Note

- (i) The candidate's publications, as well as the list of publications shall be forwarded to the external assessors.
- (ii) Where an Acting Head of Department is also a candidate for promotion, the Dean of the Faculty shall make the nomination of assessors.
- (iii) Deans of Faculties shall give brief written statements on the distinguished academic qualities of the scholars they recommend for appointment as assessors, with a view to justifying their nomination.
- (iv) The nomination shall be made in confidence to the Vice-chancellor.
- (v) Each proposed assessor must have attained both national and international eminence in a particular relevant academic discipline, and the academic or equivalent status of a Professor.
- (vi) The proposed assessor must have teaching and/or research responsibilities in a reputable University or similar institutions.
- (vii) Scholars including external examiners who had been the staff of the Lagos State University within the last five years shall not qualify for appointment as assessors.
- (viii) External assessors' consent to serve shall be obtained before publications are sent to them, and they shall be given honoraria.
- (ix) For a candidate to be promoted or appointed, the reports of at least two of the three external assessors must be favourable.
- (x) An individual shall not be eligible to serve as an external assessor after three years of disengagement from the university system/Research Institute.

4.6 Guidelines for Assessors

An assessor will be required to give detailed answers as much as possible to the following in his report of assessment of a candidate's contribution to scholarship through publications:

- (1) Do you know this candidate who is being considered for professorship? If so, in what connection or capacity?
- (2) Are **his/her** research papers known to you before now? If so which?
- (3) Please comment freely on the works known to you before now; those papers you are coming across for the first time.
- (4) Please specify which of his work is outside your field, or you are unable to comment fully on.
- (5) What in your opinion is/are the contribution(s) of this candidate to knowledge in his/her field.
- (6) Please provide paper by paper assessment

- (7) Please give your overall judgment and specific recommendation on the candidate's suitability for Promotion/appointment.

4.6.1 Research: To be considered would include:

- (i) On-going research
- (ii) Theses and Dissertations
- (iii) Designs
- (iv) The following shall also be accepted as evidence of research:
 - (a) Progress reports on long-term research undertaking.
 - (b) Conference and seminar papers, based on on-going research;
 - (c) Published abstracts.
 - (d) Monographs.

4.6.2 Publications

- (i) Articles published in refereed journals
- (ii) Books or chapters in books which should be relevant to the discipline of the candidate.

4.6.3 Weighting

(i) Weighting of Multiple Authorship

An honest statement of contribution by all collaborators endorsed by the contributors themselves or by someone in authority should be submitted for all publications with multiple authors.

(ii) Weighting of Books and Chapters in Books

Books in this category must be scholarly works, adjudged scholarly work or textbooks should have greater weighting than journal articles and should be assessed in their own right. Chapters in books should have equal weighing with journal articles.

(iii) Weighting for Proceedings

Preferred articles published in the proceedings of conferences of learned societies should be given equal weighting as journal articles.

4.6.4 Concept

(i) Concept of Clinical Work, Creative Work, Recognized Professional Contribution, Registered Patents and Design

All these should be given due recognition provided the contribution is relevant to the discipline in which a candidate is being considered for promotion or appointment.

(ii) Concept of Hardship Area

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

(iii) Concept of Learned Journals

Each Faculty should be able to determine which journals are learned journals and which are not.

4.6.5 Technical Reports

- (i) Each Faculty shall define its own concept of technical report and submit same to Appointments and Promotions Committee.
- (ii) The Faculty shall similarly determine the appropriate mix of technical reports amongst other publications, for each cadre of promotion.
- (iii) Technical reports shall not normally attract equal weighting with journal articles.

4.6.6 Assessment of Quality and Quantity of Publications

- (i) Candidates for promotion to the grades of Reader and Professor should be advised to:
 - (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;
- (ii) Faculties should be advised to set out their assessment along the following lines:
 - (a) information or subject matter i.e. what new information is provided directly in the group of papers.
 - (b) Significance i.e. the implications for knowledge and ignorance in areas of scholarship connected with the theme, and the weight of these implications;
- (iii) Scope i.e. the extent of the substance embraced by candidate's treatment of the theme e.g. to study a phenomenon, one may focus on this among a specie or the entire species. The scope is wider in the latter.

4.6.7 Duplication and Overlapping in Publication

Duplication is an unnecessary repetition of the substance in a published work and this is undesirable.

Candidates should be advised, in their own interest, to avoid overlapping as much as possible. Though is sometimes inevitable, but where overlapping occurs, candidates should be advised in grouping such publications, to so indicate and state development or advancement upon previous work.

4.6.8 Professional Competence

Revisitation must advance the work in the thesis.

4.6.9 Professional Competence

Each recommending unit as appropriate shall guide the Appointments and Promotions Committee.

4.6.10 Experience

Promotion exercises are held annually. However, there should be an annual evaluation of each member of staff. Adequate experience shall be defined as follows:

- (a) Assistant Grade - 3 years unless higher qualification is obtained.
- (b) Lecturer II to Lecturer I – **4 years**.
- (c) Lecturer I to Senior Lecturer – **4 years**
- (d) Senior Lecturer to Reader – 3 years
- (e) Reader to Professor – 3 years.

4.7 Criteria for Appointments and Promotions – Academic Staff

- (a) The same criteria shall apply for appointment and promotion but the processes for both may not be totally identical. A candidate whose application for promotion/appointment fails, may be considered for promotion or appointment 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 (Academic) Committee decided his case for promotion or appointment, as may be applicable.
- (b) A candidate shall not be considered for both simultaneously. A candidate for promotion or appointment wishing to be considered for the other must first withdraw in writing before being considered.
- (a) While the effective date of promotion shall be 1st October of the year of the promotion being considered, that of appointment shall be the date the Appointments and Promotions Committee approves the interview report.

4.7.1 Teaching Experience

- (a) Number of years of teaching at University Level.
- (b) Teaching load which shall include guidance and counselling, teaching practice and postgraduate supervision.
- (c) Teaching effectiveness (including responsibility in the discharge of teaching duties), peer and student evaluation of actual delivery and presentation of Lectures shall be regarded as adequate measure.
- (d) In view of (a) above, Postgraduate teaching should not attract any special weighting. However, postgraduate teaching and supervision by all grades of staff should be noted for promotion.

Note

Services rendered and demonstration or teaching/graduate connection with courses taught by other person (s) are not included.

4.7.2 Procedure

- (i) Voting:
Open voting method shall be used to decide controversial issues.
- (ii) In such cases, a minimum of 70% vote of those present and voting shall be required for a verdict for professorial cadres.

Note: Simple majority consensus shall normally be adequate for other cadres.

4.7.3 Sanctions

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

4.7.4 Appeals for Reconsideration of Decision of Appointments and Promotions (Academic) Committee

Appeals from members of academic staff against the decisions of the Appointments and Promotions (Academic) Committee shall be routed through their respective Heads of Departments, Deans of Faculties, and Provosts who should comment on whether there is any new evidence to justify a reconsideration at its first meeting during the succeeding session after the Promotion Exercise. A candidate can make a final appeal to Council through the Secretary to Council, if he so desires.

4.7.5 Effective Date of Promotion

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

4.7.6 Procedure for Appointments

The existing procedure outlined in this Handbook on the processing of appointments shall continue to apply.

4.7.7 Promotion During Leave of Absence

- (a) A candidate shall not be considered for promotion for the years he or she is not on ground on account of leave of absence without pay.
- (b) The quality of such contribution will be measured in the same way as for those who remain in the University. Although, where such a candidate is away for a period beyond two years, the exceptionality of his teaching ability might be difficult to measure.

4.8 PROMOTIONS (THEATRE ARTS STAFF)

4.8.1 Lectureship Post

For the Lectureship post, the promotions criteria for similar posts in other Departments of the University shall apply with the provision that Theatre Arts is, by its very nature, a professional discipline. Candidates whose academic work advances the professional status of the discipline will be appropriately qualified in that regard.

4.8.2 Professional Post

- (a) Promotion to the Grade of Arts Fellow Grade II
 - (i) A Senior Arts Fellow showing adequate professional and teaching ability may receive promotion to the post of Arts Fellow Grade II after three years.
 - (ii) Possession of a higher degree.
- (b) Promotion to the Post of Arts Fellow Grade I. Promotion from the post of Arts Fellow Grade II to Arts Fellow Grade I shall be made on the basis of:
 - (i) adequate experience after a minimum of 3 years;
 - (ii) adequate teaching ability;

- (iii) competence in research;
 - (iv) creative output in Theatre Arts;
 - (v) possession of a higher degree of Ph.D. or its equivalent
- (c) Promotion to the Grade of Senior Arts Fellow
- Promotion from Arts Fellow Grade to the Grade of Senior Arts Fellow may be made on the basis of:
- (i) adequate experience after a minimum of 1 to 3 years
 - (ii) adequate teaching ability;
 - (iii) adequate research;
 - (iv) adequate publications;
 - (v) possession of a Ph.D. or its equivalent
- (d) Promotion from Senior Arts Fellow to the Grade of Associate Arts Director
- Promotion from Senior Arts Fellow to the grade of Associate Arts Director shall be on the basis of:
- (i) adequate experience after a minimum of 3 years;
 - (ii) outstanding artistic contribution;
 - (iii) adequate research and publications;
 - (iv) adequate teaching ability;
 - (v) possession of a higher degree of Ph.D. or its equivalent.

Note

1. Recommendations for promotion to this grade shall be accompanied by a full assessment of the candidate's contribution to the performing Arts.
 2. When the Committee is satisfied that there is a *prima facie* case, it shall proceed to seek the advice of not less than **three assessors [Two Nationals and One Foreign]** who shall be appointed by the University.
- (e) Promotion to the Grade of Arts Director
- (1) For promotion to the grade of Arts Director, the candidate shall be fully assessed on the following criteria:
 - (i) adequate experience after a minimum of 3 years;
 - (ii) evidence of distinguished contribution to the development of the performing Arts;
 - (iii) clear evidence of continuing research and publication;
 - (iv) evidence of exceptional professional ability;
 - (v) possession of Ph.D. or its equivalent.
 - (2) Only recommendations of candidates from the grade of Associate Arts Director shall be considered.
 - (3) When the Committee is satisfied that there is a *prima facie* case, it shall proceed to seek the advice of not less than **three assessors [Two**

Nationals and One Foreign] who shall be appointed by the Lagos State University.

Note

Evaluation of lecturers by the student shall be a component part of the assessment for the promotion of academic staff.

4.9 GUIDELINES ON THE REGULATIONS FOR PROMOTIONS OF THE ACADEMIC STAFF OF THE LIBRARY

4.9.1 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 not to the Senior Librarian 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 institutions;
 - (ii) Workload and level of productivity;
 - (iii) Nature of responsibility including ability to manage a sub-section of the Library.
- (b) In addition, a Librarian is expected to take keen interest in any activity capable of enhancing library and information in and outside the University. The elements of contribution include:
 - (i) level of professional practice/responsibility in an academic or research library;
 - (ii) activities in professional associations;
 - (iii) contribution to the professional literature, and body of knowledge or practice.

4.9.2 Research

The Librarian in a university system should also engage in research. This shall include the following:

- (i) on-going research, particularly all studies at improving professional practice;
- (ii) theses and dissertations, subject bibliography;
- (iii) policy papers, manuals;
- (iv) others viz:
 - (a) unpublished bibliographies, indexes, guides and book reviews;
 - (b) conference and seminar papers;
 - (c) abstracts (which have not otherwise been published).

4.9.3 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 Panels.
- (iv) Published conference papers;
- (v) Bibliographies, indexes and guides.

4.9.3 Experience

As applicable to equivalent positions in academic Departments.

4.9.4 Assessment Criteria

In every case, but particularly up to the Senior Librarian grade, a high rating in professional ability and experience shall compensate for deficiency in research and publications.

4.9.4 Criteria for Appointments and Promotions

The same set of criteria shall be used for both appointments and promotions.

4.9.5 Promotion Criteria for Academic Staff of the Library

1 Upgrading of Graduate Assistant to Librarian II

- (a) A Librarian-in-Training on completion of a higher degree in Librarianship may be upgraded to the grade of Librarian II. Other conditions shall be as for regulation 4.3.2
- (b) possession of a higher degree

2 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;
- (ii) evidence of professional contribution;

3 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;

4 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

5 Promotion to the Grade of Deputy Librarian

Promotion to the grade of Deputy Librarian may be made on the basis of:

- i. adequate experience after a minimum of 3 years;
- ii 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 regulations 4.5 and 4.6.

4.10.1 FORMAT FOR RECOMMENDATIONS FOR PROMOTION BY HEAD OF DEPARTMENT

Assessment by the Head of Department (or Dean of Faculty where appropriate) shall be under the following headings:

a. Teaching

- (i) Number of years of teaching at University level;
- (ii) Teaching load including guidance and counseling of
- (iii) Teaching effectiveness;
 - a) nature of courses;
 - b) level of courses.
- (iv) Postgraduate supervision

b. Research

- (i) on-going research;
- (ii) theses and dissertation
- (iii) designs;
- (iv) research reports (including seminar and occasional papers)

c. Publications (including Patents)

d. Professional Competence (Where applicable, including evidence of internal and external recognition).

e. General Assessment (including a definite statement as to whether or not the candidate is recommended for promotion)

Signature of Head of Department
or Dean of Faculty.

Date

Note:

This assessment should be sent directly to the Deputy Registrar [Academic Staff Establishment]

4.10.2 Format for Presentation of Curriculum Vitae for Promotion

To ensure that criteria for Promotion are consistent and comparable, a uniform format of presenting published work as suggested below should be followed:

- (1) Books, monographs should be listed separately, in a conventional way E.g. Edington, G.M. and Gilles, E.M. (1969) Pathology in Tropical: London. Arnold; 265 pages.
- (2) Publications in Journals should be rendered thus: Author(s), date, title of journal, volume, number and page(s) number: e.g. Osuntokun, B.O. (1970): Cassava Diet and Cyanide Metabolism in Wistar Rats. British.Journal of Nutrition Vol.18. No. 1, 377

Where there are multiple authors, publications should be rendered exactly as they appear in the journal. 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.

- (3) Patents, state, title, number and date.
- (4) 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.
- (5) 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 potential. It is valuable for candidates to indicate the direction in which their published work and research is oriented and, if possible, separate the major publications from those of a mere general nature.
- (6) 70 copies of curriculum vitae as per this format should be submitted together with the stencil to the Establishments Office or as indicated in the call circular for promotions.

Note:

For comparability, the layout/format of Curriculum Vitae, should as much as possible, 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:
 - (b) Department:
 - (d) Faculty:
 - (e) College:
- 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 Qualification (With dates and granting bodies)
- V. Professional Qualifications and Diplomas (with date)
- VI. Scholarships, Fellowships and Prizes (with date) (in respect of Undergraduate and Postgraduate work only).
- VII. Honours, Distinctions, and Membership of Learned Societies and details of Teaching Experience at University level

4.10.3 THE FOLLOWING SECTIONS SHALL CONSTITUTE A SEPARATE ATTACHMENT TO THE CURRICULUM VITAE

- I Research
 - (i) Completed
 - (ii) In progress
 - (iii) Dissertation and Thesis
- II Publications
 - (i) Books or Chapters in Books already published
 - (ii) Patents
 - (iii) Articles that have already appeared in learned journals
 - (iv) Books, Chapters in Books and Articles already accepted for publications
 - (v) Technical Reports
- III Major Conferences Attended with Reports and Papers Read (in the last 5 years)

Note: Please use a single asterisk for publications which have appeared or have been accepted since last promotion or appointment and a double asterisk for publications which have appeared or have been accepted since last consideration for promotion.

Note: Not more than 75% of the candidate's publication for Professorial cadre should actually appear

4.11 PROMOTIONS: NON-TEACHING STAFF

There shall be a mandatory annual appraisal of all staff, which shall be taken into account during promotions exercise.

4.11.1 Ordinary Promotion

This shall be a promotion to the next grade after serving the prescribed minimum number of years since the last promotion.

- i. A candidate for ordinary promotion to the next grade shall be assessed on the following criteria:
 - (a) General ability
 - (b) disposition to work

- (c) initiative
- (d) personal integrity
- (e) attitude to work; and
- (f) experience

Note

Promotion should be to established positions after certain level and subject to some form of examination or test of skill with other approved criteria as may be approved by Council from time to time.

Subject to review by the Appointments and Promotions (Administrative and Technical) Committee, the following shall be considered as the required minimum number of years of experience:

ii.	Executive Cadre	
	CONUNASS 6 – 7	3 Years
	CONUNASS 7 – 8	3 Years
	CONUNASS 8 – 9	3 Years
	CONUNASS 9 – 11	4 Years
	CONUNASS 11 – 12	3 Years
	CONUNASS 12 – 13	3 Years
iii.	Administrative Staff Cadre	
	CONUNASS 7 – 8	3 Years
	CONUNASS 8 – 9	3 Years
	CONUNASS 9 – 11	4 Years
	CONUNASS 11 – 13	4 Years
iv.	Technical Staff Cadre	
	CONUNASS / CONUATSS 6 – 7	3 Years
	CONUNASS / CONUATSS 7 – 8	3 Years
	CONUNASS / CONUATSS 8 – 9	3 Years
	CONUNASS / CONUATSS 9 – 11	4 Years
	CONUNASS / CONUATSS 11 – 12	3 Years
	CONUNASS / CONUATSS 12 – 13	3 Years

v. **Qualifications**

A candidate recommended for promotion to a higher grade must possess the qualifications and experience for that post as shown in the scheme of service.

4.11.2 Accelerated promotion

A promotion shall be deemed to be accelerated where it is effected before the employee has spent the mandatory 3 years on the salary grade from which he is advancing based on exceptional performance.

The following rules shall govern the consideration of all recommendations for accelerated promotions;

- i. Accelerated promotion shall be considered only in respect of employees that have spent a minimum of two (2) years in post whilst normal promotions shall be in respect of staff who have spent the maturation period of three (3) years in post or four (4) years as the case may be.
- ii. Recommendation for accelerated promotion shall have to be justified on one or more of the following grounds:
 - a. Enlarged Schedule;
 - b. Increased responsibility arising either from growth of the Department or from unforeseen circumstances or both; and
 - c. Reward for outstanding staff performance adjudged to be substantial towards the achievement of the goals and objectives of their respective Departments or the University.

4.11.3 Representation.

- i. **Individual Representation for Promotion (IRP)**
 The Committee will normally consider only recommendations by the Head of Department concerned. It shall be in order, however, for a member of staff, not recommended for promotion to forward a statement, of his case through the Head of Department to the Secretary, Appointments and Promotions (Administrative and Technical) Committee, setting out his claims to be considered for promotion.
- ii. **Procedure for Making Representation Arising from Promotions Exercise.**
 Representation shall be made through the Head of the Department concerned to the Secretary Appointments and Promotions (Administrative and Technical) Committee, who shall refer the matter to the Committee. In exceptional case, further appeal may be made directly to the Council through the Registrar. Petitions shall be submitted within one month of receiving notification of non-approval of the promotion from the Deputy Registrar (Establishments).
- iii. Vacancies in the posts on CONUNASS 14 and above shall normally be filled by appointments only or sparingly by promotion. There shall be no promotion to the post of Registrar and equivalents, which shall be filled by appointments only.

4.12 POINT OF ENTRY INTO SCALE ON PROMOTION

Unless otherwise decided, a senior staff on promotion to higher grade shall enter at the first step in the higher grade. Where, however, his current salary is higher than the first step of the grade level to which he has been promoted, his point of entry shall not be lower than what he would have earned had he been given annual increment.

4.13 WITHDRAWAL OF PROMOTION

- i. Promotion is not a right but a privilege. At any time after a promotion is communicated to a member of staff, the Appointments and Promotions Committee may, if considered necessary in the interest of the University, withdraw, suspend or defer the said promotion. For the avoidance of doubt, the Appointments and Promotions Committee may take such action on the grounds

that the promotion previously granted was based on error of misrepresentation or false information or on the grounds of misconduct or other reasonable cause established after the notification of the said promotion.

- ii. Any action of the Appointments and Promotions Committee under (i) above shall forthwith be reported to Council, and any staff affected by the said action may appeal to the Council, within a period of six [6] weeks from the date of receipt of the notice of the Appointments and Promotions Committee's decision.

4.14 ANNUAL INCREMENT

- i. Annual increment is automatic except when an employee has a disciplinary case in which case the Annual Increment is deferred or withheld with the approval of the Appointments and Promotions Committee or Council.
- ii. The incremental date of members of staff shall be the 1st day of October. No increment shall be granted in any year to employees appointed into service of the University or who enters a new salary scale, on or after 1st day of April of the Year.
- iii. A member of staff who has not reached the maximum point in the salary grade applicable to him shall be granted an increment annually in accordance with the appropriate salary scale.

CHAPTER FIVE
WELFARE SERVICES

PASSAGES/LEAVE/ADVANCES/ALLOWANCES/ACCOMMODATION

5.1 PASSAGES

- (a) On Appointment, Resignation or Retirement, any employee who is searched and recruited by the University from overseas for a specific assignment shall be entitled to economy air or sea passage for himself/herself, his wife/her husband and children below the age of 18 years or below the age of 21 years if still undergoing full time education as full dependants of the member of staff and the following baggage allowance:

(i) Air Passage

Either

Accompanied by Air

50 Kg ex-baggage Single

100 Kg ex-baggage Double

Or:

Unaccompanied by Air

100 Kg Single

200 Kg Double

(ii) Sea Passage

Unaccompanied by Sea

2 cubic metres Single

4 cubic metres Double

On production of vouchers in respect of his journey from:

- (i) His place of engagement on first appointment to Lagos or such other place as he may have been assigned by the University; and
- (ii) Nigeria to his place of residence registered with and approved by the University on his retirement or resignation in accordance with his contract or the Regulations. For the purpose of this Regulation, the term baggage shall not include Vehicle. Accordingly, the University shall not be responsible for the cost of transportation of a Motor Vehicle by a staff member.
- (iii) Payment of mileage and baggage claims is subject to the availability of funds by the University.
- (iv) The rates of payment of mileage/baggage claims are as approved by Council from time to time.
- (b) An employee who is head hunted and recruited by the University from within Nigeria to carry out a specific assignment shall be entitled to Economy class air passage or rail transportation from his place of residence to Lagos or such other place as he may be assigned. If he travels in a private Motor Vehicle, he

shall be entitled to Kilometre allowance as is applicable to employees of his grade. He shall in addition, be entitled to have his personal effects transported at the expense of the University or receive an allowance equivalent in lieu thereof. The employee shall similarly be entitled to the same transportation allowance on retirement or resignation in accordance with the terms of his appointment or Regulations.

- (c) A member of staff who is recruited under regulation 5.1 (a) and A (b) above and who, within two (2) months of appointment gives notice of resignation not exceeding three (3) months, shall not be eligible for repatriation of himself and family by the University, unless due cause can be shown to the satisfaction of the Vice Chancellor and he so approves otherwise. All such approvals granted by the Vice Chancellor shall be reported by the Registrar to Council as soon as possible thereafter.

5.1.1 Overseas Training Leave:

A member of staff granted training leave overseas shall be entitled to economy air passage for himself only, subject to availability of funds.

5.1.2 Vacation Leave Overseas:

Expatriate employees of the University, whether on permanent or contract appointment shall be entitled to leave as approved by the University Management from time to time.

An expatriate employee proceeding on approved leave overseas shall be entitled to passages as in Regulation 5.1 (a) of this Chapter, including baggage allowance if the leave is cessation of appointment. Otherwise, the employee shall be entitled to return economy air passage or approved sea passages for himself, his wife or her husband and up to four (4) children. Where the children are below the age of 18 years but not above 21 years, they shall be entitled to passage at the University's expense, only if they are undergoing full time education as dependants of the employee concerned.

5.1.3 Passages for Official University Business:

Passages on University business shall be authorized by the Vice Chancellor on behalf of Council. There shall be no family or personal baggage allowance entitlement.

5.1.4a. Passages for Staff Attending Local/International Conferences, Seminar/Symposia:

- i. The Vice Chancellor may approve for members of staff to attend conferences, seminars/symposia at rates of allowances approved from time to time by Council or at such other modified rates which the Vice-Chancellor deems appropriate, bearing in mind the nature of the conference and any other source of funding available.
- ii. The number of days spent on such conferences shall NOT be deducted from the annual/research leave entitlement of the Staff up to a maximum of ten (10) working days.

5.1.4b. Every Staff shall be allowed to attend two (2) local Conferences and one International Conference per year, up to a maximum of ten (10) working days.

Where a staff has exceeded the terms in (5.1.4a and b) above, the number of days spent on such additional Conference shall be deducted from the Annual/ Research leave of such a staff.

5.1.5 Passages for an Expatriate Woman Married to a Nigerian:

A female expatriate member of staff married to a Nigerian shall have the same contractual rights, obligations and privileges as are applicable to a Nigerian woman member of staff provided that she has attained Nigerian citizenship and to the extent approved by Government. The husband's place of residence shall, for purpose of passages regulations, be accepted as that of the wife. Consequently, an expatriate woman who married a Nigerian shall not be entitled to overseas leave or expatriate passage at the expense of the University, except by virtue of the husband's contract, if he is an employee of the University.

5.1.6 Passage on Special Grounds for Staff Recruited Under Regulation 5.1(a) and (b) above:

- a. A member of staff entitled to free passage who on medical grounds of obvious urgency, requires passages to his place of domicile other than on normal leave, shall have such return passage paid provided he shall forfeit his/her right to a passage when next proceeding on leave.
- b. The spouse of a member of staff not being a member of staff in respect of salary, in like circumstances shall have passage paid to his place of domicile, but returns passage earlier than that to be made at the expiration of the husband's/wife's next succeeding leave shall not be paid should such spouse return to Lagos before the leave is due.

5.1.7 Passage Entitlement on Premature Resignation of Staff Recruited Under Regulation 5.1(a) and (b) above:

- (i) If a member of staff resigns (other than on completion of his contract or on normal retirement) at a time when he has not completed a full session, he shall normally be entitled to passage only in proportion of the period which he has completed.
- (ii) A member of staff who resigns before he/she has completed four (4) month's service with the University shall not be entitled to repatriation passages, and shall refund to the University the cost of previous passage incurred on his/her behalf by the University.

5.2 LEAVE

5.2.1 ANNUAL LEAVE

- i. All employees shall take annual leave during the leave year. The leave shall exclude all public holidays, Saturdays and Sundays falling due during the period. **Permanent staff shall be free to take their leave instalments at anytime within the period, subject to departmental convenience.**
- ii. Where a member of staff, because of the exigencies of **duty and with appropriate approval** cannot take his or her leave in any leave year, the leave shall commence on the first working day of the following year or accommodated anytime in the succeeding year at the convenience of the Department and this shall not substitute for his leave entitlement for that succeeding year.
- iii. It shall be mandatory for every member of staff to proceed on annual leave. Therefore, Heads of Department/Division/Unit shall ensure strict compliance to this rule as deferment of annual leave shall, as much as possible, be discouraged.
- iv. Any leave not spent in the leave year due to exigencies and cannot be spent in the succeeding year on same grounds can be deferred on approval of the Vice-Chancellor at the end of the succeeding year provided that such exigencies shall be satisfactorily justified to the Vice-Chancellor.

- v. All deferred leave accumulated before the commencement of this policy shall be frozen and taken as part of terminal leave.
- vi. There shall be no commutation of annual leave to cash (except in the case where the staff dies in active service).
- vii. **Every staff is expected to apply for his leave during a leave year; hence where a staff does not request and obtain approval for his leave in a leave year, the leave will lapse and will not be credited to the following year's leave.**

5.2.1A ANNUAL LEAVE ALLOWANCE

5.5% of Annual Basic Salary shall be paid as Annual Leave Allowance to staff of Lagos State University using the following payment plan:

SALARY	FEBRUARY	APRIL	JUNE	AUGUST
CONUNASS/CONUATSS [Non-Academics]	01 – 06	07 – 11	12 – 14	15
CONUASS [Academics]	-	01 – 04	05 – 06	07

Note: payment of this allowance shall however be in line with extant laws from time to time.

5.2.1B Annual Leave Entitlement/Duration of Leave

- i) The following Annual leave entitlements have been approved.
CONUNASS 06 - 30 working days
CONUNASS 07/CONUATSS 07/CONUASS 01 and above - 42 working days
- ii) **Research Leave:** University Academic staff/Academic Technologist shall, in addition to Annual leave, be allowed up to a maximum of twenty-six (26) days inclusive of Saturdays and Sundays as Research Leave for collection of teaching materials outside the University location. Research Leave can neither be accumulated nor deferred.

5.2.1C Deferred/Outstanding Leave

1. It shall be mandatory for deferred leave to be utilized before the effective date of retirement from the service of the University.
2. Any outstanding Annual leave or deferred leave not utilized prior to date of statutory retirement shall be deemed to have been forfeited.

5.2.1D Annual Leave for Expatriate Officers

For every completed one (1) month in service, an expatriate shall be entitled to three (3) days leave on pro-rata basis. In addition, he shall be entitled to 4 days traveling time when he/she goes on leave.

5.2.1E Eligibility for Annual Leave

i. Academic Staff

- a) Academic Staff shall as far as possible take their leave during the long vacation. Annual leave shall be approved by the Registrar on the recommendation of the Head of Department. Before recommending such leave, the Head of Department shall ensure that the staff concerned has fulfilled all his obligations relating to sessional examinations.
- b) Without prejudice to the provision of (i) above, clinical Staff of the College of Medicine may take their leave other than during the long vacation in accordance with a roster approved by the Provost, on the recommendation of the Head of Department and the Dean.

- c) Deans, Provost, Directors/Heads of Department and persons of similar or higher status shall take their leave with the approval of the Vice Chancellor.

ii. Administrative & Technical Staff

Administrative and Technical Staff shall take their annual leave at any time of the year, subject to the exigencies of service and shall be approved by the Registrar on the recommendation of the Head of Division/Unit.

iii. Leave Period

Annual Leave during the first year shall be calculated on pro-rata basis of Permanent Appointment and in the year of cessation of appointment, provided that the year's annual leave has not been earned as indicated below:

<u>Leave Earning Period</u>	<u>CONUNASS 07/CONUATSS 07 /CONUASS 01 and above</u>	<u>CONUASS 06</u>
12 Months	42 working days	30 working days
11 Months	39 working days	28 working days
10 Months	35 working days	25 working days
9 Months	32 working days	23 working days
8 Months	28 working days	20 working days
7 Months	25 working days	18 working days
6 Months	21 working days	15 working days
5 Months	18 working days	13 working days
4 Months	14 working days	10 working days
3 Months	11 working days	8 working days
2 Months	7 working days	5 working days
1 Month	4 working days	3 working days

NOTE: Any period of service under thirty (30) days is not reckonable as leave earning. However, staff on annual leave may be recalled due to exigencies of duty.

5.2.2 OTHER TYPES OF LEAVE

5.2.2a Casual Leave:

Casual Leave up to a period of three (3) days shall be approved by the Dean/Provost/Director or Head of Department/Division and forwarded to the Registrar. Casual leave in excess of three (3) days shall be approved by the Registrar. Casual leave so granted shall be deducted from the annual leave entitlement.

5.2.2b Compassionate Leave:

Leave with pay on compassionate grounds up to a total of seven (7) days in any given year may be granted only by the Vice Chancellor on the recommendation of the Head of Department/Division/Unit/Dean/Provost. Compassionate Leave can only be granted when the staff has exhausted his/her annual leave entitlement.

5.2.2c Examination Leave:

Examination Leave shall also be granted to staff for taking examination for any professional or academic qualification(s), which would be of value to the employee in the employment career or for other important or cogent reasons. All such leave requests will be granted only at the discretion of the Head of Department, and depending on the merits of each case, the period so granted shall be deducted from the annual leave entitlement of the employee. Application for Examination Leave must be supported with documentary evidence of the examination to be taken, in advance.

5.2.2d Leave for Trade Union Conference and Business.

An employee who is an official of a registered Trade Union may be granted leave to attend important Trade Union meetings and conferences. Such employee shall advise the Registrar through his Head of Department on:

- a. Number of days required for the actual Trade Union Conference or business; and**

Number of days required for travelling to and from the venue arranged for the conference or business.

5.2.2e Leave for Approved Sporting Events.

An employee who is a member of a recognized University Sports Team shall, on the recommendation of his Team Manager, be granted leave by the Registrar for the purpose of taking part in an approved sporting event. The period of time during which an employee will be permitted to be absent from duty to take part in any such sporting event shall be determined as follows:

- a. Number of days required for the actual sporting activity;**
- b. Number of days required for the travelling to and from the place arranged for the sporting venue;**
- c. Any number of days in excess of (a) and (b) mentioned above which are certified as necessary by the appropriate Sporting Council, shall be allowed.**

An employee granted leave under this regulation shall not be eligible for transport at University expense except where team transport is provided. The Head of Department shall be informed in writing of the granting of such leave.

5.2.2f Study Leave [with pay]

- i. A member of staff who has been in continuous employment of the University for three (3) sessions, unbroken except for normal vacation leave, may apply for study leave for the purpose of engaging in study and**

research either for the acquisition of higher degree, professional qualification or intellectual development.

- ii. Study leave shall normally be granted for a period not exceeding six (6) months. Application for study leave in excess of six (6) months, or the extension of study leave beyond six (6) months may be granted only in very special circumstances on the recommendation of the Head of Department, supported by the Dean and the Provost as may be appropriate. **Under no circumstances shall study leave be granted for more than one session.**
- iii. A member of staff granted study leave for a period not exceeding six (6) months shall be entitled to:
 - 1) his full salary
 - 2) Allowance(s) he was in receipt of, before proceeding on leave.
- iv. **Members of staff engaged in research may apply for Study Leave for that purpose.**
- v. Application for study leave shall be sent through the Head of Department, the Dean of the Faculty and the Provost of the College, to the Registrar for consideration by the Appointments and Promotions (Academic) Committee. A statement outlining the programme and specifying the place of study must accompany the application. A letter of acceptance from the place of study must be attached to the application or produced as soon as possible after approval. If by the 1st Day of December, no letter is produced, the leave shall be forfeited.
- vi. Study Leave will not necessarily be granted to every applicant who has completed six (6) semesters (3 years) of service. Before any application can be considered, evidence shall be afforded the Committee that the applicant can be spared from his duties. Furthermore, no additional expenses will be incurred by the University, if the leave is granted, except that in the case of a Nigerian member of staff the full cost of transport shall be paid by the University subject to the availability of funds.
- vii. For the purpose of these regulations, study leave with pay is defined as a period of not less than one (1) semester approved for staff to enable him carry out research or other recognized academic activities.
- viii. For the purpose of these regulations, **“a term of service”** means any of the period into which the academic year is divided and in which an applicant for study leave has fulfilled the duties of his office provided that if an applicant has been on leave on account of illness or other sufficient cause for part of the period, the Committee shall in its discretion decide whether or not that period shall be reckoned as a term of service.
- ix. Study leave for, at most, one year may be granted to a member of staff in respect of a continuous service **of at least six [6] semesters [3 years]** during which no Study Leave has been taken provided the Head of Department concerned, so recommends.

- x. In exceptional cases, when Study Leave for more than one semester is required or after less than six (6) semesters (i.e. 3 years) qualifying period, such request may be considered on its own merit by the appropriate Committee. However, where such request would have financial implication, either directly or indirectly to the University, the decision to grant the leave shall require approval of Council.
- xi. Deferment of study leave shall not be allowed. Nevertheless any leave not taken by the end of the first Semester shall be forfeited and the staff concerned shall reapply.
- xii. A Head of Department wishing to go on study leave shall apply to the Vice Chancellor through the Provost of the College or the Dean of the Faculty, outlining clearly any arrangements he/she has made for the proper running of the Department while he/she is away. The Vice-Chancellor will then forward such an application to the Committee for consideration after satisfying himself/herself of these arrangements.

5.2.2g Study Leave without pay: Any confirmed member of staff who has been in continuous employment of the University for three (3) sessions unbroken except for normal vacation leave may apply for Study Leave without pay for one [1] year in the first instance and renewable for another one [1] year, provided that such Study Leave without pay shall not exceed a maximum of two [2] years period. A beneficiary of this scheme will not be bonded and should not be indebted to the University. He retains his position in the University for the period, with all the benefits attached to the position but shall not resign/withdraw his service unless he has notified the University by giving one [1] month notice or pay one [1] month basic salary in lieu of notice.

5.2.2h Short-Term Study Leave with pay: Any confirmed member of staff who has been in continuous employment of the University for two (2) sessions unbroken except for normal vacation leave may apply for Short-Term Study Leave with pay to undertake Short-Term courses that last from between one [1] day and six [6] months. All categories of staff are eligible for short-term courses. Such courses to be undertaken during these leave should be for acquisition of special training and professional skill/qualification relevant to the duties of the applicant in the University. A Staff on Short-Term Study Leave with pay shall be entitled to **his/her** full salary and must return to the University immediately upon completion of the course.

Any staff on short-term Study Leave with Pay shall not be allowed to resign/withdraw **his/her** service unless he has served the University for twice the period of the leave and has given **three [3] months notice of resignation or pay three (3) months Basic salary** in lieu of resignation or withdrawal of service.

Any staff on short-term study leave with pay up to Two [2] months shall sign an undertaking form to return to the University upon completion of the study but shall be bonded if the leave is up to three [3] months.

5.2.3 Training Leave

- i. Any member of staff may apply for training leave for the purpose of acquiring a higher degree or professional qualification, or to upgrade professional, technical or administrative competence relevant to the schedule of duties within the University.
- ii. Only members of staff who have been confirmed and who have been in the service of the University for an unbroken period of service of not less than three (3) sessions and are below CONUNASS 13/CONUATSS 13/CONUASS 05 or equivalent salary grade shall be eligible to be considered for training leave provided that:
 - a. Persons in the rank of Graduate Assistant in possession of only a Bachelor's degree or its equivalent may be granted training leave without having served the University for up to two (2) sessions; and
 - b. Persons of the rank of Senior Lecturer or equivalent status and above may be granted training leave in very special circumstances which are certified by the Head of Department/Division/Unit with the support of the Dean and Provost as appropriate, as being in the interest of the University.
- iii. Training leave shall be for one (1) year in the first instance and is renewable yearly for a period, which shall not normally exceed three (3) years. However, for staff proceeding on residency training programme, a minimum of five (5) years **is acceptable**.
- iv. A staff member on training leave shall be entitled to his full salary and allowances. Allowances in respect of tuition, books, subsistence and other relevant expenses as may be approved from time to time are subject to availability of funds.

5.2.3a General Conditions Governing Training Leave

- (i) Every member of staff granted training leave shall give an undertaking and enter into a Bond to return to the service of the University immediately upon the completion of the course or programme for which the leave was granted.
- (ii) The period of Bond shall be at the rate of twice the period of the relevant training leave, subject to a maximum bond period of ten (10) years and on other terms and conditions as shall be specified in an agreement to the effect.
- (iii) If a staff member fails to return to duty post on completion of the training programme or on expiration of the period of leave granted to him, he shall be liable to refund to the University, the entire salary paid to him during the period of training, failing which he will have his appointment terminated. Where he fails to make the necessary refund and if the University is constrained from accessing entitlements, legal action shall thereafter be instituted against him for breach of contract.
- (iv) Application for training leave shall be submitted through the Head of Department/Division/Unit/Dean/Provost to the Registrar in

duplicate not later than six (6) months before the commencement of the proposed course of training. Such application shall be recommended by the Head Department/Division/Unit/Dean/Provost who also shall indicate that the employee would be released without filling the vacancy to be created during the course of the proposed training leave.

However, in very exceptional cases, such applications shall be executively approved by the Chairman of Appointments and Promotions Committee on behalf of the Committee and subsequently ratified by the Appointments and Promotions Committee at its next sitting.

- (v) **Apart from other Conditions, Training Leave with pay will be granted to a Non-Academic staff when the Appointments and Promotions [Administrative and Technical] Committee is satisfied that the course to be undertaken is of strategic benefit to the University, Hence, the Appointments and Promotions Committee shall approve the training leave.**
- (vi) Approved training leave shall normally be granted to commence at the beginning of the session following the approval.
- (vii) Every application shall be accompanied by evidence of admission to an approved institution together with such relevant information regarding tuition, and other costs and information relating to training programme which the employee intends to pursue.
- (viii) Where a course/training programme is available in Nigeria preference shall be given to application for training in a University or Training Institution in Nigeria. In other cases, any application for training abroad shall satisfy the relevant Committee that after making effort to that effect, the employee has not succeeded in obtaining admission in Nigeria.
- (ix) Training leave is a privilege and not a right and the University is not bound to grant such leave to an employee nor is the University or appropriate Committee bound to give reasons for the success or failure of the application for such leave.
- (x) Training leave is meant primarily for the training and upgrading of the permanent staff of the University.
- (xi) An employee on training leave shall not change the course, place or institution for which the leave was granted without the prior approval of the University. Failure to comply with this rule shall render the staff liable to among other things, the withdrawal of the leave.
- (xii) The Lagos State University shall intimate the training institution of the conditions of the sponsorship and shall demand that all

correspondence/ progress report on the candidate be forwarded directly to the Registrar.

- (xiii) The period of training leave shall not be leave earning.

A staff on training leave shall earn Annual Increment only through the training period subject to the receipt of evidence/report of good performance from the training institution.

- (xiv) A staff on training leave shall not engage in full-time salaried employment.

- (xv) An staff on Training Leave shall submit a Confidential Progress Report from the Institution of study or training and a copy of his research project.

5.2.3b Bond to serve the University

All employees sponsored by the University for training shall be expected to enter into a Bond as a condition to serve the University for a prescribed period after the completion of the course before securing the approval of the University for Sponsorship. On failing to return to serve his bond period, the employee or his guarantor shall pay back in bulk, the entire amount invested on him for the training, or by his new employer who should absorb the payment and refund same to the University. The period of service of the bond shall normally be twice the period spent on Training Leave up to maximum of ten [10] years.

5.2.3c Release of Staff Bonded to the University to Proceed on Post-Doctoral Fellowship

A staff member who is bonded to the University and has not extinguished the bond period may be released to proceed on Post-Doctoral Fellowship on the following conditions:

- i. that such staff must have successfully completed his doctoral program for which he was released by the university in the first instance;
- ii. that the duration of the Post-Doctoral Fellowship program shall not exceed a period of twelve (12) calendar months in the first instance and that in any event that the duration of the Fellowship program will exceed twelve (12) months, the staff concerned shall apply for an extension which shall be treated and approved on its merit;
- iii. that a staff on Post-Doctoral Fellowship program and who has not completed his bond period and is applying for extension shall not have such extension granted beyond another one (1) year;
- iv. that the staff concerned shall apply for suspension of the bond period for the period of Fellowship and sign an undertaking to resume same on completion of the Post-Doctoral Fellowship program;
- v. that if approved, the university shall suspend the bond period by equivalent number of months to be spent on the Post-Doctoral

Fellowship after which the remaining bond period shall be resuscitated to be completed by the staff;

- vi. that such staff shall be entitled to his salaries and emoluments during the period he is away on Post-Doctoral Fellowship program;
- vii. that (i-vi) above shall apply if the bond period being served and the extension shall be completed before such staff attains retirement age;
- viii. Staff members shall not be bonded for the period used for post-Doctoral program.

5.2.4 STAFF DEVELOPMENT

Objective

The University requires competent staff to handle her affairs and it is expected that staff with the drive, potential and commitment to work should be properly motivated for further training, to improve quality of their outputs in the University. For these reasons, it is necessary that this University should have a staff development programme.

In pursuance of these objectives, it is expected that as the need arises, further training of staff should be encouraged.

5.2.4.1 PART-TIME PROGRAMME WITHIN THE UNIVERSITY

Any confirmed staff that enrolls for a Part-Time Programme within the University shall be granted **50% rebate on all payable fees.**

Children of confirmed staff who enrolls for Part-Time programme within the University shall enjoy **50% rebate on tuition fee.**

5.2.5 SPONSORSHIP FOR POSTGRADUATE PROGRAMMES UNDER THE STAFF CANDIDACY SCHEME

- a. With a view to encouraging the training and development of Junior Academic staff and Non-Academic Staff of Lagos State University, Members of Staff undergoing M.Phil/Ph.D programmes in the Lagos State University shall be recognized as Staff Candidates.
- b. For eligibility as staff candidate, the following conditions shall apply:
 - (i) The candidate must be a confirmed full-time member of the Academic Staff or Non-Academic Staff of Lagos State University.
 - (ii) Members of Staff undergoing programmes in institutions other than Lagos State University are **NOT** eligible as such staffs are expected to apply for Training Leave.
 - (iii) Members of Staff must meet the normal requirements for eligibility to pursue a Doctoral degree programme in the area of his/her choice.
 - (iv) The Staff must seek approval from the appropriate Appointments and Promotions Committee of the University to undergo the Doctoral degree programme in the Lagos State University.

- (v) The Candidate(s) must maintain satisfactory progress report(s) in respect of the course work or the research study by the Supervisor through the appropriate Faculty Committee and as approved by the Postgraduate Board.
- (vi) The duration of the programmes shall be as spelt out for full-time Doctoral degree programme.
- (vii) Member of Staff shall produce an undertaking and enter into a bond to continue to be in the service of the University upon completion of the programme.
- (viii) Academic members of Staff, who are already on their M.Phil/Ph.D Programmes are also eligible to be classified as Staff Candidates for the remaining period of completion of their programmes provided they are able to obtain the approval of the Appointments and Promotions Committee to that effect.

c. The benefits associated with Staff candidacy include:

- (i) Staff Candidates **shall not pay tuition fee** during the programme.
- (ii) Courses or tasks allocated to Staff Candidates (whether Academic or Non-Academic Staff) should be minimal to enable them complete their programmes within the specified period.
- (iii) Staff Candidates shall be entitled to annual leave and annual increment.
- (iv) Staff Candidates shall not be given any Administrative Position/responsibility to enable them channel their efforts on their programme.
- (v) The University shall provide **grant for thesis production** as maybe recommended by the Faculty, subject to availability of fund.
- (vi) Permission shall be granted to staff candidate by the appropriate Appointments and Promotions Committee where necessary to carry out research outside the University, **subject to a maximum period of one (1) year.**

5.2.6 SABBATICAL LEAVE

- (a) Every Senior Staff on **CONUNASS 11/CONUATSS 11/CONUASS 04** and above shall be entitled to a one [1] year sabbatical leave, for the purpose of:
 - i. visit to other Universities or Institutions to acquaint himself/ herself with the administrative methods and techniques, and/or
 - ii. understanding some work in or outside the University, with a view to improving the Officer's competence.
- (b) All qualified Senior Staff shall be eligible for sabbatical leave once he is on **CONUNASS 11/CONUATSS 11/CONUASS 04** and above provided such an officer **had** spent not less than six (6) years of unbroken service in the University.
- (c) In calculating the six (6) years of unbroken service that will make an applicant eligible for sabbatical leave, all periods of study leave granted to the applicant during the relevant period shall be excluded.

- (d) In considering applicants for sabbatical leave, there shall be evidence that adequate arrangements had been made to cover his/her duties.
- (e) Staff members on sabbatical leave shall inform the Registrar through the Provost, Director, Dean, and Head of Department/Division/Unit of the date of their return from leave.
- (f) Sabbatical leave is intended primarily for the intellectual and professional renewal of staff and may be granted only on the UNDERSTANDING THAT STAFF THE MEMBER SHALL RETURN TO THE SERVICE OF THE UNIVERSITY AND SUBMIT TO THE UNIVERSITY REPORT OF THE WORK DONE DURING THE SABBATICAL LEAVE. He cannot proceed on any other leave until after one academic year after his/her return.
- (g) A staff member on Sabbatical leave shall be entitled to his/her full salary and basic allowances for the period of such leave.
- (h) Sabbatical leave may be granted only if the relevant Committee is satisfied that such leave will be utilized to the definite interest of both staff members and the service of the University.
- (i) Recall of staff on Sabbatical leave shall be done through the relevant Appointments and Promotions Committee stating the reasons for the recall.

Any member of Staff on sabbatical leave shall, on resumption of duty, submit a report on the work undertaken, activities and suggested benefits to the Lagos State University during the leave.

5.2.6a Withdrawal of Service during Sabbatical Leave

Any staff who fails to give adequate notice of intention to withdraw his service and also fails to return to duty at the expiration of approved sabbatical leave shall have such appointment determined by Council.

5.2.6b Sabbatical Leave for Academic Staff

- i) An Academic staff requesting for sabbatical leave must have accumulated a minimum of twelve (12) semesters from the date of first appointment or of return from a previous sabbatical leave as may be applicable.
- ii) There must be a letter from the host institution requiring the services of the candidate.
- iii) Department/Division/Unit shall not release more than **One (1)** candidate for sabbatical leave/leave of absence at any point in time.
- iv) Staff cannot change the host Institution during the period of the Sabbatical year except approval is obtained from the Governing Council.
- (v) in relation to (iv) above and for the avoidance of doubt, Staff must return to the University to reapply for the use of the remaining period of Sabbatical at a new host Institution.

5.2.6c Sabbatical Leave for Non-Academic Staff

- a) Members of the non-teaching staff may apply for sabbatical leave after twelve semesters (6 years) of unbroken service.

- b) Application for Sabbatical leave shall be sent through the Head of Department/Unit/Division, the Dean of the Faculty or the Provost of the College, to the Registrar for consideration by the Appointments and Promotions Committee. **A letter of acceptance from the Institution must be attached to the application.**
- c) Sabbatical leave will not necessarily be granted to every applicant who has completed twelve semesters (6 years) of unbroken service. Before any application can be considered, evidence shall be afforded the Committee that the applicant can be spared from his/her duties and that no additional expenses will be incurred by the University, if leave is granted.
- d) Recommendation for sabbatical leave shall be submitted by the appropriate Head of Department/Division/Unit to the Registrar for consideration of the relevant Appointments and Promotions Committee and approved by Council. A statement outlining the proposed programme of work or study visit must accompany the recommendation. Applications from the College of Medicine staff shall be determined.

Staff cannot change the approved host Institution during the period of the Sabbatical year except approval is obtained from the Governing Council.

In this regards, Staff must return to the University to reapply for the use of the remaining period of Sabbatical at a new host Institution.

5.2.7 Leave of Absence:

This is an authorized period of absence from duty without pay on grounds of public policy or other reasons acceptable to the University. All such leave shall be approved by the Governing Council on the recommendation of the Appointments and Promotions Committee.

5.2.7a Regulation Governing Leave of Absence and Supplementation

1. Categories of Leave of Absence (without pay) are as follows:

- a) Leave of absence granted staff in order to take up Public/National appointment.
- b) Leave of absence granted staff to pursue academic/professional courses (but not a basic course e.g. ND, HND, First Degree), where study leave with pay cannot be granted.
- c) Leave of Absence for other reasons acceptable to the Management of the University, excluding gainful employment, including:
 - i. To enable a staff join his/her spouse on course of instruction of not less than a month duration period.
 - ii. Special leave of absence to join spouse on grounds of health/public policy.
 - iii. On grounds of public policy or Technical Aid programme.

- iv. To enable a staff take up a non-elective political appointment.
- v. On ground of public policy for an official whose spouse **is** a President, Vice-President of Governor.

Note: A staff cannot enjoy Annual leave the same year he has embarked on Study Leave, Study Fellowship, Sick Leave or Leave of Absence.

2. Subject to the recommendation of the Dean/Provost/Head of Department/Division/Unit, Leave of Absence shall be granted in any of the above circumstances;
3. Leave of Absence shall not exceed one (1) year in the first instance and renewable **yearly for four times making up a maximum of five [5] years** for those in public and private service. Any further extension shall be at the discretion of the Governing Council.
4. A confirmed member of staff who has been in continuous employment of the University for three sessions unbroken except for normal vacation leave, may apply for leave of absence for the purpose of engaging in training for acquisition of higher qualification and/or intellectual development provided such programme is being undertaken in a **Nigerian University**.
5. A member of staff granted Leave of Absence shall not be entitled to any salary or allowances in the University.
6. Upon assumption of duty from Leave of Absence, if a staff is called or appointed for another national/state assignment that is of paramount interest to the University, he shall be allowed to embark on another Leave of Absence for that purpose.
7. **Where Sabbatical Leave is intended to enable the staff member concerned take on paid employment, he shall be liable to pay University 15% of his basic University salary in order to maintain his pension right.**

5.2.7b Procedure for Application

Application for Leave of absence shall be addressed to the Vice Chancellor through the Head of Department/Division/Unit/Dean/Provost and the Registrar for the consideration of Appointments and Promotions Committee and approval of the Governing Council.

5.2.7c EFFECT OF OTHER TYPES OF LEAVE ON ANNUAL VACATION

Staff shall not be entitled to Annual Leave in any year where the periods spent on Study Leave, Training Leave, Leave of Absence, Sick and Sabbatical Leave exceeds six (6) months.

5.2.8 MATERNITY LEAVE

Maternity leave is the authorized absence from duty of a serving female officer granted by the Registrar on account of pregnancy based on the expected date of delivery.

5.2.8.1 Regulations Guiding Maternity Leave

- i. A female officer who is pregnant is entitled to Twenty-Four [24] weeks maternity leave with full pay in the case of her first two (2) deliveries. The said leave shall commence at least two (2) weeks before the expected date of delivery. Any third and subsequent deliveries by any employee shall attract Twelve [12] weeks Maternity Leave for the female officer.
- ii. A medical certificate showing the expected date of delivery must be presented not less than two (2) months before that date.
- iii. The annual leave for that year will, however, be regarded as part of the maternity leave. Where the annual leave has already been enjoyed before the grant of maternity leave, that part of the maternity leave equivalent to the annual leave will be without pay.

5.2.9 ADOPTION LEAVE

Adoption leave is the authorized absence from duty of a serving female officer granted by the Registrar on account of adoption of a baby based on date of release of the baby.

5.2.9.1 Regulations Guiding Adoption Leave

- i. A female officer who adopts a baby is entitled to Twelve [12] weeks' Adoption Leave at a stretch beginning from date of release of the baby with full pay. Evidence showing the release of the baby must be presented before grant of leave.
- ii. Where the officer's annual leave had already been enjoyed before the grant of adoption leave, that part of the Adoption Leave equivalent to the annual leave will be without pay.

5.2.10 TIME-OFF FOR NURSING MOTHERS

A female officer who is nursing a child shall be granted two (2) hours off-duty everyday. This concession shall be granted up to a maximum period of six (6) months from the date she resumes duty from maternity leave.

5.2.11 PATERNITY LEAVE

Paternity leave is the authorized absence from duty for a serving male officer to whom a new baby [or babies in case of multiple births] is/are born or adopted up to a maximum of Ten (10) consecutive working days in relation to and at the time of his spouse's first two deliveries. A male officer shall not be entitled to Paternity Leave in respect of third (3rd) and subsequent children. Approval is subject to presentation of child's birth certificate or letter of release for adoption, as applicable.

5.2.12 SICK LEAVE AND INVALIDATION

- i) A member of staff may be allowed sick leave or invalidation with full pay up to a total of six (6) months within a period of twelve (12) months on the basis of the medical certificate issued by the Director of Health Services or a medical practitioner approved by the Director of Health Services.

- ii) Sick leave in excess of six (6) months shall be with half pay unless the Appointments and Promotions Committee approves full pay after considering a report on the case from the Director of Health Services.
- iii) Such cases shall be reported to Council by the Vice Chancellor
 - (a) If an employee has been ill for more than six (6) months, the University or the Director of Health Services may require such employee to appear before a Medical Board with a view to determining whether or not the staff be **invalided** from service.
 - (b) For the purpose of (iii a) above, the Medical Board shall consist of the following:
 - A Professor of Medicine - Chairman
 - Director of Health - Member
 - 2 other Medical Practitioners - Member
(One of whom must be a specialist in the case under review)
 - Head (NASE)
Or Head(ASE) *(as may be applicable)* - Secretary
- iv) An employee invalidated on medical grounds shall be entitled to the following:
 - (a) One month salary in lieu of notice.
 - (b) Payment in lieu of accrued leave.
 - (c) Benefits under the Retirement Scheme, (if applicable).
 - (d) An ex-gratia sum of one year's salary provided the employee concerned has served for a minimum period of ten (10) years.

5.2.12.1 MEDICAL EXCUSE DUTY CERTIFICATE [For Permanent Staff]:

- i. **An employee who is absent from duty on grounds of ill-health will be regarded as absent on sick leave provided such illness is covered by a Medical Excuse Duty Certificate issued by any Medical Officer of the University.**
- ii. **Any Medical Excuse Duty Certificate issued to any member of staff by a private Medical Practitioner shall be valid for only two (2) days provided that the sickness is an emergency such that the staff may not be in a position to reach the University's Health Centre or a Government Hospital for treatment. All Medical Excuse Duty Certificates obtained from Private Medical Practitioners must be endorsed by the Director of Health Services on the third day when the affected staff is required to present himself to or notify the University Health Centre. This will allow for checking and ascertaining the genuineness of the illness and follow up as the case may be.**
- iii. **the maximum aggregate sick leave which can be allowed an employee, who is not hospitalized, during any period of Twelve [12] months shall be forty-two [42] calendar days. Where such an employee has been absent from duty on the grounds of ill-health for an aggregate period in excess of Forty-**

Two [42] calendar days within twelve [12] calendar months, the employee should be made to appear before a Medical Board with a view to ascertaining whether he should be invalidated from service. Any period of absence on the grounds of ill-health in excess of the prescribed aggregate will be without pay and will not be reckoned for purpose of increment or pension.

- iv. An employee who is incapacitated as a result of injury sustained during the course of his official duties shall be entitled to draw full salary until he is discharged from sick leave or permanently invalidated.
- v. Where the Director of Health Services finds that an employee's health is likely to be further impaired by remaining on duty or sick list, he will arrange for Medical Board to be held to determine such employee's further usefulness in the service of the University.
- vi. The report of the Medical Board shall be taken into consideration whether or not the appointment should be terminated.
- vii. The University will be responsible for the cost of the repatriation to his place of domicile if the employee's appointment has to be terminated.
- viii. No claim shall arise where it is established that illness is attributable to the officer's willful fault.
- ix. The University shall not be responsible for dentures and other appliances and gold-filling.

5.2.12.2 PROCEDURE FOR SUBMISSION OF MEDICAL EXCUSE DUTY CERTIFICATE ISSUED FOR EMPLOYEE ON CONUNASS 01-05 FOR MEDICAL REASONS

- a. Employees who are issued with genuine Medical Excuse Duty Certificates by the Doctors at the Health Centre are required to present the original copies of such certificates to their Heads of Departments before going home.
- b. Heads of Department may produce photocopies of such Medical Excuse Duty Certificates for the Personal Files of the employees and then forward the original copies to the Establishments Office for record purpose, with a short covering note.
- c. Where an employee is rushed to hospital other than the University Health Centre in case of an emergency that may arise after official hours or on non-working days, the employee is expected to present Medical Excuse Duty Certificate issued at such hospital, to the Director of Health Services for confirmation of the genuineness of the Medical Excuse Duty Certificate by endorsing the Certificate to the officer's Department in order to keep them duly informed of the whereabouts of their staff.
- d. The Director of Health Services would be required to forward a monthly list of all employees placed on sick leave to the Establishments Office to serve as control register which will be used to find out Medical Excuse Duty Certificates that were not referred to the Establishments Office for one reason or the other so that appropriate action may be taken.

5.2.13 Leave for Medical Treatment outside Nigeria:

Leave for Medical treatment outside Nigeria may be granted to any staff member by the Vice Chancellor on the recommendation of the Director of Health Services provided such approval does not involve any financial commitment on the part of the University. The Director of Health Services must certify that the treatment is not available, or cannot easily be obtained in Nigeria, and that it is essential that the treatment be obtained outside Nigeria after considering the reports of a Specialist. Where the medical expenses are to be borne by the University, the permission and approval of the Visitor shall be obtained on the recommendation of the Council.

5.2.14 Resignation during Sabbatical Leave/Leave of Absence

- i) A member of staff may resign his appointment, withdraw, retire from the service of the University or seek transfer of service during the approved sabbatical leave or leave of absence provided that:**
 - a) In the case of a Professor, he/she shall give a six (6) month notice of disengagement terminating on 30th September or in the alternative where the notice is inadequate or comes after 30 September but not later than 15th October pay to the University six (6) months' salary in lieu of notice;
 - b) In the case of other Academic Staff, he/she shall give three (3) months' notice of disengagement terminating on 30th September or in the alternative where the notice is inadequate or comes after 30th September but not later than 15th October he/she shall pay to the University three (3) months' salary in lieu of notice;
 - c) In the case of Senior Non-academic Staff, the member of staff concerned shall give three (3) months' notice or pay to the University, three months' salary in lieu of notice.
- d) Such staff is not in any way indebted to the University.**
- ii) A member of staff who fails to comply with the provisions above, or subsequently resigns his/her appointment or voluntarily retires from the University service or moves to other establishment in or outside the country, shall not only be dismissed from the service of the University, but may, in addition, be liable to legal action.
- iii) A members of staff who fails to return to duty at the expiration of any approved leave shall have his/her appointment determined by Council through the relevant Appointments and Promotions Committee.

5.2.15 CURTAILMENT OF LEAVE

A member of staff may, with the approval of the Registrar be required to return to duty before the expiration of approved annual leave. In requesting for such consent, the Head of Department/Dean/Provost shall state the peculiar circumstances of the case which warrants the recall. Any part of his leave so curtailed shall be taken at the earliest opportuned time and in consultation with his Head of Department/Dean/Provost failing which the curtailed leave will be forfeited.

5.2.16 OVERSTAYING OF LEAVE

An employee who without acceptable excuse, fails to resume duty after the expiration of his leave shall be regarded as being absent from duty without authorization and shall be dealt with in accordance with the regulations governing absence without leave.

5.3 LOANS

5.3.1 LOAN SCHEME AND PROCEDURES

Eligibility:

Members of staff on permanent appointment and whose appointments have been confirmed shall be eligible for loan as may be recommended by the University Staff Welfare Committee and approved by the University Governing Council subject to availability of funds. **Other conditions include:**

- i. A staff member whose application is approved shall provide acceptable surety for the loan.**
- ii. A Confirmed staff who had spent five (5) years in service can stand as his own surety provided that such staff is on an established position and the loan required can be serviced during his service years.**
- iii. Any confirmed senior staff of at least equal salary status can guarantee the loan.**
- iv. The loan to be granted to any member of staff shall generally be at 3% simple interest.**
- v. The maximum period of loan repayment shall be six (6) years.**

5.3.2 WELFARE LOANS

The University shall operate a Welfare Loan Scheme on terms and conditions as approved by the University Council from time to time subject to availability of funds **provided. However, such deductions from the salary of the beneficiary shall not exceed two-thirds (2/3) of the monthly salary. The following Loan schemes shall operate in the University:**

- a. Housing/Law Loan: Under this Scheme the University gives Loans to staff for any of the following:**
 - i. Purchase of house**
 - ii. Offset existing loans obtained by a staff member to own a house**
 - iii. Start/complete a building**

- iv. Purchase a landed property
- b. **Motor vehicle/vehicle refurbishing Loan**: Under this scheme the University gives loans to staff for the purpose of refurbishing the applicant's motor vehicle for which the applicant must show proof of ownership.
- c. **Furniture Loan**: Under this Scheme the University grants loans to staff for purchasing furniture items residence or applicant

Conditions/Eligibility

- i. The Registry and the Bursary Department shall determine qualification of every applicant and ability to repay the Loan if granted
- ii. All applicants seeking loan must be confirmed staff of the University
- iii. The University shall device other mechanisms for the loan administration

5.3.3 SALARY ADVANCES

- i. Members of staff may be granted interest-free salary advance. A salary advance is intended to assist a member of staff in meeting extraordinary personal or household expenses.
- ii. An interest-free advance on account of a staff member's salary may be approved by the Registrar on behalf of the University to an employee on permanent or temporary appointment not more than once in five [5] years.
- iii. The interest-free salary advance shall be limited to a maximum of two (2) month's basic salary of the employee and shall be refundable in six (6) consecutive monthly instalments deductible by the Bursar from the employee's salary. The first of such instalmental refund shall commence two [2] months following that in which the advance was made.

5.4 SALARY SCALE AND REGULAR ALLOWANCES

1. *Salary Scales:*

Subject to any contrary agreement, salary scales applicable to staff members shall also apply to cases of Appointment on Contract, Secondment or Transfer and shall be as recommended by the University Management and approved by Council from time to time. No amendment thereto shall adversely affect an existing member of staff without his prior agreement; and any representation by staff member in respect thereof shall be submitted to reach the Registrar not later than one (1) month of the amendment for the consideration of Council.

2. *Salary Placement*

The appropriate salary scale shall be communicated in the advertisement or other notice calling for applications to fill vacant positions within the University. In deciding the point on the relevant salary scale at which a candidate shall be placed on first appointment, due regard shall be given to qualifications and relevant experience.

3. *Rates of pay for Part-time staff and Demonstrators:*

The rates of pay for Part-Time work for the University shall be as approved by the Governing Council from time to time.

For the avoidance of doubt, persons employed on a Part-Time basis and earning such allowances as have been specified shall not by virtue of such earnings alone be deemed to be employees of the University. They shall not be entitled to any other benefits, which are applicable to employees of the University except as expressly stated in their terms of Part-Time appointment.

5.5 ALLOWANCES

5.5.1 General

Certain categories of allowances are payable to designated staff members of the University. The allowances are subject to review from time to time.

The allowances are:

- (a) Responsibility allowance
- (b) Acting allowance
- (c) Local Transport/Travelling/ kilometre allowance
- (d) Housing allowance
- (e) Hazard allowance
- (f) Journal allowance
- (g) Entertainment allowance
- (h) Shift Duty allowance
- (i) Sitting allowance (for Committees of Council)
- (j) Overtime allowance (as approved by the Vice Chancellor)
- (k) Field trip (industrial supervision) /Teaching practice allowance.
- (l) Call duty
- (m) Health Professional Non-Clinical Duties Allowance

5.5.2 Responsibility Allowance:

- (a) Responsibility allowances shall be paid to Principal Officers and other designated officers as listed below and as approved by Council from time to time:
 - (i) Vice Chancellor
 - (ii) Deputy Vice Chancellor
 - (iii) Registrar
 - (iv) Bursar
 - (v) University Librarian
 - (vi) Provost

- (vii) Deans/Directors of Service Department
 - (viii) Head of Department
 - (ix) Heads of Non-Academic Division/Units
 - (x) Co-ordinators of Centres
 - (xi) Sub-Dean
- (b) No person shall be entitled to draw more than one responsibility allowance. Where a staff holds more than one office which attracts responsibility allowances, he/she shall accordingly be entitled to draw the highest of the allowances to the office concerned.
- (c) A person appointed in an acting capacity to an office, which attracts responsibility allowance, shall be entitled to the payment of the allowance if he acts in the office for up to one month.

5.5.3 Acting Allowance

- (a) Where a member of staff is appointed in an acting capacity to a position which attracts a basic salary one grade level higher than that of his substantive post, he shall draw an acting allowance equal to the difference between his substantive salary and the minimum salary of the post in which he is acting.
- (b) Where the staff member is acting in a post which attracts salary more than one salary grade level above his substantive rank, acting allowance shall be based on the minimum salary of the grade level next higher than that of his substantive rank, or he shall be paid 50% of the difference between his substantive salary and the minimum salary of the post in which he is acting, whichever is higher.

5.5.4 NIGHT ALLOWANCE

When a Senior Staff on CONUNASS 06-15/CONUATSS 07-15/CONUASS 01-07 travels outside his station on official duties or sent to a Conference or Seminar in other parts of Nigeria, Night allowance shall be paid in lieu of hotel for each night spent outside the station at the rates approved from time to time unless the employee was accommodated in government quarters, provided that such allowances shall not apply to trips made within Lagos State, except for trips to Epe for assignments that extend beyond one (1) day.

5.5.5 CONTINGENCY ALLOWANCE

Further to 8.2 above, a total sum of Six Thousand Naira (~~N~~6,000.00) only per trip shall be paid to any Senior Staff on CONUNASS 06-15/CONUATSS 07-15/CONUASS 01-07, who travels and spends night(s) outside his station for official assignment or to attend a Conference/Seminar approved by the University.

5.5.6 TRAVELLING ALLOWANCE

- i. Where an employee of the University travels out of the University on official duty, he shall be entitled to a refund of his transport expenses on production of supporting receipts (where possible) or a certificate of honour.
- ii. Where an employee living outside the Campus is required by the nature of his duty

to return to the University everyday, he shall be entitled to a refund of his transport expenses for such extra journey from home to office.

5.5.7 HOUSING ALLOWANCE

All Senior staff shall be entitled to Housing Allowance as specified in the individual's salary scale.

5.5.8 LOCAL TRANSPORTATION ALLOWANCE

A staff on CONUNASS 06-15/CONUATSS 07-15/CONUASS 01-07 who Travels by Air on an official assignment or sent to Conference/Seminar by the University outside Lagos State shall in addition to appropriate Air fare, be paid a fixed sum of Ten Thousand Naira (₦10,000.00) only to cover the cost of Taxi between the Airport and the city where such event is holding, provided that this allowance shall not apply to conferences or official assignments holding within Lagos.

5.5.9 REGULAR TRANSPORT ALLOWANCE

A regular transport Allowance per month shall be payable to all employees on CONUNASS 06-15/CONUATSS 07-15/CONUASS 01-07 to augment the expenses on Transport as specified in the individual's salary scale.

5.5.10 Local Transport/Travelling Allowance

- (a) A staff member travelling within Nigeria on approved official duty on behalf of the University shall be entitled to Local Transport/Travelling allowance, Night allowance and other incidental allowances as approved by Council.
- (b) Kilometre allowance:
 - (i) Where a staff member uses his car or public transport for official duties, he shall be entitled to Kilometre allowance for both local running and journey undertaken outside the station, as approved by Council from time to time.
 - (ii) Kilometre allowance shall not be payable for use of a staff member's car for his transportation between his residence and the office.
 - (iii) Staff using their official vehicles to outside station for official purpose shall not be entitled to kilometre allowance.

5.5.11 Housing Allowance

- (a) Staff Member on (CONUNASS 06/CONUASS 01) and above who are entitled to University accommodation and are not so provided shall be entitled to Housing Allowance at a percentage of their salary approved by Council from time to time.
- (b) Staff members provided accommodation shall pay commercial rent as recommended by the Staff Welfare Committee and approved by Council from time to time.

5.5.12 Hazard Allowance

Members of staff whose schedule involves hazard of some sort shall be entitled to draw hazard allowance at a rate approved by Council from time to time.

5.5.13 Journal Allowance

Staff who subscribe to journal of Professional bodies or Association shall be entitled to Journal Allowance at a rate approved by Council from time to time.

5.5.14 Entertainment Allowance

The Vice Chancellor, all Principal Officers, Directors and Head of Divisions/Departments shall be entitled to Entertainment Allowance at rates approved by Council from time to time.

5.5.15 Shift Duty Allowance

Staff that operate shift duty shall be entitled to Shift Duty Allowance at rates approved by Council from time to time.

5.5.16 Learned Conference Allowance

Staff who attend approved learned conference shall be entitled to allowance at rates approved by Council from time to time.

5.5.17 Sitting Allowance

Staff who are appointed to serve on University Committees outside those related to their schedule of duties shall be entitled to sitting allowance at rates approved by Council from time to time.

5.5.18 Overtime

- i) All non-teaching staff on CONUNASS 06/CONUATSS 07 shall earn Overtime allowance at rates approved by Council from time to time. However, prior approval must have been obtained, in writing, from the Vice Chancellor.
- ii) Excess workload allowance shall be paid to the Academic staff and shall be calculated according to the "Full Time Equivalent formula (F.T.E)'

5.5.19 Health Professional Non-Clinical Duties Allowance

This allowance is payable at the approved Government rate to Health Professionals deployed to render health related services in Government Health Institutions. Beneficiaries of this allowance shall include Pharmacists, Medical Technologists, Physiotherapists, Radiographers and Nurses.

5.5.20 Field Trip/Industrial Supervision/Teaching Practice/Student Technologist Ratio/SIWES Allowance

These shall be paid to Academic and Non-Academic staff who are involved in Field Trip/Industrial Training/Teaching Practice/Student Technologist/SIWES supervision at rates approved by Council.

5.5.21 NON ACCIDENT BONUS

- i. **A Motor Driver, Driver/Mechanic or Despatch Rider, whether on permanent establishment or temporary appointment shall be entitled to an annual non-accident bonus equal to 100% of his monthly basic salary, subject to review.**

- ii. **The term "accident" in this context means any occurrence whereby damage is done to property of any kind or injury is done to person(s) or animal(s) which, in the opinion of the Driver's Head of Department is attributed to the manner in which the Driver, Driver/Mechanic or Despatch Rider drove or managed the vehicle.**
- iii. **A Driver, Driver/Mechanic or Despatch Rider who, whilst in receipt of his bonus, is involved in an accident in which he is adjudged by his Head of Department to be at fault shall forfeit his bonus and shall start further qualifying period of one year's accident free driving from the date of the accident.**
- iv. **Non Accident Bonus shall be applicable to only Drivers/Mechanic attached to a particular official vehicle during the year under review.**

5.6 HEALTH SERVICES

5.6.1 The University maintains a Health Service for the benefit, among others, of members of staff and their families except those on casual and Part-Time appointment. However, it shall be the duty of every staff member to take due care to ensue good health of himself/herself and his /her family.

5.6.2 BOARD OF HEALTH

There shall be a regulatory body named Board of Health, which controls all the activities of the University Health Centre. The Board shall be responsible to Council through the Vice Chancellor.

(a) COMPOSITION

Professor of Medicine	-	Chairman
Provost, College of Medicine (or his representative)	-	Member
1 Representative of Senate	-	Member
1 Representative of Congregation	-	Member
The Chairman, Medical Advisory Committee, LASUTH (or his representative)	-	Member
Director of Health Services	-	Member
Dean of Students	-	Member
Registrar's Nominee	-	Secretary

(b) TERMS OF REFERENCE

- i) To advise Council on the general policy on Health matters in the University and the implementation of such policy;
- ii) To advise the Director of Health Service on specific matters relating to health care in the University that may be brought before it;
- iii) To advise on the procurement of drugs;
- iv) To determine what policy should govern refund for drugs purchased by members of staff within the limit of the University's annual budget for health, and advise on measures for eliminating or minimising abuses in the system of refunds;

- v) To ensure that the Lagos State Government directives on medical treatment abroad for staff are complied with;
- vi) To determine what policies should govern referrals for treatment of staff within the limit of the University's budget;
- vii) To examine every prospective case of referrals for treatment of staff abroad after it has been ensured that all available local facilities, both in the public and the private sectors, have been exhaustively explored or utilised;
- viii) To examine and advise on the possibilities of health insurance for members of the University Community;
- ix) To ensure the good working relationship with Lagos State University Teaching Hospital, especially in the Medical treatment of emergencies involving staff and students of the University.
- x) To consider other matters that may be germane to the problems of health care in the University and make recommendations to the Vice-Chancellor.

5.6.3 An employee and his/her spouse with up to four (4) dependent children up to 21 years of age and if on full time studies, are entitled to free medical attention within the University Health Service. Registration of staff dependants in the Health Centre will be accompanied by certified Identity Card with photograph.

5.6.4 INSURANCE

There shall be an insurance policy for all full-time members of staff of the University in accordance with the provisions of the relevant statutes on insurance. Such policies shall be recommended by the Bursar through the University Management to the Governing Council.

5.7 REGULATIONS GOVERNING PROVISION OF QUARTERS BY THE UNIVERSITY TO ITS SENIOR STAFF

5.7.1A Eligibility

When quarters are available, employees of the University shall be considered for official quarters, commensurate with their status. Where quarters are available, special consideration may be given to members of staff whose duties required that they live within or near the campus.

5.7.1B Types of Accommodation

The following categories/location of accommodation shall be provided for the following categories of staff:

- i. CONUNASS 06 - 09/CONUATSS 07 – 09/CONUASS 01- 03 -Two bedroom flat
- ii. CONUNASS 11 - 13/CONUATSS11-13/CONUASS 04-05- Three bedroom flat
- iii. CONUNASS 14 - 15/CONUATSS 14–15/CONUASS 06-07 - Four bedroom flat or Duplex

5.7.1C Agreement Governing the Occupation of Quarters

Staff allocated University quarters shall be required to complete all necessary agreements. Agreement governing the occupation shall be signed by the staff allocated University quarters.

5.7.1D Married Women

A married woman employee shall be entitled to accommodation in her own right but where her husband enjoys the benefit of official accommodation in Lagos State University, such a married woman employee shall not be given official accommodation.

5.7.1E Rent in Lieu of Quarters

A member of staff entitled to Accommodation but for whom the University is unable to provide quarters or who makes private arrangement for his own accommodation shall be entitled to a housing allowance as may be approved by the University from time to time.

5.7.1F Determination of Occupation of Quarters

Where an entitled officer is required under the Regulations to vacate his quarters and he refuses to do so within the stipulated time, the officer shall be ejected. In exceptional cases however the staff may be subjected to payment of an economic/commercial rent for a maximum of six months.

5.7.1G Obligation of University Employee as Tenants

The obligation of employees as University tenants shall be as stipulated in the Tenancy agreement of the University. Without prejudice to the content of the Agreement, allottees of University quarters are forbidden from the following practices any of which might lead to ejection from the premises:

- i. Farming within 75 meters radius of the physical facilities.
- ii. Keeping of pets, e.g. dogs, cats, goats, poultry etc.
- iii. Keeping more than the declared population of people/persons as contained in the agreement.
- iv. Failure to fulfil his responsibility of proper maintenance of the interior.
- v. Exposing the lives and properties of other occupants to risk by use of generating sets or other machineries.
- vi. Failure to fulfil his responsibility on payment of service charges.

5.7.2 RULES FOR ALLOCATION OF QUARTERS

- a. The Housing Allocation Committee of Staff Welfare Committee shall be responsible for allocation of quarters.
- b. The Housing Allocation Committee shall determine uniform criteria for the allocation of staff quarters.
- c. Only quarters which are vacant or are deemed to be vacant will be allocated by the Housing Allocation Committee.
- d. Staff will only be allocated quarters based on their entitlements.

- e. Allocation of quarters shall be made based on individual staff merit and not to post or department except for the Principal Officer.
- f. Change of allocation shall be effected only with the approval of the Housing Allocation Committee
- g. Approval of change in official accommodation shall not be given except when change in status warrants it.
- h. All allocation made to members of staff must be accepted in writing within two weeks and if the staff does not physically occupy the quarters within three weeks from the date of acceptance, the allocation shall lapse.
- i. Routine inquiries regarding the availability of staff quarters may be made at the Staff Welfare Office.

5.7.3 VACATION OF OFFICIAL QUARTERS

a) RETIRING STAFF

- i. Staff retiring from the University shall normally be expected to vacate University quarters, they are occupying, not later than three (3) MONTHS after their entitlements have been transferred to their Pensions Fund Administrators (PFAs).
- ii. Any retiring staff that stays in the quarters beyond the stipulated period shall be legally ejected.

b) DISMISSAL AND TERMINATED APPOINTMENTS

Staff who are dismissed or whose appointments are terminated shall not be covered by the preceding rules in (a) above, but shall be subjected to the stipulated condition in the letter given to him/her by the University Authorities, with a quit notice of one month only.

c) STAFF ON PROLONGED ABSENCE/STUDY LEAVE WITHOUT PAY

- a. Any **staff on prolonged Absence/staff on study leave without pay** must make suitable arrangement for paying his/her house/flat rent as and when due. Defaulter shall be legally ejected.
- b. No staff who is away from the University without appropriate approval shall keep his/her house/flat indefinitely. After a maximum period of TWELVE (12) MONTHS, such allocation shall revert to the Staff Welfare Committee for fresh allocation. Where an allottee is uncooperative, the place shall be legally repossessed.

d) RESIGNATION

A member of staff who resigns from the University must vacate his/her quarters not later than the day on which his/her contract expires. Occupancy beyond the date of expiration of contract shall attract 300% of the going rate. In special circumstances, the Vice Chancellor on the advice of Staff Welfare Committee may approve an extension of occupancy for a period NOT exceeding THREE (3) MONTHS.

e) TRANSFER OF UNOCCUPIED ACCOMMODATION

Houses are allocated to members of staff on the understanding that they wish to reside there. Any staff tenant who refuses to take up his/her accommodation or decides to leave the place physically unoccupied or transfer the same to a person(s) unapproved by the Staff Welfare Committee shall have the allocation revoked, and shall be surcharged for the number of months of illegal occupation of the staff quarters. Such staff shall be surcharged as approved by the University Management from time to time.

f) WIDOWS AND WIDOWERS:

Family of a staff who dies in service will not be permitted to remain in the University quarters beyond ONE (1) YEAR of the death of the staff. An initial notice of six months must be officially given to the occupant prior to the expiration of the one-year period. A second notice must also be officially communicated three months prior to the expiration of the one (1) year period.

g) CLEANING OF STAFF QUARTERS

Staff who reside in the University staff quarters are required to keep their environment clean at all times. Those who live in a block of flats should make arrangements on how to keep their surroundings clean. No resident should exempt himself/herself from joining others in achieving a clean environment. Those who fail to clean their surroundings shall be surcharged by the Staff Welfare Committee after carrying out the cleaning.

5.8 COUNSELLING SERVICES FOR STAFF

The University Counselling Unit shall provide Counselling Services to Staff of the University. This is a part of the Employee Assisted Programme of the University.

A Staff may voluntarily approach the Counselling Unit for Personal Counselling if he or she so desires or it may be a **University referral**.

5.8.1 REFERRAL

Heads of Departments/Units or supervisors are advised to refer subordinate staff who exhibits unexpected irrational behaviour at work to the Staff Counsellors with a view to identifying and addressing causes of such behaviours, such as family and matrimonial, bereavement, financial and legal, family and child care, domestic violence, health and lifestyle, bullying and harassment, negative effects of stress and depression at an individual level, among others, and helping the individual to understand and help himself/herself.

5.9. EMPLOYEES COMPENSATION ACT

For employees who suffer work related injuries which have rendered some incapacitated without any form of compensation to erase their ordeal, the provisions of the Employees Compensation Act 2010 shall apply. This Act makes provision for Compensation to Employees for loss suffered following

Industrial and other work related mishap. The basic provisions of this Act are in the **Annexure I** to this document.

CHAPTER SIX

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PENSIONS AND PAST SERVICE BENEFITS TO ESTABLISHED STAFF

6.1 INTRODUCTION

The subsisting Contributory Pension Law (amended 2014) came into effect in Lagos State University on June 1, 2007. The Law made several provisions with respect to issues of Pension, Past Service Benefits and Insurance of employees.

6.2 CITATION AND COMMENCEMENT

The Regulation shall be referred to as for the award of Pensions and Past Service Benefits [Gratuities] and shall be operative from the date of the **New Contributory Pension Scheme** [CPS] June 1, 2007.

N.B: Past Service Benefits is also known as Gratuity. This has been operative since the inception of the University from 1st September, 1983

6.3 APPLICATION

The Regulations shall apply to all employees in the service of the University who are in the established grades and are in regular employment but shall not apply to the employees on contract employment.

6.4 HIGHLIGHTS OF THE CONTRIBUTORY PENSION SCHEME IN NIGERIA

As against the **Pay As You Go** also known as **Defined Benefit Scheme** that was in operation before the Introduction of the New Pension Scheme in 2004 by National Pension Commission [PENCOM], the New Pension Scheme is **Contributory** and fully funded, based on individual accounts that are privately managed by Pension Fund Administrators [PFA's] with the Pension Funds assets held by Pension Fund Custodians [PFC].

6.5 For the purpose of clarity, relevant terminologies and abbreviations which are used in this chapter are defined/clarified as follows:

- I. National Pension Commission [PENCOM]:** The National Pension Commission is saddled with the following responsibilities:
 - To regulate and supervise all pension matters in Nigeria
 - To license Pension Fund Administrators and Pension Fund Custodians
 - To issue guidelines and rules for investment and operations of the scheme
 - To maintain a National Databank on all pension matters and
 - To carry public enlightenment on the scheme.

It is the National Databank of the Commission that provides the Personal Identification Number [PIN] for each employee through the Pension Fund Administrator [PFA] who then notifies the employee of his Personal Identification Number [PIN] for submission to his employer. All collections received through the parent bank of the Pension Fund Custodian [PFC] must be notified to the Commission. Also all transactions on the Retirement Savings Account [RSA] must be notified to the Commission and any payment to be made from the Retirement Savings Account must be approved by the Commission prior to its being paid by the Pension Fund Administrator [PFA].

The Commission also assigns employer code for each employer which is to be indicated on all payment schedules sent to the bank for the remittance of pension contributions.

II. Lagos State Pension Board [LASPEB]: The Lagos State Pension Board is saddled with the following responsibilities:

- To regulate and supervise all pension matters in Lagos State,
- To license Pension Fund Administrators and Pension Fund Custodians,
- To issue guidelines and rules for investment and operations of the scheme,
- To maintain Lagos State Databank on all pension matters, and
- To carry out public enlightenment on the scheme.

III. Objectives of the Contributory Pension Scheme [CPS]: There are three (3) main objectives of the Contributory Pension Scheme and these are:

1. To ensure that retirement benefits are paid as and at when due
2. To assist employees save towards their retirement
3. To Establish uniform set of rules for pension administration in the whole of Nigeria.

In essence, transfer of service from a State to Federal Institution or to a private Establishment will not have any effect on retirement benefits.

Every employee is expected to have a Retirement Savings Account with a Pension Fund Administrator of his choice into which monthly contributions by the employer and the employee are credited.

There are two main types of benefits available in a Contributory Pension Scheme setting and these are: the Lump Sum and the Monthly Income which can be in the form of a Programmed Withdrawal or Life Annuity benefit. There is no scale of benefits as is available under the Defined Benefit Scheme.

IV Pension Fund Administrator [PFA]: A Pension Fund Administrator is licensed by the National Pension Commission [PENCOM] to invest, manage and administer the pension fund and employee's Retirement Savings Account [RSA]. The Pension Fund Administrator [PFA] also performs the following functions:

- Provide customer services to the employee,
- Calculate and pay retirement benefits to the employee upon retirement,

- Ensure that all monies notified by the Pension Fund Custodian as having been lodged into its account are reconciled and duly credited into the Retirement Savings Accounts [RSAs] of the employees concerned.

The Pension Fund Administrator [PFA] shall provide every employer with its customized bank payment teller for the payment of the employee's pension contributions to the bank and the employer code obtained from Pension Commission [PENCOM]. It is also the duty of the Pension Fund Administrator [PFA] to notify the National Pension Commission [PENCOM] of any employer that fails to remit its employees' pension contributions.

- V Pension Fund Custodian [PFC]:** The Pension Fund Custodian is licensed by National Pension Commission [PENCOM] to collect the pension contributions from the employers through its parent bank and keep in safe custody all pension funds and assets of the Pension Fund Administrator [PFA]. All investments by the Pension Fund Administrator [PFA] with respect to the funds, are made through the Pension Fund Custodian [PFC]. It is the responsibility of the Pension Fund Custodian [PFC] to notify the Pension Fund Administrator [PFA] within twenty-four (24) hours of the receipt of pension contributions payment into its account and transmit the schedule of payment electronically to the Pension Fund Administrator [PFA] for update of the contributions into the collecting bank of the Pension Fund Custodian [PFC], to the bank account of the retiree.
- VI Life Insurance Company:** The life insurance company [or composite insurance company] is to underwrite [handle] the group life policy to provide a benefit [cover] of a minimum of three (3) times the total annual emolument of an employee in the event of the death of an employee whilst in service. The Group Life cover is usually an annual contract which comes into force upon payment of the applicable premium. The schedule of members covered and the benefits payable for each employee must be clearly stated in the policy document. The contract is renewable at the anniversary date [last day of being in force] of the policy.
- VII Retirement Savings Account [RSA]:** Each Employee is to Open a Retirement Savings Account [RSA] with a Pension Fund Administrator [PFA] of his choice and to notify his employer of the Personal Identification Number [PIN] issued to him by the Pension Fund Administrator [PFA]. The Retirement Savings Account [RSA] is portable, which means it can be moved from one employer to another employer when an employee changes his job. The employee simply notifies the new employer of his Personal Identification Number and Pension Fund Administrator [PFA] details. The employee is also to notify his Pension Fund Administrator [PFA] of the change in his employer for update of his records with the Pension Fund Administrator [PFA].
- VIII Monthly Emolument:** This is the sum of the Basic salary, Housing and Transport allowances of the employee on a monthly basis.

- IX Past Service Benefit [Formerly known as Gratuity]:** is a period of service worked before the commencement of the Pension Reform Act [PRA] 2004 by National Pension Commission [PENCOM] known as [Contributory Pension Scheme [CPS]]. Hence, Lagos State Pension Board [LASPEB] commencement date is 1st April, 2007, whilst Lagos State University [LASU] commencement date is 1st June, 2007 respectively.

It is based on the Grade Level and emolument as at the date prior to the commencement of the scheme. The Past Service Benefit is payable at retirement into the Retirement Savings Account [RSA] of the employee.

- X. The retiree is at liberty to choose from the following options, under which he wants to receive his monthly pension:**

- a. Programmed Withdrawal Module (PWM):** This is a product of the Pension Fund Administrator [PFA] which pays the monthly pension due to the retiree from the Retirement Savings Account [RSA]. The employee signs a Programmed Withdrawal Agreement [PWA] with the Pension Fund Administrator [PFA] thereby confirming his intention to buy this product. As the name implies, it is a series of programmed payment spanning a programmed number of years with a guarantee for at least ten (10) years. It is the retiree that determines [within the parameters of the given template] the lump sum and monthly pension desired. The lump sum and any arrears of pension are first paid by the Pension Fund Administrator [PFA] before the commencement of the monthly pension. The monthly pension is paid to the designated bank of the retiree through the execution of a standing order by the Pension Fund Administrator [PFA] to the Pension Fund Custodian [PFC] for onward transmission to its parent bank. To carry out the ten (10) years period, additional payment from the Retirement Savings Account through the Payment Withdrawal module would depend on the Retirement Savings Account [RSA] balance.
- b. Annuity:** This is a product offered by a licensed life insurance company authorized by the National Insurance Commission [NAICOM] to sell this product. Where the retiree opts for the purchase of an annuity form of a life insurance company, it is only the lump sum due that is paid by the Pension Fund Administrator to the bank account of the retiree and the balance is paid to the life insurance company which the retiree has chosen its annuity product. Annuity is a contract wherein the premium is paid as a lump sum to enjoy the benefits indicated. Annuity payment is also made on a monthly basis and is usually guaranteed for five (5) or ten (10) years and thereafter for life. Several other products also exist under the annuity option such as inflation-indexed annuity, joining [surviving spouse annuity] etc. Annuity may also be immediate [to commence immediately] or deferred [to commence at a later date].

Further clarification on features of the two options are as follows:

	<i>Features</i>	Programmed withdrawal [PW]	Annuity
a.	<i>Administration</i>	PW is a product offered by Pension Fund Administrator [PFAs] regulated by the National Pension Commission [PENCOM]	Annuity is a product offered by Life Insurance companies regulated by the National Insurance Commission [NAICOM]
b.	<i>Payment Period</i>	Pays pension over an expected lifespan and for as long as the retirement savings account has funds	Pays pension for life with a minimum guaranteed payment period of 10 years
c.	<i>Payment to Beneficiary when the retiree dies</i>	Whenever the retiree dies, the beneficiary under a will or letter of Administration is paid enbloc the balance in the Retirement Savings Account	If the retiree dies within the guaranteed payment period of ten (10) years, the surrender value of the remaining amount within the period shall be paid as lump sum to the Estate of the retiree or named beneficiary. However, if the retiree dies after ten (10) years, the named beneficiary will not receive any payment
d.	<i>Frequency of payment</i>	Pension payment can either be monthly or quarterly, based on the retiree's choice.	Annuity payment can either be monthly or quarterly
e.	<i>Account Updates</i>	Retirees receives RSA statements. Monthly/quarterly.	No statement of account is given to the retiree
f.	<i>Custody of Funds</i>	Payment Withdrawal retiree's assets are held by Pension Fund Custodian thereby providing enhanced security.	Annuity retiree asset are held by the Insurance company.
g.	<i>Change of Withdrawal mode</i>	A retiree on Payment Withdrawal with a Pension Fund Administrator [PFA] can choose to terminate the Payment Withdrawal and convert to Annuity contract with an Insurance company at any time.	A retiree on Annuity with an Insurance company cannot change to Payment Withdrawal with a Pension Fund Administrator.
h.	<i>Growth in Funds</i>	Returns on investment belong to the retiree and credited to Retirement	Returns on investment belong to the pool of insurance funds

		Savings Account to provide opportunity for enhanced payments.	and not the retiree. Payment is fixed ab-initio.
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XI WILL: A will is a Legal Document that states the beneficiary of the properties of the person that is making the WILL called the TESTATOR.

For pension purpose, a single WILL can be drafted and executed such that it would allow the beneficiaries to access the pension in the Retirement Saving Account [RSA] and Monies in the Bank Account of the Person.

Where death occurs without a WILL, the person is said to have died INTESATE. If he dies having made a valid WILL, he is said to have died TESTATE.

XII Letter of Administration:

Is the final name for the document that a Probate Court issues to a person who is appointed to handle the estate of a deceased who died without a WILL.

XIII Personal Identification Number [PIN]

Personal Identification Number [PIN] is an access number given by the Pension Fund Administrator [PFA] to the Retirement Savings Account (RSA) Holder as a form of Identification. Personal Identification Number [PIN] of the Retirement Savings Account [RSA] is Twelve [12] Digit Number which is Unique to each account holder/employee and begins with the letters [PEN]. A male Personal Identification Number starts with the Number Two [2] i.e. [PEN 2...]. Only one Retirement Savings Account [RSA] is to be opened by an employee and used throughout the employee's working life and after retirement.

6.6 EMPLOYERS ROLES AND RESPONSIBILITIES

The build-up in an employee's Retirement Savings Account (RSA) at retirement is what determines the quantum of benefits receivable.

The Pension Reform Act 2014 which repealed the Pension Reform Act No. 2 of 2004 [repeal Act] governs and regulates the Administration of the Contributory Pension Scheme for both the Public and Private Sectors in Nigeria. The commencement date is 1st July, 2014. Consequently, an employer should be well informed of its roles and responsibilities under the operations of the Act. These include:

- i. **Pension Contribution to the Scheme: [Reviewed 2014 Pension Act]:** The Contributions to be made to the scheme under the Act, by the employer and employee are minimum of 10% and 8% respectively of the employee's monthly emoluments. Monthly emoluments in this case include, the monthly **Basic Salary, Housing and Transport allowances.**
- ii. **Compliance:**
 - a. It is the responsibility of the Employer to ensure that all its Employees are duly registered with a Pension Fund Administrator [PFA] and they are also to submit their Personal Identification Number [PIN], Pension Fund

Administrator [PFA] and Pension Fund Custodian [PFC] details for remittance of the Pension Contributions.

- a. Where an employee is yet to open his Retirement Savings Account [RSA], the employer shall deduct and hold the Pension Contributions in its custody.
 - b. The arrears of Pension Contribution are to be paid as soon as the employee submits his Personal Identification Number [PIN] and Pension Fund Administrator [PFA] details to the employer.
 - c. Employers are **Mandated** to request Pension Fund Administrator [PFA] to open Nominal Retirement Savings Account [RSA] for Employees that fail to do so within six (6) months of employment.
- iii. **Remittance of Pension Contributions:** The Pension remittance to the Pension Fund Custodian [PFC] must be made not later than seven [7] working days after the date of payment of salary to the employee.
- iv. **Failure to Remit Pension Contribution:** Where an employer fails to remit the Pension Contributions within the stipulated period to the bank, the employer shall in addition to making the remittance already due, be **liable to a penalty of no less than 2 percent [2%] of the total Contributions that remain unpaid for each month or part of each month that the default continues and the amount of the penalty shall be recoverable as a debt** owing to the employee's retirement savings account.
- v. **Employer taking full responsibility of monthly contribution [optional]:** Employer can take full responsibility of the Contribution provided the employer's contribution shall not be less than 8% of employees monthly emolument. In that case, the contribution shall not be less than 20% of the employee's monthly emolument.
- vi. **Additional Voluntary Contribution [AVC]:** Where in addition to the normal contribution, an employee is making Additional Voluntary Contributions [AVC] to his Retirement Savings Account [RSA], this ought to be clearly indicated in the schedule of Pension Contributions being paid. The Voluntary Contributions should not be lumped together with the normal Contributions.
- i. **Penalty for staying in service beyond the date for retirement:** For every statutory retiree, it is unlawful to stay beyond the final exit date and continue to enjoy salary and pension contributions. The implication is that clearance letter which would entitle the retiree to access the Retirement Savings Account [RSA] would not be issued until all such Monies are returned to the University's purse. This definitely would result in delay in the processing of the retiree's benefit and commencement of receipt of monthly pension.

6.7 NEED FOR EMPLOYEES TO ALWAYS UPDATE STAFF RECORDS

As a matter of importance, it is necessary for every employee to update his staff records whenever there are changes in his status, name, change of address, phone numbers, e-mail addresses, change/addition of spouse and addition of children etc.

It is advisable that this should be done at least once in three to five years [3-5 years] even if nothing has changed it should be updated to make it current.

6.8 WHAT TO DO SO AS TO ENSURE THAT YOU DO NOT DEPRIVE YOURSELF OF YOUR RIGHTS

- Ensure that you have opened a Retirement Savings Account [RSA].
- Confirm from your monthly pay slip that your contributions are deducted and indicated in the deduction field of your pay slip.
- Monitor the left lower part of your pay slip which shows total contributions to date. You are to ensure that your contributions are growing monthly with your chosen PFAs.
- Ensure that the name of the Pension Fund Administrator [PFA] you registered with is stated on the pay slip.
- Ensure that your correct Personal Identity Number [PIN] is stated on your pay slip.
- Ensure that you receive the hard copy of your Retirement Savings Account [RSA] Statement of Account from your Pension Fund Administrator [PFA].
- Request for a detailed Statement of Account and tick off, on a month by month basis, that your Retirement Savings Account [RSA] is fully credited with all your contributions.

Lodge complains with Lagos State Pension Board [LASPEB] on any perceived omissions or overpayments. i.e. reconcile your account before your exit. When you exit before starting the process, it could delay the quick access to your benefits.

6.9 PROCESSING OF NOTICE OF RETIREMENT

The processing of retirement benefit should commence at least six (6) months to the date of statutory retirement and immediately for voluntary retirement and resignation. All documents required for processing are to be put together with letter of retirement and acceptance of same. Letter of resignation and acceptance of same would be required as appropriate.

6.10 STEPS INVOLVED IN PROCESSING RETIREES FINAL BENEFITS IN LAGOS STATE UNIVERSITY [LASU]

- i. A retired staff member should first collect and sign the final clearance form. The completed form and Staff Identification Card will be submitted at the Staff Welfare Unit.
- ii. The completed clearance form and Staff Identification Card will then be forwarded to the Pension Unit
- iii. The brief of individual retiree [Employment History] will be written by the Pension Unit and forwarded to the Registrar.
- iv. The Registrar will treat and forward same to the Bursar for necessary action.
- v. The computation of financial implication will be forwarded to the Internal Audit Unit for verification.

- vi. The file will be forwarded to the Vice-Chancellor for approval of the computation of financial implication.
- vii. The Cash Office will be instructed to remit the final entitlement of individual retiree into their respective Retirement Saving Accounts.
- viii. The Pension Unit will then write a letter of introduction/clearance addressed to the retiree's Pension Fund Administrator informing them that the stated retiree should be paid
- ix. A letter will be forwarded to the Lagos State Pension Board [LASPEB] stating that the retiree had been paid his final entitlement.
- x. After due verification, the Lagos State Pension Board [LASPEB] will then instruct the Pension Fund Administrator to pay the retiree his final entitlement.

6.11 THE REQUIRED DOCUMENTS NEEDED FOR PROCESSING OF RETIREMENT BENEFITS UNDER THE NEW CONTRIBUTORY PENSION SCHEME

- Copy of Notice of Retirement and Letter of Acceptance of retirement from the employer [certified true copy]
- A copy of all promotion letter [s] [certified true copy]
- A copy of debt clearance [s] [certified true copy]
- A copy of pay slip [anyone in the last six months before retirement]
- A copy of letter of appointment confirmation [certified true copy]
- Original copy of record of service [indicate ESTAB No.]
- A copy of Pension Fund Administrator [PFA] registration letter
- Letter of transfer of service [if applicable] certified true copy

Duly signed Lagos State Pension Board [LASPEB PENSION FORM] to be sent with covering letter by the employer.

6.12 CONDITIONS UNDER WHICH PENSION AND PAST SERVICE BENEFITS ARE ACCESSED:

The acid test and indeed the measure of efficiency of the Contributory Pension Scheme [CPS] is its ability to pay without delay, the benefit due to the retiree which lies in the effective and efficient handling of the processes involved, leading to the payment of the lump sum [Past Service benefit] and Monthly Pension.

- i. **Retirement Benefits:** The retirement benefit would be based on the Retirement Savings balance which is made up of [Past Service Benefit prior to 1st April 2007 [Lagos State Pension Reform Law] and Monthly Pension Contributions of the employer and employees including accrued interest.
- ii. **Retirement benefit to be exempted from tax:** In accordance with section [ii] of the Pension Reform Act 2014, any amount payable as a retirement benefit under this law shall not be taxable.

6.13 ACCESS TO RETIREMENT SAVINGS ACCOUNT [RSA]

- i. An employee cannot access the Retirement Savings Account [RSA] until he attains the age of fifty (50) years. At age fifty (50) and above, the Retirement Savings Account [RSA] could be accessed for payment of retirement benefit by way of Programmed Withdrawal Module of the Pension Fund Administrator [PFA] or Annuity from a Licensed Life Insurance Company by Lagos State Pension Board [LASPEB].
- ii. Where an employee resigns his employment and moves to another employment, he is entitled to his Past Service Benefit [if applicable] and the pension contributions in his Retirement Savings Account [RSA]. He is entitled to make withdrawals not exceeding 25% of the total amount credited to his Retirement Savings Account if he is below 50 years and unable to secure employment within four (4) months of disengagement.

6.14 PRE-RETIREMENT DOCUMENTATION

In the current dispensation, there are two (2) Pre-retirement documentation requirements to be made.

1. Documentation to Lagos State Pension Board [LASPEB]; and
 2. Documentation to the Pension Fund Administrator [PFA] of the retiring employee who has the responsibility of paying his Lump Sum and his Programmed Withdrawal Benefit or forwarding Retirement Savings Account [RSA] balance funds to an Insurance Company of his choice for the provision of life annuity.
- a. **Documentation to Lagos State Pension Board [LASPEB]:** It is expected that an employee commences the process of his retirement six (6) months before his exit with a Notice of his impending retirement to his employer.

The Lagos State Pension Board [LASPEB] Form will be given to such employee for completion if he is an employee of the State or Local Government or a tertiary institution.

Clearance letters will be obtained by him from the Cooperative, Housing and other loan boards

His employer will forward to Lagos State Pension Board [LASPEB] the following documents:

- i. completed Lagos State Pension Board [LASPEB] Form on which the employee should indicate his establishment file number at the top right corner.
- ii. the employee's notice and acceptance of retirement.
- iii. copy of his letter of appointment and confirmation [i.e. certified true copies] (if not readily available such employee is advised to write a letter to that effect).
- iv. 2 passport photographs for his Bond Certificate. If he had served either at the State, Local Government or both prior to joining the University and transferred such service, he will be required to submit 3 passport photographs as he will receive two (2) Bond Certificates.
- v. Certified true copies of his promotion letters [if readily available].
- vi. original copy of his record of service.
- vii. certified true copies of debt clearance letters from the relevant departments in the University.
- viii. Retirement Savings Account [RSA] welcome letter and detailed Retirement Savings Account [RSA] statement of account.
- ix. Copy of his Last Pay Slip.

Please NOTE that only one copy [not 6] of the documents should be sent to the commission [if the documents are received four (4) months before your retirement, it is certain that by the time you retire, all your accrued rights would have been credited into the Retirement Savings Account [RSA].

[b] Documentation with the Pension Fund Administrator [PFA] include:

- i. Duly signed letter informing Pension Fund Administrator [PFA] of retirement of the employee and requesting for payment of his retirement benefit.
- ii. Notice and Acceptance of Retirement.
- iii. Last Pay Slip of the retiring employee.
- iv. The employee's declaration of Age or Birth Certificate [where applicable]
- v. Letter of Confirmation of account details from the employee's bankers
- vi. Original copy of Retirement Bond Certificate

It is pertinent to NOTE that for now Retirement Bond Certificates are not being issued to Parastatals. What is issued is a letter accompanied with the retiree's computation sheet showing the details of payment into his Retirement Savings Account [RSA]

The University will thereafter write to Lagos State Pension Board [LASPEB] requesting that the Pension Unit forwards to the Pension Fund Administrator [PFA] the clearance letter. This is after confirmation has been given that such retiring staff is not indebted to the institution.

6.15 CHOICE OF METHOD OF RECEIVING PENSION PAYMENT:

- i. The retiree also should inform the Pension Fund Administrator [PFA] of the withdrawal option chosen [Annuity or Programmed Withdrawal]. Whatever option the retiree chooses, certain forms have to be collected, completed and lodged with the Pension Fund Administrator [PFA], which include:
 - ✚ Retirement form
 - ✚ Bank Account form
 - ✚ Personal details form
 - ✚ Pensioner's Verification Form
 - ✚ National Pension Commission Retiree Indemnity form (This is to confirm that the retiree is not receiving pension from any other source. It is to be stamped at the High Court).
- i. All forms collected must be well completed and submitted to the Pension Fund Administrator [PFA] for processing. The Pension Fund Administrator [PFA] then holds an exit discussion with the retiree to determine the amount payable.
- ii. In furtherance to (i) and (ii) above, it should be noted that:
 - a. It is the retiree that determines the option under which he wants to receive his monthly pension. During the exit discussion with the retiree, the Lump sum [if applicable] and monthly Pension payable is agreed upon with the retiree after he would have confirmed which option he wishes to use for his pension payment Programmed Withdrawal module or Annuity.
 - b. The benefit payable is computed based on the final Retirement Savings Account [RSA] balance, Age, Gender and final emolument of the retiree.
 - c. The Pension Fund Administrator [PFA] is not to coerce or force the retiree to buy its Programmed Withdrawal module as it is the right of the retiree to choose which product he deems suitable for his needs. The retiree is also free

to choose from the list of licensed insurance companies by Lagos State Pension's Board, the Insurance Company whose annuity products he wishes to buy and inform the Pension Fund Administrator [PFA] of his choice and details of such Insurance Company for transfer of the RSA balance payment.

6.16 EMPLOYEE BENEFITS UNDER DIFFERENT EXIT SITUATIONS:

- i. ***Dismissal of Employee:*** Where an employee is dismissed from service, all benefits, Past Service Benefit and employer portion of the contributions are forfeited and returned to the University's purse. The Employee is only entitled to his own portion of the Pension Contributions and accrued interest thereon.
- ii. ***Termination of Appointment:*** An employee whose appointment is terminated will still be entitled to all benefits under the Contributory Pension Scheme [CPS]
- iii. ***Missing Employee:*** Where an employee is declared missing and is not found after one (1) year, such an employee is presumed dead and the procedure for payment of death benefit applies.
- iv. ***Retrenchment/Re-Organisation/Abolition of Office:*** Retirement can occur, due to Re-organisation or an abolition/scrapping of office and the incumbent employees' services are no longer required. The University Governing Council shall therefore be entitled to retire the affected staff by paying the following entitlements:
 - i. Three (3) months salary in lieu of Notice
 - ii. Past Service Benefit [where applicable]
 - iii. Pension –Employer/Employee Contribution

The employee should also notify his Pension Fund Administrator [PFA] as soon as possible of his intended date of retirement or resignation. A notice of at least three (3) months is recommended as suitable for statutory retirement and immediately for voluntary retirement, resignation, compulsory retirement or retrenchment.

An employee should also ensure that all Pension Contributions deductions reflect in his current Retirement Savings Account [RSA] statement. Any contributions not reflected should be reconciled with the Pension Fund Administrator [PFA] and his employer.

- v. ***Retirement Based on ill-health [section 16[i] of Pension Reform Act [PRA 2014]:*** An Employee who is Physically or Mentally incapacitated or Permanently disabled may on certification by a Medical Board, retire even when he is below fifty (50) years after providing the required documentations as provided in the regulations.
- vi. ***Death:*** Where an employee dies in service, the registered Next of Kin[s] or his designated survivor(s) will be entitled to the Pension and Past Service Benefits [where applicable] upon provision of the following:
 1. Satisfactory means of identification of the Next-of-Kin, which may be any of the following: Current Driver's License, International Traveling Passport, National Identity Card, Lagos State Residency Registration Agency [LASRRA] Card or letter of confirmation of identity from your bank.

2. Letter of Administration or Will admitted to Probate.
3. Two [2] passport photographs of the deceased.
4. copy of letter of first appointment of the deceased.
5. declaration of age/birth certificate of the deceased.
6. copy of last payslip within the year of demise.
7. copy of payslip as at 31st May, 2007 (end of old Pension Scheme).
8. A letter from the University Introducing the next of kin to the Pension Fund Administrator [PFA].
9. One [1] passport photograph of the beneficiaries.

In addition to the above, the Next of Kin would be required to supply [if they have not been supplied before] the following:

- Certificate of Death/Cause of Death
- Certificate of Registration of Death
- Police Report [by National Population Commission [NPC] where applicable]
- Burial Warrant issued by a Local Government Council
- Evidence of Death/Burial issued by an Islamic Community [where applicable]
- Head or Judge of a Sharia court [where applicable]
- Evidence of Death/Burial issued by a Leader of a registered Church [where applicable]
- Copy of obituary poster [if any]

This is essential to hasten the process of payment of the deceased benefits through the National Pension Commission [PENCOM].

The beneficiary or beneficiaries are to access the **total amount** in the Retired Savings Account [RSA] upon production of a **Will** or Letter of **Administration**. The PFA provides the requisite forms for completion which are submitted with necessary documentation as required. After submission and verification of the documents received by the PFA, approval is sought and obtained from the National Pension Commission [PENCOM] through Lagos State Pension Board [LASPEB]. The total Retirement Savings Account [RSA] balance is then paid to the Estate of the deceased en-bloc and the Retirement Savings Account [RSA] closed.

Where an employee dies in active service, he is entitled to a Mandatory Group Life Insurance Policy claim which was maintained by the employer in favour of the deceased employee for a minimum of three (3) times [i.e. 300%] the employees annual total emoluments. The deceased is also entitled to 20% of benefits from his employer. Thus, the minimum benefit due in event of death of an employee is 320% of his total annual emoluments. However, where the Employer refuses to pay the designated Annual Premium to the licensed Lagos State Insurance Company, such

employer will be liable to pay all the 320% Group Life Insurance benefit accruing to the deceased to his dependants/estate.

6.17 GROUP LIFE ASSURANCE FOR EMPLOYEES

The Pension Act of 2004 made it compulsory for all employers of Labour to have a Group Life Assurance Policy for their employees. The Group Life Assurance Policy provides **Death In Service Benefit** to the employees. The **Death In Service Benefit** is three (3) times the total annual emolument.

Again, the National Pension Commission [**PENCOM**] in section 4(5) of Pension Reform Act [**PRA**] of July, 2014 further stipulates that **“Public Service of the Federation and State that have implemented the Contributory Pension Scheme, the employer shall maintain a group life policy in favour of an employee for a minimum of three times [300%] annual emolument of the employee plus 20% of the annual emolument which is also payable by the employer”** [Lagos State University]

Therefore the total benefit of Group Life Insurance amounts to 320% of the deceased staff annual emolument due to his dependants/estate.

6.18 GROUP PERSONAL ACCIDENT

This provision provides benefit payment of predetermined sum to an insured employee as a result of accident, temporary disability, total or permanent disability, medical and surgical expenses.

6.19 CLEARANCE LETTER

This is issued by the Lagos State Pension Board to the Pension Fund Administrator [PFA] of a retiree or exited staff to indicate that the retiree is not owed any Pension Contributions or Past Service benefit by the University and also that the retiree does not owe the state.

However, if monies are being owed, the debt must be resolved before clearance letter can be issued. The clearance letter is issued directly to the Pension Fund Administrator [PFA] and not to retirees.

6.20 VESTING OF PENSIONS

Pension and Past Service Benefit award under these Regulations shall not be assignable or transferable except for purpose of satisfying a debt due to the University, an authority, or an institution declared as Public Service. However, where an employee is dismissed from service, such dismissal will result in the forfeiture of his employers contributions.

6.21 LEAVE WITHOUT PAY

No period during which an employee shall have been absent from duty on leave without pay shall be taken into account in computing his Pension and Past Service Benefit under these regulations unless the leave is for the purpose of pursuing an approved Study Leave with pay or to undertake employment in an approved public service, other Universities, Institutions or Organisation whether in Nigeria or abroad as may have been approved by the University.

6.22 TEMPORARY APPOINTMENT FOLLOWED BY A PERMANENT APPOINTMENT

Where an employee holding a temporary or contract appointment is appointed to a permanent establishment, the period during which he was on such an appointment will count in full. Provided in the event that the staff had received any of the extra pay aforementioned, he may have to refund them so as to benefit from the provisions of these Regulations.

6.23 PENSION ABILITY OF STUDY LEAVE WITHOUT PAY FOR STAFF

Any period exceeding the approved duration of programme as stipulated in the Conditions of Service shall not count towards computation of his final benefits.

CHAPTER SEVEN

HEALTH SERVICES

7.1 MEDICAL CARE AND ELIGIBILITY

- i. As contained in the letter of appointment, a member of staff is entitled to free medical care whilst in Nigeria. The free medical facility shall be extended to the immediate family of the staff concerned (i.e. the spouse and fourbiological/adopted children). However, it shall be the duty of every member of staff to take due care to ensure good health of himself and his family.
- ii. An employee, his spouse and fourbiological/adopted children are entitled to free medical care first with in the University Health Centre, and on referral, at any of the Lagos State General Hospitals and/or Lagos State University Teaching Hospital. However, access to free medical care is predicated on full registration by the employee and his dependants at the University Health Centre.

7.2 CONDITIONS FOR FREE MEDICAL SERVICES AND PAYMENT OF CLAIMS

- i. In case of hospitalization at any of the approved hospitals in Nigeria, the University shall bear the cost of treatment at a rate fixed by the University or Government. Medical treatment in any hospital in Nigeria other than at the University Health Centre or any State Government-owned hospital, shall be at the expense of the employee unless and to the extent approved by the Director of Health Service of the University who shall confirm/certify that such treatment was not otherwise available in any of these approved treatment centres.
- ii. Where a member of staff incurs any expenditure in respect of medical treatment for himself or his immediate family as stated above or for any other reason approved by the University, he may claim refund/reimbursement only if the Director of Health Services of the University is satisfied that the services could not have been provided by the University Health Centre, the State-owned General Hospitals or the Lagos State University Teaching Hospital.
- iii. A staff member who takes ill during an official leave/vacation can be entitled to a refund of all expenses incurred subject to presentation of a medical report on resumption from leave. Each application for treatment during official leave/vacation shall be treated on its own merit with a view to ensuring that the interests of both the University and the staff are adequately protected.
- iv. Where a staff member incurs in respect of drugs prescribed by the University Health Services and such drugs cannot be supplied by the Health Centre, he shall be reimbursed by the University with the approval of the Director of Health Services subject to a maximum of what would have been paid if the person concerned had been treated in any of the Health institutions approved by the University.
- v. All claims in respect of hospitalization, medical treatment and procurement of drugs shall be supported by relevant bills and must be submitted to the University Director of Health Services for approval and transmission to the Vice-Chancellor for authorization of payment.

- vi. No claims shall be entertained or met by the University where it is established that illness or hospitalization/treatment is attributable to the staff's own wilful fault or drunkenness. The University shall not also be responsible for the cost of dentures, gold fillings, spectacles and other medical aids and equipment unless they are certified to have become necessary as a result of an accident to the employee arising out of and in the course of his official duties. The University shall not also entertain claims in respect of having new babies except in case of complications arising from such deliveries.

7.3 OVERSEAS TREATMENT

- i. A member of staff or a member of his family shall be entitled to medical treatment abroad on either of the following grounds, **subject to availability of funds:**
 - a. That appropriate diagnosis/treatment is not available in the country;
 - b. That illness occurs while abroad on University approved trip such as Attendance of Conference, Study/Training Leave, Sabbatical Leave, etc.
- ii. Consequent upon (i) above, all University staff going abroad on approved trips (other than conference trips) are advised to take medical insurance policy where such policy exists. The University will reimburse the cost of the premium paid for an amount not exceeding one thousand US dollars (\$1,000) and the limit shall be determined by the Governing Council from time to time.

7.4 PROCEDURE FOR APPROVING OVERSEAS TREATMENT

Before approval could be granted for an overseas treatment for any staff, the following conditions must be satisfied.

- a. Recommendation must be made by appropriate specialist from a Teaching or a Specialist Hospital through the Director of Health Services of the University and considered by the Medical Board/Committee of the University;
- b. In making recommendation as stated in (a) above, there must be evidence that suitable arrangements had been made with appropriate external (overseas) institution (s) for the care of the patient by the specialist from the Teaching Hospital and confirmed by the Director of Health Services.
- c. All recommendations shall be forwarded through the Director of Health Services to the Vice-Chancellor for executive approval, subject to ratification by the Governing Council.

7.5 APPROVED ENTITLEMENT FOR OVERSEAS TREATMENT

Where an employee goes abroad for treatment on medical advice given on the grounds that the appropriate diagnosis/treatment is not available in Nigeria, medical expenses shall be met by the University including the cost of maintenance in the hospital as follows:

- a. Transportation of patient to and from the country where the diagnosis/treatment is rendered;
- b. Transportation of medical personnel/escort where indicated by the patient's condition and so recommended by the Medical Board/Committee of the University;

- c. EITHER hospital bills including all forms of prescribed treatment, investigation processes, meals for in-patients OR cost of prescribed out-patient treatment, drugs and investigations;
- d. **Estacode** allowance at the appropriate rate to care for hotel accommodation, feeding, local transportation and other incidental expenses.

7.6 MANDATORY ANNUAL EYE TEST FOR UNIVERSITY'S STAFF

All staff of the University shall be obliged to undergo an annual eye test at the expense of the University. Where a University staff, as a result of the eye test, is found to require spectacles for the official duties, only the prescribed lenses shall be procured by the University.

CHAPTER EIGHT

COPYRIGHT, INVENTIONS AND LETTERS OF PATENT AND CONSULTANCY SERVICES

8.0 COPYRIGHT

- a) The manuscript and final texts of all original and creative work done by an officer where fully funded by the University, shall be deposited with the University Library.
- b) The copyright in any work done by an officer funded by the University in the course of his employment shall be vested in the University. The University shall be entitled without the officer's further consent of concurrence:
 - i. To reproduce or authorise others to reproduce by any means, the creative works, if necessary;
 - ii. To transfer copyright;
 - iii. To share the proceeds of such work using a sharing formula of 70% for the Researcher and 30% for the University.

8.01 INVENTIONS AND LETTERS OF PATENT

- i. All rights on inventions and patent are vested in the University provided such projects were funded by the University.
- ii. If the University wishes to assign or otherwise dispose of the right to apply for Letters of patent, it will do so in consultation with the inventor.
- iii. If the University and its assignees or nominees decide not to apply for Letters of patent, the officer may deal with the invention as he deems fit but may be required to grant the right to use the product for further academic purpose to the University.

8.02 **CONSULTANCY**

Efforts shall be made to propagate the capability and potentials of the institution to handle consultancy work.

ANNEXURE I

PROVISION OF THE EMPLOYEE COMPENSATION ACT

1.0 INTRODUCTION

It is not uncommon for workers and employees to suffer work related injuries which have rendered some incapacitated without any form of compensation to ease their ordeal. The Employees Compensation Act 2010 makes provisions to compensate employees for loss suffered following industrial and other work related mishaps.

- 1.1.1 The Employees Compensation Act 2010 is a social security/welfare scheme that provides comprehensive compensation to employees who suffer from occupational disease or sustain injuries arising from accidents at workplace or in the course of employment. The basis or justification for compensation is the employer's (i.e. the University's) duty of care.
- 1.1.2 The idea of compensation under this Act suggests that someone (i.e. the employee) has suffered a wrong for which he has to be compensated monetarily by his employer. This implies that another person (i.e. the employer) has a duty to prevent the occurrence of the wrong suffered by the employee.
- 1.1.3 The Act focuses on the Employment Injuries Compensation Scheme established under the Employee's Compensation Act, 2010. It examines the Scheme within the context of its objective, work force covered, financing, compensable injuries and compensation, administration of the Act and the extent to which the Scheme is in tandem with international labour standards.
- 1.1.4 Payment of compensation by the employer to the employee is rooted in the accepted principle that the employer has a duty of care, a duty to protect the health, welfare and safety of workers at work. Where the worker sustains injuries, get sick becomes disabled or dies in work-related circumstances, the employer is liable to pay compensation to the worker or his dependent in the event of death. The foregoing forms the underlying philosophy behind the enactment of the Employees Compensation Act 2010.

2.0 KEY PROVISIONS OF THE ACT:

2.1 Definition of an "employee" and coverage of the Act

The Act defines an "employee" as "a person employed by an employer under oral or written contract of employment whether on a continuous, part-time, temporary, apprenticeship or casual basis and includes a domestic servant who is not a member of the family of the employer including any person employed in the Federal, State and Local Governments, and any of the government agencies and in the formal and informal sectors of the economy." **The provisions of the Act are, therefore, applicable to all employers and employees in the public and private sectors of the economy, except members of the armed forces of the Federal Republic of Nigeria.** It provides for compensation of employees (or their dependants) in respect of incidents such as death, injury or diseases that may arise out of, or in the course of, their employment;

2.2 Establishment of the Nigeria Social Insurance Trust Fund Management Board (“the Board”) and the Employee's Compensation Fund (“the Fund”)

The Act saddles the Board with the responsibility of coordinating and implementing the provisions of the Act, managing the Fund and compensating employees (or their dependants) out of the Fund, in the event of injury, disability or death. The Fund is to be financed with a take-off grant from the Federal Government and through mandatory contributions by employers, gifts and grants from national and international organizations, and proceeds derived from investment by the Board.

2.3 Contribution to the Fund

Every employer (in this case, the University) is required to keep complete and accurate particulars of its payroll. The employer is required, within the first two years of commencement of the Act, to make a minimum monthly contribution of 1.0 percent (1%) of its total monthly payroll into the Fund.

However, the Board may, by regulations, determine the actual contribution or rate of contribution to be made by each employer, which will vary based on the categorization of the risk factors of the particular class or sub-class of industry to which the employer belongs. The Act also provides that the Board shall assess employers, in the first instance, based upon estimates of their payroll for the year or as determined by the Board. The payment of the said assessment shall be due on 1st January in the year for which it relates. The Board may also approve payment of the contribution in installments.

Where an employer is not assessed by the Board, the employer shall be liable for the amount for which it should have been assessed, or as much as the Board considers reasonable, and payment of that amount may be enforced as if the employer had been assessed for that amount. The payments made by each employer are to be credited to each employer's “experience account” (EA), maintained by the Board. The EA will indicate the assessments levied on the employer and the cost of all claims chargeable in respect of the employer.

An employee is not permitted to agree with his employer to waive or forgo any benefit or right to compensation to which he or his dependants is, or are or may become entitled to, under the Act. Any agreement in respect of such waiver shall be void and unenforceable.

2.4 Injuries Occurring Outside the Normal Workplace

Section 11 of the Act provides for compensation of employees for occupational diseases and injuries sustained outside the normal workplace if the:

- i. nature of the business of the employer extends beyond the usual workplace;
- ii. or nature of the employment is such that the employee is required to work both in and out of the workplace
- iii. employee has the authority and/or permission of the employer to work outside normal work place.

2.5 Assessment in an Independent Contractor/Subcontractor Relationship

Where any person or organization employs an independent contractor, or performs a work under a subcontract, the person, the independent contractor, principal, contractor and subcontractor will be jointly and severally liable for any assessments relating to that work. The principal or contractor may therefore withhold an amount from any money payable to the agent or subcontractor, in order to make payments to the Board. Such amount paid to the Board will be deemed to be a payment on the contract or subcontract.

2.6 Payment of Compensation to Employees

The Act provides for payment of compensation to employees suffering from mental stress, occupational diseases and injuries; and to dependants of a deceased employee whose death is due to an occupational injury. The Board is also empowered to provide health care and disability support to employees, in addition to the compensation payable to them. To qualify for payment, an employee or his dependant (in the case of the employee's death) is required to inform the employer by providing necessary information to the appropriate representative of his employer within fourteen (14) days of occurrence of the event or receipt of information of its occurrence.

The employee (or his/her dependant) is also required to file an application for compensation in the prescribed form within one (1) year after the date of occurrence of the event. No compensation shall be payable if the application is not filed within one (1) year after the death, injury or disability, except where the Board is satisfied that there existed special circumstances which precluded the filing of an application within one year after the event occurred.

In that event, payment would be made if the application is filed within three years of occurrence of the event. However, payment shall not be made in respect of any application filed beyond this date except:

- i. sufficient medical or scientific evidence was not available on those dates for the Board to recognize the disease as an occupational disease and this evidence became available at a later date; and
- ii. the application is re-filed.

2.7 Rights to Examine the Books of an Employer

Any person authorized by the Board may examine the books and accounts of any employer as the Board deems necessary for administering the Act. Persons authorized by the Board are also empowered to enter, at all reasonable hours, any part of the establishment of any employer or person who may be an employer.

An employer is required to produce, within thirty (30) days of receiving notice from the Board, and in the manner set out in the notice, all documents, deeds, papers and computer records which are in the possession, custody or power of the employer that relate to the subject-matter of the examination.

The employer, on the other hand, is required to report to the Board and the nearest office of the National Council for Occupational Safety and Health (NCOSH) in the State, any employment-related injury or disease, or any claims for these by an employee, within seven (7) days of the occurrence, or of receiving information about the occurrence. The notification is to enable the Board to verify if the injury or disease for

which a claim for compensation is raised has been reported to the NCOSH's office in the State prior to the settlement of such claim.

2.8 Rights of Appeal by Employers

Any person aggrieved by any decision of the Board may appeal to the Board for a review of the decision. The appeal shall be made in writing within One Hundred and Eighty (180) days of receipt of the Board's decision. Further appeal shall be to the National Industrial Court.

2.9 Penalties for Non-Compliance

Penalties for non-compliance under the Act include:

- i. Where an employer fails to make the required payroll information available to the Board, the employer may be liable to pay the provisional/best of judgement assessment levied by the Board, and a penalty, calculated as a percentage of the assessment to be determined by the Board. In addition, the employer (if an individual) or its directors (if a company) may be liable to imprisonment for a term not exceeding one (1) year or a fine of not less than ₦1,000,000 (₦1 million in the case of a body corporate) or both, upon conviction.
- ii. An employer is precluded from deducting, either directly or indirectly, any payments made to the Board from the remuneration payable to its employees. Contravention of this requirement by an employer attracts, upon conviction, a fine of not less than ₦1,000,000 (₦1million in the case of a corporate employer), and repayment of any amount deducted from the relevant employee.
- iii. The penalty for non-payment of an assessment, or non-provision of a security against an assessment required by the Board, is 10% of the unpaid assessment or the value of the security required.

3.0 In the event of death or permanent disability of any University staff/employee, the provisions of the Employees Compensation Act shall apply.