



UNIVERSITY OF ILORIN

**POLICY AND PROCEDURE ON STAFF
DEVELOPMENT, SCHOLARSHIP AND
ATTENDANCE AT ACADEMIC CONFERENCES**

1.0 STAFF DEVELOPMENT POLICY STATEMENT

To be an international centre of excellence in learning, research, probity and service to humanity.

To provide world-class environment for learning, research and community service.

The University, in its quest for excellence is committed to creating an environment that encourages development for all members of its community. One of its objectives in its Strategic Plan to “**attract, engage and retain top-class staff**, is to ensure all-round development of staff to make them current and acquire the appropriate capacity to discharge their duties”.

As an academic establishment, striving toward excellence in learning and teaching, research and the provision of high quality professional and support services, the University ensures that opportunities are available to all staff to learn and develop within their current role and in preparation for their future career development.

1.1 Organizational Commitment

In accordance with the University’s equality and diversity policy, there is a commitment to providing equality by ensuring that learning and development opportunities are available to all staff.

1.2 All Staff

All staff shall be given the opportunity to:

- a attend a University induction and to understand the University community, ways of working and current job requirements;
- b take part in the Staff Development Scheme (SDS), with a view to supporting academic development and achieving career aspirations;
- c equip themselves in meeting changing needs, irrespective of their present grades, roles and career pathways;

1.3 Academic Staff

2.0 Approval Process/Guidelines

2.1 General Criteria

In approving an application for staff **development for academic staff**, the Department/Faculty must be satisfied that:

- 2.1.1 the proposed plan is academically **relevant** and essentially concerned with research, scholarly activities, and/or with appropriate professional development; the proposed activities are to be carried out in an environment well suited to the activities proposed and that the period requested is appropriate **for** the proposed activities;
- 2.1.2 the proposed study will enhance the contributions of the staff to research, scholarship, teaching **and professional** development;
- 2.1.3 the application must be consistent with the **University's academic** brief;
- 2.1.4 the application has the approval of the Head of Department who having considered that the preceding criteria are met and is able to provide an assurance that the Department can function effectively in the absence of the applicant; the applicant has successfully completed any similar activities previously undertaken.
- 2.1.5 the concurrence and endorsement of the Dean is required

3 Application Guidelines

- 3.1.1 Application forms for study leave/staff development are obtainable in Academic Office.
- 3.1.2 **Completed** application forms must be submitted on or before the closing date through the Head of Department and the **Dean** to Academic Office.
- 3.1.3 An academic staff may apply for study leave/**staff development** any time after assumption of duty.
- 3.1.4 Application for study leave/fellowship shall be submitted through the Head of Department, the Dean of the Faculty and the Provost to the Registrar for consideration by Appointments and Promotions Committee (A&PC). The application shall be accompanied by up-to-date curriculum vitae of the applicant as well as by a statement outlining a proposed study programme and specifying the place where it will be carried out.

- 3.1.5 Before any application can be considered, evidence shall be afforded the committee that the applicant can be spared from his duties.
- 3.1.6 An expatriate member of staff shall be eligible for 3 to 6 months of study leave during the year of his appointment. Such leave may be taken in lieu of his biennial leave subject to the recommendation by his Head of Department and Dean to Appointments and Promotions Committee (A&PC) through the Registrar.
- 3.1.7 A member of the administrative or professional staff may apply for study leave after a minimum of two years of continuous service and **confirmation of appointment**.
- 3.1.8 An application for study leave by **non-teaching staff** shall be submitted through the Head of Department and/or the Registrar for consideration by the Appointments and Promotions Committee (A&PC). The application shall be accompanied by up-to-date Curriculum Vitae of the applicant as well as by a statement outlining a proposed programme of work or study visit specifying the place where it is to be carried out.
- 3.1.9 Only a member of staff who possesses a letter of admission shall have his application for staff development leave processed for consideration.
- 3.1.10 The duration of the leave shall be as follows:
- a) Diploma or equivalent course: one year in the first instance, up to maximum of two years.
 - b) Master's programme or equivalent professional course: one year in the first instance, up to maximum of two years.
 - c) Ph.D Programme:
 - i. Three years in the first instance, up to a maximum of four years for a candidate with a first degree or equivalent.
 - ii. Two years in the first instance, up to a maximum of four years for a candidate with a Master's degree or equivalent.

4.0 **Obligations and Responsibilities of Staff** **Study Leave**

- 3.1.11 Every eligible staff member is encouraged and expected to make use of the **study leave** in order to undertake research and scholarship and to maintain expertise in their chosen academic field.
- 3.1.12 A staff member returning from **study leave** should, within one month, submit a report to the Academic Office through the Head of Department and the Dean. On the expiration of the period of study

leave, the member of staff shall return to serve the University for a Period Equivalent to the duration of the leave.

3.1.13 A member of staff who fails to return to serve the University for the stipulated period, without the prior consent of the University shall be regarded as having been absent from duty for the period of the study leave and shall be liable to refund his salary and allowances for the period of absence and may also be subjected to appropriate disciplinary action.

3.2 Staff Development

3.2.1 The following categories of staff development are available:

- A. Education Trust Fund (ETF) for overseas and local sponsorship outside Ilorin;
- B. Supplementation for study outside Nigeria;
- C. Study outside University of Ilorin but within Nigeria and
- D. Study in University of Ilorin.

3.2.2 A member of staff may apply for any of the listed categories for the purpose of acquiring higher degree or professional qualification or to upgrade himself professionally as is appropriate to the nature of his employment in the University.

3.2.3 A member of staff on staff development scheme shall not change the course, place or institution for which the leave was approved without prior approval of the University in writing.

3.2.4 A member of staff shall serve the University for a period equivalent to the period of staff development.

3.2.5 A member of staff who, after the expiration of his/her staff development leave fails to render to the University the prescribed service shall be liable to refund to the University all the expenses incurred by the University on him/her throughout the duration of the leave and may also be subjected to appropriate disciplinary action.

3.2.6 A member on staff development leave shall ensure that progress report on him/her is forwarded to the University annually by the appropriate authority. A member of staff granted study leave/staff development shall abide by the conditions governing such leave.

3.2.7 A member of staff on study leave/staff development shall acknowledge the University of Ilorin in all research works undertaken during the period of the leave.

5.0 Financial Support

5.1 A member of staff on staff development leave shall be entitled to the following:

- a) Full salary for the duration of the course for all categories of award.
- b) Payment of books and thesis allowance for category 'C'.

- c) Payment of tuition, books, research and thesis allowance for category 'D'.

6.0 Bond

The completion of appropriate bond form is mandatory for all categories of awards

7.0 Staff Development Guarantors

- 6.1 Guarantors for the beneficiaries of the Staff Development Award must be confirmed members of staff of the University.

LEARNED CONFERENCE SCHEME

1.0 Definition/Scope:

- a Learned Conference shall include Seminars, Workshops, Colloquia, usually not lasting more than one week.
- b These shall normally be covered by grant from the Staff Development Scheme.

2.0 LOCAL

2.1 The University has a Learned Conference Scheme (LCS), under which eligible members of staff may be given approval and financial support to enable their participation in local conferences. The Scheme is particularly intended to deserving members of staff to establish personal contact with colleagues in Nigeria and to share new ideas through interactions and participation in local conferences.

2.2 Each financial year, separate budgetary provisions shall be made for Learned Conferences for Academic, Administrative, Professional and Technical Staff, to be administered by the Committee of Provost and Deans (for Academic Staff) and by Committee on Learned Conference (in the case of Administrative and professional staff).

2.3 The Committee of Provost and Deans, each year allocates the Learned Conference Fund.

2.4 Each Faculty is charged (which may be the Faculty Research Committee) with the responsibility for developing guidelines and managing support for

participation by staff of that Faculty in conferences, within the limits of the funds available to it.

2.5 Recommendations from the Faculties are forwarded to the Academic Office, which in turn shall notify the successful applicants. The Academic Office shall ensure that the Faculties operate within the approved budget.

3.0 Criteria for Approval

3.1 General Criteria

Approval and support under the Scheme will only be given when the applicant has been invited to present a paper/poster or to participate in some equally substantial way in a local conference.

3.2 Guidelines

3.2.1 Each Faculty will develop guidelines for approving and supporting applications.

3.2.2 Evidence that the conference in respect of which support is being sought is a learned conference;

- a) The original copy of the letter of invitation to attend or read a paper at the conference; and
- b) Certification by the applicant's Head of Department that the standard of the paper to be read at the conference is satisfactory.

3.3 Preference shall be given to members of staff who are reading papers at conferences, key officers of Learned Societies, or are required by office to be in attendance. For the avoidance of doubt, such officers shall include President, Vice-President, Secretary, Treasurer, Financial Secretary or Editor of a Society's journal.

3.4 Each applicant shall state actual dates of the conference he wishes to attend.

3.5 All application for grants shall normally be made through the Head of Department, Dean and Provost of the applicant's Faculty/College for consideration by the Committee of Provost and Deans in the case of academic staff, or through the Head of Department and the Registrar for consideration by the Committee

on Learned Conference in the case of Administrative and Professional staff.

4.0 Financial Support

- 4.1 The University shall normally fully/partly fund at least one local learned conference each year for an academic staff.
- 4.2 No reimbursement shall be payable for conference attended without the approval of the appropriate committee.
- 4.3 The applicant shall indicate why he/she wishes to attend a seminar, symposium, colloquium, etc. as the case may be, as well as the benefits to the University.
- 4.4 Awards shall normally cover return economy class air/sea fare or mileage claims at the prevailing rates, registration fee and subsistence allowance
- 4.5 Copies of paper(s) read/conference proceeding shall be deposited in the University Library.

5.0 Period of Absence

- 5.1 The period of absence is expected normally to comprise the duration of the conference(s) concerned and travel time, but an applicant may seek additional time for other relevant professional activity.
- 5.2 A staff member whose application is not approved under the Learned Conference Scheme (LCS) is not precluded from seeking permission from the Departmental Head to attend the conference.

6.0. INTERNATIONAL

6.1 Categories

- a. Applicants requiring sponsorship (Form A)
 - b. Applicants not requiring sponsorship (Form B)
- 6.2 Members of staff may be given approval and financial supports to enable them participate at foreign/international conferences. The

latter may be seminars, workshops, colloquia as the case may be. Each year, a separate budgetary provision is made for this purpose. The approval of the Vice-Chancellor is required for the attendance and financial support by applicants.

6.3 General Criteria

6.3.1 The following conditions must be fulfilled:

- a The applicant's academic publications must be on the University's website.
- b There must be evidence that the conference is relevant to his/her discipline.
- c There must be evidence (original copy) of letter of invitation to attend the conference.
- d There must be an acceptance letter for the paper/poster to be read/presented at the conference.
- e Confirmation by the Head of Department that the paper/poster to be presented at the Conference is satisfactory.
- f Evidence that the applicant has not benefited from the scheme in the last two years.

7.0 Guidelines

- a All applications must be endorsed by the Head of Department and the Dean of Faculty.
- b The appropriate application form shall be forwarded to the Vice-Chancellor through the Director, Centre for International Education (CIE).
- c There must be a categorical statement that the applicant can be released for the duration of the Conference.

8.0 Financial Support

An expatriate member of staff who receives a grant to attend an overseas conference within his country of origin shall not normally be entitled to air fare but to subsistence allowance only.

9.0 Obligations and Accountability

On return from the conference, the staff shall submit a report to the Centre for International Education, containing the paper/poster presented/evidence of air travel (ticket stump), abstract etc.