

THE EFFECTIVE DATE OF THIS CONDITION OF SERVICE SHALL BE 2ND JANUARY 2018 AND EVERY STAFF SHOULD BE GIVEN A COPY FREE OF CHARGE INCLUDING NEW STAFF ON ASSUMPTION OF DUTY.

CHAPTER 1

1. TITLE AND DEFINITIONS

A. Title and Commencement

This document shall be cited as Regulations Governing the Conditions of Service of Senior Staff of Abubakar Tafawa Balewa University, Bauchi. It shall come into force on the date the Council approves it after Senate recommendation. Where there is any inconsistency in part with the provisions of the University Laws and Statutes, the Laws and Statutes shall supersede the provisions of the regulations to the extent of the inconsistency.

B. Application

- (a)** These regulations shall apply to employees of the University, except where they have been specifically exempted or the regulations modified by their letters of appointment.
- (b)** The term “Employee” in these regulations shall apply equally to men and women employees unless the contrary is stated or it is obvious from the context, except that provisions about the wives of employees do not apply to the husbands of women employees.
- (c)** Except where the Regulations require other specific authority, application for payment of entitlement shall be made to the Bursar or his/her representative. If the eligibility of a staff member for a payment is in doubt, the matter shall be referred to the Registrar for a decision. Matters other than claims for payment shall be submitted to the Registrar. In the event of an appeal against a decision of the Registrar, the Vice Chancellor shall then decide. Where the applicant is not satisfied, he can appeal to the Governing Council whose decision shall be final.

C. Interpretation

In these regulations, unless the context otherwise requires, the interpretation shall be made by the Registrar, and cases not covered by these regulations shall be referred to him.

D. Definitions

- (i)** Senior Staff: Refers to all staff of the University on CONUASS 01 or CONTISS 06 and above.

- (ii)** The University: Means the Abubakar Tafawa Balewa University, Bauchi as incorporated by Statutes.
- (iii)** Governing Council: Means the University Governing Council of the Abubakar Tafawa Balewa University, as established by Statutes.
- (iv)** Senate: Means the Senate of the Abubakar Tafawa Balewa University, as established by the Statutes.
- (v)** Vice Chancellor: Means the Vice Chancellor of the Abubakar Tafawa Balewa University appointed according to the provisions of the Law.
- (vi)** Deputy Vice Chancellor: Means the Deputy Vice-Chancellor of the University as defined by the Statutes.
- (vii)** Registrar: Means the Registrar of the University or any person appointed by the University authorities to act in that capacity for the purpose of all or part of these regulations.
- (viii)** Bursar: Means the Bursar of the University or any person appointed by the University authorities to act in that capacity for the purpose of all or part of these regulations.
- (ix)** Librarian: Means the University Librarian or any person appointed by the University authorities to act in that capacity for the purpose of all or part of these regulations.
- (x)** College: Means a collection of two or more Faculties or Divisions of the University that usually has its own Provost and other Administrative staff.
- (xi)** Provost: Means the Head of a College of the University.
- (xii)** Dean: Means the Head of a Faculty or a Teaching Unit made up of two or more Departments and the Head of the Student Affairs Division.
- (xiii)** Director: Means Head of any Directorate recognized by the Governing Council of the Abubakar Tafawa Balewa University.
- (xiv)** Inefficiency: Means a series of acts of omission, commission, incompetence, or misbehavior which of themselves are not serious enough to merit proceedings for misconduct, but of which the cumulative effect is to show that an employee is not capable of discharging efficiently the duties of the office which he/she holds.
- (xv)** Registered Domicile: Means either **(i)** in the case of a Nigerian employee the place within Nigeria which on appointment, the employee has declared to be his

home or **(ii)** in the case of a non-Nigerian employee, the place within Nigeria which he elects to nominate as his registered domicile.

- (xvi)** Leave Year: Means the period 1st October of one year to 30th September of the following year.
- (xvii)** Financial Year: Means the period 1st January of one year to 31st December of the same year.
- (xviii)** Incremental Date: Means 1st October of every year.
- (xix)** Session or Academic Year: Means the twelve-month period beginning from 1st October of one year and ending on 30th September of the following year, or as case may be during which one cycle of academic activities is completed.
- (xx)** Department: Means any Programme, Administrative or Service Section, Unit or Station recognized by the Governing Council as an integral part of the University.
- (xxi)** Head of Department: Head of Administrative Unit recognized by the University Governing Council.
- (xxii)** Employee: Means any Senior Staff member of the university.
- (xxiii)** Established Employee: Means an employee in an established post as designated in Appendix III of these Regulations.
- (xxiv)** Temporary Employee: Means an employee who is appointed temporarily to a post.
- (xxv)** Contract Employee: Means a Nigerian who is employed after retiring from a permanent and pensionable employment or an expatriate.
- (xxvi)** Date of Appointment: Means the date on which an employee presents himself to his Head of Department/Unit to assume duty.
- (xxvii)** Family: Means a staff's spouse and children up to a maximum of four for Nigerians and two for expatriates, who are not above the age of 18 years, unmarried, not in gainful employment and are wholly dependent on the member of staff concerned.
- (xxviii)** Child: Means a biological child of the member of staff or a legally adopted child.

- (xxix)** Directorate: Means a recognized Academic/Administrative Unit headed by a Director.
- (xxx)** Secondment: Means the temporary release of an Officer to the service of another Government Organization.
- (xxxi)** The term “Senior Staff on temporary appointment” applies to any member of senior staff on an appointment expressed to be for periods not more than one year.
- (xxxii)** Essential Services: Means units of the University that provide Medical, Security, Water and Power Services.
- (xxxiii)** Leave of Absence: Means a leave approved to a staff to take up public appointment or get involved in personal engagements.
- (xxxiv)** Sabbatical leave: Means a leave enjoyed by entitled staff to undertake research and acquire cognate experience to consolidate his/her professional experience for self and organizational improvement.
- (xxxv)** Local Journal: Means a journal that the editorial team and contributors within it are localized.
- (xxxvi)** National Journal: Means a journal where the editorial team has a national spread.
- (xxxvii)** International Journal: Means a journal where the editorial team has an International spread.
- (xxxviii)** Misconduct: means an act of serious wrong doing.
- (xxxix)** Self Sponsorship Study: Funding from self/family or any organization that is not directly or indirectly linked to public funds. Funds from Government funded agencies, Commonwealth and similar organizations shall not be deemed as Self Sponsorship.

CHAPTER 2

2. APPOINTMENTS AND DUTIES

A. Designations, Scale and Salary Grade Levels for Posts and Scheme of Service

- (a) The designations and salary grade levels for the employees of the University shall be as shown in Appendix I to these regulations which may from time to time be reviewed by the Federal Government and/or the University Governing Council.
- (b) The duties, posts and qualifications including experience of officers in the appointment of the University are shown in Appendix III to these regulations. Temporary positions in the salary scale shall be approved from time to time by the Vice Chancellor.

B. Appointment

Appointments are made by the Governing Council on the recommendations of the Appointments and Promotions Committee established under the Statutes.

Letters of appointments are issued by the Registrar to whom a letter of acceptance shall be made within 3 weeks. The date on which an appointee shall take up an appointment is a matter of agreement between him/her and the University as to the completion of the contractual relationship between them but not exceeding 3 months from the date of the appointment.

C. Date of Commencement

An appointment shall commence from the date the member of staff reports to take up his/her duties or, in the case of recruitment from outside Nigeria, on arrival in Nigeria in direct transit to the place of work.

D. Staff Categories

(a) Temporary Employees

- i. Temporary Employees may be appointed:
 - (1) When a vacant established post cannot be filled by the normal procedure; or
 - (2) When a position for which funds are available is created for a limited period of time.

- ii. A temporary appointment may be authorized by the Vice Chancellor on the recommendation of a Head of Department if the conditions above are met and the person to be appointed is qualified.
- iii. The Vice Chancellor on behalf of the Governing Council shall make temporary appointments of suitable candidates to vacant posts for a maximum of twelve (12) months pending application of laid down procedures of appointment.
- iv. The terms of appointment of a temporary employee shall be those stated in the letter of appointment, which must be accepted in writing before the appointment becomes valid. Temporary employee shall not be eligible for allowances, leave, quarters, advances or other benefits except as explicitly stated in the letter of appointment.
- v. A temporary appointment shall be made for the expected duration of the job to be done or for twelve months, whichever is less. If an extension beyond twelve months is required the Head of Department shall seek the approval of the Vice Chancellor.
- vi. A temporary appointment shall commence from the date on which the person appointed assume duty. It may be terminated by payment of one month salary in lieu of notice by either the University or the person appointed, the period of which shall be one week notice.
- vii. The duties of senior staff on temporary appointment shall be assigned by the Head of Department/Unit/Division/Centre concerned.
- viii. For the entire duration of the temporary appointment, salary and allowances shall be on monthly basis.
- ix. Senior staff on temporary appointment shall not publish or disclose to outside parties any confidential matters concerning the University except publication of results of their research work or expressing their views on matters of public concern. The following guidelines are provided for observance where appropriate:
 - 1. Where work is undertaken concerning the activities of government or public bodies in Nigeria, the provision of legislation relating to official secrets may be applicable.
 - 2. Matters concerning the University of a confidential nature shall not be published or disclosed to outside parties by members of the University staff without prejudice to the Freedom of Information Act.
- x. A senior staff on temporary appointment is also required to observe extant rules of the university.

- xi. A medical examination is also required for a temporary appointment.

(b) Permanent & Pensionable Appointment

Normally, only Nigerians below the age of fifty (50) years are eligible for a tenure appointment except those on transfer of service. All other staff would be appointed on contract.

- (i) On first appointment an established employee shall be on probation for two years, but the Vice Chancellor may extend this period by not more than one year on the recommendation of the Head of Department, provided that the decision to extend it is notified to the employee before the two-year period expires. At the end of the period of probation the Vice Chancellor, on the recommendation of the Head of Department, may confirm or terminate the appointment.
- (ii) Previous service with the University of an established or temporary employee shall not count as part of the period of probation.
- (iii) The University may, at any time within the period of probation, for any good cause and without giving any reason, terminate an employee's appointment. The appointment of an employee, whose confirmation is disapproved at the end of his probation, or extension of it, shall be terminated. If termination is not due to an employee's misconduct, he shall receive one month's notice or one month's pay in lieu of notice.
- (iv) Every appointment of an established employee shall be conveyed in writing on the recommendation of the Appointments and Promotions Committee, by the Registrar on behalf of the Governing Council. It shall not be valid until it has been accepted in writing by the person appointed.
- (v) Every appointment shall be subject to the provisions of the Abubakar Tafawa Balewa University Law, the Statutes and Ordinances and to these Regulations, and to any amendments made therein from time to time.
- (vi) Every appointment to a post covered by a Scheme of service shall be made in accordance with that Scheme, unless the Council is satisfied, on the recommendation of the Appointments and Promotions Committee, that it shall be in the interest of the University to waive any of its provisions.

(c) Contract Appointments, Renewals and Extension of Contracts

- (i) Except for staff aged over 60 and 65 years or as might be approved by the FG for Non-teaching and academic respectively are given contract, contract appointments are normally made for a three-year period.

- (ii) Contract staff are not normally eligible for promotion during any contract period, except foreign staff that is yet to reach the retirement age. However, at the time of renewing a contract for foreign staff, the level of appointment may be revised.
- (iii) A contract appointment shall end on the day before the appropriate anniversary of the date of its commencement, unless earlier terminated by either party. It is advisable, in cases where renewal of contract is desired, that staff shall seek the renewal well in advance usually not earlier than six (6) months and not later than three (3) months before the expiry through the Head of Unit concerned with his/her recommendation to the Registrar for submission to the relevant Appointments and Promotions Committee. A proforma for this purpose is available. Information concerning non-renewal of contract shall be sent through the Head of Unit to the Registrar preferably at least three months before its expiry.
- (iv) Contract can be extended or curtailed by mutual agreement. This shall usually be effected when renewing contract appointment of a member of the teaching staff, so that the new contract shall start on 1st October. Thus, if the first contract would end between 1st October and 31st March, that contract would normally be curtailed to end on 30th September, with the renewal date effective on 1st October.

If the first contract would end between 1st April and 30th September, it shall normally be extended to 30th September. Such cases shall normally be dealt with as part of the contract renewal process.
- (v) A member of the teaching staff who does not propose to renew his/her contract may also ask for an adjustment of the contract period so that it shall end on a mutually acceptable date. In particular circumstances this may also apply to a member of the non-teaching staff. Adjustments of up to 3 months may be submitted through the Registrar for the Vice Chancellor's approval. Adjustments exceeding 3 months require the approval of the appropriate Appointments and Promotions Committee.
- (vi) Foreign staff on contract appointments are paid a contract addition equal to ten percent (10%) of their salary, paid monthly with salaries. Such staff are eligible for a gratuity of fifteen percent (15%) of their salary, payable on satisfactory completion of the contract at the end of any contract period. The latter may be applied for through the Head of Unit to the Registrar, not earlier than three months before the end of a contract period or the staff member's final departure date. One condition of payment shall be that the staff member has either applied for a renewal of contract or indicated that he does not want to renew it. If a staff member for whom a gratuity has been approved shall subsequently fail

to complete his/her contract satisfactorily, the University reserves the right to recover the gratuity from him or her.

(vii) Contract addition and gratuity are as applicable in the enabling Act.

(viii) The period of contract shall include periods of earned leave.

(e) Transfer of Service

The Vice Chancellor, on behalf of Governing Council, may approve transfer of service for staff on tenure appointments to and from other scheduled services under the following conditions:

- (i) Staff appointment has been confirmed.
- (ii) Staff gives the University at least three months' notice to the effective date of transfer which for academic staff shall expire at the end of the semester.
- (iii) Staff has made acceptable arrangement to pay any outstanding indebtedness to the University.

(f) Secondment

- i. Application for secondment of service to the University shall be determined by the Vice Chancellor. Confidential report covering the last three (3) years (or whole service if less than three (3) years) of the Officer's service must be furnished.
- ii. Secondment of an Officer to the public service or any scheduled service/organization or approved body at his/her own request shall be for a maximum period of two (2) years after which the officer must apply for extension, seek for transfer or return to his/her former post. Approval for secondment and extension shall be given by the Vice Chancellor on behalf of the University Governing Council.
- iii. The Officer shall be entitled to notional increment during the period of secondment and may be granted notional promotion by the University Governing Council on his/her de-secondment having met the University's requirement, in order to restore his/her seniority.

(g) Posting

An employee may be posted or stationed wherever his services are considered to be most useful and in the best interest of the University.

E. Provision in the Estimates

No appointment of an established employee shall be made except to a vacant post with an approved designation which is provided for in the Estimates. Provided that:

- (a) On the application of Head of Department submitted through the Registrar, the Vice Chancellor may approve a variation in the establishment Estimates, the cost of which shall be covered by savings on other items.
- (b) An appointment may be made to a post in excess of approved establishment, against an unfilled vacancy at a higher level in the same department's establishment.
- (c) An appointment may be made to a post in the appropriate salary scale but at a higher step than that provided in the Estimates, if savings are available to cover the excess in another personnel emoluments item in the same department.

F. Vacancies – Permanent and Pensionable Employees

- (a) Exceptions not requiring advertisement may be allowed where an employee in the department concerned with the required qualifications is to be promoted to the post.
- (b) A post shall be advertised showing the approved designation, grading and salary scale in accordance with Appendix III, and the relevant qualifications in accordance with the appropriate Scheme of service. If no scheme of service covering the post that has been approved, then the qualifications shall be determined by the Vice Chancellor on the recommendation of the Head of Department, and normally the Registrar shall be consulted.
- (c) Advertisement shall require applications to be addressed to the Registrar. An applicant within the University must apply through his Head of Department, who shall forward the application with a confidential report.

G. Selection Procedure

- (a) The Registrar shall refer all applications for an established post to the Head of Department concerned, indicating which applicants fulfilled the requirements for the post. The Head of Department shall then inform the Registrar which of the qualified applicants shall be short-listed and the Registrar shall seek references on these applicants and shall arrange for interviews and examinations, as agreed with the Head of Department.
- (b) The Appointments and Promotions Committee shall consider each appointment to an established post. The Registrar and the Head of Department or their representatives shall be members of the Committee, and they may co-opt such

other members of staff as they consider shall facilitate the work of the Committee.

- (c) The Appointments and Promotions Committee shall consider the applications of the short-listed candidates, being supplied with the application forms, references and any other relevant information. It shall normally only interview candidates, but if a test is necessary, it shall either conduct it or consider the results of any test conducted previously.
- (d) If the Appointments and Promotions Committee recommends the appointment of a candidate who does not possess the requirements for the post stated in the scheme of service or decided as in section 2(b) above, it shall state the reasons in its recommendations.

H. Medical Examination

Every appointment of an established employee shall be subject to a satisfactory report of fitness by a University Medical Officer or a Medical Practitioner approved by the Director of University Medical Services.

I Evidence of Age

On first appointment an established employee shall produce a birth certificate or a statutory declaration of age showing to be not less than 18 years and not more than 49 years of age, except those coming on transfer of service whose services are needed in the University.

J. Evidence of Domicile

On first appointment an established employee shall declare a Registered Domicile to the Registrar, who may require evidence or support to be produced.

K. Confirmation of Appointment

- (a) All fresh appointments require confirmation after the first two years, except transfer of service cases or where Governing Council agrees to different terms. However, if such appointment is not terminated after three years and three months, the appointment of the appointee is deemed to have been automatically confirmed.
- (b) If a member of staff is absent on full time study fellowship in the first two years from the commencement of his/her appointment, he shall not be eligible for confirmation until he has successfully completed the study leave/study fellowship.
- (c) Confirmation is approved by the Appointments and Promotions Committee on the recommendation of the Head of Department but confirmation may be deferred for up to one year. If confirmation is not approved, the appointment shall be terminated with one month notice. If

confirmed, a permanent appointment shall continue until the retirement age of 65 and 70 years for Non-teaching and Academic staff respectively unless earlier terminated by either party. Thereafter, if mutually agreed, the member of staff may continue on a contract appointment, annually not extending beyond the age of 70 and 75 years for Non-Teaching and Academic staff respectively. Any staff member may be required to produce evidence of age.

- (d) The confirmation of appointment shall depend on satisfactory work and conduct and on passing any test prescribed in the scheme of service. A Head of Department shall warn an employee of any shortcoming liable to lead to non-confirmation.
- (e) All employees shall apply for confirmation of appointment after probation period of 2 years.

(L) Termination of Appointment

An appointment may be terminated before its due date of expiry as follows:

- (a) By the Governing Council in accordance with the University statutes.
- (b) By the member of staff giving at least three months' notice in writing (or payment of one month salary in lieu of the three months' notice), to the Vice Chancellor and the latter's acceptance in writing. Unless otherwise agreed, such notice shall, for teaching staff, expire at the end of a semester; provided that the staff member is not under bond to serve the University, in which case the terms and conditions of the bond would apply.
- (c) By the member of staff who has served less than twelve months after the commencement of his/her appointment or less than six months after his/her return from a home visit under Chapter 6(A(a)) shall be required to refund in part or in full in the first case his/her transport expenses including baggage grant incurred when his/her appointment was taken up; and in the second case, the transport expenses paid by the University for the last home visit (see Chapter 4(k)). Any member of staff who terminates his/her contract appointment prematurely may lose his/her gratuity and/or passages.
- (d) By the Vice Chancellor, on behalf of the University Governing Council, for sufficient cause, giving at least three months' notice (or payment in lieu) to a member of staff on a contract appointment, or an unconfirmed tenure appointment. The staff member concerned may within seven days of his/her being informed of the termination, appeal in writing to the Registrar for submission to Disciplinary and Appeals Committee set up jointly by the Governing Council and the University Senate with power

to hear and determine such appeals. If the Disciplinary and Appeals Committee reject the appeal, the person concerned may within seven days of his/her being so informed, further appeal through the Registrar to the Governing Council whose decision shall be final.

(M) Disqualifications of Appointment

- (a)** No person shall be eligible for appointment to a post in the University, whether as an established or temporary employee if he/she has:
 - (i)** Within the last five years completed a term of imprisonment for a criminal offence;
 - (ii)** Been dismissed or terminated on grounds of misconduct or inefficiency from any post in any University or Organization.
 - (iii)** Knowingly made a false statement in a material particularly when applying for a post.
- (c)** Any person who has obtained employment by concealing information as in (Mi) above shall be liable to summary dismissal and or prosecution.

(N) Duties of Staff

The duties of a staff shall be prescribed by the Head of Department in consultation with staff concerned in the light of University policy, and shall include period of University duties during vacations. The permission of the Head of Department and Director is required to undertake work away from the campus during term-time, and the Vice Chancellor's permission is required for any substantial absence during term-time for work or other purpose.

(O) Strike Action

Strike action shall be in accordance with the provisions of the 2005 Trade Union Amendment Act.

(P) Political Activities

All partisan political activities including meetings and canvassing for votes shall be prohibited in the University.

(Q) Disclosure of Information

Staff shall not publish or disclose to outside parties any confidential matters concerning the University except publication of results of their research work or expressing their views on matters of public concern. The following guidelines are provided for observance where appropriate:

- (a) Where work is undertaken concerning the activities of government or public bodies in Nigeria, the provision of legislation relating to official matters may be applicable.
- (b) Matters concerning the University of confidential nature shall not be published or disclosed to outside parties by members of the University staff, without the Vice Chancellor's approval and subject to the FOI Act of 2012.

(R) Professional Registration

If the nature of a member of staff's duties requires him/her to be registered under any enactment in force in Nigeria, it shall be his/her responsibility to obtain the registration.

(S) Protective Clothing

- (a) The University shall issue protective clothing where it is required. An employee who has been issued with protective clothing shall wear it at all times when on duty.
- (b) An employee shall be responsible for maintaining his protective clothing in good condition. He may be surcharged with cost of replacement if it becomes necessary due to his neglect or willful damage.

(T) Uniforms

- (a) The University shall issue uniforms to all employees whose duties require the wearing of uniforms. An employee who has been issued with a uniform shall wear it complete at all times on duty, unless excused by his Head of Department.
- (b) Employees shall be responsible for maintaining their uniforms in good conditions.
- (c) An employee may be surcharged for the cost of replacement of any uniform in his charge which has become unserviceable through neglect, lack of care or willful damage on his part.
- (d) Before leaving the service of the University for any reason whatsoever any employee issued with a uniform and other University property must surrender them to his/her Head of Department, failing which the employee concerned may be surcharged for the cost of replacement.

CHAPTER 3

3. SUPERVISION AND DISCIPLINE

A. Supervision of Staff

- (a) It shall be the responsibility of each Head of Department, Section, Unit, or any senior officer charged with the duties of supervising those under him/her to report on the staff on regular basis to the person to whom the function is delegated by the Vice Chancellor.
- (b) All staff must complete the Promotions and Evaluation report forms annually and the supervising officer must report on them accordingly.
- (c) An employee whose conduct or performance is unsatisfactory shall be given a query in writing by the Head of Department. If his/her explanation is considered by the Head of Department as adequate, no further action shall be taken. A letter shall be written to the staff to indicate that the explanation given is accepted. However, if his/her explanation is unacceptable or is unsatisfactory, the Head of the Department shall report the matter to the Registrar for further action.
- (d) A third warning shall be regarded as the final warning and any further offence shall be liable to a more severe disciplinary action as may be recommended by the Head of Department concerned to the Registrar.
- (e) When an officer's misconduct is brought to the attention of the superior officer in the Department, it shall be the duty of that superior officer to forward it to the Vice Chancellor through the Registrar with his/her recommendation(s).
- (f) On receiving the report, the Vice Chancellor shall take action as appropriate and if necessary may recommend to the Governing Council or may order (if within the powers conferred on him/her) the necessary disciplinary action according to the regulations.
- (g) Where a supervisor observes lapses from a staff, the supervisor shall advise him/her to take corrective measures and improve.

B. Procedure for Staff Discipline

- (a) Where it is alleged that a member of staff is guilty of misconduct or shall for any other reason be disciplined, the Vice Chancellor or Senate shall set up an Investigation Panel to determine whether or not a *prima facie* case has been established against the staff.

- (b) The Investigation Panel shall be composed to ensure that the membership include the President or Chairman of the Union to which the staff being investigated belongs.
- (c) There shall be a Senior Staff Disciplinary Committee which shall be composed by the Vice Chancellor as Chairman.
- (d) The Senior Staff Disciplinary Committee shall consider the report of the Investigating Panel.
- (e) The report and recommendation of the Senior Staff Disciplinary Committee shall be forwarded to the Governing Council through the Vice Chancellor for consideration and decision.

C. Misconduct

Misconduct is defined as an act of wrong doing or an improper behavior which is inimical to the image of the University and includes but not limited to the following:

- (a) Willful act or omission/commission, or general misbehavior to the scandal of the public or prejudicial of discipline and proper administration of the University, and without prejudice to the generality of this definition includes such acts as: Stealing, Immoral behavior, Assault, Foul language, Refusal to proceed on transfer or accept posting, Habitual lateness to duty, Deliberate delay in treating mails, Failure to keep records, Suppression of records, Unauthorized removal of records, Dishonesty, Negligence of duty, Sleeping on duty, Improper dressing while on duty, Refusal to carry out lawful order/instruction, Disobedience of an order to proceed on leave, Dishonesty, Unruly behavior, Insolence, Corruption, Bribery, Drunkenness at work, False claims against the University, Insubordination, Falsification of records, Fighting, Embezzlement, Membership of secret cults/society, Fraud, Indecent relationship with students and Negligence deemed by an Auditor to have been the occasion of a loss of funds to the University, etc.
- (b) Absence without official leave.
- (c) Conviction for a criminal offence (other than a minor traffic or sanitation offence or the like); cases where there is doubt shall be referred to the Legal Unit for clarification.

D. Disciplinary Measures

The following disciplinary actions may be taken against any staff/officer for any of the offences and short-comings defined as misconduct in this Regulation.

- (a) Verbal or written warning;
- (b) Surcharge for loss or willful damage to University property;
- (c) Withholding or deferring increment;
- (d) Withholding of promotion;
- (e) Suspension;
- (f) Reduction in rank;
- (g) Interdiction;
- (h) Termination of appointment;
- (i) Dismissal.

i. Verbal or Written Warning

An employee who has committed a minor offence may be advised verbally by his/her Head of Department.

ii. Surcharge for loss or willful damage to University property:

- (1) If at any time the University sustains a loss by reason of neglect or fault of any employee, he shall be liable to make good the loss or damage up to the maximum cost as may be assessed by the relevant authority. Any sums due to such employee by the University may be withheld in satisfaction of such a loss or damage. Decisions to hold an employee liable under this section should be taken by the Vice Chancellor after considering the views of the Bursar and the Head of Department and any representations made by the employee.
- (2) Should a loss of funds or stores occur, an employee discovering the loss shall forthwith report it to his Head of Department, who shall report it to the Bursar and to the Vice Chancellor

(iii) Withholding/Deferring of Increment

An officer's next increment could be deferred or withheld if he/she has not shown enough efficiency in his/her work. The Officer's attention shall normally be drawn to his/her shortcomings in writing.

(iv) Withholding of Promotion

If a staff refuses to accept responsibility or fails to perform the duties assigned to him/her, the Officer's promotion may be withheld.

(v) Suspension

- i. A member of staff may be suspended from office by the Vice Chancellor, in a case of misconduct, if a *prima facie* case has been

established by the Investigation Panel. Such suspension shall be reported to the Governing Council forthwith.

- ii. Any person suspended as in sub-section (a) above, shall be on half pay and the Governing Council shall, before the expiration of a period of three months after the date of the suspension consider the case against that person and come to a decision as to whether:
- iii. Terminate the appointment of the person concerned in which case such a person shall not be entitled to the proportion of his/her emoluments withheld during the period of suspension; or
- iv. Take such lesser disciplinary action against the person concerned (including the restoration of such proportion of his/her emoluments that might have been withheld) as the Governing Council may determine.

(vi) Reduction in Rank

A member of staff may be demoted to a lower rank after committing an offence of misconduct. The demotion is for a period of three (3) years, after which the staff can be assessed for promotion. If a similar offence is repeated, the appointment of the staff may be terminated or he/she may be dismissed.

(vii) Interdiction

- (1) Where proceedings are initiated which may result in an employee's dismissal, he may be interdicted.
- (2) Formal notice of interdiction shall be given to the employee concerned in writing by the Registrar. The notice shall state the date from which the interdiction takes effect and the reasons for such interdiction.
- (3) Where an employee has been interdicted he shall be entitled to receive one half of his salary pending the determination of the proceedings. He shall not be entitled to leave or any allowances.
- (4) An employee under interdiction shall be required to hand over any uniforms, account books and records, keys and any other property of the University in his charge to any such person as the Head of Department shall order and he shall be forbidden to carry on his duties and to visit his place of work except with the express permission of the Vice Chancellor on the recommendation of Head of Department.

- (5) If the employee is exonerated or acquitted in the proceedings on which he was interdicted, he shall be reinstated in his post or a post of equivalent grading unless there are grounds not forming part of the grounds of the proceedings, for dismissal or termination of his appointment. If he is reinstated he shall receive the balance of his full pay for the period of the interdiction.
- (6) An employee who is under interdiction may not, without the permission of the Vice Chancellor in writing on the recommendation of Head of Department leave his station during the period of interdiction. An employee who contravenes this regulation renders himself liable to dismissal. If the employee's whereabouts remain unknown, the dismissal may be made without further formality.

(viii) Termination of Appointment

Termination implies relieving a staff from his appointment.

- i. A staff on probation (unconfirmed staff), may have his appointment terminated when his/her services are no longer required.
- ii. The appointment of confirmed and other category of staff may be terminated if he/she commits a gross misconduct or had two (2) or more written warnings.

(ix) Dismissal

If it appears to the Governing Council that there are reasons for believing that any person employed as a member of the academic, administrative or professional staff of the University, other than the Vice-Chancellor, shall be removed from office or employment on the grounds of misconduct or of inability to perform the functions of his/her office, or employment, the Governing Council shall:

- (1) Give notice of those reasons to the person concerned;
- (2) Afford him/her an opportunity of making representations in person on the matter to the Governing Council; and
- (3) if he/her so requests or any three (3) members of the Governing Council so request, within the period of one month, beginning with the date of the notice, make arrangements:
- (4) For the matter to be investigated by the Disciplinary and Appeals Committee and to report on it to the Governing Council;

- (5) for the person in question to be afforded an opportunity of appearing before the Disciplinary and Appeals Committee with respect to the matter; and
- (6) if the Governing Council, after considering the report of the Appeals and Disciplinary Committee is satisfied that the person in question shall be removed as aforesaid, the Governing Council may so remove him/her by an instrument in writing signed at the directives of the Governing Council.

E. Removal from office

- (a) Removal from office includes:
 - i. Termination of appointment;
 - ii. Compulsory retirement; and
 - iii. Dismissal from service of the University.
- (b) Effect of removal from office:
 - i. An officer who is dismissed forfeits his retiring benefits except his contributory pension.
 - ii. A confirmed officer whose appointment is terminated shall be entitled to claim retiring benefits, gratuity, and leave or transport grant, as he may be qualified to claim.
 - iii. An officer who is compulsorily retired from the service of the University shall be entitled to claim retiring benefits, gratuity, pension, leave and transport grant as he may be qualified to claim.

F. Offences and punishments

(i) Major Offences

- (a) **Stealing/Fraud/Assault:** If a staff is found guilty of any of these or related offence, the punishment shall be out-right dismissal, after confirmatory investigation.
- (b) **Connivance:** If a staff connives to steal, the punishment shall be out-right dismissal, after confirmatory investigation as in 1 above.
- (c) **Sleeping while on Duty:** When a staff is found sleeping while on duty, the punishment shall be warning letters for the first, second and third times, after which his/her appointment shall be terminated on the 4th offense after confirmatory investigation.

- (d) **Absence from Duty:** If a staff absent himself or herself from duty he/she shall forfeit the equivalent number of days he/she was absent, provided the number of days does not exceed 21. In addition, he/she shall be reprimanded by warning letters. However, a third-time-offender shall have his/her appointment terminated after confirmatory investigation.
- (e) **Absence from Duty for more than 21 days:** If a staff absents himself/herself for more than 21 days without valid excuse, the staff shall be declared a deserter and shall be dismissed from service after confirmatory investigation.
- (f) **Negligence of Duty:** If a staff is negligent in the discharge of his/her duty resulting in the loss or willful damage of property the punishment shall be first, deduction of cost and then warning. The services of a third time offender shall be terminated after confirmatory investigation.
- (g) **Leaving Duty Post:** If a serving member leaves Campus or his/her duty post without permission after taking over duty, the punishment shall be the same as in (c) above.
- (h) **Fighting one another:** If two or more serving members are found fighting one another, the punishment shall be interdicted pending the outcome of an investigation, the result of which shall determine the punishment.
- (i) **Habitual Offenders:** If a staff becomes habitual in committing any minor offense, three or four times consecutively, his/her punishment shall be the same as the one in item (c) above.
- (j) **Disobedience of Lawful Order:** If a staff intentionally disobeys Lawful order given to him/her by his/her superior, the punishment shall be Reduction in Rank or step, after confirmatory investigation.
- (k) **Drunkenness:** If a staff is found drunk on duty and constituting a threat to peace in the campus or on duty post, his/her punishment shall be the same as in item (c) above.
- (l) **Insubordination:** If a staff uses any bad remark or comments or insulting language either verbally or in writing to his/her superior, the punishment shall be the same as in (c) above.
- (m) **Leaving Duty Post before Being Properly Relieved:** If a staff working on shift leaves his/her duty post before being properly relieved, he/she shall be dealt with as in item (c) above. In addition, after he/she left his/her duty post theft or damage occurred, he/she shall be dealt with as in (e) above.

- (n) **Failure to respond to a Query:** If a defaulter fails to answer query or queries he/she shall be given serious warning letter. A third consecutive offense would earn him/her termination.
- (o) **Indecent Relationship with Students/Immoral behaviors:** If a staff is found guilty of this offence after confirmatory investigation, the punishment is outright dismissal.
- (p) **Membership of secret cults/society:** If a staff is found guilty of this offence after confirmatory investigation, the punishment is outright dismissal.
- (q) **Suppression of records/Unauthorized removal of records/Falsification/Concealment of records:** If a staff is found guilty of this offence after confirmatory investigation, the punishment is outright dismissal.
- (r) **False claims against the University:** If a staff is found guilty of this offence after confirmatory investigation, the punishment is outright dismissal.
- (ii) **Minor Offenses**
 - a. **Lateness to Duty:**
If a staff is late to duty, he/she be dealt with, departmentally, by way of spending extra hours after his/her normal working hours. And if he/she refuses to comply he/she shall then be charged with disobedience of lawful order.
 - b. **Non-alertness:**
If a staff is idle and not alert while on duty, the punishment shall be the same as in item xvi (a) above (for security staff).
 - c. **Bankrupt and no effort to pay the debt:**
The punishment of refusing to settle debts shall be given departmental warning letter, and the Bursar may be asked to deduct the amount from his/her salary.
 - d. **Refusal to give evidence:**
If a staff is called upon to give evidence in respect of any matter under investigation and he/she refuses, he/she shall be given a query.

In order to avoid witch-hunting or abuse of office by supervisors, all offenses shall be investigated by appropriate panels of investigation before taking appropriate action.

CHAPTER 4

4. LEAVES

A. Leave Year

The leave year shall be from 1st October to 30th September of the following year. At the discretion of the University, leave may be taken before it is fully earned.

A Head of Department shall inform the Vice-Chancellor whenever he/she shall be absent, stating who shall take charge of the Department/Unit during his/her absence.

B. Public Holidays and Work-Free Days

Public holidays and work-free days are not leave-consuming.

C. Annual Leave

All senior staff are entitled to 30 calendar day's annual leave. Pro-rata leave at the rate of three days per month may be granted for parts of session worked at the beginning or end of a member of staff's service, but if he/she commences his/her appointment after 31st March in any year, this leave shall normally be deferred and added to his/her leave in the next session. Any other deferment of leave shall be approved in the session when the leave is due by the Registrar on the recommendation of the Head of Department.

D. Leave for other Established Employees

- (a) The time when leave may be taken shall be decided by the Head of Department concerned. Leave may be taken in installments. For staff in Academic and Library Departments, leave shall normally be taken during the long vacation.
- (b) Any leave not taken during the leave year shall lapse, except that if, owing to the exigencies of the service, it is not possible for an employee to take his full leave during the leave year such leave may be deferred and granted when convenient. The Registrar shall be informed in writing by the Head of Department concerned of such deferment. An employee whose leave is so deferred shall be paid his leave transport allowance for that year.
- (c) An employee who is promoted to a grade level attracting a higher leave entitlement and who has already taken his leave for that leave year shall not be granted any arrears of leave.
- (d) Pro-rata leave shall be granted to an employee who has transferred or resigned his appointment provided that he has served for not less than

six months since first appointment. It shall also be granted to an employee retiring on any of the grounds set out in chapter 4, or whose appointment is terminated on grounds other than misconduct.

- (e) An employee who is dismissed or whose appointment is terminated on grounds of misconduct before he takes his/her leave within the year forfeits his/her leave entitlement.

E. Leave for New Employees

An Employee on first appointment must complete at least 6 months in the service of the University before he/she is entitled to leave.

F. Casual Leave

Casual leave or leave for urgent private affairs may be granted by the Head of Department at any time and communicated to the Registrar. Casual leave shall not be part of the annual leave except if such leave exceeds seven (7) working days within the leave year.

G. Compassionate Leave

A period of absence from work granted to a staff especially after the death of a close relative. Compassionate leave may be granted to a staff for a minimum period of 2 weeks.

H. Research Leave

Research leave of 26 working days or as may be provided by FGN/Unions agreement shall be granted to academic staff by the Vice-Chancellor on the recommendation of the Head of Department.

Other staff who could be engaged in a commissioned research could also apply appropriately.

I Examination Leave

- (a) An application for examination leave shall be made in writing to the Registrar through the Head of Department/Unit.

- (b) Examination leave on one occasion in a leave year, for the least necessary period up to a maximum of seven (7) working days may be granted to an employee in order to take a public examination provide that:

- i. The course leading to the examination shall, in the opinion of the Registrar, increase his usefulness to the University;

- ii. The examination is taken at the nearest available centre; and
- iii. He/She makes his own travel arrangements.

(J) Terminal Leave

A member of staff departing at the expiration of his/her appointment shall be granted paid leave of a period of 90 days as follows.

- (a) A member of teaching staff departing at or after the end of the second semester of a session having satisfactorily completed his/her University duties for at least one session (i.e. at the end of the session).
- (b) Any member of the teaching staff shall be entitled to three (3) days for each month from the beginning of current session, or from the commencement of appointment if that was later. The Registrar may extend the period of leave if the staff member has undertaken exceptional periods of University duties in previous session.
- (c) Any other leave due to staff member shall be calculated in accordance with item 4(A). Any member of staff coming under (b) above, but has been employed by the University for at least three years and who has not returned from a home visit less than three months before his/her departure may be granted additional leave as follows:

4 – 9 years	Nigerians	=	3 days
4 – 9 years	Expatriates	=	7 days
10 – 15 years	Expatriates and Nigerians	=	14 days
Over 15 years	Expatriates and Nigerians	=	28 days

Academic staff are expected to depart normally at the end of a session and those departing at other times shall only be eligible for the additional leave in special circumstances and with the Vice-Chancellor's approval.

(K) Periods which are not Leave-Earning

Periods spent on leave of absence, study leave, study fellowship, secondment, sabbatical, sick leave and maternity leave shall not be leave-earning. A staff on study fellowship lasting more than one year shall be considered to use any leave earned but not taken before the fellowship began.

(L) Study Leave and Fellowship

(a) Preamble

The University accepts the principle of study leave as a method of staff development. However, study leave is a privilege and not a right. An established employee may be granted study leave by the Vice Chancellor on the recommendation of the Committee of Deans with or without pay for the purpose of undertaking a course of study, provided that such a course of study is considered likely to enhance his value to the University. Those who may be granted study leave include staff on Salary Scale 06 – 15.

(b) Procedure

All applications for study leave shall be submitted through the Head of Department to the Chairman Committee of Deans for the consideration of the Committee of Deans at least three (3) months before commencement of the course. In case of extreme urgency, the Chairman Committee of Deans may seek the approval of the Vice Chancellor on behalf of the Committee to permit an employee to proceed on study leave and such cases shall be reported at the earliest opportunity to the Committee of Deans for formal approval.

(c) Purpose

Study leave/study fellowship shall as much as possible be encouraged by the University and granted to all staff for the following purposes:

- i. to give an opportunity to conduct research work, use library or other facilities not available locally or undertake extensive fieldwork and or collection of materials;
- ii. to write up a thesis for a higher degree;
- iii. to refresh knowledge by contacts with work being conducted elsewhere;
- iv. to pursue in part or whole a degree or diploma;
- v. for all approved courses, staff, after successful completion shall be entitled to change of cadre or upgrade subject to availability of vacancy.

(M) Conditions for Award of Study Leave and Study Fellowship

(a) Postgraduate Studies (PGD, Masters & PhD)

- i. The course must be relevant to the duties of the applicant and recommended by the Head of Department/Dean of Faculty/Provost of College.

- ii. The appropriate Head of Department must state that the staff can be spared without a replacement.
- iii. Staff must have a valid admission at an Institution acceptable to the University.
- iv. The University shall strive to support postgraduate study overseas. However, staff are encouraged to seek scholarships for such purposes.
- v. A staff that enjoys full-time fellowship/study leave shall return to the University and work for equal period of his/her study fellowship. While those on self-sponsorship shall be bonded for half of the period of the study.
- vii. Any staff who has been sponsored and failed to successfully complete the course for which he/she was sponsored within the stipulated period, shall refund the sponsorship allowances paid to him and he/she shall not be sponsored for the same studies again.
- viii. Study leave/fellowship for a particular course is given once. Any other request from the staff for the same course should be on leave of absence.
- ix. Before a staff proceeds on full-time study fellowship he/she shall be bonded.
- x. **Terms of award:**
 - (1) Full salary and appropriate allowances
 - (2) Tuition and registration fees for all years of study.
 - (3) Postgraduate allowance as may be determined by the FG/Unions agreement.
 - (4) Thesis allowance as may be determined by the FG/Unions agreement.
 - (5) Examination fees where applicable.
 - (6) Reasonable research grants shall be made available to staff on study fellowship on the recommendations of the Research and Publications Committee.

(b) Diploma and Certificate Courses

For professional courses of one year duration in Nigeria, the University shall be responsible for the payment of basic salary and allowances of the staff in addition to the following fees payable to the Institution:

- i. Registration fee
- ii. Tuition fee
- iii. Examination fee

For Diploma courses of two (2) years duration in Nigeria, an applicant who wishes to be sponsored by the University must have put in at least 5 years continuous service to the University. The candidate shall enjoy his/her salary and allowances as well as the following:

- 1. Registration fee
- 2. Tuition fee
- 3. Examination fee
- 4. Project allowance

All beneficiaries shall be bonded for an equal period of sponsorship.

(c) Short-term Courses not Exceeding Three (3) Months in Nigeria

The University shall strive to sponsor staff for short-term courses not exceeding three (3) months. Such a staff shall be paid his/her salary in addition to bearing the full cost of the course.

(d) First Degree Courses

The University shall strive to sponsor staff for first degree. Such staff must have served the University satisfactorily and continuously for at least five (5) years. The sponsorship is subject to availability of funds.

Successful applicants shall get the following:

- i. Full annual salary.
- ii. Tuition and registration fees.
- iii. Examination fee (where applicable).
- iv. Project allowance

(e) PhD Part-Time Scheme

Although most of the staff pursuing PhD programme shall be expected to be on full time study leave/fellowship, there shall be few whose services may be needed from time to time in the University to teach some courses because of shortage of staff in their areas of specialization. Such staff shall enjoy part-time study leave/study fellowship to pursue their PhD Degree either in the University or elsewhere.

They do not need to wait for any particular period before enjoying the award. Such staff shall enjoy the following:

- i. Full salary
- ii. Academic allowances enjoyed by full-time academic staff of similar rank
- iii. Postgraduate allowance.
- iv. Research grant
- v. Thesis allowance
- vi. Tuition fee
- vii. Registration fee
- viii. Caution fee.

(N) Residency Training Policy

(a) Residency Training at the Abubakar Tafawa Balewa University Teaching Hospital (ATBUTH)

The University shall only consider candidates for sponsorship if the specialty (Department) is not accredited at ATBUTH. If the Department is accredited at ATBUTH, then the College of Medical Sciences (CMS) shall liaise with the Teaching Hospital to get candidates employed for the Residency Training Programme (RTP) by ATBUTH under its Postgraduate Residency Training Programme.

(b) Residency Training at other Teaching Hospitals

- i. Supernumerary Residents undergoing their Residency Training Programmes on the sponsorship of ATBU (in other accredited teaching hospitals) whose departments (specialties) have been accredited for the RTP in ATBUTH if feasible. Arrangement shall be made by the University and the Teaching Hospital over their employment in ATBUTH either as supernumerary or fulltime residents, preferably full time. The arrangement is advantageous to both the Teaching Hospital, which will benefit from their clinical and the University, which will benefit from their teaching undergraduate medical students and also reduce the overhead cost of training them elsewhere under the University sponsorship.
- ii. A supernumerary resident sponsored by ATBUTH shall make claims in respect of only one postgraduate medical college, not for both. Candidate shall clearly indicate which programme they are pursuing and shall be sponsored for either the WAPMC or NPMC programmes, but not for both. Candidates shall however be given the freedom to sponsor themselves for the other college's programme in order to enhance their chances of obtaining either of the fellowships. For reasons of failure, a candidate may be allowed to switch from one college to another, but on self-sponsorship.

- iii. The University approved expenditure for examinations and revision courses in respect of the supernumerary Residents sponsored for either the NMC or the WAPMC examinations is as follows:

Level of Examinations

	Primary	Part I	Part II
No of Examination attempts to be paid by ATBU (Examination fees)	2 attempts	2 attempts	2 attempts
No. of Revision course in Nigeria to be sponsored by ATBU	2 Courses	2 Courses	2 Courses
Allowances:	2 attempts	2 attempts	2 attempts
Transport & Accommodation during examination	2 days but up to a maximum of 3 days	2 days but up to a maximum of 3 days	2 days but up to a maximum of 6 days for Surgery
All allowances payable to Masters fellows are payable to ATBUTH supernumerary Residents		As for Masters (if applicable)	As for Masters (where applicable)

Subsequent attempts beyond what is provided for in the table above shall be at the candidate's own expense.

(O) Penalty for Failure to Return to the University

A staff granted study leave or study fellowship who fails to return to work at the University for the period bonded without reasonable excuse and prior agreement of the University shall be regarded as having been absent from duty from the period of study leave or study fellowship and shall have his/her appointment terminated by the University Governing Council without notice. The University shall recover the cost of the training including salaries and allowances.

(p) Extension of Study Fellowship

Application for extension of study fellowship shall not normally be entertained except in special circumstance/case occasioned by illness or other acceptable reasons with uncontrovertible evidence which, must accompany the application to the Vice Chancellor through the Dean of Faculty and Head of Department.

(q) Sabbatical Leave

The purpose of sabbatical leave is to allow a staff of long standing in the University to undertake research and study or consolidate his/her professional experience for self-improvement. Commencement of Sabbatical leave for academic staff shall be at the end of a semester.

(a) Categories of Staff Entitled to Sabbatical Leave

Only staff holding permanent and confirmed appointment shall be entitled to sabbatical leave. Contract or visiting academic staff are not entitled to sabbatical leave.

Vice Chancellors are entitled to take sabbatical leave immediately following completion of their terms of office.

(b) Qualification and Eligibility

To qualify for Sabbatical Leave, the following conditions are stipulated:

- i. Sabbatical leave may be granted to staff after a six-year continuous/unbroken service in the University. Such staff shall be eligible for another Sabbatical leave after six years.
The staff must be on CONUASS 5/CONTISS 13 and above.
- ii. Staff applying for sabbatical leave must have endorsement from both releasing and accepting Institutions/organizations.
- iii. The College/ Faculty/Department/Unit must certify that the staff can be spared to take the Sabbatical leave without engaging a substitute for the period.
- iv. A staff holding an office is not eligible to Sabbatical until after the expiration of his/her tenure.

(c) Benefits/Entitlements

A staff on Sabbatical leave is entitled to:

- i. Full salary (and other relevant University fringe benefits) as may be approved by the University from time to time for the duration of the Sabbatical leave.
- ii. Return passage to the approved place of Sabbatical leave for the staff and if local, for his/her spouse.

- iii. Retention of University quarters by the staff for the duration of the sabbatical leave paying the normal rent.

(d) Obligations of Staff

- i. Staff are to resume duty immediately following expiration of the sabbatical leave.
- ii. On returning, the staff shall submit a formal report on work done during the sabbatical to the Vice Chancellor through Head of Department /Dean.
- iii. Staff are to serve the University for at least one year following the end of the sabbatical leave.

(Q) Sick Leave

- (a) A Head of Department shall report any case of an employee's absence through sickness exceeding three days to the Registrar.
- (b) Sick leave shall only be granted to an employee by the Registrar on the production of a medical certificate issued by the University Medical Director, or where this is not practicable by an approved Medical Practitioner and certified by the University Medical Director.
- (c) A staff member prevented by illness from carrying out his/her work is expected to inform his/her Head of Department/ Unit and to seek medical attention promptly. If an illness exceeds one month, it must be reported to the Registrar and the University may require the staff member to be examined by a doctor of his/her choice and a confidential report to be submitted to the Registrar. On consideration of such a report, the Vice-Chancellor may grant sick leave on full pay up to six months from the date on which the member became incapable of work, but the total amount of sick leave granted with full pay shall not normally exceed six months in any period of two (2) years.
- (d) Sick leave to attend private or traditional clinic would only be granted on the recommendation of the University Medical Director.

(R) Maternity Leave

Each female staff shall be entitled to 16 weeks of maternity leave with full pay beginning not later than 4 weeks from the expected date of delivery (EDD). Such pregnant members of staff shall forward to the Registrar through her Head of Department/Unit a medical certificate indicating the EDD not less than 2 months before that date. The annual leave for that year shall, however, be regarded as part of the maternity leave. Where this annual leave has already been

enjoyed before the grant of maternity leave, part of the maternity leave that is equivalent to annual leave shall be without pay.

(S) Leave of Absence

- (a)** Officers may be granted leave of absence by the Vice Chancellor to take up public appointment or appointment relevant to the University system. The leave could be renewed for a second tenure.
- (b)** Leave of Absence could be granted to staff for personal engagement for a period not exceeding four (4) years.
- (c)** The staff on Leave of Absence (LOA) is not entitled to any leave or annual increment. However, the staff is promotable if he/she had at least put in thirty months (30) of the waiting period from his last promotion to the point he left for the Leave of Absence.
- (d)** Period served under leave of absence shall not be counted on retirement for the purpose of payment of gratuity and pension.
- (d)** A staff granted leave of absence is to vacate the University quarters for the period of leave of absence within six (6) months of the approval.

Staff on Leave of Absence shall not be entitled to:

- i. Salary
- ii. Promotion
- iii. Housing unless otherwise approved by the Vice Chancellor

Benefits

- i. Staff shall enjoy notional salary increment during the period of Leave of Absence

CHAPTER 5

5. MEDICAL AND HEALTH SERVICES

A. Health Services

- (a)** The University provides medical and health services for its staff members and their families in addition to the National Health Insurance Scheme (NHIS).
- (b)** The Medical Director of University Health Services may refer a patient for attention outside the University within and outside the NHIS regulations.

B. Medical Examination

The appointment of a prospective member of staff, including any renewal of contract appointment of a person over the retiring age, shall not be valid until the Medical Director of Health Services has certified to the Registrar that the person is medically fit to undertake the duties of his/her post. Such certification shall be based on a medical examination performed by the University Health Services or any recognized Government Hospital or in the case of an applicant overseas, by any professionally qualified medical practitioner. On the advice of the Medical Director of Health Services, the Vice-Chancellor may at any time require a staff member to be examined again by the University Health Services. All medical certificates shall be treated as strictly confidential in accordance with the code of medical practice/ethics.

C. Treatment Overseas

The University accepts liability for medical or dental expenses incurred outside Nigeria on official assignment.

D. Insurance

All University staff are expected to register with the NHIS in the Health Maintenance Organization (HMO) of their choice or as may be stipulated by the FGN/University Unions agreement.

E. Termination of Appointment Due to Sickness

The University Governing Council may terminate the appointment of a staff at any time, with three months' notice, if he/she is unable to work due to apparent illness but refuses to undergo a medical examination in accordance with 5(B) or refuses to undergo appropriate treatment.

F. Funeral Entitlement

- (a) The University shall pay the cost of the funeral arrangements at the death of a full-time staff to his family as follows:

CONUAS	01 – 04	=	₦200, 000.00
CONTISS	06 - 12	=	₦200, 000.00
CONUAS	05 – 07	=	₦300, 000.00
CONTISS	13 – 14	=	₦300, 000.00
CONSOLIDATED		=	₦500, 000.00

- (b) The University shall pay to the family of the deceased, cost for one full page advert in a national newspaper for the publication of obituary at the prevailing rates.
- (c) The University shall bear the cost of transportation of the corpse to the staff's home town.

CHAPTER 6

6. PASSAGES

A. Entitlement to Passage

The University shall provide or pay transport for staff members and their families as set out below:

- (a) On first appointment and on final departure from the University: Transport, for self and for family as defined in Chapter 1 (d) xxx. between the place of domicile or (exceptional cases) and the University.
- (b) On retirement, expiry of a contract, or earlier termination of an appointment for himself/herself, spouse and up to four (Nigerians) or two (expatriates) children below the age of 18 years from the place of work to his/her domicile or (provided the cost is not greater), to another place as agreed. Staff on contract, which is renewed shall only be entitled to transport under this sub-paragraph on their final departure. For this provision, "Contract" means a normal 3 year contract.
- (c) For all other cases of contract appointment of less than three years, home visit shall only be allowed after a cumulative contract period of at least six semesters or three years. Thus, a staff domiciled outside Nigeria shall be allowed transport for himself/herself, spouse and up to two children below the age of 18 years from the place of work to his/her domicile, or any other place not involving greater expenses to the University. The only exception to this provision, shall be the case of a member of the teaching staff joining the University in the first six months of a session, in which case, this provision may be used in his/her second long vacation, where it is not necessary for a wife and children to travel at the same time as the staff member, provided this does not exceed the total number of journeys allowed by the qualifying period; and where a child is fully maintained outside Nigeria, whose passage the University shall pay once in every three years.
- (d) When traveling on University assignment in Nigeria, the staff shall be entitled to transport for himself/herself and, in exceptional circumstances, for any member of his/her family accompanying him/her at University expense with prior authorization by the Registrar .
- (e) When traveling on University assignment outside Nigeria the staff is entitled to estacode at the rates as approved by the Federal Government.
- (f) Staff wishing to travel outside Nigeria other than as provided for above (e), shall only do so with the Vice-Chancellor's approval on behalf of the Governing Council.

B. Mode of Transport

- (a) All transport for the purposes set out in paragraph 6A which the University shall provide or pay for, shall be by air, road or rail. Within other countries it may be by economy class by rail, first class by inter-island steamer service.
- (b) A member of a staff traveling at University expense, or on University business is covered by life insurance up to twice his/her salary per annum.

C. Baggage

- (a) On first appointment, a member of staff recruited from outside Nigeria shall be paid a baggage grant for himself/herself and family commensurate with the present rate irrespective of the mode of transport used. A similar grant may be paid on final departure from the University on proper completion of his/her appointment if the member of staff is domiciled outside and is leaving Nigeria. If the relevant baggage expenses exceed the amount granted, the Registrar may authorize the refund of the excess up to a maximum of ₦50, 000.00 each; in exceptional cases additional refunds may be granted by the Vice-Chancellor. These provisions shall not apply if the transport or baggage is paid by another body.
- (b) Excess Baggage Allowance for staff recruited overseas and on final departure is as follows:
 - **Accompanied by Air:**

50 kg excess baggage	-	Single
100 kg excess baggage	-	Double
 - **Unaccompanied by Air:**

100 kg excess baggage	-	Single
200 kg excess baggage	-	Double
 - **Unaccompanied by Seas:**

3 Cubic meters	-	Single
6 Cubic meters	-	Double
- (c) On first appointment a member of staff recruited from within Nigeria may be refunded his/her actual expenses of packaging and transporting his/her baggage to the University up to a maximum of ₦50, 000.00 for himself/herself. In the case of a man, additional amount up to a maximum of ₦50,000.00 shall be paid to the wife if not covered by another body. In exceptional cases, additional refunds may be

authorized by the Vice-Chancellor. A similar refund may be made on final departure from the University to a member of staff domiciled in, or going to a destination, in Nigeria.

- (d) A staff member going on study leave or study fellowship abroad with spouse, on University sponsorship, may be paid a baggage grant of ~~N~~50,000.00 each to and fro. When the period of study leave or study fellowship is two semesters or longer, the Registrar may authorize the refund of additional actual baggage expense up to a maximum of ~~N~~40,000.00 for the return journey.

CHAPTER 7

7. SALARIES AND ALLOWANCES

A. Salaries

The salary structure in the University shall be as approved by the Federal Government.

- (a) Salaries are paid monthly and annual increments are normally effective on 1st October of every year.
- (b) The salary may be forfeited for any period during which a staff member absents himself/herself from his/her duties without sufficient cause. Appeals against such a decision may be made to the Governing Council through the Appeals and Disciplinary Committee.
- (c) Within three months after first arrival a staff member through his/her Head of Department may obtain a salary advance of up to one month's salary. Repayments begin in the month after the advance is drawn.

B. Allowances

The following allowances are payable to qualified staff of the University as contained in the prevailing Federal Government and University Based Unions' Agreements.

(a) Traveling / Transport Allowances

Transport allowances shall be paid to all staff of the University at the rate applicable in the public service.

i. Traveling within Nigeria

A staff traveling on University assignment within Nigeria shall be paid the approved traveling expense at the prevailing rate.

ii. Traveling Outside Nigeria

1. When traveling on University assignment outside Nigeria, with the Vice-Chancellor's approval, a staff member shall be paid to meet the appropriate expenses.
2. If he is already in his/her country of domicile and he travels within it, a refund of a reasonable cost of accommodation and meals for himself/herself, and of any incidental expenses incurred on University assignment may be made to him.

3. In other cases, the staff is entitled to estacode traveling allowance at an approved rate by the Federal Government.

(b) General Allowances

- i. Housing Allowance: Housing allowance shall be paid to all Senior Staff who are not provided with official quarters at the rate applicable in the public service.
- ii. Kilometer Allowance: Kilometer allowance shall be paid to all staff of the University at the rate applicable in the public service.
- iii. Duty Tour Allowance (DTA): Night allowance is payable to all staff of the University at the rate as applicable in the public service.
- iv. Responsibility Allowance: Responsibility allowance shall be payable to entitled staff of the University at the rate applicable.

(c) Earned Allowances

Earned allowances shall be paid in accordance with the prevailing FGN/Unions agreements.

(d) Duty Tour Allowance (DTA)

Duty Tour allowance (DTA) is payable to eligible staff of the University at the rate applicable in the public service.

(e) Kilometer Allowance

Kilometer allowance shall be paid to eligible staff of the University at the rate applicable in the public service.

(f) Non-Accident Bonus

- i. A motor driver, whether on the permanent establishment or daily rated, shall earn a “non-accident bonus” of one month’s basic salary after he has completed one year accident free driving with the University.
- ii. The term “accident” in this context means any occurrence to a vehicle being driven or handled by the driver at a material time whereby damage is done to property of any kind or injury is done to person(s) or animal(s).
- iii. A driver who is involved in an accident shall forfeit his bonus unless he can prove that he was not at fault and shall start a further qualifying period of one year accident free driving as from the date of the accident.

(g) Hazard Allowance

Hazard allowance per annum is payable to all entitled staff as in the agreement between the Federal Government and the Unions.

(h) Overtime

- i. Overtime allowance may be paid for approved work done in excess of 45 hours a month or on public holidays or work-free days to employees holding certain posts listed from time to time by the University.
- ii. No employee who is eligible for overtime allowance shall be paid for more than 45 hours overtime in any one month without the express permission of the Registrar on the recommendation of Head of Department in writing. In case of an emergency, a Head of Department may authorize overtime work in excess of 45 hours in a month but shall report this to the Registrar as soon as possible afterwards.
- iii. No payment shall be made for overtime worked on any day when traveling allowance is payable in respect of the following night, if the overtime is directly related to the reason for paying traveling allowance.

(i) Shift Duty Allowance

Workers on shift duty are entitled to this allowance as per prevailing FGN regulation.

(j) First 28 Days Allowance

A new staff on permanent and pensionable appointment is entitled to accommodation and meals for self, wife and four (4) children for a maximum of 28 days. Where the University has not provided the accommodation and feeding, such staff shall be paid first 28 days night allowance in lieu.

C. Conference/Seminar/Workshop

The University shall fully fund at least one local learned conference each year and one international conference at least once every five years for each staff, subject to availability of funds.

(a) Eligibility: To be eligible for sponsorship to attend a conference, the following conditions must be satisfied:

- i. The applicant must not have enjoyed sponsorship in that session if it is a local conference or in the past 5 years in the case of an international conference.
- ii. Where a staff has approval to attend a local or international conference and is presenting a paper, such a paper must have been presented at the departmental level.

- (b) Professional seminar/workshop: Staff could be sponsored for seminar/workshop at least once a year.
- (c) Submission of Report: Any staff sponsored to attend a conference/seminar/workshop shall submit a written report of his/her experience to the University.

D. Remuneration Rates for Part-Time/Visiting Lecturers

The remuneration rates for part-time/visiting lecturers shall be determined by the Governing Council based on the recommendation of the University Senate.

CHAPTER 8

8. LOANS AND ADVANCES

A. Loans and Advances

The total indebtedness of an employee to the University shall be limited to such a sum as shall ensure that his total monthly repayments of advances and/or loans do not exceed one third of his net monthly salary.

B. Salary Advance

An advance on account of salary may be permitted on the authority of the Registrar or his representative on the recommendation of Head of Department to employees on first appointment and shall be limited to an amount equivalent to one month's salary to be refunded in not more than three consecutive monthly installments. No other advance on account of salary shall normally be granted except on the special recommendation of the Head of Department and on the authority of the Bursar or his representative.

C. Loans for Purchase of Vehicles

Loans for the purchase of vehicle shall be as contained in the prevailing FG/University Unions' agreements.

D. Vehicle Refurbishing Loan

The actual amount granted shall not exceed the cost of putting the vehicle on the road at the prevailing rate i.e. the cost of the vehicle, insurance and license.

Every staff shall qualify for Motor Vehicle Refurbishing Loan provided that:

- (a) He/she has served the University for five years or more in a pensionable position and has been confirmed. Thus, he/she can act as a self surety.
- (b) He/she provides as surety: A confirmed University staff who has served for 5 or more years in a pensionable position, such a surety would be required to enter into a bond for the repayment of such loan balance shall the borrower default.
- (c) He/she provides two confirmed University staff, who have served for not less than three years each, to act jointly as sureties. A potential beneficiary can be one of the sureties if he/she qualifies and each of the sureties would be held severely liable shall the borrower defaults.
- (d) He/she is a contract officer who is entitled to contract gratuity and passages and hence can be a self-surety so long as the total amount he/she

is applying for does not exceed the sum of his/her contract gratuity and passages.

- (e) A staff who is entitled to gratuity cannot guarantee total loan(s) more than his/her gratuity.
- (f) Staff who is qualified to jointly guarantee a loan can act as surety only once.
- (g) No staff that has an outstanding motor vehicle refurbishing loan shall be allowed a new loan until the outstanding loan is fully paid up.
- (h) The payment period for the loan is a maximum of 60 months for staff on tenure appointment and 24 months for staff on contract appointment provided the loan is fully paid within the contract period. Where a contract officer acts as a surety, the loaner must be ready to refund the loan fully within the contract period of the staff. The loans committee reserves the right to refuse to recommend such an application where it is convinced that the total monthly deductions shall contravene any existing financial regulations of the University.

E. Housing Loan

- (a) Senior staff shall be entitled to a housing loan as contained in the FGN/Unions Agreements.
- (b) Regulations for Staff Housing Loan:
 - i. Confirmed staff are eligible to apply for a Housing Loan under the University's Housing Loan Scheme.
 - ii. An applicant shall submit an approved building plan indicating the exact location of the land along with application forms.
 - iii. An applicant shall request and obtain consent to mortgage from the State Government or Federal Capital Territory Authority. The letter of consent to mortgage the property shall be forwarded to the Housing Loan Committee with the application form.
 - iv. An applicant shall submit a Quantity Surveyor's detailed estimated cost of the proposed building to the Housing Loan Committee.
 - v. An applicant shall undertake to insure the house built from a University Loan for the duration of the Loan.

- vi. Approved Loan shall be drawn by the successful applicants in two installments as follows:
 - 50% of the total approved loan on approval; and
 - 50% at the time of roofing, ceiling, finishing and external works.
- vii. Repayment shall be done in installments at a monthly rate to be worked out by the Bursary Department in respect of each loanee.
- viii. Repayment of Housing Loan shall commence six months after a successful applicant has received the last installment or one year after the first installment whichever comes first.
- ix. Successful applicants shall not mortgage a house built with the University loan to any other lender until the University's loan is fully repaid.
- x. The loan can be given for:
 - (1) Building a new house;
 - (2) Redeeming a house; or
 - (3) Purchasing a house.

The amount of loan to be granted for redeeming a house shall be determined from the estimate made by a Quantity Surveyor.
- xi. The proposed house to be acquired, redeemed, or built shall be within Nigeria.
- xii. An application for a loan to purchase a house shall not be considered by the Housing Loan Committee unless the applicant produces written offer of sale supported with authentic evidence showing that title shall be transferred immediately on completion of purchase.
- xiii. Fees chargeable for stamp duties, registration of titles, preparation of plan and other incidental expenses in respect of a loan shall be borne by the applicant.
- xiv. Applicant shall be required to pay the balance between his/her loan and the amount required to build or purchase the house he/she proposes and the evidence submitted with the application form.

- xv. In the event that:
- (1) The borrower dies before the repayment of a loan granted to him/her is completed; the Committee may set in motion the machinery for foreclosure under the mortgage unless arrangements satisfactory to the Committee are made by the borrower's next-of-kin for the repayment of the loan.
 - (2) The borrower resigns his/her appointment or is dismissed from the University before the full repayment of the loan granted to him/her the committee may order a foreclosure under the mortgage.
 - (3) The borrower transfers to another University or any other known government agency, the Committee may allow arrangements to recover the loan from the new employer through monthly deduction from the borrower's salary as arranged in the University.
 - (4) The borrower retires from the University before the full repayment of the loan granted to him/her, arrangements to recover the loan from his/her benefits or any other suitable arrangement shall be made.
- xvi. The loan shall be completely recovered within a maximum period of 120 months or from the staff's entitlement on retirement in the event that repayment is not completed prior to retirement.

CHAPTER 9

9. HOUSING

A. Entitlements

- (a)** All senior staff members are entitled to University accommodation where available. Such staff would then be required to pay the approved University economic rate.
- (b)** A couple employed by the University shall be entitled to one housing accommodation.
- (c)** A staff disengaging from the services of the University shall be given grace of 6 months to vacate the official residence. Where a staff fails to vacate the official quarters after the six (6) months grace period, the University shall direct the eviction of the staff.
- (d)** A staff on new appointment is entitled to accommodation and meals for self, wife and four (4) children for a maximum of 28 days. Where the University has not provided the accommodation and feeding, such staff shall be paid first 28 days night allowance in lieu.

B. Allocation

- (a)** Allocation of University quarters shall be made by the officer in charge of quarters in writing on the instruction of the Appropriate University Committee.
- (b)** Private arrangements for a change of house shall not be valid or implemented without the approval of the officer in-charge of quarters in writing on the recommendation of the appropriate University Committee.
- (c)** No un-authorized person shall be permitted to occupy University quarters.
- (d)** All staff provided with University accommodation will be allowed to keep the houses so provided, only for the duration of their services with the University.

C. Conditions for Occupation of University House

- (a)** A new occupant must acknowledge receipt of the quarters and all articles of University furniture/fittings therein by signing the furniture/fittings inventory and key register.

- (b) A staff provided with University quarters must give at least 48 hour notice to the Director, Works and Services Department/Officer controlling the quarters of his/her intention to vacate the premises.
- (c) University quarters must be taken over from the departing occupant and handed over to the authorized representative of the Officer controlling the quarters.
- (d) An outgoing occupant must hand over the key of the quarters he/she is vacating to the Director, Works and Services/Officer controlling the quarters and remains responsible for the quarters and all articles of the University furniture/fittings therein until he/she obtains the signature of such representative to the furniture/fitting inventory and key register in acknowledgement of their surrender.
- (e) No staff shall continue to occupy University quarters three (3) months after the date of his/her resignation, transfer or retirement takes effect or beyond one (1) month from the date on which he/she collects the retirement benefits.
- (f) A dismissed staff shall not retain University quarters three (3) months from the date of dismissal.
- (g) A staff on leave of absence from the University must vacate University quarters at most three (3) months after approval of the leave or pay an agreed rate, water and electricity charges inclusive, as defined by the University Management.
- (h) Spouse of a deceased staff can retain University quarters after payment of the deceased entitlements for not more than three (3) months.
- (i) The houses shall be renovated once in every five years. In the event of failure by the University to renovate the houses, the occupant shall renovate and submit to the authority the receipts for refund with the prior consent of the Vice-Chancellor.

D. Water and Electricity Rates

A member of staff living in housing allocated by the University shall be liable to pay for water and electricity supplies at the existing water and electricity rates deductible from monthly salary by the University.

E. Maintenance of Quarters

An employee provided with University accommodation shall be responsible for keeping it in good condition as well as any article of University included therein. The occupant shall where appropriate, be required to defray the cost of dilapidation.

- (a) An employee provided with University accommodation shall be responsible for keeping it in good condition as well as any article of University included therein. The occupant shall where appropriate, be required to defray the cost of dilapidation.
- (b) An employee provided with University quarters shall be responsible for the maintenance of good relations with his/her neighbours.
- (c) The University shall take any necessary action it deems fit against any employee or employees involved in any incidents prejudicial to the well-being of the other occupants of University quarters.
- (d) An employee occupying University quarters who wishes to keep poultry or livestock must do so in a run or pen.
- (e) An employee occupying University quarters shall be responsible for the maintenance of its surroundings as specified by the Director of Works / officer controlling the quarters.

F. Subletting

- (a) An employee provided with University quarters shall not sublet any part thereof or take in lodgers.
- (b) In the event of two or more employees sharing a quarter each shall pay an equal proportion of the rent to be paid for the quarter.

CHAPTER 10

10. SUPERANNUATION, PENSIONS AND GRATUITY

A. Pensions and Gratuity

Pensions and/or gratuity are payable to staff on permanent and pensionable appointment in accordance with the prevailing Pension Act.

A Staff that retires or resigns his appointment shall derive his retirement benefit in accordance with the prevailing Pension Reform Act.

B. Death Benefits

Death benefit shall be paid to the Next- of- Kin of a deceased fulltime staff in accordance with the prevailing Pension Reform Act.

C. Retirement Age of Academic/Non-academic Staff

This shall be as provided in the FGN/University Unions Agreements of 2009 and as covered in the University (Miscellaneous Provision Amendment Act 2012).

D. Injury Benefits

If an officer is incapacitated during the course of his/her employment due to no fault of his/her, he/she shall be granted injury benefits at the following rate with effect from the date he/she sustains the injury:

Level of Incapacitation Rate

30% - 49%	10% of pension at the date of injury
50% - 69%	15% of pension at the date of injury
70% and above	30% of pension at the date of injury

Degree of incapacitation shall be determined medically. Provided that the officer's retirement is necessitated or materially accelerated by the injury and he has not completed the minimum period of 10 years qualifying him/her for a pension, he/she may be granted in lieu of a gratuity stipulated in Chapter 3 (A) above, a pension calculation on pro-rata basis, at the rate of 30% of his/her salary for every one year served.

E. Entitlement of Pension and Gratuity and their Computations

All pension and gratuity entitlements are to be paid to the beneficiary or Next-of-Kin by PENCOM through Pension Fund Administrator (PFA) and the University, respectively. Appendix II contains the pension and gratuity computations for guidance, and is subject to changes by the Federal Government.

CHAPTER 11

11. INVENTIONS

A. Provisions for Protection of Inventions

A member of staff who has made an invention during the course of his/her work at the University shall immediately report it to the Vice-Chancellor. He may at his/her own expense or shall at the expense of the University if so required by the Vice-Chancellor, lodge an application for provisional protection of the patent.

B. Appointment of Awards Committee

The University Governing Council shall appoint an Awards Committee including at least one qualified lawyer, to make investigations and recommendations in respect of inventions. The Awards Committee may make rules regulating its proceedings, but any member of staff involved in an invention shall be entitled to appear personally or to be represented before the Committee.

C. University's Option

As soon as practicable, the Awards Committee shall recommend, and the Governing Council shall decide, whether the member of staff shall be allowed controlling rights in the patent. Pending the decision of the Governing Council, the rights shall be deemed to belong to and be held in trust for the University. When an invention is in all respects alien to the employment of the member of staff, he shall normally be granted the controlling rights. If the member of staff is allowed controlling rights, the following provisions shall apply:

- (a)** The member of staff shall be responsible for all expenditure for taking out the patent.
- (b)** The Governing Council may attach to its decision such conditions as it may think fit and in particular, may reserve to the University a right of user of the invention free of royalty and/or may reserve the right to a share of any commercial proceeds.

D. Controlling Rights

If the member of staff is not allowed controlling rights of the patent, the following provisions shall apply:

- (a)** The member of staff assigns all his/her rights in the invention to the University.

- (b) The University shall be responsible for all expenditure in taking out the patent.
- (c) The University Governing Council shall decide whether the member of staff shall be allowed a share of any royalties or commercial proceeds.

E. Determination of Award

Whether or not he/she is allowed controlling rights, the member of staff may apply to the Awards Committee for an award in respect of his/her invention. In fixing the amount of any award or share of commercial proceeds the following principles shall apply:

- (a) Any reasonable expenses incurred by the member of staff in respect of his/her invention shall be taken into account.
- (b) The reservations of the rights of user, free of royalty by the University, shall not be taken into account, but if and when such right is exercised by the University, a material change calling for modification of the award shall be deemed to have taken place.

F. Governing Council's Approval

The Awards Committee shall submit its recommendations for the Governing Council's approval.

CHAPTER 12

12. CONSULTANCY SERVICES BY FACULTIES/DEPARTMENTS/UNITS

A. Aims and Objectives

- (a) To provide technical, professional and other expert services to all tiers of government (local, state and federal governments), parastatals, the private sector, and to international organizations. Such services would take the form of feasibility reports, a wide range of specialized professional services such as socio-economic surveys, running of staff development programmes, refresher courses, workshops, etc.
- (b) To manufacture and supply essential goods and services to the general public. Areas where the immediate public is not adequately satisfied would be given priority e.g. scientific products, etc.
- (c) To provide University staff that are able and willing to provide consultancy services a legitimate avenue for making additional income in conformity with Federal Government Act on Private Practice.
- (d) To enhance the improvement of the practical application of the academic programme of the University through the involvement of academic staff in the planning and execution of consultancy jobs. By providing consultancy services, academic staff would be encouraged to undertake research projects of immediate relevance to the nation, thus leading to a mutually beneficial relationship between teaching research and practice.
- (e) To contribute significantly to the financial resources available to the University and make suggestions for the optimal investment of part of funds generated.
- (f) To undertake any other functions that may be prescribed from time to time by the University.

B. Costing of Consultancy Projects

There are several ways of costing consultancy jobs. Depending on professional practices, one method may be used for engineering and architectural jobs and another for project evaluation and socio-economic projects.

The different costing methods which may be used as guidelines by those writing proposals include:

- (a) That relating consultants' charges to project cost. Here, a percentage of the investment cost of the project to be studied is charged as consultancy

fees. This method is recommended for jobs to be performed by Faculties and Departments.

- (b) That relating the consultant's charges to the expected benefits from the consulting assignment. This method is ideal for accounting and management consulting assignments.
- (c) The cost plus approach, which carefully computes the cost (i.e. direct expenses) of executing consultancy jobs, and adding to such cost an adequate margin of profit. However, the actual amount chargeable for a particular project shall be negotiable. Also, in all cases, participants must be paid on agreed contractual terms irrespective of the operating rates in the University. The cost (direct expenses) items that shall be taken into consideration while costing consultancy assignments may include among others.
 - i. Transport and Traveling
 - ii. Insurance
 - iii. Accommodation
 - iv. Data Collection
 - v. Report Writing
 - vi. Stationery and Materials
 - vii. Typing, Printing and Binding of Report
 - viii. Material and Equipment
 - ix. Honoraria (Consultancy Fees)

This section shall indicate the number of consultants of a class involved along with time involved in executing the job and payment of honorarium (fees). The Section shall also indicate payment to University and relevant departments in conformity with relevant formula for net revenue sharing.

- x. Management Overhead

This shall be estimated at 15% of (i) – (ix) above.

- xi. Errors and Omissions: 10% of (i) – (ix) above

In case where costs are under-estimated such cost over-runs would eat into honoraria. As this reduces the benefits accruing to the University community, consultants costing projects shall incorporate realistic cost estimates for (i) – (xi) above making allowance for inflation, risk and uncertainty. Nonetheless, where cost overrun exceeds the contingency estimate, efforts shall be made at renegotiation. Indeed, where great uncertainties exist, it is necessary to include variation clauses on the contract agreements. Where actual cost of executing a project falls short

of the estimated cost, the difference would be considered as part of net profit and would be shared between the University, departments and consultants in accordance with the relevant formula for sharing as outlined below:

(d). Administration of Consultancy Funds

The Human Resources Development Directorate shall administer the consultancy funds for self-finance courses as agreed from time to time.

(e) Formulae for Revenue Sharing

If the aims and objectives of the consultancies are to be achieved, single formula for revenue sharing would lead to extreme situations.

Hence, a number of formulae have been developed for different ranges for honoraria/net revenue and are presented below:

- i. 10% of the gross revenue of the consultancy goes to the procurer. The procurer is the person who brings the job to the Consultancy Unit. A person who merely brings information about the existence of a job shall be entitled to only 3% of the gross revenue if the job is secured. If a member of the Consultancy Unit secures a job on his/her own he shall be entitled to only 5% of the gross revenue.
- ii. 40% of the net profit goes to the resource persons who are the experts that participate in the execution of the job.
- iii. The remaining 60% of the net profit is divided as follows:
 - 40% to the University
 - 5% to the Faculty
 - 15% to the Unit /Department
- iv. For the purpose of clarity, a Department shall be entitled to 15% of the net profit if the project is executed in that Department using facilities under its control otherwise, the 15% shall be left with the University's share.
- v. Faculty is taken to mean the Faculty in which the Department involved in the execution of the project is an integral part.

The new measure proposed herein (as contained in (a) to (e) above) is for the purpose of ensuring enhanced motivation to staff to actively participate in the revenue generation.

CHAPTER 13

13. SECURITY

- A.** Staff members, their families and property are entitled to adequate security within the University premises. The Security Division maintains 24 hours coverage and surveillance for the safety of the University community.
- B.** Identity cards and car labels shall be made available to staff by contacting the Security Office with their letters of appointment.
- C.** Staff members are required to always bear their identity cards and observe all rules governing the security of person and/or property, and shall also observe road traffic regulations, shall ensure, secure custody of vehicles and safety and sanity of personal domestic animals.
- D.** Roaming of domestic animals around residential areas and offices is strictly prohibited. Similarly the cultivation of tall annual crops within 50m perimeter of any University building is not allowed. Staff contravening these orders shall be guilty of misconduct.
- E.** All pets kept within the University quarters especially dogs must be vaccinated as at when due and should be restricted within the owner's compound. Copies of the certificate of vaccination must be deposited at the Security Unit.

CHAPTER 14

14. PROCEDURES FOR APPOINTMENTS AND PROMOTIONS

A. General Guidelines

- (a) The Appointments and Promotions Committee on behalf of the University Governing Council shall be responsible for all matters pertaining to the appointments and promotion of all categories of Senior Staff in the University.
- (b) There shall be Appointments and Promotions Committee at Departmental, Faculty and College level which would scrutinize applications for appointments and promotions, and make recommendation to A & PC along with the minutes of the meeting.
- (c) Promotion shall be an annual exercise which normally commences in April, and save in exceptional circumstances, shall take effect from the first day of October of the year in which the relevant exercise was initiated. A staff who has put in at least 30 months by the commencement of the promotion year and had assumed duty by 31st March, could be considered for promotion.
- (d) Promotion shall be to an available post only, i.e., a post for which provision has been made in the current budget.
- (e) No member of staff shall be considered for promotion unless his/her appointment has been confirmed.
- (f) Promotion of senior staff has a waiting period of 3 years. An academic staff who has a PhD shall automatically be promoted or appointed to Lecturer II while those with Master degree shall be promoted or appointed to the rank of Assistant Lecturer. An Academic staff who has Final Professional Postgraduate Qualifications in Medicine (awarded by the National, West Africa Postgraduate Medical Colleges or its equivalent) shall be promoted or appointed to Lecturer I/ Medical Research Fellow I. Holders of MBBS/BDS shall be appointed Lecturer II in Non-Clinical Departments and Assistant Lecturer/ Assistant Medical Research Fellow in the Clinical Departments of the College of Medical Sciences. A staff who obtains a PhD and meets the waiting period as Lecturer II can be promoted to Lecturer I. A staff who has successfully passed the Part I Fellowship of the Postgraduate Medical College can be promoted to Lecturer II/Medical Research Fellow II. A Graduate Assistant who has completed his/her Masters degree is eligible to be upgraded to the rank of Assistant Lecturer after presentation of evidence of completion.

- (g) Where a vacancy exists with more than one staff qualified; seniority, qualification and competence shall be used to select the most suitable to fill the vacancy.
- (h) Applicants who had met all requirements for employment but are deficient in either O' level English and Mathematics and whose dates of completion of their Senior School Certificate Examinations predate 1999, would be considered for employment.
- (i) In the event an academic staff is unable to complete his/her Master degree within the residency period (3 academic sessions), his/her appointment shall be terminated.
- (j) An Academic staff with 12 years post Master degree who has failed to obtain a PhD will have his/her appointment terminated.
- (k) Expatriate contract officers shall be eligible for promotion provided they have satisfied the requirements, in addition to the waiting period of three years. The effective date shall be at the beginning of the new contract.

No Nigerian on contract appointment shall enjoy promotion. A Nigerian contract staff shall be appointed one grade level lower than the level he/she retires on. Readers and Professors should maintain their levels.

- (l) No member of staff shall be made to suffer any financial disadvantage consequent upon his/her promotion.
- (m) All members of Academic Staff, including Provosts/Deans of Colleges/Faculties who are not Heads of Departments, shall be evaluated, initially by their Heads of Departments. However, Provosts/Deans of Colleges/Faculties, who are also Heads of Departments, shall be evaluated by the Promotion Committee of the Department and College/Faculty. All evaluations shall be forwarded to the Department Promotion Committee.
- (n) A member of staff who feels that he has been unjustly denied promotion may submit his/her case in writing through his/her Head of Department to the Appointments and Promotions Committee (A&PC). If he feels unsatisfied, he can appeal to Governing Council through the Registrar / Secretary to the University Governing Council.
- (o) Change of cadre is itself a promotion; it cannot be effected until the staff concerned has reached his bar and that all the requirements i.e qualification, waiting period, vacancy etc have been satisfied. The salary of the officer concerned shall not be personal but commensurate to the new cadre.

B. Criteria of Assessment for Appointments and Promotions of Academic Staff

(a) Criteria

The criteria for assessment in Appointments and Promotions of Academic Staff are as follows:

- i. Qualifications.
- ii. Publications and other productive works.
- iii. Teaching and professional experience:
 - 1. Length of teaching
 - 2. Teaching/professional practice load
 - 3. Quality of teaching
- iv. Conferences and learned societies activities.
- v. Postgraduate supervision
- vi. University administrative service.
- vii. Community service.
- viii. Interview performance.

(b) Scoring

A unified system of rating shall be used for the appointments and promotions to various Academic posts by the respective Appointments and Promotions Committee, as given in Table 1.

Table 1: Appointment (App) and Promotion (Prom) Score Table for Academic Staff

Criteria	Professor		Reader		Senior Lecturer		Lecturer I		Lecturer II		Assistant Lect.		Grad. Assist
	App	Prom	App	Prom	App	Prom	App	Prom	App	Prom	App	Prom	
A Qualification	25	25	25	25	25	25	20	20	20	20	20	20	20 (15) ^a
B Publication & other Prod. Works ¹¹	30(26)	30(26)	30(20)	30(20)	30(14)	30(14)	30(8)	30(8)	30(2)	30(2)	30(0)	30(0)	
C <u>Teaching, Research & Professional Experience</u>													
➤ Length of teaching(years)	(12)	15	(9)	12	(6)	9	(3) ^c	6	(3) ^b	3	NA	NA	NA
➤ Teaching/Professional practice load	NA	10	NA	10	NA	10	NA	10	NA	10	NA	NA	NA
➤ Quality of teaching	NA	4	NA	4	NA	7	NA	7	NA	4	NA	NA	NA
D Conference and learned societies	6	6	6	6	6	6	6	6	6	6	6	6	
➤ Presentation 2marks each													
➤ Attendance 1mark each													
E PG Supervision	10(4)	10(4)	10(2)	10(2)	10	10	NA	NA	NA	NA	NA	NA	
F University Administration	7	7	7	7	7	7	3	3	3	3	3	3	
G Community Services	5	5	5	5	5	5	5	5	5	5	5	5	
H Interview performance	22(17)		20(15)		18(12)		16(11)		14(9)		12(7)		40(25)
Minimum Total	102	102	89	91	85	93	56	65	48	53	41	34	45(40)
Required Minimum (70% of total)	71.4	71.4	62.3	63.7	59.5	65.1	39.2	45.5	33.6	37.1	28.7	23.8	31.5(28)

NOTE

1. Figures in parenthesis indicate the minimum scores required
2. Teaching/Professional practice load = 1mark per course taught up to a maximum of 10marks within waiting period
3. Conference and learned societies activities: Presentation or attendance within waiting period of three (3) years.
4. Required minimum = percentage (%) of the total score
5. PG supervision = 2marks for each successfully completed Master Degree/Part I Medical Fellowship and 3marks for PhD/Postgraduate Medical Fellowship
6. Interview scoring: Refer to template for interview on page 78. For fresh appointment, despite scoring required minimum marks, a candidate is only appointable if he obtains the marks indicated in parentheses for interview.
7. PG supervision: To be promoted to the rank of Reader, an academic staff must have graduated at least one (1) Master/Part I Medical Fellowship or PhD/Postgraduate Medical Fellowship while for promotion to the rank of Professor one must have graduated at least two (2) Masters/PhD.
8. Interview performance: Figures in parentheses are compulsory.

^aQualification for Graduate Assistant = 1st class 20 marks, 2nd class upper 15 marks.

^bLength of teaching: For a fresh PhD appointment to Lecturer II, the 3 years length of teaching is not necessary while those with Master degree the 3 years waiting period is mandatory.

^cLength of teaching: Those with Master degree can only be appointed to Lecturer I with mandatory 6 years teaching experience from a tertiary institution.

9. University Administration: One mark for each position held to a maximum of seven marks.
10. Community Service: One mark for each community service to a maximum of five marks (excluding paid projects)

(c) Qualifications

- i. PhD, Postgraduate Medical Fellowship attracts 15 points, Masters/Part I Medical Fellowship attracts 10 points, Bachelor's degree: 1st class attracts 5 points, 2nd class attracts 4 points, (2nd class attracts 3 points for the purpose of promotion only).
- ii. A PhD holder shall score the maximum points and shall not be scored again for any lower qualifications such as Masters or Bachelor's degree.
- iii. Promotion from Lecturer I to Senior Lecturer requires a PhD to qualify.

(d) Publication and other Productive Work

- i. The qualities of Journal Publications, monographs, books and other Productive Works shall be determined using the following criteria:
 - ii. In a University of Technology, productive works (such as commission reports, technological designs, exhibitions, field works, construction of useful product, patents (Nigerian and World), pilot plant development, significant developments in techniques or in teaching or organization methods, feasibility reports etc) could form a substantial part of academic staff out-put.
 - iii. Publications in journals from Polytechnics/Monotechnics and Colleges of Education shall not be accepted for promotions and appointments.
 - iv. For most academic staff, however, publications and other productive works shall be largely publications, and their scoring shall therefore be based largely on these publications.
 - v. While deciding a major productive work, the assessor shall take into account the scopes and depth of the Research as well as, the theoretical and practical significance.
 - vi. While scoring chapters in a book, the assessor shall evaluate the book as a whole and determine the level and score the relevant chapter accordingly.
 - vii. Published proceedings of a conference shall be regarded as a journal and papers there-in shall be scored as in **(a)** in Table 2 below and as in item **(b)** above.
 - viii. Where substantially, publications were made in different forms, these shall be scored only once.
 - ix. Only 3 publications in any single edition of a journal or proceedings is acceptable.
 - x. There must be some demonstrated relevance of any published work to the area of specialization of the author.

- xi. For a Book to be considered for assessment by the Appointment and Promotions Committee (or any of its subcommittees) for the purpose of promotion, it must have the following:
 - Be in the author's discipline
 - Be published by a reputable publisher
 - A minimum of 48 pages
 - ISBN/ ISSN number.
- xii. Letter of acceptance or publications in press can only be applicable as follows:
 - From Assistant Lecturer to Senior Lecturer
 - Within the period of promotion
 - Not more than $\frac{1}{4}$ of publications should be recognized.
- xiii. While scoring academic staff publications, authenticated joint authorship publications shall be given full point up to 3 authors after which, subsequent author(s) shall attract 1 point per paper.
- xiv. For Readers and Professors that require external assessment, the spread of publications should be encouraged, i.e. local national and international. At least 25% of the publications should be international. All journals and other publications must have ISSN/ISBN number.

The scoring of publications and other productive works shall be as shown in Table 2.

Table 2: Scoring of Publications and other Productive Works

Item Description	Score
(a) Journal papers	1- 3 authors, 2 points each while the remaining authors, 1 point each per paper.
(b) i. Productive work ii. Patent	i. Minor 1 ii. Major 2 i. Nigerian 3 ii. World 4.
(c) Books in the candidate's Discipline	i. University Research, Professional, Applied books & Textbooks 4 ii. Others 1
(d) Chapters in books as in (c) above	1 up to a maximum of 3 chapters
(e) Technical Reports	1 up to a maximum of 3 reports
(f) Published short notes	1 per a short note up to a maximum of 3

(e) Teaching and Professional Experience

- i. For length of teaching/experience, 1Point/year post masters.
- ii. Post-Masters teaching in a non-University Tertiary Institution would score upto 2/3 of the full marks as in **(a)** above.
- iii. Relevant professional experience (in industry or appropriate non-teaching/research institution) shall score up to 2/3 of the marks allocated as in **(a)** above.
- iv. Teaching assistantships during any course of study would not be scored.
- v. The post-qualification experience for a Bachelor's holder who proceeded straight to a PhD on full time would count from the date of completion of the PhD.
- vi. The post-qualification experience for a Master's holder would end at the time he registered for a PhD on full time and continue after completion of the PhD.

(f) Quality of Teaching

This shall be determined by Heads of Departments, external examiners and student assessment of staff.

(g) Postgraduate Supervision

For an academic staff to be promoted to the rank of a Reader or Professor, there shall be evidence of academic leadership such as supervision. To be promoted to the rank of Reader, an academic staff must have graduated atleast one Masters/Part I Medical Fellowship or PhD/Postgraduate Medical Fellowship, while for promotion to Professor; one must have graduated atleast two Masters/Part I Medical Fellowship or PhD/Postgraduate Medical Fellowship.

(h) University Administrative Service

Administrative service are those non-teaching responsibilities given to a teaching staff in the day to day running of the University such as heading a College, Faculty, Department, unit or an ad-hoc duty.

A staff on full time study leave/fellowship shall not be given any administrative responsibility; while staff on part time studies shall not be given more than one administrative responsibility at a time.

(i) Community Service

Community service such as research extension work; service on public bodies; memberships of learned societies; editorship of book or journal; public lectures/radio and television talks; service to learned and professional bodies; other intellectual or creative activities outside the candidate's discipline etc. The scoring shall be 1 point per activity up to a maximum of 5 points.

(j) Assessment Procedure for Appointment

Appointments of all senior staff shall be done by the Appointments and Promotions Committee which consists of:

- i. The Vice-Chancellor
- ii. Deputy Vice Chancellors
- iii. Four members appointed by the University Governing Council two of whom shall be external and the other two Internal members of the Council
- iv. Four members appointed by the Senate, at least two of whom shall be members of Senate, while the other two members shall be professional peers in the professional area in which an appointment is to be considered.
- v. If the post is tenable at a College, the Provost of the College;
- vi. If the post is within a Faculty, institute or other teaching unit of the University, the Dean of the faculty or of the teaching unit or of the institute, as the case may be and all other Deans; and
- vii. Such other persons, not exceeding two in number deemed capable of helping the board in assessing both the professional and academic suitability of a candidate under consideration, as the Senate may, from time to time appoint.

(k) College/Faculty/Department Promotions Committee

There shall be College/Faculty and Departmental Promotions Committees which shall be required to screen all promotion applications and thereafter make recommendations to the central Appointments and Promotions Committee. The Departmental Committee shall first meet before the meeting of College/Faculty Committee. The compositions of the Committees are as follows:

i. College/Faculty Promotions Committee

- | | | | |
|----|--|---|----------|
| 1) | The Provost/ Dean | - | Chairman |
| 2) | Heads of Departments in the Colleges/Faculties/
Directors of Units related to the Faculty | - | Members |

- 3) Two Professors elected by the College/Faculty Board - Members
- 4) Three representatives elected by the Faculty Board - Members
- 5) Representative of the Registrar /Faculty Officer - Member/Secretary

(Quorum shall be: Chairman and half of the membership).

ii. Department Promotions Committee

- 1) Head of Department - Chairman
- 2) Two professors elected by the Department meeting - Members
- 3) Three representatives of the Department elected at a meeting of the Department - Members
- 4) Representative of the Registrar - Member/Secretary

(Quorum shall be: Chairman and half of the membership)

For units where the formation of these committees shall not be possible, the promotions committee of the Department most closely related to the function of the unit shall serve. In such cases, the head of unit shall also be a member of the committee. The Central Appointments and Promotions Committee shall require minutes of the meeting of the Faculty Promotion's Committee as well as, other relevant documents. Likewise the Faculty Promotions Committee shall demand to receive the minutes of the meeting of the Department Promotions Committee and evidences of publications and other requirements.

It shall be noted that promotions to Professorship and Readership positions are subject to external assessment. Accordingly, after such cases have been considered and recommended by the College/Faculty Promotions Committee and upheld by the A & PC (for Academic Staff), the Provost/Dean of the College/Faculty concerned shall submit four copies of the publications and curriculum vitae of the candidate to the Vice-Chancellor. The Provost/Dean shall also submit to the Vice Chancellor a list of six recommended external assessors. Promotion to professorship or readership post becomes confirmed on the receipt of at least two positive responses from the three external assessors.

(l) Criteria of Assessment in Appointments and Promotions of Senior Non-Academic Staff

(a) Criteria

The criteria for the assessment in appointments and promotion of senior non-academic staff shall be as follows:

i) Qualifications:

1. Basic

Every non-academic staff cadre has its scheme of service which spells out the basic qualification for appointment to that post and for progression in the Scheme as in Appendix III.

2. Additional

Any other qualification relevant to a non-academic staff's profession other than the basic one spelt out in his/her scheme of service is an additional one. Such could be qualifications obtained from short or refresher professional courses etc. This is to be scored as specified in the score table for that category of staff.

3. Workshops and Seminars.

All staffs are expected to attend workshops and seminars for their professional development

b) Relevant Experience

The relevant experience that could warrant promotion of each non-academic staff is specified in his/her respective scheme of service as in Appendix III, noting that waiting period in all cases is three (3) years.

c) Promotion Examination

For a senior non-teaching staff on CONTISS 13 and above to qualify for promotion, they must pass promotion examination relevant to their profession within the promotion period as the case may be.

d) Competence and Performance

The scoring criteria for competence and performance of Senior Non-Academic Staff shall be as shown in Table 3 below:

Table 3: Scoring Criteria for Competence & Performance

	Items	Scores
a.	Acceptance of responsibility	2
b.	Drive and determination	2
c.	Initiative, originality and creativity	3
d.	Judgment	3
e.	Output and quality of work	5
f.	Punctuality and regularity at work	2
g.	Relations with the public and colleagues	1
h.	Supervisory ability	2
	Total	20

e) Creative Activity

This is where a Staff develops a concept or performs any activity using his/her own thinking and innovation for any discovery for the purpose of development and growth of the University system.

Table 4: Creative Activities

S/N	Items	Scores
1.	Applying knowledge and technical ability	3
2.	Use of creative thinking	3
3.	Motivation	3
4.	Ability to discover, invent or create	3
5.	Being Innovative	3
	Total	15

f) Commitment to University Objectives

This relates to a staff's enthusiasm in his/her general contribution to any other assignments outside the defined or specified schedules of his/her office which the University requires from time to time, such as during Convocations Ceremonies, Organizing Sports Fiestas, Public Lectures, launchings etc. The scoring is 2 points per activity within the assessment period to a maximum of the specified points.

g) Community Service

Community service such as research extension work; service on public bodies; memberships of learned Journals; public lectures/radio and television talks; Service to learned and professional bodies; other intellectual or creative activities outside the candidate's discipline etc. The scoring shall be 1 point per activity up to a maximum of 5 points.

(h) Scoring

The following system of rating shall be used for the appointments and promotions of senior non-teaching staff by the Appointments and Promotions Committee. The scoring criteria for appointments and promotion of Senior Non-Teaching staff shall be as shown in Table 5.

Table 5a: Appointment and Promotion Score Table for senior Non-Teaching Staff

CRITERIA		CONTISS 15	CONTISS 14		CONTISS 13		CONTISS 12		CONTISS 11		CONTISS 09		CONTISS 08		CONTISS 07		CONTISS 06	
		By apt	Appt	Prom	Appt	Prom	Appt	Prom	Appt	Prom	Appt	Prom	Appt	Prom	Appt	Prom	Appt	Prom
A.	Qualification:																	
	(a)Basic		15 (10)	15	15 (10)	15	15 (10)	15	15 (10)	15	15 (10)	15	15 (10)	15	15 (10)	15	15 (10)	15
	(b)Additional		7 (6.5)	7	7 (6)	7 (6)	7 (5.5)	7 (5.5)	7 (5.5)	7 (5.5)	7	7	7	7	7	7	7	NA
B. Relevant Experience (Years)			18*	18*	15*	15*	12*	12*	9*	9*	6*	6*	3*	3*	NA*	NA*	NA*	NA*
			NA**	NA**	21**	21**	18**	18**	15**	15**	12**	12**	9**	9**	6**	6**	3**	3**
C. Competence & Performance			NA	20 (10)	NA	20 (10)	NA	20 (10)	NA	20 (10)	NA	18 (9)	NA	18 (9)	NA	18 (9)	NA	18 (9)
D. Creative Activities/ Commitment to university objectives			15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15
E. Community Service			5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
F. Conference/Work shop			3	3	3	3	3	3	3	3	5	5	5	5	5	5	5	5

G. Professional Qualification		3	3	3	3	3	3	3	3	3	3	3	3	3	3	NA	NA
H. Sub- total(60%)		34.53* (60%- 20.7)*	49.5* (60%- 29.7*	31* (60%- 18.6)	46* (60%- 27.6)	27.5* (60%- 16.5)	42.5* (100%)	24.5* (60%- 14.7)	39.5* (100%)	16* (60%- 9.6)	30* (100%)	13* (60%- 7.8)	27* (100%)	10* (60%- 6)	24* (100%)	10*(60%- 6)	24* (100%)
				37** (60%- 22.2)	52** (60%- 31.2)	33.5** (60%- 20.1)	48.5** (100%)	30.5** (60%- 18.3)	45.5** (100%)	22** (60%- 13.2)	36** (100%)	19** (60%- 11.4)	33** (100%)	16** (60%- 9.6)	30** (100%)	13** (60%- 7.8)**	27** (100%)
I. Interview/Examination Performance (40%)		40 (28)	40 (28)	40 (28)	40 (28)	40 (28)	NA	40 (28)	NA	40 (28)	NA	40 (28)	NA	40 (28)	NA	40 (28)	NA
J. Total (100%)		79.6	91.6	77.8	89.8	76	80	74.2	77	73.6	74	71.8	71	70	68	68.2	58*
				81.4	93.4	79.6	86	77.8	83	77.2	80	75.4	77	73.6	74	70	61**
K. Minimum Required score		48.7	57.7	46.6	55.6	44.5	42.5	42.7	39.5	37.6	30	35.8	27	34	24	34	24*
				52.2	59.2	48.1	58.5	46.3	45.5	41.2	36	39.4	33	37.6	30	35.8	27**

Note:

CONTISS 15 is by appointment.

A. Basic Qualification: ND, HND, BSc, BEd, BEng, BTech and their equivalents. Scores for degree: 15, 12 & 10 for 1st class, 2nd class upper & 2nd class lower respectively; HND & Diploma: 15, 12 & 10 for distinction, upper credit & lower credit respectively, **this is applicable to Appointment ONLY at the point of entry.**

Additional: Short courses (1 – 6 months) – 0.3 point.

PGD in relevant field (1 - 2yrs) – 3.6 points

Masters in relevant field (2 - 4yrs) – 7 points

- B.** Relevant Experience: compulsory, 1point/year
- C.** Competent & Performance: 20pts max., 18pts min. (Least score of 14pts for CONTISS 13-14, 12pts CONTISS 11-12, 9pts CONTISS 6-7)
- D.** Creative activities: 3points/creative activity (maximum of 5 and minimum of 1 activity)
- E.** Community Service: 5points (1pt/service)
- F.** Conference/workshop: w/shop 1pts, conference 0.5pt
- G.** Professional Qualification: Fellow – 2.5pts, Full membership – 2pts, Associate – 1.5pts
- H.** Sub-total: (60%) for all appointments and promotion cases from CONTISS 11 and above, and appointment cases of CONTISS 6-9. Promotion cases of CONTISS 6-9 is 100%
- I.** Interview/Exams performance: applicable to appointment/promotion respectively
- J.** Total: maximum point possible = 100%
- K.** All scores in parenthesis are the minimum score required for the respective criterion

*Relevant experience for HND, Degree and equivalents holders, those with degree skip CONTISS 12 but move direct to CONTISS 13 from 11

**Relevant experience for ND and equivalent holders

Table 5b: Appointment and Promotion Score for Laboratory Technologists/Scientists

CRITERIA		CONTISS 15		CONTISS 14		CONTISS 13		CONTISS 12		CONTISS 11		CONTISS 09		CONTISS 08		CONTISS 07		CONTISS 06	
		Appt	Prom	Appt	Prom	Appt	Prom	Appt	Prom	Appt	Prom	Appt	Prom	Appt	Prom	Appt	Prom	Appt	Prom
A.	Qualification: (a)Basic	15 (10)	15	15 (10)	15	15 (10)	15	15 (10)	15	15 (10)	15	15 (10)	15	15 (10)	15	15 (10)	15	15 (10)	15
	(b)Additional	(7)	(7)	(7)	(7)	7 (6)	7 (6)	7 (5.5)	7 (5.5)	7 (5.5)	7 (5.5)	7	7	7	7	7	7	7	NA
B. Relevant Experience (Yrs)		21* NA	21* NA	18* NA	18* NA	15* NA	15* NA	12* NA	12* NA	9* NA	9* NA	6* 12**	6* 12**	3* 9**	3* 9**	NA* 6**	NA* 6**	NA* 3**	NA* 3**
C. Competence & Performance		NA	20 (12)	NA	20 (12)	NA	20 (10)	NA	20 (10)	NA	20 (10)	NA	18 (9)	NA	18 (9)	NA	18 (9)	NA	18
D. Creative Activities/ commitment to university objectives.		15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15
E. Community Service		5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
F. Conference/Work shop		3	3	3	3	3	3	3	3	3	3	5	5	5	5	5	5	5	5

G. Professional Qualification	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	NA	NA
H. Sub- total (60%)	38*(60%-22.8)	55*(60%-33)	35*(60%-21)	52*(60%-31.2)	31*(60%-18.6)	46*(60%-27.6)	27.5*(60%-16.5)*	42.5*(100%)	24.5*(60%-14.7)	39.5*(100%)	16*(60%-9.6) 22** (60%-13.2)	30*(100%) 36** (100%)	13*(60%-7.8) 19** (60%-11.4)	27*(100%) 33** (100%)	10*(60%-6) 16** (60%-9.6)	24*(100%) 30** (100%)	10*(60%-6)* 13** (60%-7.8)**	24*(100%) 27** (100%)
I. Interview/Examination Performance (40%)	40 (28)	40 (28)	40 (28)	40 (28)	40 (28)	40 (28)	40 (28)	NA	40 (28)	NA	40 (28)	NA	40 (28)	NA	40 (28)	NA	40 (28)	NA
J. Total (100%)	81.4*	93.4*	79.6*	91.6*	77.8*	89.8*	76*	80*	74.2*	77*	73.6* 77.2**	74* 80**	71.8* 75.4**	71* 77**	70* 73.6**	68* 74**	68.2* 70**	58* 61**
K. Minimum Required Score	50.8	61	49	59.2	46.6	55.6	44.5	42.5	42.7	39.5	37.6 41.2	30 36	35.8 39.4	27 33	34 37.6	24 30	34 35.8	24* 27**

A. Basic qualifications: ND, HND, BSc, BEd, BEng, BTech and their equivalents. Scores for degree: 15, 12 & 10 for 1st class, 2nd class upper & 2nd class lower respectively; HND & Diploma: 15, 12 & 10 for distinction, upper credit & lower credit respectively, **this is applicable to Appointment ONLY at the point of entry.**

Additional: Short courses (1 – 6months) – 0.3points/month

PGD in relevant field (1 - 2yrs) - 3.6points

Masters in relevant field (2 - 4yrs) – 7pts – this is compulsory for staff moving from CONTISS 13 to 14 and 15

B. Relevant Experience: compulsory, 1point/year

C. Competent & Performance: 20pts max., 18pts min. (Least score of 14pts for CONTISS 13-15, 12pts CONTISS 11-12, 9pts CONTISS 6-7)

D. Creative activities: 3points/creative activity (maximum of 5 and minimum of 1 activity)

E. Community Service: 5points (1point/service)

F. Conference/workshop: w/shop 1point, conference 0.5point

G. Professional Qualification: Fellow – 2.5points, Full membership – 2points, Associate – 1.5points

H. Sub-total: (60%) for all appointments and promotion cases from CONTISS 11 and above, and appointment cases of CONTISS 6-9. Promotion cases of CONTISS 6-9 is 100%

I. Interview/Exams performance: applicable to appointment/promotion respectively.

J. Total: maximum point possible = 100%

K. All scores in parenthesis are the minimum score required for the respective criterion

*For HND, Degree and equivalents holders

**For ND and equivalent holders

Table 6
GENERAL INTERVIEW ASSESSMENT TABLE
(TO BE COMPLETED BY INDIVIDUAL INTERVIEW PANELLIST)

Post Title and Department:

Candidate's Name:

Name of Panelist:

SCORING: EXCELLENT: 5, GOOD: 4, AVERAGE: 3, SATISFACTORY: 2, UNSATISFACTORY: 1.

S/N	ASSESSMENT CRITERIA	INTERVIEW QUESTION	RESPONSE/EVIDENCE	SCORING					SCORE
				5	4	3	2	1	
1.	APPEARANCE AND COMPORTMENT								
2.	ATTITUDE								
3.	INITIATIVE								
4.	ENTHUSIASM								
5.	LEADERSHIP/ ADMINISTRATIVE KNOWLEDGE	1. 2. 3.							
6.	COMMUNICATION & LISTENING SKILLS								
Sub-Total (30 marks of 100%)									
7.	GENERAL KNOWLEDGE (10 marks of 100)	1. 2.							

		3.							
8.	THEORETICAL KNOWLEDGE (10 marks of 100)	1. 2. 3.							
9.	PRACTICAL/TECHNICAL KNOWLEDGE (10 marks of 100))	1. 2. 3.							
10	Computer Literacy (40 marks of 100%)	Should be practically based							
Total Score (100%)									

Note:

1. Scoring of an assessment criteria with more than one (1) question averaged.
2. To obtain marks scored for interview performance for all senior staff cadre (academic and non-academic) multiply the percentage scored from this table with the maximum score allotted to each grade level of the respective cadres.

C. Promotion Procedure for Senior Non-Teaching Staff

For promotions, the major non-academic units of the University (such as Registry, Bursary, Works and Services, Health Services, etc) shall constitute their promotions committee as follows:

- | | | | |
|------|---|---|----------|
| i. | Head of the Unit | - | Chairman |
| ii. | Heads of the Constituent Sections of the Unit | - | Members |
| iii. | Two members elected at a meeting of the entire Senior Staff of the Unit | - | Members |

All issues of promotions have to be considered by the Unit Promotions Committee before forwarding to the Appointments and Promotions Committee along with appropriate minutes of the meeting and originals of appropriate supporting documents.

The case of promotions of senior technical and other non-teaching staff attached to Colleges/Faculties and academic departments shall be considered by the appropriate College/Faculty/Departmental Promotions Committee. The promotions of senior non-teaching staff other than technical are forwarded to the Registrar for presentation to the A & PC.

CHAPTER 15

15. APPOINTMENT OF PROVOSTS/DEANS, DEPUTY PROVOSTS/DEANS, DIRECTORS AND HEADS OF DEPARTMENTS

A. Appointment of Provosts/Deans

- (a) There shall be a Provost/Dean of a College/Faculty who shall be the head of the college/faculty.
- (b) The Provost/Dean shall be a Professor elected by the college/faculty Board and formally appointed by the Vice-Chancellor.

The Candidate for the post of the Provost of the College of medical Sciences must possess the Professional Qualifications as contained in the College Statute.

For the election of Deans of Postgraduate and Student Affairs Division, the Vice-Chancellor shall submit two names of Professors to Senate for election of one of them.

- (c) The Provost/Dean shall hold office for a term of 2 years beginning from the date he/she is appointed. He shall be eligible for re-election for another term of two years, after which he shall not be eligible for re-election until two years have lapsed.
- (d) Any Professor who has less than two years to retire shall not be eligible for election as Provost/Dean.
- (e) Pursuant to (c) above, the College/Faculty Board shall elect, for any College/Faculty where there is no Professor, an Acting Provost/Dean for a term of one year in the first instance, renewable for another term of one year, and formally appointed by the Vice-Chancellor.
- (f) The Provost/Provost/Dean of a college/faculty may be removed from office for good cause by the College/Faculty Board after a vote, with not less than two thirds of the total membership of the Board supporting the removal. Following the removal of a Provost/Dean as herein provided, an Acting Provost/Provost/Dean shall be appointed by the Vice-Chancellor provided that at the next College/Faculty Board meeting an election shall be held for a new Provost/Dean. The normal term of a Provost/Dean so elected shall commence from the date of his/her appointment by the Vice Chancellor.

B. Procedure for the Appointment of a Provost/Dean

- (a) The Registrar shall notify members of the Board of Studies of the College/Faculty concerned five months before the office of the Provost/Dean falls vacant and shall invite nominations for the office from members of the Board.
- (b) All nomination papers must be submitted to the Registrar or his representative not later than 24 hours before the meeting for the election of Provost/Dean.
- (c) A nomination is valid if the candidate is proposed by at least two members of the Board of Studies and the nomination paper carries a statement of acceptance to serve by the person nominated for the office.
- (d) The election of Provost/Dean shall be held at a meeting of the Faculty Board of Studies ten weeks before the expiration of a two year term.
- (e) Proxy vote by bonafide members of the Board of Studies of College/Faculty who cannot be present at the meeting for the election of a Provost/Dean of the Faculty shall be allowed.
- (f) Candidates who are qualified for nomination shall be non-representative members of the Board of the rank of Professor.
- (g) Where there is only one candidate nominated for the position of Provost/Dean, the candidate must score a majority of votes cast.
- (h) Where there is no member of a College/Faculty Board of Studies qualified for the Provost/Dean's position or there is no nomination for the Provost/Dean's office, the Vice-Chancellor shall, after consultation with the College/Faculty Board, appoint a member of the Board to act as Provost/Dean for a period of one year.
- (i) The term of office of the Provost/Dean shall be 2 years in the first instance; but a Provost/Dean is eligible for re-election for a further period of 2 years. Thereafter, he shall be ineligible for election until a period of 2 years has lapsed.
- (j) The office of the Provost/Dean shall be termed vacant when the Provost/Dean is unable to exercise the powers vested in him/her for period of up to nine (9) months.
- (k) The returning officer shall be the Secretary to the Board of Studies or a nominee of the Registrar.

C. Procedure for the Appointment of a Deputy Provost/Dean

- (a) The Provost/Dean of a college/faculty shall send the names of two non-representative members of the Board of the rank of Senior Lecturer and above for the position of the Deputy Provost/Dean to the College/Faculty Board.
- (b) The election for the Deputy Provost/Dean shall be in the first meeting of the Board after the assumption of office of the Provost/Dean, and shall be by secret ballot.
- (c) The functions of the Deputy Provost/Dean shall include all such duties assigned to him/her by the Provost/Dean. The Deputy Provost/Dean shall act for the Provost/Dean in his/her absence or whenever the Provost/Dean is unable exercise the powers vested in him/her.
- (d) The office of the Deputy Provost/Dean shall be termed vacant whenever the incumbent is (shall be) away from his/her post/office for a period of up to nine (9) months.

In the event of a vacancy occurring in the office of the Deputy Provost/Dean, the Provost/Dean shall recommend two names from among the Board's non-representative members of the rank of Senior Lecturer and above for the Board to elect in its earliest meeting from the time the office becomes vacant.

The tenure of the Deputy Provost/Dean shall be as long as that of the Provost/Dean that nominated him/her.

The Provost/Dean shall inform the Vice-Chancellor of the elected Deputy Provost/Dean.

- (e) The Deputy Provost/Dean of a Faculty may be removed from office for good cause by the Faculty Board after a vote, with not less than two thirds of the total membership of the Board supporting the removal. Following the removal, as herein provided, at the next Faculty Board, an election shall be held to elect another Deputy Provost/Dean.

D. Appointment of Heads of Departments

- (a) The Registrar shall notify the Provost/Dean of College/Faculty who in turn shall notify Academic members of the Department concerned two months before the office of the Head falls vacant and shall invite nominations for the election from academic members of the Department.
- (b) The election of a Head of Department shall be held one month before the expiration of the incumbent's term.

- (c) Candidates who are qualified for the office of the Head of Department shall be academic staff members of the Department of the rank of senior lecturer and above.
- (d) A nomination is valid if a candidate is proposed and seconded by an academic staff of the Department and the nomination paper carries a statement of acceptance to serve by the person being nominated for the office.
- (e) Where two or more qualified staff of the Department are nominated, the academic staff members of the Department shall elect by secret ballot one of the nominated candidates as the Head of Department. The candidate with the highest number of votes shall be deemed to have been duly elected. The quorum for the election shall be 2/3 membership (excluding those on Leave of Absence, study leave and sabbatical) and all votes cast shall not be less than 2/3 membership.
- (f) Where no member of a department qualifies for the Head of Department office, or there is no nomination for the office, the Vice-Chancellor shall, after due consultation with the Dean of the Faculty concerned, appoint a member of the Department to act for a period of one year.
- (g) The term of office of a Head of Department shall be two years in the first instance; but a Head of Department is eligible for re-election for a further period of two years and thereafter shall not be eligible for re-election until two years have lapsed.
- (h) All nominations papers must be submitted to the Dean's office not later than 24 hours before the meeting for the election of a head of department.
- (i) Proxy vote by bonafide academic staff member of the Department who cannot be present at the meeting for the election of a head of department shall be allowed.
- (j) The returning officer shall be the Dean's representative.
- (k) The newly elected/appointed head of department shall assume office one month after his/her election.

E. Appointment of Academic Directors/Heads of Units

- (a) Appointment to the post of Academic Director shall be open to all academic staff members of the University of the rank of Senior Lecturer and above and the appointee shall come from a discipline closely related to the functions of the Directorate/Unit.

- (b) The Vice-Chancellor shall submit to the Senate the names of two candidates for appointment to the vacant post of a Director. The Senate shall elect one of the candidates to the post by a majority of votes.
- (c) The appointment of the academic staff to the post of Director shall be for an initial period of two years, commencing from the date he/she assumes duty and may be renewed for a further period of two years. Thereafter, he shall not be eligible for appointment to the same post for the next two years.
- (d) The period of the re-appointment of a Director shall take place at the last Senate meeting before the expiration of his/her term of office, and shall be by a submission made to the Senate by the Vice-Chancellor requesting for same. If the Senate rejects the submission by a majority of votes, the Vice-Chancellor shall submit two other names for the post to the Senate for one to be appointed.
- (e) Where the Director is unable to perform his/her duties or exercise the powers vested in him/her for period of more than 9 months, the office shall be deemed vacant.
- (f) When not reappointed a staff shall revert to his/her substantive academic rank.

CHAPTER 16

16. APPOINTMENT OF PRINCIPAL OFFICERS OF THE UNIVERSITY

A. Appointment of Vice Chancellor

- (a) In accordance with the Abubakar Tafawa Balewa University Act (Cap. A1 of 2004) “there shall be a Vice-Chancellor of a University (in the Act referred to as “the Vice-Chancellor”) who shall be appointed by the Council in accordance with provisions of this Section”.
- (b) Where a vacancy occurs in the post of the Vice-Chancellor, the Governing Council shall:
 - i. Advertise the vacancy in a reputable journal or a widely read Newspaper in Nigeria, specifying:
 - (1) The qualities of the persons who may apply for the post and
 - (2) The terms and conditions of service applicable to the post and
Thereafter draw up a short list of suitable candidates for the post for consideration.
 - ii. Constitute a Search Team consisting of:
 - 1. A member of the Governing Council who is not a member of Senate, as Chairman;
 - (2) Two members of the Senate who are not members of the Governing Council, one of whom shall be a Professor;
 - (3) Two members of congregation who are not members of the Governing Council, one of whom shall be a Professor.
 - iii. The Search Team shall identify and nominate for consideration, suitable persons who are not likely to apply for the post on their own volition because they feel that it is not proper to do so;
 - iv. Constitute a Joint Governing Council and Senate Selection Board consisting of:
 - 1) The Pro-Chancellor, as Chairman
 - 2) Two members of the Governing Council, who are not members of the Senate.

- 3) Two members of the Senate who are Professors but who were not members of the Search Team.
 - 4) The Selection Board shall consider the candidates on the shortlist drawn up after an examination of their curriculum vitae and interaction with them and recommend to the Governing Council three candidates for further consideration.
- v. The Governing Council shall select and appoint as Vice Chancellor one candidate from among the three recommended to it and thereafter inform the Visitor.
 - vi. The Vice-Chancellor shall hold office for a single term of five years only beginning with the effective date of his/her appointment and on such terms and conditions as may be specified in his/her letter of appointment; and
 - vii. The Vice-Chancellor may be removed from office by the Governing Council on grounds of gross misconduct or inability to discharge the functions of his office as a result of infirmity of the body or mind at the initiative of the Council, Senate or the Congregation after due process.
 - viii. When the proposal for the removal of the Vice Chancellor is made, the Council shall constitute a joint committee of Council and Senate consisting of:-
 - (1) Three members of the Council one of whom shall be the Chairman of the committee and
 - (2) Two members of Senate, provided that where the ground for removal is infirmity of the body or mind, the Council shall seek appropriate medical opinion.
 - ix. The Committee shall conduct investigation into the allegations made against the Vice Chancellor and shall report its findings to the Council.
 - x. The Council may where the allegations are proved, remove the Vice Chancellor or apply any other disciplinary action it may deem fit and notify the Visitor accordingly provided that a Vice Chancellor who is removed shall have right of appeal to the Visitor.
 - xi. In any case of a vacancy in the office of the Vice Chancellor, the Council shall appoint an acting Vice Chancellor on recommendation of the Senate.

- xii. An acting Vice Chancellor in all circumstances shall not be in office for more than 6 months.

B. Appointment of a Deputy Vice Chancellor

- (a) In accordance with Abubakar Tafawa Balewa University, Bauchi Act Cap. A1 of 2004, there shall be for the University such number of Deputy Vice-Chancellors as the Governing Council may, from time to time, deem necessary for the proper administration of the University.
- (b) Where a vacancy occurs in the post of Deputy Vice-Chancellor, the Vice-Chancellor shall forward to the Senate a list of two candidates for each post of Deputy Vice-Chancellor that is vacant.
- (c) The Senate shall select for each vacant post one candidate from each list and forward his/her name to the Governing Council for confirmation.
- (d) Where the Senate rejects the two candidates forwarded to it by the Vice Chancellor and where the Council rejects the name sent to it, the Vice Chancellor shall make fresh submission to Senate for consideration.

C. Duties of the Deputy Vice Chancellor

The Deputy Vice-Chancellor shall:

- (a) Assist the Vice-Chancellor in the performance of his/her functions;
- (b) Act in the place of the Vice-Chancellor when the post of the Vice-Chancellor is vacant if the Vice-Chancellor is for any reason, absent or unable to perform his/her functions as Vice-Chancellor; and
- (c) Perform such other functions as the Vice-Chancellor or the Governing Council may, from time to time assign to him/her.

D. Tenure ship of the Deputy Vice-Chancellor

The Deputy Vice Chancellor:

- (a) Shall hold office for a period of two years beginning from the effective date of his/her appointment and on such terms and conditions as may be specified in his/her letter of appointment; and
- (b) May be re-appointed for a further period of two years and no more.

E. Appointment of other Principal Officers

(a) In accordance with Abubakar Tafawa Balewa University, Bauchi Act Cap A1 of 2004, there shall be three other Principal Officers, other than the Vice-Chancellor or Deputy Vice-Chancellor which are:

- i. The Registrar;
- ii. The Bursar;
- iii. The University Librarian.

(b) There shall be for the University, a Selection Board for the appointment of the Principal Officers other than the Vice-Chancellor or Deputy Vice-Chancellor which shall consist of:

- i. The Pro-Chancellor, as the Chairman
- ii. The Vice-Chancellor
- iii. Four members of the Governing Council not being members of the Senate; and
- iv. Two members of the Senate who must be Professors.

The functions, procedure and other matters relating to the Selection Board constituted under subsection **(b)** of this section shall be as Governing Council may, from time to time, determine.

(c) The appointment of the Registrar, the Bursar and the Librarian shall continue to be in line with the extant University Laws and Regulations.

(d) All Principal Officers i.e Registrar, Bursar, University Librarian and Directors of various services should have not less than 15 (fifteen) years post qualification experience before being appointed. However, Director of Medical services could be appointed after a minimum of (12) Twelve years post qualification experience.

F. The Registrar

The Registrar shall be the chief administrative officer of the University and shall be responsible to the Vice-Chancellor for the day-to-day administrative work of the University except as regards matters for which the Bursar is responsible.

The person holding the office of the Registrar shall by virtue of that office be Secretary to the Governing Council, the Senate, Congregation and Convocation.

G. The Bursar

The Bursar shall be the Chief Financial Officer of the University and shall be responsible to the Vice-Chancellor for the day-to-day administration and control of the financial affairs of the University.

H. The University Librarian

The University Librarian shall be responsible to the Vice-Chancellor for the administration of the University Library and the coordinator of the library services in the University and its campuses, colleges, departments, centers and other teaching or research units.

I. Resignation and Re-Appointment of Principal Officers

Any Officer mentioned in the foregoing provisions of this Schedule may resign his/her office:

- (a) The Vice Chancellor, Registrar, Bursar and University Librarian
- (b) In the case of the Vice Chancellor, by notice to the Governing Council and the Governing Council shall, in the case of the Vice-Chancellor, immediately notify the Minister.
- (c) The Registrar, Bursar and University Librarian shall hold office for a single term of five years only beginning from the effective date of his/her appointment a specified in his/her letter of appointment. Notwithstanding this provision, Council may, upon satisfactory performance, extend their tenures for a further period of one year only and thereafter, the Registrar or Bursar or Librarian shall relinquish his/her post and be assigned to other duties in the University.

J. Directors of Service Centers

Other than Academic Directors, there are Directors of Service Centers whose posts are career in nature.

Where a vacancy exists in the posts of such Directors, the Governing Council shall:

- (a) Approve for the vacancy to be advertised in two widely read Nigerian Newspapers specifying:
 - i. Academic and professional qualification; and
 - ii. Cognate experience
- (b) Constitute an Interview Panel which shall consist of:

Pro Chancellor	-	Chairman
Vice-Chancellor	-	Member

Deputy Vice-Chancellor(s)	-	Members
Two External Members of Governing Council	-	Members
Two members of Senate who must be Professors	-	Members
Three external members in related areas	-	Members
Registrar	-	Secretary

- (c) The functions, procedures and other matters relating to the Interview Panel constituted in (B) above shall be as the Governing Council may, from time to time determine.

Quorum

Quorum shall be six (6) including the Chairman and at least one (1) external member of the Governing Council.

A Service Director shall be appointed for a period of four years single term.

CHAPTER 17

17. EXIT FROM SERVICE

Apart from death or disciplinary measures, an employee may exit from service by the following:

- a. Resignation
- b. Normal retirement
- c. Retirement on medical grounds
- d. Retirement on grounds of redundancy
- e. Transfer of service

A. Resignation

- (a) An employee may at any time tender his resignation in writing to the Registrar through his Head of Department /Unit. It shall normally be accepted but in special circumstance the Vice Chancellor may require him to serve more than the normal notice period, or the University may waive all or part of the period.
- (b) One month's notice is required for Staff on probation and three months for confirmed staff or payment of a month salary in lieu of notice.
- (c) An employee who ceases to carry out his duties before his resignation is accepted or before his required period of notice expires shall be liable to dismissal.

B. Normal Retirement

- (a) Except for Academic Staff, an employee shall retire from the service of the University on his/her 65th birthday.
- (b) An employee may retire from the service of the University at any time on or after reaching his or her 50th birthday on giving three months' notice to the Registrar in accordance with the prevailing Pension Act.

C. Retirement on Medical Grounds

An employee may be called upon by the Registrar to retire, with three months' notice, if he/she is declared by the University Medical Board to be incapable of discharging his/her duties because of an ailment of body or mind which is likely to persist beyond the expiry of any sick leave which might be granted.

D. Retirement on Grounds of Redundancy

An employee may be called upon by the Registrar to retire, with three months notice, if the employee becomes redundant by reason of a necessary re-organization in any Department.

E. Transfer of Service

An employee may transfer his/her services to approved “Scheduled” service if his new employers agree to accept him/her. All applications to other Departments or Organizations under approved “scheduled” services must be channeled through both the Head of Department/ Unit and Registrar.

F. Entitlement

The entitlement to leave and allowances of employees who resigned or retired are governed by Chapters 8, 10 and 17 of this Regulations. Beneficiaries or Next-of – Kin of deceased staff shall also be paid as per the prevailing Pension Act.

APPENDIX IA.
NATIONAL SALARIES INCOMES AND WAGES COMMISSION, THE PRESIDENCY, ABUJA

CONSOLIDATED UNIVERSITY ACADEMIC SALARY STRUCTURE (CONUASS)																
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
	₦	₦	₦	₦	₦	₦	₦	₦	₦	₦	₦	₦	₦	₦	₦	
O1	CONUASS	694992	714843	734694	754545	774396										
	CONPUAA	439633	452465	465298	478131	490964										
	Rent	128753	132947	137141	141335	145529										
	Total Emolument	1263377	1300255	1337133	1374011	1410889										
O2	CONUASS	794260	817566	840872	864178	887484	910790	934096	957402							
	CONPUAA	504947	520051	535154	550258	565362	580466	595570	610674							
	Rent	151864	156859	161853	166848	171842	176837	181831	186826							
	Total Emolument	1451071	1494475	1537880	1.5E+07	1524689	1668093	1711497	1754902							
O3	CONUASS	897501	922760	948019	973278	998537	1023796	1049055	1074314							
	CONPUAA	573999	590411	606822	623234	639645	656056	672466	638879							
	Rent	178009	183500	188991	194482	199974	205465	210956	216447							
	Total Emolument	1849509	1698671	1743832	1790394	1838156	1885317	1932479	1979641							
	CONUASS	1122751	1162974	1203197	1243420	1283643	1323866	1364089	1404312	1444535						
	CONPUAA	723801	750074	776347	802621	828894	855167	831441	907714	933987						

O4	Rent	233443	242449	251454	260460	269466	278471	287477	296483	305488						
	Total Emolument	2079995	2155497	2230999	2306501	2382003	2457505	2533007	2608509	2684011						
	CONUASS	1653415	1711322	1769229	1827136	1885043	1942950	2000857	2058764	2116671	2174578	2232485	2290392	2348299		
	CONPUAA	107588	1115342	1154896	1194450	1234004	1273558	1313112	1352666	1392220	1431774	1471326	1510882	1550436		
O5	Rent	362302	378508	394713	410919	427125	443331	459537	475742	491948	508154	524360	540566	556771		
	Total Emolument	3091506	3205172	3318838	3432505	3546172	3659839	3773506	3887172	4000839	4114506	4228173	4341840	4455506		
	CONUASS	2053124	2123232	2193340	2263448	2333556	2403664	2473772	2.5E+07	2613988	2684096					
	CONPUAA	1311273	1369083	1406893	1454703	1502513	1550323	1598133	1645943	1693753	1741563					
O6	Rent	403324	423298	442772	452246	481720	501194	520668	540142	559615	579091					
	Total Emolument	3768221	3905013	4043005	4180397	4317789	4455181	4592573	4729965	4887357	5004749					
	CONUASS	2485099	2565546	2645597	2726446	2806895	2887344	2967793	3048242	3128691	3209140					
	CONPUAA	1644228	1701656	1752086	1816514	1873941	1931370	1988799	2046229	2103656	2161084					
O7	Rent	451022	473124	495226	517328	539429	561631	583633	605735	627837	649939					
	Total Emolument	4580349	4740328	4900308	5060287	5220265	5380245	5540225	5700206	5860184	6020163					

CONUASS : CONSOLIDATED UNIVERSITY ACADEMIC SALARY STRUCTURE

CONPUAA: CONSOLIDATED PECULIAR UNIVERSITY ACADEMIC ALLOWANCE

APPENDIX IB.

NATIONAL SALARIES INCOMES AND WAGES COMMISSION, THE PRESIDENCY, ABUJA

CONSOLIDATED TERTIARY INSTITUTIONS SALARY STRUCTURE (CONUNASS)

CONSOLIDATED UNIVERSITY NON ACADEMIC SALARY STRUCTURE (CONUNASS) /CONUNASS															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	₦	₦	₦	₦	₦	₦	₦	₦	₦	₦	₦	₦	₦	₦	₦
01 CONUNASS/CONUNASS	152544	156850	161156	165462	169768	174074	178380	182685	186992	191298	195604	199910	204216	208622	212828
Peculiar Allowances	101676	104883	107789	110686	113602	115608	119414	122321	125227	128133	131040	133946	136852	139759	142665
Rent	38530	39671	40810	41950	43090	44229	45358	46508	47648	48787	49927	51067	52206	53346	54485
Total Emolument	293050	301404	308755	318107	325460	334811	343162	351515	359867	368218	376571	384923	393274	401627	409979
02 CONUNASS/CONUNASS	154637	159930	165223	170516	175809	181102	186396	191688	196981	202274	207567	212860	218163	223446	228739
Peculiar Allowances	103389	106961	110534	114106	117679	121251	124823	128396	131959	135541	139113	142686	146258	149830	153403
Rent	39084	40485	41885	43286	44687	46087	47486	48889	50290	51650	53091	54492	55392	57293	58694
Total Emolument	297110	307376	317642	327908	338175	348440	358706	368973	379240	389505	395771	410038	420303	430569	440936
03 CONUNASS/CONUNASS	152027	166385	174743	181101	187459	193817	200175	206533	212891	219249	225607	231965	238323	244681	251039
Peculiar Allowances	108576	112657	116959	121250	125541	129832	134123	138415	142706	146997	151288	155679	159671	164162	168453
Rent	41039	42721	44404	46086	47769	49451	51134	52816	54499	56181	57863	59545	61228	62911	64593
Total Emolument	311442	323773	336106	348437	360769	373100	385432	397764	410095	422427	434759	447090	459422	471753	484085
04 CONUNASS/CONUNASS	183712	191102	198492	205862	213272	220662	228052	235442	242832	250222	257612	265002	272392	279782	287172

Peculiar Allowances	123012	127999	132986	137974	14296	147949	152936	157924	162911	167898	172886	175075	182861	187848	192836
Rent	48776	48731	50886	52641	54596	56551	58506	60461	62416	64271	86325	68261	70236	72191	74146
Total Emolument	353500	357822	382165	396497	410930	425162	439494	453827	468159	482492	499624	511157	525499	539821	554154
05 CONUNASS/CONTISS	224190	233201	243206	251211	260216	269221	278226	287631	296236	305241	314246	323251	332256	341261	250265
Peculiar Allowances	150334	156411	162489	168567	174644	180722	186800	192877	198955	205033	211110	217188	223266	229343	236421
Rent	57486	59869	62252	64535	67017	69400	71783	74166	78549	76931	81314	83697	86080	88463	90845
Total Emolument	432016	449481	468947	484412	501879	519343	536809	554274	571740	589205	506671	624136	641602	659067	676533
06 CONUNASS/CONTISS	362757	376206	389655	403104	416553	430002	443451	456900	470349	483798	497247	510696	524145	537594	551043
Peculiar Allowances	207128	214707	222287	229866	237445	246025	252604	260184	267763	275342	282922	290501	298081	305660	313239
Rent	92515	96039	99562	103086	106610	110133	113657	117180	120704	124228	127751	131275	134798	138022	141846
Total Emolument	696251	234282	750313	776344	902374	820405	854436	880467	905498	932529	958560	932472	1010621	1036692	1062683
07 CONUNASS/CONTISS	579391	599242	619093	638944	658795	678546	698497	718348	738199	758050	777901	797752	817602	837454	857205
Peculiar Allowances	373460	386203	399125	411959	424792	437624	450457	463290	476123	488956	501788	514622	527455	540287	553120
Rent	12305	124560	128754	132948	137142	141336	145530	149724	153918	158112	162306	166501	170695	174889	1726663
Total Emolument	1073217	1110095	1146973	1183851	1220729	1257609	1224484	1331362	1368240	1405118	1441995	1478875	1515763	1552830	1589508
08 CONUNASS/CONTISS	671747	595053	718359	741665	764971	788277	811683	834689	858195						
peculiar Allowances	434231	449334	464438	479542	494646	509750	524854	539958	555062	570166	585270	600374	615478	630581	645686
Rent	141876	146870	1511864	156859	161853	166848	171842	176837	181831	186826	191820	196815	201809	206803	211798
Total Emolument	1247854	1291257	1334661	1378066	1421470	1464875	1508279	1551684	1595088	1638493	1681897	1725302	1768706	1812109	185515

09 CONUNASS/CONTISS	777984	803243	828502	853761	879020	904279	929538	864797	9800056	10005315	1030574	1055833	1081092	1106351	1131610
peculiar Allowances	504352	520764	537175	553587	569998	586409	602821	619232	635644	652055	668467	684878	701289	717701	734112
Rent	167027	172518	178010	183501	188992	194483	199975	205466	210957	216448	221940	227431	232922	238413	243905
Total Emolument	1449363	1496525	1543687	1590849	1638810	1685172	173234	1779495	1826657	1873818	1920981	1968142	2015303	2062465	2109627
10 CONUNASS/CONTISS	871729	909773	947817	985861	1023905	1061949	1099993	1138037	1176081	1214125	1252169				
peculiar Allowances	568081	592931	617780	642630	567480	692329	717179	742028	766878	791727	816577				
Rent	192692	201209	209726	218242	226759	235276	243793	262310	260827	269344	277861				
Total Emolument	1632502	1703912	1775323	1846733	1918144	1989554	2060965	2132375	2203788	2275196	2346607				
11 CONUNASS/CONTISS	973305	1013528	1053751	1093974	1134197	1174420	1214643	1254866	1295089	13353112	1375535				
Peculiar Allowances	634429	660703	686976	713249	739523	765796	792070	818343	844616	870890	897142				
Rent	215433	224439	233444	242450	261456	260461	269467	278473	287478	296484	305450				
Total Emolument	1823167	1898670	1974171	2049673	2125176	2200877	2276180	2351682	2427183	2502688	2578127				
12 CONUNASS/CONTISS	1075353	1118655	1161957	1205259	1248561	1291863	1335165	1378467	1421769	1465071	1508373				
Peculiar Allowances	701085	729370	767654	785938	814222	842506	870791	899075	927359	955643	983928				
Rent	238279	247974	257668	267362	277057	286751	296446	306140	316835	326529	335224				
Total Emolument	2014717	2095999	2177279	2258559	2339840	2421120	2502402	2583682	2664963	2746243	2827525				
13 CONUNASS/CONTISS	1445599	1503506	1561413	1619320	1677227	1735134	1793041	1850948	1908855						
Peculiar Allowances	947579	987133	1026687	1066241	1105795	1145349	1184903	1224457	1264011						
Rent	329891	346097	362303	378509	394715	410920	427126	443332	459538						

[illegible]

APPENDIX II

**TABLE FOR CALCULATION OF ANNUAL ALLOWANCE AND GRATUITY ON PERCENTAGE OF
FINAL SALARY FOR ESTABLISHED STAFF ONLY**

OLD SCHEME			NEW SCHEME		
YEARS OF QUAL. SERVICE	GRATUITY AS % OF FINAL TOTAL EMOLUMENT	YEAR AS % OF FINAL PAY	YEAR OF QUAL. SERVICE	GRATUITY AS % OF FINAL EMOLUMENT	PENSION AS % OF FINAL TOTAL EMOLUMENT
-			-	-	-
-		-	-	-	-
-	-	-	5	100	-
-	-	-	6	108	-
-	-	-	7	116	-
10	100	-	8	124	-
11	110	-	9	132	30
12	120	-	10	100	32
13	130	-	11	108	34
14	140	-	12	116	36
15	100	30	13	124	38
16	110	32	14	132	40
17	120	34	15	140	42
18	130	36	16	148	44
19	140	38	17	156	46
20	150	40	18	164	48
21	160	42	19	172	50
22	170	44	20	180	52
23	180	46	21	188	54

24	190	48	22	196	56
25	200	50	23	204	58
26	210	52	24	212	60
27	220	54	25	220	62
28	230	56	26	228	64
29	240	58	27	236	66
30	250	60	28	244	68
31	260	62	29	252	70
32	270	64	30	260	72
33	280	66	31	268	74
34	290	68	32	276	76
35	300	70	33	284	78
			34	292	80
			35	300	

NB: Any part of a year that is more than six (6) months shall, for the purpose of this schedule, be regarded as a complete year after the qualifying period of 10 years of service for pension. This is applicable only to those who retired before the new Pension Scheme.

APPENDIX III

SCHEME OF SERVICE FOR ACADEMIC AND SENIOR NON - TEACHING STAFF OF THE ABUBAKAR TAFAWA BALEWA UNIVERSITY BAUCHI

I ACADEMIC STAFF CADRE

1. Graduate Assistant (CONUASS 01): Bachelor's Degree with at least 2¹ in relevant field + NYSC.
2. Assistant Lecturer /Assistant Medical Research Fellow II (CONUASS 02): By promotion of a Graduate Assistant who has acquired a Master Degree with atleast a B grade or equivalent from recognized university or by direct appointment of a Master degree holder with atleast a B grade or its equivalent from a recognized University. With respect to medical sciences, a candidate must have the requisite professional registration.
3. Lecture II/Medical Research Fellow II (CONUASS 03): Assistant Lecturer + 3 years post Master's relevant experience + requisite number of publications or by direct appoint of a PhD holder + requisite number of publications or holders of MBBS/BDS.
4. Lecturer I /Medical Research Fellow I (CONUASS 04): Lecture II with 3 years relevant experience + requisite number of publications. In addition, a staff who has Final Professional Postgraduate qualifications in Medicine (FWACS, FMCP, FMCPPath, FWACP or its equivalent) shall be appointed as Lecturer I.
5. Senior Lecturer/Senior Medical Research Fellow (CONUASS 05): Lecturer I with 3 years waiting period + PhD in relevant field/Final Professional Postgraduate qualifications in Medicine (FWACS, FMCP, FMCPPath, FWACP or its equivalent) + requisite number of publications.
6. Reader/ Principal Medical Research Fellow (CONUASS 06): Senior Lecturer/Senior Medical Research Fellow with 3 years relevant experience + PhD in relevant field/ Final Professional Postgraduate qualifications in Medicine (FWACS, FMCP, FMCPPath, FWACP or its equivalent) + requisite number of publications.
7. Professor (CONUASS 07): Reader/Principal Medical Research Fellow with 3 years relevant experience + requisite number of publications.

Note: With respect to Medical Sciences, a candidate must have professional registration.

II LIBRARY CADRE (ACADEMIC)

8. Asst. Librarian (CONUASS 01): Bachelor's Degree in Library & Information Science with 2¹⁺ NYSC.
9. Librarian II (CONUASS 02): Asst. Librarian + 3 years relevant experience. Master's Degree in Library & Information Science.
10. Librarian I (CONUASS 03): Librarian II + 3 years relevant experience + requisite publications.
11. Senior Librarian (CONUASS 04): Librarian I + 3 years relevant experience + requisite publications.
12. Principal Librarian (CONUASS 05): Senior Librarian + 3 years relevant experience + PhD + requisite publications.
13. Deputy Librarian (CONUASS 06): Principal Librarian + 3 years relevant experience, PhD in Library & Information Science + requisite publications and positive external assessment.
14. Professor (CONUASS 07): Reader +3 years relevant experience + PhD in Library & Information Science + requisite number of publications and positive external assessment.
15. University Librarian : By Appointment

Note:

- i. All assessment components in appointments and promotions of Academic staff of Faculties /Departments/Units would equally apply to Library Academic staff.
- ii. Library academic staff who may be taking courses in Faculties/Departments/Units of the University will be scored for teaching (length, load, quality) and/or postgraduate supervision (Masters/PhDs) provided there is evidence from the Faculty.
- iii. The Library promotion committee, like its counterpart in Faculties, should be responsible for collating and profiling cases of appointments/promotions to A&PC.
- iv. Academic Librarian progression should be strictly adhered to (i.e from Assistant Librarian to Deputy University Librarian), except where a staff opts to move/transfer to a Faculty/Department of Library Science where applicable. In this case, the Lecturer/ academic cadre will apply to the staff.

III RESEARCH FELLOW CADRE (CENTRES/DIRECTORATES)

Posts and Salaries

- | | |
|--|------------|
| i. Graduate Assistant/Research Assistant: | CONUASS 01 |
| ii. Assistant Lecturer/Junior Research Fellow: | CONUASS 02 |
| iii. Lecturer II/Research Fellow II: | CONUASS 03 |
| iv. Lecturer I/Research Fellow I: | CONUASS 04 |

v. Senior Lecturer/Senior Research Fellow:	CONUASS 05
vi. Reader/Associate Research Professor/Deputy Director:	CONUASS 06
vii. Professor/Research Professor/Director:	CONUASS 07

METHOD OF ENTRY AND ADVANCEMENT WITH THE RESEARCH FELLOW CADRE

- 1) Graduate Assistant/Research Assistant (CONUASS 01): By direct appointment of holder a Bachelor's degree with at least second class upper.
- 2) Assistant Lecturer/Junior Research Fellow (CONUASS 02): Graduate Assistant/Research Assistant + Master's Degree from recognized university or by direct appointment of a holder of MSc degree in the relevant discipline.
- 3) Lecturer II/Research Fellow II (CONUASS 03): Assistant Lecturer/Junior Research Fellow + 3 years post Master's relevant experience + requisite number of publications or PhD from in the relevant discipline + requisite number of publications.
- 4) Lecturer I/Research Fellow I (CONUASS 04): Lecturer II/Research Fellow II + 3 years relevant experience + requisite number of publications.
- 5) Senior Lecturer/Senior Research Fellow (CONUASS 05): Lecturer I/Research Fellow I + PhD + 3 years relevant experience + requisite number of publications.
- 6) Reader/Associate Research Professor/Deputy Director (CONUASS 06): Senior Lecturer/Senior Research Fellow + 3 years relevant experience + requisite number of publications.
- 7) Professor/Research Professor/Director (CONUASS 07): Reader/Associate Research Professor/Deputy Director + 3 years + requisite number of publications.

SENIOR NON- TEACHING CADRES

All graduates may move from CONTISS 07 to 15 without passing through CONTISS 10 and 12.

IV. ADMINISTRATIVE CADRE

1. Admin. Assistant (CONTISS 07):
By appointment: honors degree or its equivalent in Humanities in relevant field from a recognized University with 2²+ 5 O'Level credits including English and Mathematics + NYSC Certificate + ICT Cert .
2. Admin Officer. (CONTISS 08):
By direct appointment: of a candidate possessing 5 O' level credits including English Language and Mathematics and a Masters Degree (fresh) or a first degree (2²) plus three (3) years post – qualification cognate experience in relevant field.

By promotion: of a confirmed Admin. Assist. + 3 years + ICT Certificate.
3. Assist. Reg. (CONTISS 09):
By direct appointment of candidate possessing 5 O' level

Credits including English and Mathematics and a Masters Degree plus three (3) years or First degree plus six (6) years post qualification cognate experience.

By promotion of Admin Officer + 3 years satisfactory service + ICT Certificate.

4. Senior Asst. Reg. (CONTISS 11):

By direct appointment of a candidate possessing five(5) O' level credits including English Language and Mathematics, a Master's degree plus six (6) years or First degree with a minimum of Second Class Lower plus nine (9) years post qualification cognate experience and evidence of membership of a registered professional body.

By promotion of Asst. reg. + 3 years satisfactory service + ICT Certificate.

5. Prin. Asst. Reg. (CONTISS 13):

By direct appointment as Senior Assistant Registrar plus 12 years post qualification cognate experience and membership of a registered professional body.

By promotion: Senior Assist. Registrar (SAR)+ 3 years relevant experience + ICT Certificate.

6. Deputy Registrar (CONTISS 14):

By direct appointment as Principal Assistant Registrar plus 15 years post – qualification cognate experience and evidence of membership of a registered professional body.

By promotion of Principal Asst. Reg. (with a Master's degree) + 3 years on the post.

7. Registrar

By direct appointment only of a candidate possessing a minimum of first degree (2²) plus 15 years post qualification cognate experience and at least 4 years on the post of Deputy Registrar . Candidates must also be a member of a registered Professional body and from Higher Institutions of Learning.

IV. EXECUTIVE OFFICER (ADMIN) CADRE

1. (E.O.) Admin. (CONTISS 06):

By direct appointment of a candidate possessing and ND Certificate. with a minimum of a Lower Credit in relevant field. Plus 3 years relevant experience.

By promotion: of a confirmed and suitable Asst. Executive Officer who has spent at 3years on the post.

2. High Exec. Officer (H.E.O.) (CONTISS 7): By appointment: of candidate with 4 Credits including English Language and HND or E.O. with 3 years experience + ICT Certificate.

By promotion: Executive Officer + 3 years satisfactory service.
3. Snr. Exec. Officer (SEO) Admin. (CONTISS 08): By appointment: candidate with HND or its equivalent.

By promotion: a confirmed HEO +3 years satisfactory service + ICT Certificate.
4. Prin. Exec. Officer II (PEO) (CONTISS 09): By direct appointment of a candidate possessing 4 credits in O' level (WAS/GCE/NECO/NABTEB) or OND plus 6 years post qualification cognate experience respectively.

By promotion: SEO + 3 years satisfactory service + ICT Certificate.
5. Principal Executive Officer I (CONTISS 11) By direct appointment of a candidate possessing: HND with 9 years of cognate experience and ND with 12 years of cognate experience.

By promotion: P.E.O. II + 3 years satisfactory service + ICT Certificate.
6. Asst. chief Executive Officer (CONTISS 12): By promotion: P.E.O. I + 3 years satisfactory service + ICT certificate.
7. Chief Executive Officer (CONTISS 13): By promotion: ACEO + 3 years satisfactory Service + ICT certificate.

ADVANCEMENT BEYOND THE CADRE

Any Chief Executive Officer (Admin) who acquires first degree (Hons.) or PGD + Master and Professional certificate in humanities or relevant field from recognized university +NYSC, is eligible for lateral conversion to Admin/Registrar cadre.

V. SECRETARIAL ASSISTANT CADRE (TYPIST CADRE)

1. Senior Secretarial Assistant (CONTISS 06): By appointment: 50wpm + 3 years as Secretarial Assistant I and SSCE or any Professional Certificate.
2. Principal Secretarial Assistant (CONTISS 07): By promotion: 50wpm + 3 years satisfactory service as Senior Secretarial Assistant II and SSCE + ICT Certificate.

3. Chief Secretarial Assistant (CONTISS 08): By promotion: 50wpm + 3 years satisfactory service as Senior Secretarial Assistant I + ICT Certificate.

ADVANCEMENT BEYOND THE CADRE

Any Chief Secretarial Assistant who acquires HND or First degree (Hons.) in Humanities from recognized University + NYSC, is eligible for lateral conversion to Secretarial and Personnel Secretaries cadre.

VI. SECRETARIAL AND PERSONNEL SECRETARIES CADRE

1. Con. Sec. II (CONTISS 06):
 - By promotion: 100/50wpm/ND in Office Tech/ Secretarial Studies+ 3 years as Con. Sec. III.
 - By appointment: 100/50wpm/ ND in Office Tech/ Secretarial Studies+ 3 years relevant experience
1. Con. Sec. I (CONTISS 07):
 - By direct appointment:120/60wpm/ HND/Degree in Office Technology and Management or in relevant field.
 - By promotion: 120/60wpm + 3 years as Con. Sec. II (with O' level) + ICT Cert
2. Snr. Con. Sec. I (CONTISS 08):
 - By direct appointment: candidate possessing any of the qualification above + 3years post qualification.
 - By promotion: 120/60wpm + 3 years as Con. Sec. I.
3. Prin. Con. Sec. II (CONTISS 09):
 - By direct appointment: HND/University Degree in Office Technology and Management with minimum of 6 years relevant experience.
 - By promotion: Snr. Con. Sec. + 3 years satisfactory service + ICT Certificate.
4. Prin. Con. Sec. I (CONTISS 11):
 - By promotion: Snr. Con. Sec. + 3 years satisfactory service.
5. Asst. Chief Con. Sec.(CONTISS 12):
 - By promotion: Prin. Con. Sec. I + 3 years satisfactory service + ICTC
6. Chief Con. Sec.(CONTISS 13):
 - By promotion: Asst. Chief Con. Sec.+ 3 years satisfactory service + ICT Certificate.

ADVANCEMENT BEYOND THE CADRE

VII. LIBRARY CADRE (NON-ACADEMIC)

1. Library Officer (CONTISS 06): By appointment: Diploma in Library & Information Science at the point of entry plus 3 years relevant experience.
By promotion: ALO + 3years satisfactory service
2. Higher Library Officer (CONTISS 07): By direct appointment: HND/First degree or equivalent from a recognize institution + NYSC
By promotion: Library Officer + 3 years satisfactory service + ICT Certificate.
3. Senior Library Officer (CONTISS 08): By direct appointment: As 2 above + 6years post qualification
By promotion: Higher Library Officer + 3 years satisfactory Service + ICT Certificate.
4. Principal Library Officer II(CONTISS 09): By promotion: Senior Library Officer + 3 years satisfactory Service.
5. Principal Library Officer I(CONTISS 11): By promotion: Principal Library Officer II + 3 years satisfactory Service + ICT Certificate.
6. Asst. Chief Library Officer I(CONTISS 12): By promotion: Principal Library Officer I + 3 years satisfactory Service for those with Diploma.
7. Deputy Chief Library (CONTISS 13): By promotion: Asst. Chief Library Officer + 3 years satisfactory Service + ICT Certificate.
8. Chief Library Officer(CONTISS 14): By promotion: Deputy Chief Library Officer + 3 years Satisfactory Service with degree in relevant field.

ADVANCEMENT BEYOND THE CADRE

Any Chief Library Officer who acquires Bachelor's Degree (Hons.) in Library & Information Science with 2/1 from recognized University + NYSC, is eligible for lateral Conversion to Librarian's Cadre (Academic).

VIII. STATISTICAL OFFICER CADRE

1. Statistical Officer (CONTISS 06): By direct appointment: Diploma certificate in Statistic or Equivalent from recognized institution plus 3 years relevant experience.
By promotion: Assistant Statistical Officer with 3 years satisfactory service + ICT Certificate.

2. Higher Statistical Officer (CONTISS 07): By direct appointment: HND/Degree in statistics from A recognized institution

By promotion: Statistical Officer + 3 years satisfactory service.
3. Snr. Statistical Officer (CONTISS 08): By direct appointment: HND/Degree with 6years post qualification

By promotion: Higher Statistical Officer + 3 years satisfactory service.
4. Principal Statistical Officer II(CONTISS 09): By promotion: Snr. Statistical Officer + 3 years satisfactory service
5. Prin. Statistical Officer I(CONTISS 11): By promotion: Principal Statistical Officer II with 3 years satisfactory service + ICT Certificate.
6. Asst. Chief Statistical Officer(CONTISS 12):By promotion: Principal Statistical Officer I with 3 years satisfactory service + ICT Certificate.
7. Chief Statistical Officer I(CONTISS 13):By promotion: Asst. Chief Statistical Officer with 3 years satisfactory service + ICT Certificate.

ADVANCEMENT BEYOND CADRE

Any Chief Statistical Officer who acquires Bachelor's Degree (Hons.) in Statistics or relevant fields from recognized University + NYSC is eligible for lateral conversion to Statistician Cadre.

IX. STATISTICIAN CADRE

1. Statistician II (CONTISS 07): By appointment: B.Sc. Statistics, Mathematics or its equivalence from a recognized institution.
2. Statistician I (CONTISS 08): By appointment: 1 above + 6years post qualification experience

By promotion: Candidate with qualification above + 3 years satisfactory service + ICT Certificate.
3. Snr. Statistician I (CONTISS 09): By direct appointment: Degree or its equivalent in statistic or mathematics + 9years post qualification experience

By promotion: Competent Statistician I with 3 years satisfactory service + ICT Certificate.

4. Prin. Statistician (CONTISS 11): By promotion: Competent Snr. Statistician with 3 years satisfactory service + ICT Certificate.
5. Asst. Chief Statistician (CONTISS 13): By promotion: Competent Principal Statistician II with 3 years satisfactory service + ICT Certificate.
6. Chief Statistician (CONTISS 14): By promotion: Asst. Chief Statistician +ICTC + 3 years. M.Sc. in Statistics will be an added advantage.

X. EXECUTIVE OFFICER (ACCOUNTS) CADRE

1. E.O Accts. (CONTISS 06):
 By appointment: Diploma Accounting or any relevant field + 50'level Credits including Mathematics plus 3 years relevant experience.
 By promotion: A confirmed AEO + 3 years satisfactory service.

 By promotion: Asst Chief Clerical Officer Acct, + 3 years satisfactory service.
2. H.E.O. (CONTISS 07):

 By appointment: HND/Degree in Accounting or its equivalent from a recognized institution + ICT cert.

 By Promotion: E.O. Acct, + 3 years satisfactory service.
3. S.E.O (CONTISS 08):

 By appointment: HND/Degree with 6 years post qualification experience.

 By Promotion: H.E.O. + 3 years satisfactory service.
4. PEO II (CONTISS 09):
 By Promotion: S.E.O. + 3 years satisfactory service + ICT Certificate.
5. PEO I (CONTISS 11):
 By Promotion: P.E.O. II + 3 years satisfactory service + ICT Certificate.
6. ACEO (CONTISS 12):
 By promotion: PEO I + 3 years satisfactory service + ICT Certificate.
7. CEO (CONTISS 13):
 By promotion: ACEO + 3 years satisfactory service + ICT Certificate.

ADVANCEMENT BEYOND THE CADRE

Any Chief Executive Officer (Accounts) who acquires Bachelor's Degree (hons.) in Accounting or relevant fields from recognized University + NYSC, is eligible for lateral conversion to Accounts Cadre.

XI. ACCOUNTANTS CADRE

1. Acct. II (CONTISS 07):
By direct appointment: Degree/HND in Accounting or its equivalent in relevant fields, + NYSC + Professional Certificate., from a recognized institution
2. Accountant I (CONTISS 08):
By appointment: As in 1 above + 6years post of experience.

By promotion: Accountant II + 3 years satisfactory service + ICT Certificate.
3. Senior Accountant (CONTISS 09):
By promotion: Accountant I + 3 years satisfactory service.
4. Prin. Acct. (CONTISS 11):
By promotion: Senior Accountant +ANAN/

ICAN + 3years satisfactory service + ICT certificate.
5. Chief Acct. (CONTISS 13):
By promotion: Principal Accountant + 3 years Satisfactory service + ICT Certificate.
6. Dep. Bursar (CONTISS 14):
By promotion: Chief Accountant + 3 years satisfactory service + ICT certificate.
7. Bursar (CONTISS 15):
By appointment: by the Council of a candidate possessing a perquisite qualification as a Deputy Bursar + 15 years post qualification experience in Higher Institution of Learning /as per the University statutes.

XII. AUDITORS CADRE

1. Internal Auditor II (CONTISS 07):
By direct appointment: Degree or HND in Accounting or relevant fields + professional certificates.
2. Internal Auditor I (CONTISS 08):
By appointment: As in one above + 3years post qualification experience.

By promotion: 1 above + 3 years satisfactory service + ICT certificate.
3. Snr. Internal Auditor (CONTISS 09):
By promotion: 2 above + 3 years satisfactory service.
4. Prin. Internal Auditor (CONTISS 11):
By promotion: 3 above + 3 years satisfactory service

+ ICT certificate.

5. Asst. Chief Internal Auditor (CONTISS 12): By promotion: 4 above + 3 yrs satisfactory service + ICT Certificate.
6. Chief Internal Auditor (CONTISS 13): By promotion: Asst. Chief Internal Auditor + 3 years satisfactory service + ICT certificate.
7. Deputy Director ,Audit (CONTISS 14): By promotion: 6 above + 3 yrs satisfactory service + ICT certificate.
8. Director, Audit (CONTISS 15): By Appointment: By Council of a candidate Possessing requisite qualification as Deputy Director, Audit with 15 years post qualified experience /as per the University statutes.

XIII. EXECUTIVE OFFICERS (AUDIT) CADRE

1. Exec. Officer (Audit) (CONTISS 06): By direct appointment: Diploma Accounts/Audit + 5 O'level credits including Mathematics.
By promotion: A confirm Assist. Exec. Officer, Account with 3 years satisfactory service
2. Higher Executive Officer (CONTISS 07): By appointment: Candidate with HND Accounting or Bus. Mgt from recognized Professional qualification.
3. Snr. Exec. Off. II (Audit)(CONTISS 08): By promotion: 2 above + 3 years satisfactory service + Certificate.
4. Senior Exc. Officer 1 (CONTISS 09): By promotion: 3 above + 3 years satisfactory service + ICT certificate.
5. Prin. Exec. Off. (Audit)(CONTISS 11): By promotion: 4 By above + 3 years satisfactory service
+ ICT Certificate.
6. Asst. Chief Exec. Off. (Audit)(CONTISS 12): By promotion: 5 above + 3 years satisfactory service + ICT Certificate.
7. Chief Exec. Off. (Audit)(CONTISS 13): By promotion: 6 above + 3 years satisfactory service + ICT Certificate.

XIV. ACADEMIC PLANNING OFFICER CADRE

1. Asst Acad. Planning Off (CONTISS 7) By direct appointment: HND/First degree or Equivalent from a recognize institution + NYSC.

2. Acad. Planning Officer (CONTISS 8) By appointment 1 above with the minimum of 2 years relevant administrative experience.

By promotion: 1 above + 3 years satisfactory service + ICT Certificate

3. Senior Acad. Plan. Officer (CONTISS 9) By appointment 2 above with the minimum

XIV. STORES OFFICERS CADRE

1. Store Officer (CONTISS 06):

By appointment: Diploma in Purchasing and supply from a recognized institution. + 3 years relevant experience.

By promotion: Assist. Store Officer who obtained Diploma in Purchasing and supply from a recognized institution.

2. Higher Store Officer (CONTISS 07):

By appointment: Degree/HND in Purchasing and supply or full IPS qualification or its equivalent from a recognized institution

By promotion: 1 above + 3 years satisfactory service + ICT Certificate

3. Snr. Store Officer II (CONTISS 08):

By appointment: Degree/HND or full IPS + 6 years post qualification experience.

By promotion: 2 above + 3 years satisfactory service + ICT Certificate

4. Prin. Stores Officer II (CONTISS 09):

By promotion: 3 above + 3 years satisfactory service + ICT Certificate.

5. Prin. Store Officer I (CONTISS 11):

By promotion: 4 above + 3 years satisfactory service + ICT Certificate.

6. Asst. Chief Stores & Supp Off (CONTISS 12):

By promotion: 5 above + 3 years satisfactory service + ICT Certificate.

2. Chief Stores and Supply Officer (CONTISS 13): By promotion: 6 above + 3 years satisfactory service + ICT Certificate.

XV. MEDICAL OFFICER CADRE

- | | |
|-------------------------------------|--|
| 1. Med. Officer II (CONTISS 09): | By direct appointment: MBBS + NYSC & Professional Registration Certificate. |
| 2. Med. Officer I (CONTISS 11): | By Direct Appointment. 1 above + 5 years post qualification.

By promotion: MOII + 3 years satisfactory service + ICT Certificate. |
| 3. Prin. Med. Officer (CONTISS 13): | By promotion: MOI + 3 years satisfactory service + ICT Certificate. |
| 4. Chief Med. Officer (CONTISS 14): | By promotion: PMO + 3 years satisfactory service+ ICT Certificate. |
| 5. Dir. Med. Service (CONTISS 15) | By appointment by Council. |

XVI. NURSING OFFICERS CADRE

- | | |
|--|---|
| 1. Nursing Officer II (CONTISS 07): | By appointment: NRN/SRN/BSc. Nursing. from a Recognized Institution. |
| 2. Nursing Officer I (CONTISS 08): | By promotion: NRN.SRN + 3 years satisfactory service + ICT Certificate |
| 3. Snr. Nursing Officers (CONTISS 09): | By promotion: 2 above + 3 years satisfactory service + ICT Certificate. |
| 4. Prin. Nurs. Officer (CONTISS 11): | By promotion: 3 above + 3 years satisfactory service + ICT Certificate. |
| 5. Asst. Chief Nursing Officer (CONTISS 12): | By promotion: 4 above + 3 years satisfactory service + ICT Certificate. |
| 6. Chief Nursing Officer (CONTISS 13): | By promotion: 5 above + 3 years satisfactory service + ICT Certificate. |

NOTE: Those who join the service with first Degree in Nursing do not pass through CONTISS 12

ADVANCEMENT BEYOND CADRE

Any CNS/Snr. Matron who acquires B.Sc. in Nursing from recognized University + NYSC is eligible for advancement to higher grade i.e CONTISS 14.

XVII. SCIENCE LABORATORY TECHNOLOGIST CADRE

- | | |
|-----------------------------------|--|
| 1. Snr. Asst. Tech. (CONTISS 06): | By direct appointment: Candidate with C & G part 1 or ND in SLT + 3 years post qualification experience. |
|-----------------------------------|--|

2. Tech. II (CONTISS 07):
- By direct appointment: Candidate with degree in relevant field, HND, C & G part II or AIST or NNC Asst. Tech. or candidate with specified qualification as in 1 above +3 years as Snr. Asst. Technologist.
- By promotion: Snr. Asst. Tech. + 3 yrs satisfactory service.
3. Tech. I (CONTISS 08):
- By direct appointment: candidate with specified qualification as in 2 above + 3 yrs as Tech. II.
- By promotion: Tech. II with 3 yrs satisfactory service + Professional Certificate.
4. Snr. Lab. Tech. (CONTISS 09):
- By direct appointment: candidate with specified qualification as in 2 above + ICT Certificate + 3 years as Tech. I.
- By promotion: Tech. I + 3 years satisfactory service + ICT certificate.
5. Prin. Lab. Tech. (CONTISS 11):
- By direct appointment: candidate with degree, HND, C&G part II or AIST in relevant field + ICT Certificate + 3 years as Senior Laboratory Technologist.
- By promotion: Senior Laboratory Tech with specified qualification as in 5 above + 3 years satisfactory service.
6. Asst. Chief Lab. Tech. (CONTISS 12):
- By appointment/promotion: Principal Laboratory Tech with Specified qualification in 5 above + 3 years experience/service.
7. Chief Lab. Tech. (CONTISS 13):
- By appointment/promotion: Asst. Chief Lab. Tech. With the specified qualification in 5 above + 3 years experience/service.
8. Snr. Chief Lab. Tech. (CONTISS 14):
- By appointment/promotion: Chief Laboratory Technician with degree/HND + Masters in relevant field, + ICT Certificate + 3 years experience/service.
9. Prin. Chief Lab. Tech. (CONTISS 15):
- By appointment/promotion: candidate with specified qualification in 1 above+ICT+Masters in relevant fields + 3yrs as Snr.Chief Lab Scientist.

XVIII. LABORATORY SCIENTIST CADRE

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| 1. Lab. Scientist II (CONTISS 07): | By direct appointment: Candidate with degree in SLT in relevant field + professional registration + NYSC. |
| 2. Lab. Scientist I (CONTISS 08): | By direct appointment/promotion: candidate with specified qualification in I above + 3 years as Laboratory Scientist II |
| 3. Snr. Lab. Scientist (CONTISS 09): | By direct appointment/promotion: candidate with Specified qualification as in 1 above + ICT Certificate + 3 years as Laboratory Scientist I |
| 4. Prin. Lab. Scientist (CONTISS11): | By direct appointment/promotion: candidate with Specified qualification as in 1 above + ICT Certificate + 3 years as Senior Laboratory Scientist. |
| 5. Asst. Chief Lab. Sci. (CONTISS 12): | By direct appointment/promotion: candidate with Specified qualification as in 1 above + ICT Certificate + 3 years as Principal Laboratory Scientist. |
| 6. Chief Lab. Sci. (CONTISS 13): | By appointment/promotion: candidate with specified qualification as in 1 above + ICT Certificate + field + 3 years as Assistant Chief Laboratory Scientist. |
| 7. Snr. Chief Lab. Sci. (CONTISS 14): | By appointment/promotion: candidate with specified qualification in 1 above + ICT Certificate + Masters in relevant field + 3 years as Chief Laboratory Scientist. |
| 10. Prin. Chief Lab. Scientist (CONTISS 15): | By appointment/promotion: candidate with specified qualification in 1 above+ICT+Masters in relevant fields + 3yrs as Snr.Chief Lab Scientist. |

XIX. MEDICAL LABORATORY ASSISTANT CADRE

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| Chief Medical Lab. Assistant (CONTISS 06): | By promotion of a senior Medical Laboratory Assistant with 3 yrs of satisfactory service and possessing a certificate in Laboratory Science. |
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XX. MEDICAL LABORATORY SCIENTIST CADRE

1. Medical lab. Scientist I (CONTISS 08): By direct appointment: candidate with degree in Medical Laboratory Science (B. MLS) + professional registration/internship + NYSC.
2. Snr. Med. Lab. Scientist (CONTISS 09): By direct appointment/promotion: candidate with specified qualification as in 1 above + ICT Certificate + 3 years as Medical Laboratory Scientist 1.
3. Prin. Med. Lab. Scientist (CONTISS 11): By direct appointment/promotion: candidate with specified qualification as in 1 above + ICT Certificate + 3 years as Senior Medical Laboratory Scientist.
4. Chief Med. Lab. Scientist (CONTISS 13): By direct appointment/promotion: candidate with specified qualification with specified qualification as in 1 above + ICT Certificate + years as Assistant Chief Medical Scientist.
5. Snr. Chief Med. Lab. Scientist (CONTISS 14): By appointment/promotion: candidate with specified qualification in 1 above + ICT Certificate + Masters in relevant field + 3 years as Chief Medical Laboratory Scientist.
6. Prin. Chief Med. Lab. Sci. (CONTISS 15) By appointment.

XXI. MEDICAL LABORATORY TECHNOLOGIST CADRE

1. Med. Lab. Techno. II (CONTISS 07): Appointment / Promotion: Bachelor's degree in relevant field, C & G Part II, HND, AIST or NNC Science Laboratory.
2. Med. Lab. Techno. 1 (CONTISS 08): By appointment: Candidate possessing specified qualification 1 above + By promotion: 1 above 3 years satisfactory service.
3. Snr. Med. Lab. Tech. (CONTISS 09): By promotion: 2 above + 3 years satisfactory service. By appointment: candidate possessing specified qualification in 1 above + 6 years post qualification.
4. Prin. Med. Lab. Tech. (CONTISS 11): By appointment: Candidate possessing specified qualification 1 above + 9 yrs post qualification. By promotion: competent Senior Laboratory Technician with 3 years satisfactory service + ICT Certificate.
5. Chief Med. Lab. Tech. (CONTISS 13): By promotion: Competent Prin. Med. Lab. Tech. with 3 years satisfactory service + ICT Certificate.

6. Snr. Chief Med. Lab. Tech. (CONTISS 14): By promotion: competent Chief Med. Lab. Tech. (B. Sc. Professional Degree) with 3 years satisfactory service.
7. Prin. Chief Med. Lab. Tech. (CONTISS 15): By appointment.

XXII. PHARMACIST CADRE

1. Pharmacist II (CONTISS 08): By Direct Appointment: Degree in Pharmacy + Internship and + NYSC + Professional Registration.
2. Pharmacist I (CONTISS 09): By direct appointment as in 1 above + 3years post qualification experience + ICT certificate.
3. Senior Pharmacist (CONTISS 11):
By promotion: As in 1 above + 3 years satisfactory service + ICT Certificate
By appointment: As in 1 above + 6 years post qualification experience.
By promotion: As in 2 above + 3 years satisfactory service + ICT Certificate.
4. Principal Pharmacist (CONTISS 13):
By appointment: As I above + 9 years post qualification experience.
By promotion: As in 3 above + 3 years satisfactory service + ICT Certificate.
5. Chief Pharmacist (CONTISS 14): By promotion: as in 4 above + 3 years satisfactory service + ICT Certificate.

Pharmacist Assistant Cadre

1. Prin. Pharmacist Assistant (CONTISS 06): By appointment: certificate of Community Health Assistant from any recognized institution + 4 O/L credits including Eng. Maths. & I science subject.
2. Chief Pharm. Assistant (CONTISS 07): By promotion: I above + 3 years satisfactory service.

ADVANCEMENT BEYOND THE CADRE

Any Chief Pharm. Assistant who acquires B. Pharm. from recognized University + NYSC + internship is eligible for lateral conversion to pharmacist cadre.

XXIV. PHYSIOTHERAPIST CADRE

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| 1. Physiotherapist (CONTISS 07) | By appointment: B. Sc. Physiotherapy + membership of the Chattered society of Physiotherapist. |
| 2. Snr. Physiotherapist (CONTISS 08) | By Appointment: 1 above + 3 years post qualification experience.

By promotion: 1 above + 3yrs satisfactory service |
| 3. Prin. Physiotherapist II (CONTISS 09) | By Appointment: 1 above + 6 years post qualification experience.

By promotion: 2 above + 3yrs satisfactory service + ICT Certificate. |
| 4. Prin. Physiotherapist I (CONTISS 11) | By Appointment: 1 above + 9 years post qualification experience.
By promotion: 3 above + 3yrs satisfactory service+ ICT Certificate. |
| 5. Deputy Chief Physiotherapist (CONTISS 13) | By promotion: 4 above + 3yrs satisfactory service + ICT Certificate. |
| 6. Chief Physiotherapist (CONTISS 14) | By promotion: 5 above + 3yrs satisfactory service + Workshop. |

XXV. DENTAL TECHNOLOGY CADRE

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| 1. Dental Technologist (CONTISS 07) | By appointment: Bachelor degree with at least 2 ² in Dental Studies, HND in Dental technology from recognized institution, Associate of the British Inst. of Surgical Technologist (Dental), full technological certificate of City and Guild, London Inst. in Dental Tech. |
| 2. Snr. Dental Tech (CONTISS 08) | By appointment: a candidate possessing any of the above listed qualification + 3 yrs satisfactory service as dental tech.

By promotion: 1 above + 3years satisfactory service. |
| 3. Prin. Dental Tech. II (CONTISS 09) | By promotion: 2 above + 3yrs satisfactory service + ICT Certificate. |
| 4. Prin. Dental Tech I (CONTISS 11) | By promotion: 3 above + 3yrs satisfactory service + ICT Certificate. |
| 5. Chief Dental Tech (CONTISS 13) | By promotion: 5 above + 3yrs satisfactory service+ ICT Certificate. |

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| 6. Snr. Chief Dental Tech (CONTISS 14) | By promotion: B. Sc. (professional degree) or HND + M.Sc with 3 yrs satisfactory service as Chief Dental Technologist +ICT Certificate. |
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XXVI. VETERINARY LABORATORY TECHNOLOGIST CADRE

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| 1. Veterinary Lab. Tech II (CONTISS 07) | By appointment: Appropriate degree with at least 2/2 + associate membership of institute of medical laboratory (A.I.M.L.T) or any equivalent qualification to allow registration with the institute of Medical Laboratory Technologist of Nigeria. |
| 2. Veterinary Lab Tech. I (CONTISS 08) | By promotion: 1 above + 3yrs satisfactory service |
| 3. Snr. Vet. Lab. Tech (CONTISS 09) | By promotion: 2 above + 3yrs satisfactory service |
| 4. Prin. Vet. Lab. Tech (CONTISS 11) | By promotion: 3 above + 3yrs satisfactory service + ICTC |
| 5. Chief Vet. Lab. Tech (CONTISS 13) | By promotion: 4 above + 3yrs satisfactory service + ICTC |
| 6. Snr. Chief Vet. Lab. Tech (CONTISS 14) | By promotion: 5 above + 3yrs satisfactory service + ICTC with B. sc (professional degree or HND +M. Sc. with 3yrs satisfactory as Snr. Chief Vet. Lab. Technologist. |

XXVII. NUTRITION OFFICER CADRE

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| 1. Nutrition officer (CONTISS 06) | By appointment: N.R. N. or NRM Qualification or a diploma/certificate in Food Science and Applied Nutrition. |
| 2. Higher nutrition Officer (CONTISS07) | By direct appointment: HND/HNC in Food Science and Applied Nutrition.
By promotion: 1 above + 3yrs satisfactory service |
| 3. Snr. Nutrition Officer (CONTISS 08) | By promotion: 2 above + 3yrs satisfactory service |
| 4. Prin. Nutrition Officer II (CONTISS 09) | By promotion: 3 above + 3yrs satisfactory service |
| 5. Prin. Nutrition Officer 1 (CONTISS 11) | By promotion: 4 above + 3yrs satisfactory service + ICT Certificate. |
| 6. Asst. Chief Nutrition Officer (CONTISS 12) | By promotion: 5 above + 3yrs satisfactory service+ ICTC. |
| 7. Chief Nutrition Officer (CONTISS 13) | By promotion: 2 above + 3yrs satisfactory service + ICT Certificate. |

ADVANCEMENT BEYOND THE CADRE

Any Chief Nutrition Officer who acquire Bachelor's degree (hons) in Food Science /Applied Nutrition from recognized institution is eligible for advancement to a higher grade (CONTISS 14)

XXVIII. DIETICIAN CADRE

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|---------------------------|--|
| 1. Dietician (CONTISS 06) | By appointment OND in Dietetics from recognized institution. |
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|------------------------------------|---|
| 2. Higher Dietician (CONTISS 07) | By promotion: 1 above + 3yrs satisfactory service.
By appointment: HND/B. Sc or its equivalent in Dietetics from recognized institution. |
| 3. Snr. Dietician (CONTISS 08) | By promotion: 2 above + 3 years satisfactory service |
| 4. Prin. Dietician II (CONTISS 09) | By promotion: 2 above + 3 years satisfactory service |
| 5. Prin. Dietician I (CONTISS 11) | By promotion: 2 above + 3 years satisfactory service+
ICT Certificate. |
| 6. Asst. chief 1 (CONTISS12) | By promotion: 2 above + 3 years satisfactory service
+ ICT Certificate. |

XXIX. MEDICAL RECORDS TECHNICIAN

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| 1. Med. Records technician (CONTISS 06): | By promotion: ND Associate membership of the association of medical records technician certificate of registration of institute of medical laboratory technology for technician cadre, secretaries and administrators. |
| 2. Higher Med. Records Technician (CONTISS 07) | By promotion: 1 above + 3yrs satisfactory service |
| 3. Snr. Med Records (CONTISS 08) | By promotion: 2 above + 3yrs satisfactory service |
| 4. Prin. Med. Rec. tech. II (CONTISS 09) | By promotion: 3 above + 3yrs satisfactory service |
| 5. Prin. Med. Rec. Technician. I (CONTISS 11): | By promotion: 4 above + 3yrs satisfactory service + ICTC |
| 6. Asst. Chief Med Rec. Technician (CONTISS 12) | By promotion: 5 above + 3yrs satisfactory service + ICTC + Workshop. |
| 7. Chief Med Rec. Technician (CONTISS 13) | By Promotion: 1 Above + 3yrs Satisfactory Service + ICTC |

XXX. COMMUNITY HEALTH TECHNICIAN CADRE

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| 1. Comm. Health Tech. (CONTISS 06) | By Appointment: WAEC Certificate. Or SSCE Certificate. With 4 Credits including English Language. And 2 Science Subjects + 3yrs Training in a recognized Health institution as Comm. Health Technician (CHT) and obtain the registration of the |
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National Council for community health practice board
(NCCHPB)

1. Higher Comm. Health Technician (CONTISS 07) By promotion: Comm. Health Technician + satisfactory service
2. Senior Comm. Health Technician (CONTISS 08) By promotion: Higher Comm. Health Technician + 3 years satisfactory service.
3. Prin. Comm.. Health Technician II (CONTISS 09) By promotion: Senior Comm. Health Technician + 3 years satisfactory service.
4. Asst. Chief Comm. Health (CONTISS 11): By promotion: Principal Comm. Health Technician + 3 years satisfactory service + ICT Certificate
5. Dep. Chief Comm. Health Technician (CONTISS 12) By promotion: Asst. Chief Comm. Health Technician + 3 years satisfactory service + ICT Certificate & workshop.
6. Chief Comm. Health Technician (CONTISS 13) By promotion: as 6 above + 3 years satisfactory service + ICT Certificate

XXXI.

ARCHITECTS CADRE

1. Architects II (CONTISS 07) By appointment B. Sc. (Arch.) from a recognized institution + NYSC.
2. Architect I (CONTISS 08) By appointment. M. Sc. (Arch) by promotion 1 above + 3 years satisfactory service
3. Snr. Arch. (CONTISS 09) By promotion 2 above + 3 years satisfactory service
4. Prin. Arch (CONTISS 11): By promotion 3 above + 3 years satisfactory service + ICT Certificate
5. Chief Arch. (CONTISS 13) By promotion 4 above + 3 years satisfactory service + ICT Certificate
6. Deputy Director (CONTISS 14) By promotion 5 above + 3 years satisfactory service + ICT Certificate

XXXII.

TOWN PLANNING CADRE

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|-------------------------------------|---|
| 1. Town planner 1 (CONTISS 07) | By appointment: B. Sc Town/Urban & Regional planning from a recognized institution + NYSC |
| 2. Higher Town Planner (CONTISS 08) | By appointment: M. Sc in Town Planning/Urban & Regional Planning + 6 years post qualification

By promotion: 1 above + 3 yrs satisfactory service |
| 3. Snr. Town planner (CONTISS 09): | By promotion: 2 above + 3 years satisfactory service |
| 4. Prin. Town planner (CONTISS 11) | By promotion: 3 above + 3 years satisfactory service + ICT Certificate |
| 5. Chief town planner (CONTISS 13) | By promotion: 4 above + 3 years satisfactory service + ICT Certificate & workshop attendance |
| 6. Deputy Director (CONTISS 14) | By promotion: 5 above + 3 years satisfactory service + ICT Certificate |

XXXIII. QUANTITY SURVEYORS CADRE

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|---------------------------------------|--|
| 1. Quantity Surveyors 11 (CONTISS 07) | By appointment: B. Sc quantity survey from a recognized institution with professional reg. |
| 2. Quantity Surveyor 1 (CONTISS 08) | By appointment: M. Sc in quantity surveying with professional reg.

By promotion: 1 above + 3 years satisfactory service |
| 3. Snr. Quantity Surv. (CONTISS 09) | By promotion: 2 above + 3 years satisfactory service |
| 4. Prin. Quant. Surv. (CONTISS 11) | By promotion: 3 above + 3 years satisfactory service + ICT Certificate |
| 5. Chief. Quant. Surv. (CONTISS 13) | By promotion: 4 above + 3 years satisfactory service + ICT Certificate |
| 6. Deputy Director (CONTISS 14) | By promotion: 5 above + 3 years satisfactory service + ICT Certificate |

XXXIV. ENGINEERING CADRE

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|---------------------------------|--|
| 1. Engineer II (CONTISS 07) | By appointment: B. Sc Engineering in relevant field from a recognized institution + NYSC |
| 2. Engineer I (CONTISS 08) | By promotion: 1 above + 3 years satisfactory service |
| 3. Snr. Engineer (CONTISS 09) | By promotion: 2 above + 3 years satisfactory service |
| 4. Prin. Engineer (CONTISS 11) | By promotion: 3 above + 3 years satisfactory service + ICT Certificate |
| 5. Chief. Engineer (CONTISS 13) | By promotion: 4 above + 3 years satisfactory service + ICT Certificate & workshop |
| 6. Deputy Director | By promotion: 5 above + 3 years satisfactory service + ICT Certificate |

XXXV. ESTATE OFFICER CADRE

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| 1. Estate Officer (CONTISS 06): | By appointment: A pass in the first examination of the Nigeria Inst. of Estate Surveyors and Value's or OND in Estate Management from recognized Institution. + 3 years relevant experience. |
| 2. Higher Estate Officer (CONTISS 07): | By appointment: HND in Estate Management. By promotion: 1 above +3yrs satisfactory service |
| 3. Snr. Estate Officer (CONTISS 08): | By promotion: 2 above +3yrs satisfactory service |
| 4. Prin. Estate Officer II (CONTISS 09): | By promotion: 3 above 3yrs satisfactory service |
| 5. Prin. Estate Officer I (CONTISS 11): | By promotion: 4 above +3yrs satisfactory service + ICT certificate. |
| 6. Asst. Chief Estate Officer (CONTISS 12): | By promotion: 5 above +3 yrs satisfactory service +ICT certificate. |
| 7. Chief Estate Officer (CONTISS 13): | By promotion: 5 above +3yrs satisfactory service ICT certificate. |

Building Officer Cadre

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| 1. Building Officer II (CONTISS 07) | B.Sc Building with at least 22 |
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2. Building Officer I (CONTISS 08) 1
above + 3 years for direct
appointment
3. Senior Building Officer (CONTISS
09) 2 above + 3 years + ICT
compliance
4. Principal Building Officer
(CONTISS 11) 3 above + 3 years
+ ICT
5. Chief Building Officer 13
(CONTISS 13) 4 above + 3years +
ICT compliance
6. Deputy Director Building (COTISS
14) 5 above + 3years + ICT
compliance

XXXVI.DRIVER CADRE

1. Chief Driver/Mech/ Senior Trans. By appointment/promotion: TT I, II & III + FSLC+
Foreman (CONTISS 06) Driver's license + 4 yrs satisfactory service.
2. Senior Chief Driver/Mech. By promotion: Asst. Works Sup. Course
(CONTISS 07): Certificate/ATT Certificate. (FMOL&P) or equivalent
+3 yrs satisfactory service.
3. Principal Chief Driver/ Mech/ By promotion: 1 above +3 yrs satisfactory service.
Foreman (CONTISS 08):

XXXVII TECHNICAL OFFICER CADRE

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|---------------------------|--|
| 1. T. O (CONTISS 06): | By appointment: OND or its equivalent from a recognized institution plus 3 yrs relevant experience.. |
| | By promotion: ATO +3 years experience +OND from a recognized Institution. |
| 2. H.T.O (CONTISS 07): | By appointment: HND + NYSC from a recognized Institution. |
| | By promotion: 1 above 3 years satisfactory service. |
| 3. S.T.O (CONTISS 08): | By promotion: H.T.O +3 years satisfactory service |
| 4. P.T.O II (CONTISS 09): | By promotion: S.T.O + 3 years satisfactory service |
| 5. P.T.O I (CONTISS 11): | By promotion: S.T.O +3 years satisfactory service |
| 6. ACTO (CONTISS 12): | By promotion: P.T.O 1 + 3 years satisfactory service + ICTC & Workshop |
| 7. CTO (CONTISS 13): | By promotion: ACTO + 3 years satisfactory service + ICT Certificate |

ADVANCEMENT BEYOND THE CADRE

Any Chief Technical Officer who acquires Bachelor's Degree (Hons.) in relevant Discipline from recognized University + NYSC, is eligible for lateral conversion to higher cadre relevant to his/her discipline.

XXXVIII. WORKS SUPERINTENDENT CADRE

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| 1. Works Superintendent (CONTISS06): | By appointment: OND or its equivalent in relevant field from a recognized institution plus 3 yrs relevant experience. |
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| 2. Higher Works Supt. (CONTISS 07): | By appointment: HND or its equivalent in relevant field.

By promotion: A competent Works Supt. + service. |
| 3. Snr. Works Supt. (CONTISS 08): | By promotion: 2 above + 3 yrs satisfactory service. |
| 4. Prin. Works Supt. II (CONTISS 09) | By promotion: 3 above + 3 yrs satisfactory service. |
| 5. Prin. Works Supt. I (CONTISS 11): | By promotion: 3 above + 3 yrs satisfactory service + ICT Certificate. |
| 6. Asst. Chief Works Supt. (CONTISS 12): | By promotion: 6 above +3yrs satisfactory service + ICTC & Workshop. |
| 7. Chief Works Supt. (CONTISS 13): | By promotion: 6 above + 3 yrs satisfactory service + ICT Certificate. |

ADVANCEMENT BEYOND THE CADRE

Any Chief Works Supt. Who acquires B. Eng. Degree (Hons.) in relevant discipline from recognized University + NYSC, is eligible for lateral conversion to Engineering cadre.

XXXIX. PRESS SUPERINTENDENT CADRE

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| 1. Supt. of Press (CONTISS 06): | By appointment: OND in Journalism or in Printing Tech or its equivalent from a recognized Institution plus 3 yrs relevant experience. |
| 2. Higher Supt. Of Press (CONTISS 07): | By appointment: HND or its equivalent from a recognized institution. |

- By promotion: 1 above +3 yrs satisfactory service.
3. Snr. Supt. Of Press (CONTISS 08): By promotion: 2 above + 3yrs satisfactory service.
 4. Prin. Supt. Of Press II (CONTISS 09): By promotion: 3 above +3 yrs satisfactory service
 5. Prin. Supt. Of Press I (CONTISS 11): By promotion: 4 above +3yrs satisfactory service + ICTC
 6. Asst. Chief Supt. Of Press (CONTISS 12): By promotion: 5 above +3 yrs satisfactory service + ICTC & Workshop.
 7. Chief Supt. Of Press (CONTISS 13): By promotion: 6 above + 3yrs satisfactory service + ICT Certificate.

ADVANCEMENT BEYOND THE CADRE

Any Chief Public Relations officer who acquires a degree in Mass Communication or its equivalent from a recognized institution + NYSC is eligible for lateral conversion to public relation cadre.

XL. PUBLIC RELATIONS OFFICER CADRE

1. Public Rel. Officer (CONTISS 07): By appointment: B. Sc. in Mass Communication or Journalism from a recognized Institution + 3 years satisfactory service.
2. Snr. Publ. Rel. Officer (CONTISS 08): By direct appointment: B. Sc in Mass Communication or Journalism from a recognized Institution + NYSC + 3 satisfactory service.
3. Prin. Public Relations Officer II (CONTISS 09): By promotion: 2 above + 3 yrs satisfactory service.
4. Prin. Public Relations Officer I (CONTISS 11) By promotion: 3 above + 3 yrs satisfactory service.
5. Chief Public Relations Officer (CONTISS 13): By promotion: 4 above + 3 yrs satisfactory service.
6. Dep. Reg. Public Relations Officer (CONTISS 14): By promotion: 5 above + 3 yrs satisfactory service + ICT Certificate.
7. Director Publ. Relations (CONTISS 15): By promotion of a confirmed and suitable Deputy Director with 15 years of post qualification experience.

XLII. GRAPHIC ARTIST CADRE

1. H.T.O (Graphic) (CONTISS 07): By appointment: HND in graphic Arts or its equivalent from a recognized institution + NYSC.
2. S.T.O (Graphic) (CONTISS 08): By promotion: 1 above + 3yrs satisfactory service.
3. PTO II (Graphic) (CONTISS 09): By promotion: 2 above + 3 yrs satisfactory service
4. P.T.O I (Graphic) (CONTISS 11): By promotion: 3 above + 3yrs satisfactory service + ICTC
5. ACTO (Graphic) (CONTISS 12): By promotion: 4 above +3 yrs satisfactory service +ICTC
6. CTO (Graphic) (CONTISS 13): By promotion: 5 above 3 yrs satisfactory service +ICTC

XLII. PHOTOGRAPHERS CADRE

1. T. O. (Photography) (CONTISS 07): By appointment: HND in photography or its equivalent from a recognized institution +NYSC.
2. S.T.O (Photography) (CONTISS 08): By promotion: 1 above + 3yrs satisfactory service
3. PTO II (Photography) (CONTISS 09): By promotion: 2 above +3 yrs satisfactory service + ICTC
4. PTO I (Photography) (CONTISS 11): By promotion: 3 above 3 yrs satisfactory service + ICTC
5. ACTO (Photography) (CONTISS 12): By promotion: 4 above + 3 yrs satisfactory service +ICTC & Workshop.
6. CTO (Photography) (CONTISS 13): By promotion : 5 above + 3 years satisfactory service.

XLIII. SYSTEM ANALYST CADRE

1. Snr. System Analyst /Programmer. II CONTISS 07: By appointment: B. Sc. in Computer studies from a recognized Institution + NYSC.
2. Prin. Systems Analyst /Programmer. I (CONTISS 08): By promotion: 1 above + 3 yrs satisfactory service.
3. Prin. System Analyst /Programmer (CONTISS 09): By Promotion: 2 above + 3yrs satisfactory service.
4. Prin. Systems Analyst I (CONTISS 11): By promotion: 3 above + 3years satisfactory service.
5. Chief Systems Analysts (CONTISS 13): By promotion: 4 above + 3yrs satisfactory service
6. Deputy Director (CONTISS 14): By promotion: 5 above 3 yrs satisfactory service.
7. Director, ICT (CONTISS 15): By appointment

XLIV. DATA PROCESSING OFFICER CADRE

1. Data Processing Officer (CONTISS 06): Diploma in Computer Studies or Data processing from recognized Institution + 3yrs satisfactory service.
2. Higher Data Processing Officer (CONTISS 07): By appointment : HND in Computer Science or Data processing.
By promotion: 1 above + 3 yrs satisfactory service
3. Snr. Data Process Officer (CONTISS 08): By promotion: 2 above + 3 yrs satisfactory service
4. Prin. Data Processing Officer II (CONTISS 09): By promotion: 3 above + 3yrs satisfactory service
5. Prin. Data Processing Officer I (CONTISS 11): By promotion: 5 above + 3yrs satisfactory service
6. Asst. Chief Data Processing Officer (CONTISS 12): By promotion: 5 above + 3yrs satisfactory service
7. Chief Data Processing Officer (CONTISS 13): By promotion: 6 above + 3yrs satisfactory service.

ADVANCEMENT BEYOND THE CADRE

Any Chief Data Processing Officer, who acquires first degree (Hons.) in Computer Science from a recognized University + NYSC, is eligible for lateral conversion to System Analyst cadre.

XLVII. MANAGEMENT INFORMATION SYSTEM (MIS) CADRE

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| 1. Management Information Scientist II (CONTISS 07): | By appointment: B. Sc. or its equivalent in Information Science from a recognized Institution + NYSC. |
| 2. Management Information Scientist I (CONTISS 8): | By promotion: 1 above + 3yrs satisfactory service. |
| 3. Snr. Management Inform. Scientist (CONTISS 9): | By Promotion: 1 above + 3 yrs satisfactory service |
| 4. Prin. Management Inform. Scientist (CONTISS 11) | By promotion: 3 above + 3 yrs satisfactory service + ICTC |
| 5. Chief Information Scientist (CONTISS 13): | By promotion: 4 above + 3yrs satisfactory service. |
| 6. Assist. Director M.I.S (CONTISS 14): | By promotion: 5 above M. Sc. in relevant field + 3yrs satisfactory service + ICT Certificate. |

XLVIII. MANAGEMENT INFORMATION OFFICER CADRE

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| 1. Management Information Officer (CONTISS 06): | By appointment: OND in Information Tech or its equivalent + 3yrs satisfactory service. |
| 2. Higher Mgt. Information Officer (CONTISS 07): | By promotion: 1 above + 3 yrs satisfactory service. |
| 3. Snr. Mgt. Information Officer (CONTISS 08): | By promotion: HMIO + 3yrs satisfactory service |
| 4. Prin. Mgt. Information Officer II (CONTISS 09): | By promotion: SMI 0 + 3yrs satisfactory service |
| 5. Prin. Mgt. Information Officer I (CONTISS 11): | By promotion: PMI above + 3 yrs satisfactory service + ICTC + Workshop |
| 6. Asst. Chief Mgt. Infor. Officer (CONTISS 12): | By promotion: 5 above + ICTC + Workshop attendance. |
| 7. Chief Mgt. Information Officer (CONTISS 13): | By promotion: ACMIO above + 3 yrs satisfactory service + ICTC + Workshop attendance. |

XLIX. UNIVERSITY FARM MACHINERY CADRE

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|----------------------------------|---|
| 1. Farm Officer II (CONTISS 07): | By appointment: B.Sc. with at least 2 ² (Agric.) with specialization in Animal/Crop Science. |
| 2. Farm Officer I (CONTISS 08): | By promotion: 1 above + 3 yrs satisfactory service |

3. Snr. Farm Officer (CONTISS 09): By promotion: 2 above + 3yrs satisfactory service
4. Farm Manager (CONTISS 11): By promotion: 3 above + 3yrs satisfactory service + ICTC
5. Prin. Farm Manager (CONTISS 13): By promotion: 4 above + 3yrs satisfactory service + ICT Certificate.
6. Deputy Director (CONTISS 14) By promotion: 5 above + 3 yrs satisfactory service + ICT Certificate.
7. Director Univ. Farm (CONTISS 15): By appointment with 15 years relevant experience.

XLX. FARM OFFICERS CADRE

1. Farm Officer (CONTISS 06): By appointment: Diploma in Animal/Crop Science or in any relevant field from a recognized institution plus 3 yrs relevant experience.
2. Higher farm officer (CONTISS 07): By promotion: 1 above + 3yrs satisfactory service
3. Snr. Farm Officer (CONTISS 08): By promotion: 2 above 3 yrs satisfactory service
4. Prin. Farm Officer II (CONTISS 09): By promotion: 3 above + 3 yrs satisfactory service
5. Prin. Farm Officer I (CONTISS 11): By promotion: 4 above + 3 yrs satisfactory service + ICTC
6. Assist. Chief Farm Officer (CONTISS 12): By promotion: 5 above + 3yrs satisfactory service ICTC
7. Chief Farm Officer (CONTISS 13): By promotion: 6 above + 3 yrs satisfactory service + ICTC

LI. FISHERIES CADRE

1. Fisheries Officer II (CONTISS 07): By appointment: Degree with at least 2² in Fisheries/Zoology from a recognized University + NYSC.
2. Fisheries Officer I (CONTISS 08): By promotion: 1 above + 3 yrs satisfactory service

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| 3. Snr. Fisheries Officer (CONTISS 09): | By promotion: 2 above + 3 yrs satisfactory service |
| 4. Prin. Fisheries Officer (CONTISS 11): | By promotion: 3 above + 3 yrs satisfactory service + ICT Certificate. |
| 5. Chief Fisheries Officer (CONTISS 13): | By promotion: 3 above + 3yrs satisfactory service + ICT Certificate. |
| 6. Assist. Director Fisheries (CONTISS 14): | By promotion: 5 above + yrs satisfactory service + ICTC |

LII. FISHERIES SUPERINTENDENT CADRE

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| 1. Fisheries Superint. (CONTISS 06): | By appointment: Diploma course in fisheries from recognized institution plus 3 yrs relevant experience.

By promotion: Assistant Fisheries superintendent + 3 yrs satisfactory service. |
| 2. Higher Fisheries Superint. (CONTISS 07): | By appointment: HND in Fisheries, Zoology, Biology, Bio-Chemistry or Agriculture from a recognized institution.

By promotion: A confirmed and outstanding fisheries superintendent + 3 yrs satisfactory service. |
| 3. Snr. Fisheries Superintendent (CONTISS 08): | By promotion: 2 above + 3 yrs satisfactory service. |
| 4. Prin. Fisheries Superintendent II (CONTISS 09): | By promotion: 3 above + 3 yrs satisfactory service. |
| 5. Prin. Fisheries Superintendent I (CONTISS 11): | By promotion: 4 above + 3yrs satisfactory service + ICTCert. |
| 6. Asst. Chief Fisheries Superint. (CONTISS 12): | By promotion: 5 above + 3yrs satisfactory service + ICTCert. |
| 7. Chief Fisheries Superintendent (CONTISS 13): | By promotion: 6 above + 3 yrs satisfactory service + ICT Certificate. |

LIII. IRRIGATION SUPERINTENDENT

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| 1. Irrigation
(CONTISS 06): | Superintendent | By direct appointment: Diploma course in Irrigation from a recognized institution plus 3 yrs relevant experience.

By promotion: Confirmed and Competent Assistant Irrigation Superintendent + 3 years satisfactory service. |
| 2. Higher irrigation
(CONTISS 07): | Superint. | By appointment: HND in Agricultural Engineering or irrigation from recognized institution.

By promotion: Competent irrigation Superintendent + 3 yrs satisfactory service. |
| 3. Snr. Irrigation
(CONTISS 08): | Superintendent | By appointment: HND in Agricultural Engineering or irrigation from recognized institution + 3 yrs post – qualification experience.

By promotion: Competent Higher Irrigation Superintendent + 3 years satisfactory service. |
| 4. Prin. Irrigation
(CONTISS 09): | Superint II | By Appointment HND In Agriculture, Agriculture Engineering Or Irrigation + 6 Yrs post qualification Experience.

By Promotion: Competent Snr. Irrigation superintendent + 3 years satisfactory service experience. |
| 5. Prin. Irrigation
(CONTISS 11) | Superint II | By promotion: competent Princ. Irrigation Superintendent II+ 3 yrs + satisfactory service + ICT Cert |
| 6. Asst. Chief Irrigation
(CONTISS 12): | Superint. | By promotion: competent prin. Irrigation Superintendent I + 3 yrs + satisfactory service + ICT Cert |
| 7. Chief Irrigation
(CONTISS 13) | Superintendent | By promotion: competent Assist. Chief Irrigation Superintendent +3 yrs satisfactory service + ICT Cert. |

LIV. LIVESTOCK SUPERINTENDENT CADRE

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| 1. Livestock
(CONTISS 06) | Superintendent | By appointment: diploma course livestock in a recognized veterinary school or animal husbandry institution, + 2 yrs experience. |
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			By promotion: a confirmed and competent Assistant Livestock Superintendent + 3 yrs experience
2.	Higher Livestock (CONTISS 07)	Superint	By appointment: HND from recognized school of Agric By promotion: confirmed and competent Livestock Superintendent + 3 yrs satisfactory service
3.	Snr. Livestock (CONTISS 08)	Superint.	By promotion: 2 above + 3 yrs satisfactory service experience
4.	Prin. Livestock (CONTISS 09)	Superint. II	By promotion: 3 above + 3 yrs satisfactory service experience
5.	Prin. Livestock Superintendent (CONTISS 11)	I	By promotion: 4 above + 3 yrs satisfactory service experience + ICT Cert
6.	Asst. Chief Livestock (CONTISS 12)	Superint.	By promotion: 5 above + 3 yrs satisfactory service experience + ICT Cert.
7.	Chief Livestock (CONTISS 13)	Superint.	By promotion: 6 above + 3 yrs satisfactory service experience+ ICT Cert

LV. SPORT OFFICER CADRE

1.	Assist. Coach (CONTISS 06)		By appointment: NCE/ Diploma (PHE)/ Coaching cert
2.	Coach II (CONTISS 07)		. By appointment: B. Ed / (PHE) from a recognized institution + NYSC. By promotion: 1 above + 3yrs.
3.	Coach I (CONTISS 08)		By appointment: B. Ed: (PHE) + 3 Yrs Post Qualification/ Coaching certificate or NCE/ Dip (PHE) + 5yrs. By promotion: 2 above + 3 yrs satisfactory service
4.	Snr. Coach (CONTISS 09)		By appointment: Coaching cert or NCE/ Dip (PHE) + 8yrs or B. Ed (PHE) + 6yrs. By promotion: 3 above + 3 yrs satisfactory service

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| 5. Prin. Coach (CONTISS 11) | By appointment: Coaching cert or NCE / Dip PHE + 11 yrs or B. Ed + 9 yrs. |
| | By promotion: 4 above + 3 yrs satisfactory service |
| 6. Chief Coach (CONTISS 13) | By promotion :5 above + 3 yrs satisfactory service + ICT Cert. |
| 7. Deputy Director of Sport (CONTISS 14) | By promotion: 6 above + 3 yrs satisfactory service+ ICT Certificate. |
| 8. Director of Sports (CONTISS 15): | By Appointment |

LVI. CATERING OFFICERS CADRE

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| 1. Catering Officer (CONTISS 06) | By appointment: certificate of C&C in Catering or OND In Hotel & Catering Management from a recognized Institution. + 3 years relevant experience. |
| 2. Higher Catering officer (CONTISS07): | By Direct appointment: HND in Hotel &Catering Management from a recognized institution. |
| | By promotion: 1 above + 3 yrs satisfactory service. |
| 3. Snr. Catering Officer (CONTISS08) | By promotion: 2 above + 3 years satisfactory service. |
| 4. Prin. Catering Officer II (CONTISS09) | By promotion: 3 above+ 3 yrs Satisfactory. |
| 5. Prin. Catering Officer I (CONTISS11) | By promotion: 4 above+ 3 yrs Satisfactory. |
| 6. Ass. Chief Catering Officer (CONTISS 12) | By promotion: 5 above + 3 yrs Satisfactory |
| 7. Chief Catering Officer (CONTISS13) | By promotion: 6 above + 3 yrs satisfactory |

LVII. FIRE SUPERINTENDENT CADRE

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| 1. Fire Superintendent (CONTISS 06) | By direct appointment: graduate membership diploma of the Institute of Fire Engineers. |
| 2. Higher Fire Superint (CONTISS07): | By appointment; HND in relevant discipline from recognized Institution.

By Promotion: 1 above + advanced fire certificate of competency+ 3 yrs satisfactory service. |
| 3. Snr. Fire Superintendant (CONTISS08) | By promotion: 2 above + 3 years satisfactory service. |
| 4. Prin. Fire Superintendant I (CONTISS09) | By promotion: 3 above+ 3 yrs Satisfactory service. |
| 5. Prin. Fire Superintendant I (CONTISS11) | By promotion: 4 above+ 3 yrs Satisfactory service experience+ ICT Certificate. |
| 6. Asst. Chief Fire Superintendant (CONTISS 12) | By promotion: 5 above + 3 yrs Satisfactory service + ICTC |
| 7. Chief Fire Superintendant (CONTISS13) | By promotion: 6 above + 3 yrs satisfactory service + ICT Certificate. |

LVIII. SECURITY OFFICER CADRE

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| 1. Security Officer (CONTISS 06) | By appointment: Diploma in Law or Crime Management and Control (Criminology) in addition to 4 credit at SSCE/GCE O level or full Teachers' Grade Two Certificate + experience 3 years relevant.

By Promotion: competent patrol supervisor + 4 years satisfactory service.

(This is the terminal grade for SSCE/GCE O level Or full Teacher's Grade Two Certificate holders). |
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| 2. Higher Security Officer (CONTISS07): | By appointment: HND in Crime Management and Control or any other relevant qualification from recognized institution. |
| | By promotion: 1 above +3yrs satisfactory service. |
| 3. Snr. Security Officer (CONTISS08) | By promotion: 2 above + 3 years satisfactory service. |
| 4. Prin. Security Officer II (CONTISS09) | By promotion: 3 above+ 3 years satisfactory service. |
| 5. Prin. Security Officer I (CONTISS11) | By promotion: 4 above+ 3 yrs Satisfactory service experience+ ICT Certificate. |
| 6. Ass. Chief Security Officer (CONTISS 12) | By promotion: 5 above + 3 yrs Satisfactory |
| 7. Chief Security Officer (CONTISS13) | By promotion: 6 above + 3 yrs satisfactory service + ICT Certificate (Terminal Grade). |

LIX STAFF SCHOOL CADRE

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| 1. Masters/Mistress (CONTISS 06) | By appointment: An NCE cert, in relevant area from a recognized institution. |
| 2. Masters/Mistress II (CONTISS07): | By appointment: An Honors Degree with at least 2 ² in Education from a recognized University + NYSC Certificate. |
| | By Promotion: NCE holders in I above+ 3 years satisfactory Service. |
| 3. Snr. Masters/MistressI (CONTISS08) | By promotion: Masters/Mistress II + 3 yrs for NCE holders + 3 years satisfactory service. |

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| 4. Senior Masters/Mistress II
(CONTISS09) | By promotion: Masters/Mistress I +3yrs for NCE holders + 3 year Satisfactory service. |
| 5. Senior Masters/Mistress II
(CONTISS11) | By promotion: Snr. Master/Mistress II + yrs for NCE Holders, + 3 years as Snr. Masters/Mistress I. + ICT Certificate. |
| 6. Ass. Chief Security Officer
(CONTISS 12) | By promotion: 5 above + 3 yrs Satisfactory |
| 7. Prin. Masters/Mist. Advent
(CONTISS 13) | By promotion: Masters/Mistress I. This is terminal Grade for NCE Holders + ICT Certificate. |
| 8. Principal Masters/Mistress
(CONTISS 14) | Asst. Principal Masters/Mistress + 3 Yrs + ICT Cert with B. Ed |
| 9. Chief Master/Mistress. (CONTISS 15) | By Appointment. |

Note: Relevant Experience

The relevant experience that could warrant promotion of each non-teaching staff is specified in his/her respective scheme of service as in 3, noting that waiting period in all cases is three (3) years.