

UNIVERSITY OF ILORIN, NIGERIA



DIRECTORATE OF HUMAN RESOURCES (SENIOR STAFF)

CIRCULAR

CALL CIRCULAR FOR YEAR 2024 PROMOTIONS EXERCISE FOR ACADEMIC STAFF ON CONUASS 01 TO 06 AND NON-TEACHING STAFF ON CONTISS 06 TO 15

Submissions are hereby invited from qualified staff (Academic and Non-Teaching) for consideration for the year 2024 promotions.

It is important to emphasise that promotions shall be guided by the regulations in Chapter 9 of the Regulations Governing the Revised Conditions of Service for Senior Staff, 30th June, 2023. Accordingly, promotion shall be to an established post only i.e. a post for which provision has been approved in the 2024 budget.

Section 9.2.3 (a) of the Revised Conditions of Service for Senior Staff states that: *"Normal promotion from one grade to another shall **only** be countenanced provided a member of staff would have spent **at least three (3) years by 30th September after his appointment or last promotion or upgrade**".*

Assessment of Administrative and Professional staff for promotion shall be based on Qualification, Experience, Annual Performance and Evaluation Report (APER) for the preceding three (3) years and performance at an evaluation examination as stated in Section 9.13.1 of the Revised Conditions of Service for Senior Staff. In the same vein, assessment of Technical Staff for promotion shall be based on Practical Examination in the relevant area, which shall constitute 50% of such assessment, Qualification, Post-Qualification Experience and Annual Performance Evaluation Reports (APER) for **the preceding three (3) years** as stipulated in Sections 9.14.1 and 9.14.2 of the Revised Conditions of Service for Senior Staff. The assessment shall be based on the following parameters:

- (i) Requisite and appropriate academic/professional qualifications;
- (ii) Practical and or written examination and oral interview by the Faculty/Departmental Promotions Review Panels which should include an

- External Expert on the relevant field of specialisation and a representative of the Registrar from the Directorate of Human Resources;
- (iii) Performance report for the preceding three (3) years; and
 - (iv) The marking scheme used for the assessment test in (i) above shall accompany the recommendations to the Appointments and Promotions Committee (A&PC).

The dates of Faculty Promotion Panel for Academic Staff as well as examination and interview dates for Technologists, Technical and other Professional staff being recommended by their respective Faculties/Departments shall be as scheduled by the Directorate of Human Resources. Faculties are therefore enjoined to hold their promotion panel on the scheduled dates for effective representation by the Directorate of Human Resources. Any change in date should be arranged with the Directorate of Human Resources and a formal notice of change in date must be received by the Directorate of Human Resources at least **ONE WEEK** before the new date.

Please note that the papers of all Administrative, Executive and Secretarial staff, whose interview is to be handled by the Registry Promotion Review Panel, should be forwarded to the Directorate of Human Resources.

It is imperative that the following programme schedules are strictly adhered to, as failure to do so may result in non-processing of submissions from any defaulting Faculty, Department/Unit for the meetings of A&PC:

- (a) recommendations of Heads of Departments or Departmental Promotions Panels (where applicable), should reach the appropriate Deans not later than **Monday, 13th May, 2024;**
- (b) the list of all academic, professional and technical staff being presented for consideration at the Faculty Promotions Panels at which the Registrar should be represented must reach the Deputy Registrar (Directorate of Human Resources) **AT LEAST ONE WEEK** before the date of such meetings to allow the Directorate of Human Resources carry out a proper scrutiny of all those being considered at the meeting;
- (c) Please note that after the Faculty Promotion Panel, corrected Curriculum Vitae of **Academic staff** and other documents as required in the form for e-submission for promotion are to be uploaded online by the respective Provost/Deans and the Faculty Officers for each applicant. Additionally, Five (5) corrected hard copies of the recommendations by the Faculty Promotions Panels duly signed by the Dean as Chairman and the Faculty Officer as Secretary are required. Relevant papers and the letters of acceptance along with duly signed and dated Curriculum Vitae of each recommended member

of staff as reflected in the attached pro forma should be forwarded to the Directorate of Human Resources not later than **Monday, 3rd June, 2024** while those of the College of Health Sciences must be submitted not later than **Monday, 10th June, 2024** for processing to the Technical Committee of A&PC which is expected to begin the review not later than **Tuesday, 11th June, 2024;**

- (d) **academic staff** recommended for promotion shall be required to provide the **Table of Contents, and/or the contributors authors' lists for the International Journals** where their Publications/Articles featured and such Publications/Articles should be asterisked;
- (e) **academic staff** recommended for promotion shall be required to provide the relevant links such as **google scholar, scopus as well as the evidence of upload to the University of Ilorin Repository.**
- (f) **academic staff** recommended for promotion shall be required to submit their applications online through their portals starting from **Monday, 8th April, 2024.** A guide on the process will be provided prior to the commencement of submissions.
- (g) **Professional, Technical and the Registry staff** due for promotion are also required to submit their applications online through the following link: <https://forms.gle/mYccB8KiP5gHihRTA> and a hard copy of the attached documents (Staff Performance Assessment Form for promotion, Curriculum Vitae and credentials) to the Directorate of Human Resources for filing; and
- (h) Please note that the online applications should be submitted not later than **Monday, 13th May, 2024** when access to the Google form would close.



M.A. Alfaña
Registrar & Secretary to Council

CC: Vice-Chancellor
Deputy Vice-Chancellors
Bursar
University Librarian
Deputy Registrar (Teaching & Non-Teaching)

APPROVED GUIDELINES ON PROMOTIONS EXERCISE

1. The Head of Department or Dean (where there is no substantive Head) shall, after due assessment of candidates in his Department, put forward **suitable candidates** for promotion by forwarding his recommendations to the Faculty Review Panel.
2. The Faculty Review Panel shall consider **all cases** put forward by Heads of Departments and Dean and forward their recommendations on the **suitability or otherwise** of individuals for promotions to the Appointments & Promotions Committee (A&PC).
3. The Appointments & Promotions Committee shall consider **all cases** forwarded by the Faculty Review Panels. The decisions on candidates to be promoted or otherwise shall rest with the Appointments & Promotions Committee.
4. Any candidate who is not put forward by his/her Head of Department or Dean may exercise his/her right of appeal by forwarding his position to the Appointments & Promotions Committee as spelt out in the Regulations stipulated in Sections 9.17.1 and 9.17.2 of the Revised 2023 Conditions of Service for Senior Staff.
5. Such appeals shall show clearly why the candidate's case should be considered and it shall be routed through the Head of Department or Dean (with an advance copy to the Secretary, Appointments & Promotions Committee).
6. Any appeal to be considered should be submitted within Two (2) weeks of receipt of letter of unapproved application for promotion.
7. The Head of Department and the Dean shall be required to make comments on any of such appeal.
8. Only candidates who possess a Ph.D. degree can be recommended for promotion/appointment to the grade of Senior Lecturer, Reader and Professor, except for candidates from Basic Medical Sciences and Clinical Sciences where Fellowship qualifications suffice.
9. For emphasis, papers published after 30th April of any promotion year will not be countenanced for promotion, while non-acquisition of a Ph.D. degree before 1st May, will also prevent an applicant for the position of Senior Lecturer from being recommended to A&PC.
10. The Appointments and Promotions Committee has also directed that Deans must come to Promotions meetings with original Journals or the reprints containing the Publications being scored for the promotions of their staff.
11. At the 181st meeting of A&PC held on Wednesday, 25th October, 2023 administration has been directed to sanction any staff who presents misleading information to gain undue advantage on promotion.

12. Applicant should adhere to the **Revised 2023 Conditions of Service for Senior Staff, 30th June, 2023** especially on promotion matters from pages 64 to 88.

UNIVERSITY OF ILORIN

**APPROVED FORMAT FOR CURRICULUM VITAE
(ACADEMIC/NON-TEACHING STAFF)**

A. Name:

(Surname first in bold type)

File Number:

Age Next Birthday/Date of Birth:

Department:

Date of First Appointment in University of Ilorin:

Status on First Appointment in University of Ilorin:

Date of Confirmation of Appointment:

Google Scholar link, Scopus link, Researcher ID, Orcid link, LinkedIn link,
Researchgate link, Academia.edu link, etc.

B. PRESENT STATUS:

Present Salary:

Date of Last Promotion:

Date of Present Appointment/Upgrade:

Desired Position:

C. UNIVERSITY EDUCATION (with dates – starting with the latest)

SECONDARY OR TECHNICAL EDUCATION (with dates – starting with the latest)

D. ACADEMIC QUALIFICATIONS AND DIPLOMAS (with dates and granting bodies – starting with the latest)

E. PROFESSIONAL QUALIFICATIONS AND DIPLOMAS (with dates and granting bodies – starting with the latest)

F. SCHOLARSHIPS AND PRIZES (at University, Secondary or Technical Level only - starting with the latest)

G. TRAINING PROGRAMME ATTENDED (State period of training and College, Describe Courses taken – starting with the latest)

H. HONOURS, DISTINCTIONS AND MEMBERSHIP OF LEARNED PROFESSIONAL SOCIETIES (Starting with the latest)

I. EXPERIENCE SINCE BASIC QUALIFICATIONS (Starting with the latest)

J. MAIN ACADEMIC AREA OF SPECIALISATION

Example: Department of Medicine: Cardiology
or
Department of Radiology: Radio-diagnosis

K. RESEARCH INTERESTS OR COMMISSIONED PROJECTS

- (i) Completed (starting with the latest)
- (ii) In progress (list)

L. PUBLICATIONS :

- (i) List below only those that had appeared in reputable Academic or Professional Journals in the following Order: Journals, books, chapters in books, edited conference proceedings, case reports, technical reports, etc. **(starting from the earliest)**.
- (ii) List below, in like manner; those articles that have been accepted for publication **(attach correspondences and letters of acceptance)**.
- (iii) (i) and (ii) should be presented in this order:

Home-based publications

- Journals
- Books
- Chapters in books
- Edited conference proceedings
- Case reports
- Technical report

National publications

- Journals
- Books
- Chapters in books
- Edited conference proceedings
- Case reports
- Technical report

International publications

- Journals
- Books

- Chapters in books
- Edited conference proceedings
- Case reports
- Technical report

Note: For all publications, the name and initials of a candidate seeking promotion should be in **bold** type (but not in upper cases) whenever cited under the list of publications.

For Journal Articles in Print

The details required in order, are:

1. Author(s) of Article
2. Year of Publication
3. Title of Article
4. Title of Journal (italicized and in bold type)
5. Volumes Number, Issue Number and Pages Number of Article
6. Publishers
7. URL i.e. the http. for all cited Journals, Scopus link for Scopus cited journals

Example (1) Ayinde, O.E. & Idris, A.O. (2005). Inter-market and seasonal variation of maize in Kwara State. ***AGROSEARCH A Journal of Agriculture, Food and Development***.7 (1&2): 45-55, Published by Faculty of Agriculture University of Ilorin. Available online at <http://www.ajol.info/journal/index.php?jid=315&ab+AGROSH>

For Journal Articles Accepted for Publication

The details required, in order, are:

1. Author(s)
2. Title of Article
3. Title of Journal (italicized and in bold type)
4. Publishers
5. Date of Letter of Acceptance
6. Publisher's web address (if it is international)

Example (2) Ayinde, O.E., Adewumi, M.O. & Omotesho, O.A. Trade-off between expected returns and risk among farming household in Kwara State. ***AMSE Journal***.Published by International Association for Modelling and Stimulation Technique in Enterprise, (Letter of Acceptance dated 04/11/08).
 \URL i.e. publisher's web address

For a Book

The details required in order, are:

1. Author(s)
2. Year of Publication

3. Title of the book and sub-title if any (italicized and in bold type)
4. Place of Publication
5. Publishers
6. Publisher's web address (if it's international)

Example (3) Okuda, M., Okuda, D, (1993). ***Star trek Chronology: The History of the Future.*** New York: Published by Pocket Books. URL i.e. publisher's web address

For Book Article or Chapter

The details required in order, are:

1. Author(s)
2. Year of Publication
3. Title of the book (italicized and in bold type)
4. Editor(s)
5. Pages of the article or chapter
6. Place of Publication
7. Publishers
8. Publisher's web address (if it's international)

Example (4) James, N.E. (1988). Two sides of paradise: the Eden myth according to Kirk and Spock. In ***Spectrum of the Fantastic*** Donald Palumbo (ed.) 219-223. Westport, C.T.: Published by Greenwood. URL

For Edited Conference Proceeding

The details required in order, are:

1. Author(s)
2. Year of Publication
3. Title of Article
4. Title of Proceeding (italicized and in bold type)
5. Editor(s)
6. Pages of Article
7. Publishers
8. Publisher's web address (if it's international)

Example (5) Ajakaiye, A., Omotesho, O.A., Joseph, J.K. and Soladoye, J.O. (1999). Seasonal Egg Glut in Nigeria: An Appraisal ***Proceedings 26th Annual Conference of Nigeria Society for Animal Production (NSAP)***, K.L. Ayorinde&Atteh, J.O. (eds.) 453-456. Published by NSAP. URL

For Technical Reports

The details required in order, are:

1. Author(s)
2. Year of Submission
3. Title of report (italicized and in bold type)
4. Number of Report (if available)
5. Organisation to which report was submitted

Example (6) Norman, D.W. (1973). *Economic Analysis of Agricultural Reduction and Labour utilisation among Hausa in Nigeria* Africa Rural Employment Studies No. 4 Michigan State University.

Note: Unpublished Thesis and Projects, Abstracts, unedited conference proceedings, Senate Research Grant Reports, Seminars, unedited papers and other such publications will not be countenanced for promotional purposes.

M. MAJOR CONFERENCES ATTENDED WITH PAPERS READ (Starting with the latest)

N. INFORMATION ON FELLOWSHIP, MASTER’S PROJECTS AND Ph.D. THESES SUPERVISED (To include the following) (starting with the latest)

- a. Title of Thesis
- b. Name of Student
- c. Date/Year of Commencement
- d. Completed/On-going (Anticipated date of Completion)
- e. Sole/Collaborative Supervision

O. ASSESSMENT SHEET FOR THE PROMOTION OF ACADEMIC MEMBERS OF STAFF

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

- (a) Quality of Teaching (Head of Department and Students 75:25)
- (b) Quality of Research
- (c) Quality of Publications
- (d) General Assessment

S/No	Criteria for Assessment	Maximum Points Obtainable	Points Obtained
i.	Academic Qualification	10	
ii.	Professional Qualification	5	
iii.	Teaching Experience	10	
iv.	Teaching Load	5	
v.	Quality of Teaching	5	
vi.	Recognized Publication	40	
vii.	Administrative Experience/Community Service	10	
viii.	Academic Distinction	3	
ix.	Currency of Publication	3	
x.	Postgraduate supervision (where applicable)	3	
xi.	Active participation/Currency of Conferences	3	
xii.	Interview performance (where applicable)	3	
	Total	100	

ADDENDUM TO PROMOTION CALL CIRCULAR

1. Any academic staff who does not publish within three (3) years shall not be considered for promotion.
2. That following NUC guidelines on pyramidal structure of Professorial cadre (20%) Senior Lecturer (35%) and Lecturer I and below (45%), there should be no stagnation within cadres. Consequently, **with effect from 2018**, a Reader would be promoted to the rank of Professor if he/she satisfies promotion requirement while such consideration would not be subject to availability of vacancy because the Reader is already occupying a position in the Professorial cadre.
3. **For International Publications**, any publishing outfit which does not have a web address, or has, but does not display its publications on its website shall not be recognized. **All URL link provided for International publications must lead to the Table of Contents page of the publication.**
4. **The University would preserve and maintain its stand on Predatory Journals contained on Jeffrey Beall's list as at January, 2017. Such journals would remain unrecognized by the University. Please check the predatory journals and predatory publishers at: <https://beallist.net/>**
5. **Note: for Professorial cadre, include the page of table of contents of your quoted journals and *asterisk* where your article(s) featured**

Comments by Departmental Review Panel:

Chairman
Name, Signature and Date

Secretary
Name, Signature and Date

Comments by Faculty Review Panel:

Chairman
Name, Signature and Date

Secretary
Name, Signature and Date

Comments by the College Academic Board (where applicable)

Chairman
Name, Signature and Date

Secretary
Name, Signature and Date

UNIVERSITY OF ILORIN
STAFF PERFORMANCE ASSESSMENT FOR PROMOTION
(ADMINISTRATIVE AND PROFESSIONAL STAFF)

FILE NO:.....

Faculty/Department/Unit

1. Name in Full:
(Surname First and in Block Letters)

2. Date and Post on First Appointment:

Date of Confirmation of Appointment:

3. Present Post:

4. Date of Last Promotion:.....

5. Faculty/Department/Unit Posted since Last Promotion with dates:

From:.....

To:

From:.....

To:

6. **Indicate whether Present Post is by Appointment/Review/Promotion**

.....

(Fill in which is appropriate and indicate the effective date)

7. Next Post and CONTISS:.....

8. **Qualification for the Next Post (where applicable)**

.....

9. Minimum Years of Experience for Next Post:.....

10. **Present Qualifications, Awarding Bodies and Dates:**

.....

11. STAFF LAST THREE (3) YEARS ANNUAL PERFORMANCE GRADES

		IMMEDIATE THREE (3) YEARS GRADING			POINT
		1 ST YEAR (2020)	2 ND YEAR (2021)	3 RD YEAR (2022)	AGGREGATE
(a)	Foresight				
(b)	Penetration				
(c)	Judgment				
(d)	Expression on Paper				
(e)	Oral Expression				
(f)	Numerical ability (if applicable)				
(g)	Relations with Colleagues				
(h)	Relations with the Public				
(i)	Acceptance of responsibility				
(j)	Reliability under Pressure				
(k)	Drive and Determination				
(l)	Application of Professional/ Technical knowledge				
(m)	Management of Staff (if applicable)				
(n)	Output of Work				
(o)	Quality of Work				
(p)	Punctuality				

- NOTE:
- | | | | | |
|---|---|---|---|-----------|
| A | - | 5 | - | Excellent |
| B | - | 4 | - | Very Good |
| C | - | 3 | - | Good |
| D | - | 2 | - | Fair |
| E | - | 1 | - | Poor |

Candidate's Score:

Maximum Score Obtainable:

Obtained Score:

General Assessment:

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12. Warning(s) given and Disciplinary Action(s) taken (if any)
Against the Staff (since the last Promotion and for what reason(s))

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.....
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13. Recommendation:

That he/she be promoted to the next post:

on CONTISS:

(Name and Signature of the Reporting Officer).....

Date:

.....
(Registrar's Signature)

Date:.....