

UNIVERSITY OF JOS JOS, NIGERIA



REGULATIONS GOVERNING THE CONDITIONS OF SERVICE OF SENIOR STAFF

AS REVISED AND APPROVED BY COUNCIL
ON 1st JULY, 1983.

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- (e) **“Centre/Division”** means a Centre/Division as constituted and established by the Senate and Council of the University
 - (f) **“Academic Staff”** including all persons holding appointments as members of the teaching and/or research staff of the University and whose primary job is teaching and/or research and shall also include professional library staff of the University Library.
 - (g) **“Non-Academic Staff”** includes all persons holding appointments other than those enumerated in paragraph (f) above.
 - (h) **“Employee”** means any academic and non-academic members of staff of the University holding a Senior appointment as may be decided by the Council from time to time.
 - (i) **“Family”** in respect of an employee means his/her spouse and his children, up to a maximum of five who are not more than 18 years old, or if over that age, but under 21 years, are still receiving full time education in an educational institution as full dependants of the employee.
 - (j) **“Child”** means child of the parents or legally adopted child aged less than 18 years or less than 21 years still in full time education who is unmarried and not in gainful employment and is wholly dependent on the member of staff concerned.
 - (k) **“Misconduct”** means general misconduct to the prejudice of the good name or reputation of the University, and/or of discipline and the proper administration of the University. Without prejudice to the generality of the foregoing, misconduct includes corruption, dishonesty; drunkenness in the course of duty; false claims against the University or any of its constituents parts; insubordination, negligence of duty, falsification, suppression or unauthorized disclosure of accounts or records; unauthorized dissemination or disclosure of University information or records; conviction for criminal offences other than traffic offences; absence from duty without excuse; the performance of any other acts which are inconsistent with, or failure to perform acts which are essential, for the proper execution of the duties for which the employee was engaged; disobedience of any order to proceed on leave or to a posting or of any lawful order issued by any legally constituted authority of the University; failure to appear or to answer questions satisfactorily in any investigation before any person or a body designated by the University or any of its constituent bodies for the purpose of investigating any matter provided for in or arising out of any of the affairs of the University, or these Conditions of Service. For the avoidance of doubt, misconduct includes any act of omission, utterance or publication which has the effect of embarrassing or tarnishing the good name of, or bringing into ridicule, the University, including the Senate, Council and/or the offices of the University.
 - (l) **“Session” or “Academic Year”** means the period of 12 months which begins on 1st October and ends on 30th September of the following year.
 - (m) **“Established Post”** means a post carrying emolument specifically provided for in the University Estimates approved by the Council, or as may otherwise be decided by the Council.
- “Date of appointment** means the date on which an employee assumes duty with the University.

PART II

APPOINTMENTS

SECTION 5

PROCEDURE FOR APPOINTMENTS

VACANCIES:

- (i) Vacancies on the establishment shall normally be advertised. Promotions may, however, be made from among serving employees of the University to fill any vacancy, and departure from this rule shall be subject to the approval of the Council in respect of non-academic appointments and of the Senate in respect of academic appointments.

(ii) Notification of Vacancies:

Head of Departments should send a list of all positions approved in the Estimates including likely resignation to the registry during the November/December periods. All vacant posts to be filled by advertisements shall be published in such a manner as to ensure adequate publicity both within and outside Nigeria.

(iii) Advertisements:

Advertisements of vacancies shall be made by the Registrar preferably during the months of January/February so as to enable local recruitment and appointment to vacancies to be completed by the month of June following and then allow for overseas recruitment.

The advertisement shall specify all such conditions, qualification etc. as are requisite for the vacant posts and manner of application.

For effective co-ordination, all advertisements for vacant positions are channeled through the Establishments Office,

(iv) Processing Applications:

The Registrar shall forward a copy of every application to the Head of Department concerned through the Dean/Director as soon as possible after the closing date of the advertisement for shortlisting of candidates for interview.

(v) Shortlisting:

The shortlisting of all applications shall be done by the Head of Department, after appropriate consultation with such of his staff and other persons as he may deem necessary; and the Registrar shall be informed as soon as possible thereafter. Provided that, in the case of a professorial post in a teaching unit of the University which has no Professor, the Dean/Director shall do the shortlisting but where the

Dean is himself not a Professor, the shortlisting shall be done by the Vice-Chancellor. The Vice-Chancellor shall approve the shortlists of candidates for the post of Reader or Professor as well as shortlists for administrative, technical and Professional posts of equivalent salary grades, before the candidates are invited for an interview.

(vi) Reference and Publications:

All relevant references shall normally be taken only in the case of candidate duly shortlisted for an interview. Shortlisted candidates for posts above the grade of Senior Lecturer or equivalent shall be required to submit not less than three copies of each of their publications or other evidence of research as may be required for the effective assessment of their applications:

(vii) Treatment of Publications:

On the receipt of the shortlist together with reprints of articles and other publications, the Registrar shall submit same to the Vice-Chancellor. The Vice-Chancellor after consulting with Dean/Director as appropriate, shall in respect of Readers or Professors refer such applications to assessors for evaluation after a prima facie case has been made at an interview. The Vice-Chancellor may utilise the services of any external agency or body as he may deem appropriate for assessment of the publications and qualifications of a candidate for appointment

(viii) Assessment and Interview of Candidates and Qualifications of Candidates:

The publications, qualifications and other relevant data in respect of any candidates for appointment for the post of Reader or Professor shall normally be sent to three assessors appointed from outside the University and no appointment to such a post shall be made unless two favourable reports on the candidates have been received and considered by the Interview/Assessment Panel or by the Appointments and Promotions Committee.

(ix) Recommendation for Appointment to the Appointments and Promotions Committee:

After interview of candidates the Registrar shall send the report of the Interviewing Panel to the Heads of Departments concerned through the Dean/Director as soon as possible for recommendation of successful candidate for appointment in order of priority.

(x) Appointments and Promotions Committee:

The Appointments and Promotions Committee shall consist of:

- (a) The Vice-Chancellor (Chairman)
- (b) The Deputy Vice-Chancellor (Administration)
- (c) The Deputy Vice-Chancellor (Academic)
- (d) Two Representatives of the Council not being members of Senate

- (e) All Deans of Faculties**
- (f) Two Representatives of the Senate not below the rank of Professor**
- (g) University Librarian**
- (h) Bursar**
- (i) Director of Works**
- (j) Registrar**
- (k) Director of Units and Institutes and Heads of Departments concerned will be in attendance only.**

(xi) Terms of Reference of the Appointment and Promotions Committee:

- (a) To consider all appointments to, confirmation of, and promotions amongst employees except to any post of Principal Officers of the University, provided always that the Vice-Chancellor shall have power to make temporary appointments to both the academic and non-academic staff for a period not exceeding one year.**
- (b) Where it is necessary to extend a temporary appointment made by the Vice-Chancellor, such extension shall normally be referred to the Appointments and Promotions Committee for decision. In the appointments of Professors, Readers or equivalent grades, the reports of external assessors shall be considered.**
- (c) To decide on the point of entry in the appropriate scale for a new member of staff on first appointment.**
- (d) To consider any other matter referred to it by any competent authority of the University.**

(xii) Interview Panel:

The Dean/Director after consultation with Heads of Departments, shall recommend interview/assessment Panels to interview candidates below the grade of Senior Lecturer or the equivalent. The Panel should consist of not less than four members:-

- (1) Chairman of the Panel who shall be appointed by the Vice-Chancellor from among persons who are not staff members assigned to the Faculty/Division/Institute concerned.**
- (2) The Dean/Director and the relevant Head of Department except that if the Head of Department is himself a candidate, he shall not serve on the Panel.**
- (3) At least two persons recommended by the Head of Department to the Dean. Such persons must have knowledge of the subject or field in respect of which candidates are being assessed or interviewed, and must not be of lower status than that of the post being interview for.**

Registrar's nominee will be Secretary.

For Post of Senior Lecturer or above:

The Interview Panel shall be constituted on the recommendation of the Dean with the approval of the Vice-Chancellor. The Panel shall consist of:

- (1) The Vice-Chancellor or his representative as Chairman
- (2) The Dean and the Head of Department where appropriate
- (3) One External Assessor to be appointed from outside the University, bearing in mind the discipline and qualifications relevant to the post for which candidates are being considered.
- (4) At least one person who shall be recommended by the Head of Department from among persons who are not staff members assigned to the Faculty/Institute or Division concerned.

Procedure for Selection of Principal and Some Other Officers of the University:-

When a vacancy occurs in the Office of Registrar, Bursar or Librarian, Director of non academic positions a selection board shall be constituted by the Council as follows:-

- (1) The Pro-Chancellor
- (2) The Vice-Chancellor
- (3) Two members appointed by the Council not being members of the Senate
- (2) Two members appointed by the Senate.

The selection Board, after making such enquiries as it thinks fit, shall recommend a candidate to the Council for appointment to the vacant office, and after considering the recommendation of the Board, the Council shall make an appointment to that office.

SECTION 6

CATEGORY OF POST AND THE QUALIFICATION FOR EACH CATEGORY

(i) ACADEMIC POSTS:

Applicants for academic posts shall possess the qualifications indicated below in respect of each category of post.

(a) Professor, Research Professor/ Associate Professor/ Reader and Research Reader:

Several (normally not less than ten) years of teaching, research and or professional experience in a University, an institution of University standing, or comparable institution; preferably a higher degree such as doctorate or

its professional equivalent; ability to initiate, develop and supervise research projects;

Some administrative experience; scholarly publications in reputable journals and in the case of books by reputable publishers; experience in initiating, developing and directing academic groups projects. Experience in working with inter-disciplinary groups.

(b) Senior Lecturer and Senior Research Fellow:

Normally a higher degree, preferably a Ph.D with a minimum of seven year of , teaching, research and or professional experience in a University, and institution - of University standing, or a comparable professional institution; Ability to initiate and develop research projects;

Some scholarly publications;

Experience in directing academic group discussions: Preferably some experience in inter-disciplinary group activities.

(c) Lecturers and Research Fellows Grades I and II:

Normally a higher degree, preferably in Ph.D. In the case of Faculty of Medical Sciences, the post-graduate degree such as the M.D., Membership of Professional Association, recognized by the Nigeria Medical Council for purposes of registration as a Consultant. Normally three years experience in teaching or research in University, an institution of University standing or a comparable institution:

Scholarly publication will enhance the prospects of a candidate.

(d) Assistant Lecturer/Assistant Research Fellow or Clinical Assistant Lecturer/Clinical Assistant Research Fellow in the case of Faculty of Medical Sciences:

Normally a higher degree after a good Honours degree. Candidates with good first degree, normally not below 2nd Class (Upper Division) or M B B S in the case of Medical Sciences or similar qualification who show evidence of considerable teaching or research potentials and or experience.

(e) Graduate Assistant:

A good Honours degree not normally below 2nd Class Honours (Upper Division) subject to the applicant showing adequate aptitude for teaching and or research. Special circumstances – candidate with 2nd Class Honours (Lower Division) – such appointment shall be on a yearly basis for the period of training.

(f) All appointments to Senior Library posts shall be made with similar considerations as applied to other equivalent academic posts.

(ii) NON-ACADEMIC POSTS (ADMINISTRATION):

Applicants for posts in the administration of the University shall normally possess the qualification indicated below in respect of each category of post. Exceptions may be made only in special circumstances approved by the Appointments and Promotions Committee.

(a) Deputy Registrar:

A good Honours degree of a recognized University or its equivalent, and at least normally 10 years post-qualification experience, substantial part of which must have been in a University or other comparable institution(s) of higher learning. Possession of relevant higher degree or post-graduate professional qualifications in the appropriate fields would be an advantage.

(b) Principal Assistant Registrar:

A good Honours degree of a recognized University or its equivalent, and normally eight years post qualification experience, a substantial part of which must have been in a University or other comparable institution (s) of learning. The possession of a relevant higher degree or post-graduate professional qualification in appropriate fields would be an advantage.

(c) Senior Assistant Registrar:

A good Honours degree of a recognized University, and relevant experience in University administration of comparable institution(s) for a period of not less than six years.

(d) Assistant Registrar:

A good Honours degree of a recognized University, relevant experience in a University administration, or comparable institution(s) for a period of not less than five years.

(e) Administrative Officer I

Applicants must have a good Honours degree, and at least three years of relevant experience in a University or comparable institution(s)

(f) Administrative Officer II:

Applicants must have a good Honours degree of a recognized University with potentials to perform in a University environment. Graduate teachers with administrative experience may be considered.

TECHNICAL POSTS

Post	Qualification	Year of Experience	Salary Scale
Technologist II	ANIST: AIST: ANMLT or AIMT, B.Sc or HND	Fresh from school	USS 7
Technologist I	As above	Minimum of 2 years	USS 8
Snr. Technologist	As above	not less than 5 years	USS 9
	M.Sc	2 years	
Principal Tech.	FNIMST: FIST, FNMLT, FIMT	1 year	USS 11
	As for Technologist II	10 years	
	M. Sc	8 years	
	Fellow	7 years	
Asst. Chief Technologist	As for Technologist II	12 years	USS 12
	M. Sc	9 years	
	Fellow	8 years	
Chief Technologist	As for Technologist II	14 years	USS 13
	M. Sc	10 years	
	Fellow	9 years	

AIMT with 5 years experience cannot be compared to a holder of FIMLT with 3 years.

Key to observations:

NIMLT	Nigerian Institute of Medical Laboratory Technology
IMLT	Institute of Medical Laboratory Technology
NIST	Nigerian Institute of Science Technology
IST	Institute of Science Technology
F....	Fellow of the appropriate body

BURSARY STAFF :

Post	Qualification	Years of Experience	Salary Scale
Deputy Bursar	Membership of either of the following Accountancy bodies registrable with the Institute of Chartered Accountants of Nigeria. Institute of Chartered Accountants of Nigeria, Association of Certified Accountants (ACCA), Institute of Chartered Accountants of England and Wales, Institute of Chartered Accountants of Scotland. Association of Certified Public Accountants (AICPA) U.S.A. Institute of Cost and Management Accounting	Normally 10 years or A good degree in Accountancy or Economics with 12 years post qualification experience Possession of a first degree and relevant post-qualification experience in a higher institution	USS 14
Chief Accountant	(Same as above)	a. 8 years b. 9 years Possession of post qualification experience in a higher institution would be an advantage	USS 13
Principal Accountant	(Same as above)	a. 6 years b. 8 years	USS 11
Senior Accountant	(Same as above)	a. 4 years b. 6 years	USS 9
Accountant I	A good honours degree in Accounting or Economics or Higher National Diploma (Accounting) with 3 years post qualification experience		USS 8
Accountant II	A good honours degree in Accountancy or Economics or Higher National Diploma in Accountancy		USS 7

Exceptions may be made only in special circumstances approved by the Appointments and Promotions Committee.

SECRETARIAL STAFF

Post	QUALIFICATIONS AND EXPERIENCE REQUIRED	SALARY SCALE
Confidential Secretary Grade II	Entry qualifications (Academic) & Professional/ WASC preferably with credit in English Language or G.C.E. Ordinary level in four or five papers including English Language or equivalent and R.S.A. with 100/50 words per minute in Shorthand and Typewriting respectively or equivalent plus 4 years stenographic experience including period of training. for holders of WASC or GCE (O/L) or 6 years for holders of S.75) Modern III or equivalent.	USS 6
Confidential Secretary Grade I	Entry qualifications (Academic) are as for Confidential Secretary II. Candidates should possess 120/50 w.p.m. Pitmans or RSA or Government Certificate or equivalent plus 6 years stenographic experience including period of training for holders of WASC or GCE (O/L) or 8 years for holders of S.75 Modern III or equivalent.	USS 7
Personal Secretary II	Entry qualifications (Academic) are as for Confidential Secretary II above. Candidates should possess 120/50 words per minute Pitmans or RSA or Government Certificate or equivalent plus 8 years stenographic experience for holders of WASC or GCE (O/L) or equivalent and 10 years for holders of S.75, Modern III or equivalent including period of training.	USS 8
Personal Secretary I	Entry qualifications (Academic) are as for Confidential Secretary II above. Candidates should possess 120/50 w.p.m. Pitmans or RSA or Government Certificate or equivalent plus 8 years stenographic experience for holders of WASC or GCE (O/L) or equivalent and 10 years for holders of S.75, Modern III or equivalent including period of training.	USS 9
Secretary to the Vice-Chancellor	Entry qualifications (Academic) are as for Secretary II above with at least 120/50 words per minute plus 10 years experience including period of training. Graduate with 120/50 words per minute plus proven ability and considerable experience.	USS 11

Secretaries could be promoted to Senior Personal Secretary and Principal Personal Secretary on USS 11 and USS 12

SECTION 7

APPOINTMENTS AND PROMOTIONS COMMITTEE

There shall be a standing committee known as the Appointments and Promotions Committee, charged with the responsibility for appointments and promotions to academic and non-academic position.

SECTION 8

CRITERIA FOR ASSESSMENT AND WEIGHTING

(i) As far as possible the following criteria and weighting shall be used in the assessment of candidate for appointments to academic posts:

(a) Academic Staff:

Qualifications	10 points
Teaching and Cognate Experience	15 points
Special Contribution or Service to University etc.	5 points
Current Research	15 points
Publications	20 points
Administrative Experience	5 points
Interview Performance	25 points
Referees Reports	5 points

Total: 100 points

(b) Non-Academic Staff:

Qualifications	15 points
Working Experience	25 points
Interview Performance	40 points
Personality	5 points
Contribution to Profession	10 points
Referee's Report	5 points

Total: 100 points

(ii) To be eligible for appointment, a candidate should normally obtain the following minimum scores

(a) Professor/Research Professor 70 points

(b) Reader 65 points

- | | |
|---|------------------|
| (c) Senior Lecturer/Senior Research Fellow | 55 points |
| (d) Lecturer Grade I/ Research Fellow Grade I | 45 points |
| (e) Lecturer Grade II/Research Fellow Grade II | 25 points |
| (f) Assistant Lecturer/Assistant Research Fellow | 20 points |
| (g) Graduate Assistant | 15 points |
- (iii) To be eligible for appointment as Professor, Reader or Senior Lecturer, candidates should be required, in addition to the scores indicated in sub section (ii) above, to obtain the following minimum points in respect of publications:**
- | | |
|------------------------|------------------|
| Professor | 15 points |
| Reader | 13 points |
| Senior Lecturer | 10 points |
- (iv) It should be noted that the scoring assessment above is basically to ensure an objective basis of comparability between candidates at particular interview/assessment exercise. In making a recommendation the interview/assessment panel or, the Appointments and Promotions Committee shall take into account all available relevant facts in order to reach an objective and fair decision.**
- (v) In the weighting of academic and professional qualifications, the following guidelines shall apply, bearing in mind the need to ensure as far as possible the equivalencies of degree from different countries:**
- | | |
|---|------------------|
| (a) A First Class Honours or Upper Second Class Honours degree, a Postgraduate degree (a Doctorate) and a recognized relevant professional qualification | 10 points |
| (b) A first Class Honours or a Second Class Honours (Upper Division) degree and a Masters degree | 8 points |
| (c) A First Class Honours or a Second Class Honours (Upper Division) degree and a recognized professional qualification | 8 points |
| (d) Bachelor's degree in Medicine, Dentistry or Pharmacy (if not classified e.g. M.B., B.S., B.D.S. or B. Pharm) | 7 points |

- (e) Bachelor's degree plus Masters degree and lesser Diploma, e.g. M.B., B.S. plus M.Sc and D.C.H. **8 points**
- (f) Bachelor's degree plus Doctorate and lesser Diploma e.g. M.B., B.S. plus M.D. AND D.C.H. **10 points**
- (g) A First Class Honours degree of a reputable University **8 points**
- (h) A Second Class Honours (Lower Division) of a recognised University plus a Masters degree or some teaching professional or research experiences **8 points**
- (i) A Second Class Honours (Upper Division) degree of a recognized University **5 points**
- (vi) To be eligible for appointment in the non-academic posts, a candidate should normally obtain the following minimum scores:
- | | |
|---|------------------|
| Deputy Registrar/Deputy Bursar/Chief Technologist | 60 points |
| Principal Assistant Registrar/Principal Accountant/
Principal Technologist | 55 points |
| All other posts the minimum score should be | 50 points |

SECTION 9

SUPERNUMERARY

Notwithstanding the provisions of section (5) of this part, prescribing advertisements for appointment in respect of established posts, any appointment or promotion to a supernumerary post. is personal to the holder, provided that in considering a candidate for appointment in any category including professorship under this section, the Vice-Chancellor shall have regard to the provisions of section 6 above relating to qualifications.

SECTION 10

TYPES OF APPOINTMENT

- (i) Appointments of staff to established posts shall be on pensionable basis, or on contract basis, or on secondment or transfer from such service in Nigeria as the University may accept for that purpose.
- (ii) Appointment to the post of professor shall be made on a permanent and pensionable basis and shall be pensionable subject to continued efficiency, until retiring age of 60 years, except where such appointment is on contract or on secondment, in which case, the conditions will be specified in the letter of appointment.
- (iii) Appointment below the rank of professor made on pensionable basis shall be tenable on probation for two years in the first instance, unless the contract on appointment specifies otherwise. Subject to satisfactory service, the appointment shall, therefore be confirmed and pensionable until the retiring age of 60 years. Any period of training, leave or study leave of six months or more granted to an employee before confirmation of his or her appointment shall be excluded for the purpose of calculating the two years of probation.
- (iv) Contract appointment shall normally be for two years for each contract term subject to renewal as the exigencies of the service may require.
- (v) Appointments on secondment may be made to a private service on terms mutually agreed between the University and the previous employer. However, only in exceptional cases may secondment to the University be approved.
- (vi) Every employee of the University is liable to assignment in respect of his or her duties in Jos or such other outstation as the University may determine.

A.

TEMPORARY APPOINTMENT

- (i) The Vice-Chancellor shall have the power to make temporary appointments of suitable candidates to vacant posts for up to a maximum of 12 months pending implementation of the procedure laid down for the interview and assessment of applicants and candidates as appropriate.
- (ii) The letter of temporary appointment to every candidate shall indicate the length of the appointment and shall not be valid until it has been accepted in writing;
- (iii) As long as the temporary appointment lasts, salary and allowances shall be on a monthly basis,
- (iv) Staff on temporary appointment shall not be entitled to any advances (salary or motor vehicle) and shall not be recognised for the purpose of pension benefits until the appointment is made permanent, provided that if an appointment on pensionable basis is subsequently made, the period of temporary appointment shall count in calculating the retiring benefits.

B. PERMANENT APPOINTMENT:

Appointment , other than temporary appointment specified in(A) above, shall be made on permanent basis, or on contract basis or on secondment or on transfer from the Public Service in Nigeria:

- (i) appointments of the rank of Professorship made on permanent basis shall be tenable until the retiring age.
- (ii) appointment below the rank of Professorship made on permanent basis shall be tenable for two years in the first instance on confirmation subject to satisfactory report until retiring age of 65.

C. CONTRACT APPOINTMENT:

Contract appointments are for a maximum of three years in the first instance and renewable by mutual agreement at the expiration of the contract subject to satisfactory performance, the needs of the University and the prevailing Federal Government Regulations on work permit and on maximum age limit etc.

D. PART-TIME TEACHERS:

- (i) There shall be four categories of part-time teachers:
 - (a) Associate Lecturers on an honorarium appointed on a yearly basis and shall be assigned duties by the Head of Department.
 - (b) Part-time Lecturer/Senior Lecturer/Reader/Professor or Consultant appointed on contract for limited periods of time take charge of regular courses for a given fraction of their time. Conditions of appointment must include readiness to accept responsibility for full courses and to spend whole days/mornings or afternoons in the University.
 - (c) Part-time Tutors/Demonstrators/ Lecturers (normally below the rank of Lecturer II) appointed to assist with teaching for a number of hours a week and for a limited period.
 - (d) Occasional Lecturer, if appointed at lecturer Grade II level or above, the incumbent will be required to give a number of lectures on a given topic on a once and for all basis. Proposals for part-time appointments shall be made by the Head of Department through the Dean to the Appointments and Promotions Committee. Such proposals shall normally be accompanied by the candidate's Curriculum Vitae.
Part-time appointments not lasting for more than a year can be approved by the Vice-Chancellor. Part-time appointments lasting for more than a year are to be referred to the Appointments and Promotions Committee for consideration and approval. In any case, no part-time appointment shall be for more than three years at a time.

E. VISITING PROFESSORS AND SHORT-TERM CONTRACT APPOINTMENT:

All candidates for appointment as Visiting Professors, etc, shall be duly considered by the Appointments and Promotions Committee, provided that the Vice-Chancellor may after making such consultation as deemed fit make appointment for periods not exceeding one year and afterwards report such appointment to the Appointments and Promotions Committee.

- (ii) The Vice-Chancellor shall have power to make short term contract appointment which shall be reported to the Appointments and Promotions Committee.

SECTION 11: APPOINTMENT OF HEAD OF DEPARTMENT

- (i) A head of an Academic Department shall be appointed by the Vice-Chancellor after consultation with the Dean.

(ii) Eligibility

To be eligible for appointment as a Head of Department, the candidate must be a Professor in the Department or Institute concerned.

(iii) Tenure:

Appointment to the Headship of a Department or Institute shall normally be for two years in the first instance.

The appointment may, however, be extended for further period if the Vice-Chancellor after consultation with the Dean, is satisfied that the over-riding interest of the University and the Department justifies such extension.

(iv) Rotation:

Where there is only one Professor, he shall be appointed as Head of Department for two years, and the appointment shall be renewed for another two years where there is no other Professor.

- (v) Where there are more Professors than one, normally the most senior, unless he has expressed his unwillingness to serve, shall be appointed Head in the first instance, thereafter, appointment shall normally be by rotation and in order of seniority subject to 11 (iii) above. Seniority shall be determined by the date of appointment as Professor.
- (vi) Where there are no other Professor in a Department, or Institute, appointment to Professorship should automatically mean an appointment to Headship of that Department or Institute for two years in the first instance. The Vice-Chancellor shall write to the new appointee inviting him to head the Department or Institute, unless he has expressed, in writing his unwillingness to serve in that capacity.

- (vii) Appointment as Head of Department shall not be automatic under the rotatory system. The member of staff concerned must demonstrate administrative ability before being appointed, in addition to being eligible under the general criteria for rotatory headship.

SECTION 12: COMBINATION OF CERTAIN FUNCTIONS

No one staff member shall hold more than one of the posts of Deputy Vice-Chancellor, Dean of Faculty and Head of Department at one and the same time, except for the purpose of meeting some specific need on the approval of the Vice-Chancellor.

SECTION 13: THE DUTIES OF A HEAD OF DEPARTMENT

The duties of a Head of Department shall include:

- (i) Responsibility for Research work
- (ii) Responsibility for Teaching and ensuring efficient standards
- (iii) Responsibility for advice on curriculum development
- (iv) Assisting the Dean in respect of day to day discipline of the members of staff and students assigned to the department
- (v) Assigning responsibilities to the members of staff of the department and supervising and coordinating their work
- (vi) Advising on the evaluation of qualifications and experiences of prospective members of staff for appointment to work in the department
- (vii) Financial responsibility for all Departmental property
- (viii) Serving on the Committee of Heads of Departments which would meet as required by the Dean of collective deliberations and advise on matters of interest to the faculty, for rendering any informal advice to the Dean on the affairs of the Department. In pursuance of these objective, the Head of Department can correspond directly with the Registrar, Bursar and other University officials on matters affecting his Department other than the appointment, promotion and discipline of senior academic and technical staff members on which he can correspond with the Vice-Chancellor only through the Dean.

SECTION 14 ACTING HEAD OF DEPARTMENT

(i) Eligibility and Tenure:

- (a) In a Department in which there is no Professor, the most senior member in the Department who shall not be below the rank of a Senior Lecturer, shall be eligible for appointment as an Acting Head of Department.
- (b) The Headship for the Department will be on a yearly basis up to a maximum of three years per person until there is a Professor in the Department.

(i) Responsibilities:

An Acting Head of Department is responsible through the Dean to the Vice Chancellor for the smooth running of his Department. He shall exercise the same functions and responsibilities as that of a substantive Head of Department.

SECTION 15:

APPOINTMENT OF DEANS

(i) Eligibility and Tenure:

- (a) Where there are two or more professors in a Faculty, the Faculty shall elect by secret ballot, one of the Professors as Dean of the Faculty.
- (b) The term of office of Dean shall be two academic years in the first instance, but a Dean is eligible for re-election for a further period of two years only, after which he may be elected again until two years has elapsed.
- (c) Where there is only one Professor in a Faculty, that Professor shall be deemed to be Dean of that Faculty.
- (d) If there is no Professor in a Faculty, the office of the Dean of the Faculty shall be held in rotation by members of the Faculty of the rank of Reader or Senior Lecturer on the basis of seniority as determined by the Vice-Chancellor.
- (e) Where although there are two or more Professors and no nomination is received from such Faculty, the Vice-Chancellor shall after consultation with the Faculty members concerned, appoint someone to act as Dean of it for such period as may be specified in the instrument of appointment, or until a Dean is duly appointed or elected as the case may be. In any case, this should not be more than three months from the date of such appointment.
- (f) The Dean of a Faculty may be removed from office for good cause by the Faculty Board after a vote would have been taken at a meeting of the Board and in the event of a vacancy occurring following the removal of a Dean, an Acting Dean may be appointed by the Vice-Chancellor provided that at the next Faculty Board meeting an election shall be held for a new Dean.
- (g) In this article 'good cause' has the same meaning as in Section 13(3) of the Act.

(ii) Responsibilities of a Dean:

- (a) The Dean shall be responsible to the Vice-Chancellor on all matters relating to the appointment, promotion and discipline of Academic and Senior Technical Staff after due consultation with Heads of Departments.
- (b) He shall be the Chairman at all meetings of the Faculty Board when he is present and he shall be a member of all Committees and other Boards appointed by the Faculty.

- c The Dean of a Faculty shall exercise general superintendence **over academic and administrative affairs** of the Faculty. It shall be the function of the **Dean to present to convocation** for the conferment of degrees persons who have qualified for the Degrees of the University at examinations held in the branches of learning for which responsibility is allocated to the Faculty.
- d He collates, co-ordinates and presents the budgetary and other proposals of the Faculty, following consultations with Heads of Departments. He represents the Faculty at the Appointments and Promotions Committee, to which he may invite Heads of Departments to join him as necessary.
- e There shall be a Committee to be known as the Committee of Deans, consisting of all the Deans of the several Faculties and that Committee shall advise the Vice-Chancellor on all academic matters and on particular matters referred to the University Council by the Senate.

SECTION 16 APPOINTMENT AND REMOVAL OF HALL MASTERS/MISTRESSES AND WARDENS

- (i) Hall masters, hall mistresses and wardens shall be appointed by the Vice-Chancellor from among the senior academic and non-academic staff of the University.
- (ii) The term of office of a hall master or hall mistress shall be two sessions, provided that the appointment may be renewed for another period of two sessions, so that no person may hold the office of hall master/mistress continuously for longer than four sessions.
- (iii) The term of office of a hall warden shall be one session, provided that the appointment may be renewed annually, so that no person may hold the office of warden continuously for more than three sessions.
- (iv) The Vice-Chancellor may remove a hall master, hall mistress or hall warden from office on the grounds of inefficiency or misconduct.
- (v) A hall master or hall mistress shall be responsible to the Vice-Chancellor for the effective administration of the hall(s) of residence assigned to him/her including the discipline of the members of staff and students assigned to the hall(s). A hall master or mistress shall act in respect of students in loco parentis in addition to co-ordinating the administration of the hall.
- (vi) Hall wardens shall serve as executive officers of the hall(s) to which they are assigned and shall be responsible to the hall master for the day to day administration of the hall(s) for the enforcement of rules and regulations including recommendation to the hall master/mistress in respect of students and staff discipline.

SECTION 17

OTHER APPOINTMENTS

- (i) Employees shall be responsible to the Vice-Chancellor for the performance of their duties, through the appropriate Heads of Departments.
- (ii) For an academic position, the employee shall be under the direction and supervision of the Head of department and the Dean. The employee's responsibilities shall include teaching, research, and conduct of examinations, and the marking of examination scripts. In addition, the employee may be required to undertake administrative or other tasks within the University.
- (iii) For administrative or other non-academic staff the employee's responsibilities shall be such as may be assigned by the Registrar, or Head of Department where he is employed or assigned. In addition, the employee may be required to take part in the general work and discipline in the University and/or in the extra-mural work and extension service of the University.

SECTION 18

MARRIED WOMEN

Only in exceptional cases and with the approval of the Vice-Chancellor will a husband and wife be appointed to the same Department. In cases where both husband and wife would normally be entitled to University housing or allowances, only one of them shall enjoy the facilities.

Divorced women shall be treated as their male counterparts on production of the following:

- (a) Photocopies of her legal documents granting such divorce.
- (b) In cases where children are involved, she will produce photocopies showing that she is the legal custodian of the children.
- (c) Such facilities shall cease as soon as such a woman gets married again.

SECTION 19

DOCUMENTATION OF STAFF ON ARRIVAL

- (i) Newly recruited members of staff must be fully documented in the Registry and in the Bursary. The Head of Department must write to the Registrar (Establishments) stating that such a staff has actually assumed duty in the Department
- (ii) On presentation of such a letter from the Head of Department together with original academic documents, the member of staff shall be documented. The new members of staff shall himself carry a copy of the documentation letter to the Bursar from Establishment Office before such a staff can have a file opened for him in the Bursary.
- (iii) No new member of staff shall be documented until he/she shows evidence of the qualifications he/she claims to have.

SECTION 20

MEDICAL EXAMINATION

The appointment of an employee shall not be valid unless the employee produces to the Registrar evidence of good health or a medical certificate issued by the Director of the University Health Services or, in exceptional cases, by any other qualified medical practitioner approved by the Director. Where an employee submits a medical certificate from a medical practitioner who is not employed by the University, the employee may at any time be required to undergo a further medical examination by the University to the satisfaction of the Director of the University Health Services.

SECTION 21

DECLARATION OF AGE

Every employee shall produce legal evidence of his/her age on first appointment. This shall be in the form of birth certificate issued by an appropriate authority, or an affidavit sworn to immediately before, or as soon as possible but in any case not later than 3 months after appointment.

SECTION 22

CONFIRMATION OF APPOINTMENT

- (i) All appointments to posts below the rank of Professorship made on permanent basis shall be subject to two years probation, and thereafter, subject to consideration for confirmation
- (ii) All appointments subject to confirmation shall terminate unless confirmed or extended by the Appointments and Promotions Committee.
- (iii) Appointment may be either confirmed to retiring age of 60 or extended for specific periods or terminated after due notice has been given to the member of staff concerned.
- (iv) Confirmation to retiring age after the probationary service shall for the academic staff be subject to satisfactory evidence of scholarly research and teaching ability displayed by the member of staff concerned.

For non-academic staff, evidence of satisfactory service and professional competence shall be required.

- (v) Any period of training, leave or study leave of six months or more granted to an employee before confirmation of his or her appointment shall be excluded for the purpose of calculating the two years of probation.
- (vi) In deciding on confirmation of appointments, the Appointments and Promotions Committee will consider an up to date curriculum vitae of the member of staff concerned as well as recommendations from his/her Dean or Head of Department.

- (VII) A recommendation for non-confirmation or deferment of confirmation should be made only after the member of staff concerned has been warned of his or her short-comings and has been given sufficient time to remedy this. If after this it is still necessary to recommend non-confirmation or deferment, this should be done at least three months before the date when confirmation is due.
- (VIII) Where extension of period of probationary service is granted, member of academic staff shall not have more than a total of six years nor member of administrative and technical staff more than a total of four years during which his/her appointment shall be confirmed or terminated.

SECTION 23

RENEWAL OF CONTRACT

- (i) Staff on contract appointment should apply for renewal of contract through the Head of Department and Dean to the Registrar.
- (ii) Application for renewal of contract should be made at least three months before the expiration date of contract.
- (iii) Heads of Department must comment even briefly on the quality of teaching and/or research or administrative performance of the members of staff concerned and state definitely whether or not renewal is recommended.
- (iv) Recommendation for renewal or non-renewal shall be submitted through the Dean to the Establishment Officer, who should then attach additional comments and pass to the Vice-Chancellor for necessary action or send to the Appointments and Promotions Committee for consideration
- (v) A recommendation for non-renewal of contract shall be made after a warning to the staff, giving him or her a chance to remedy the short-comings.
- (VI) If recommendation for non-renewal of contract will be made, the Head of Department shall advise the employee concerned at least three months in advance, of his intention not to recommend renewal.

Generally, renewal of contract is done by the Appointments and Promotions Committee especially during semester period. However, during long vacation or in exceptional circumstances, the Vice-Chancellor can approve this on behalf of Appointments and Promotions Committee. All such administrative actions shall be reported to the next Appointments and Promotions Committee meeting.

SECTION 24 OUTSIDE COMMITMENTS AND DEVOTION TO DUTY

- (i) All employees of the University are required to devote their full time to the service of the University;
- (ii) An employee shall not engage in any other gainful employment, business, trade or other professional practice without the authority of the University conveyed by the Registrar;
- (iii) An employee shall not engage in any other duties outside the University whether for gain or not to the detriment of his/her responsibilities to the University;
- (iv) Without prejudice to (ii) above, an employee may seek the permission of the University to offer remunerative service outside the University, provided that the Head of Department concerned is satisfied that this will not impair the performance of his/her University duties. Where such permission is granted, the employee will be entitled to only 50% of the net remuneration received and the other 50% shall be paid to the University;
- (v) An employee shall not ask for, nor accept any property or benefit or gift of any kind for himself/herself or any other person as a condition for the discharge of his duties;
- (vi) An employee shall maintain the confidentiality of the University; confidential information or activities and shall not put to his or her personal advantage or to advantage of any other person, any confidential information acquired by him/her in the course of his/her duties to the University;
- (vii) An employee shall maintain his/her loyalty to the University at all times;
- (viii) An employee shall carry out duties assigned to him/her from time to time by the Head of his or her Department or the Vice-Chancellor.

SECTION 25 CESSATION OF EMPLOYMENT

Apart from death, an employee's employment may cease by:

- (a) Resignation
- (b) Termination by the University
- (c) Normal Retirement
- (d) Retirement on medical grounds.

- (i) A Professor, Registrar, Bursar or Librarian, unless appointed for a specific contractual period shall not terminate his/her appointment other than on the 30th September in any year, after having given to the Council not less than six months' notice in writing of his/her intention to do so unless the consent of the Council be otherwise obtained. In cases of emergency, the Vice-Chancellor may waive part or all of such notice but shall, thereafter, report to the Council accordingly;
- (ii) **Academic Staff other than Professors:**
An Academic member of staff shall not terminate his/her appointment other than on the 30th September in any year, after having given to the Council through the Head of his/her Department not less than three months notice in writing of his/her intention to do so unless consent of the Vice-Chancellor be otherwise obtained;
- (iii) **Temporary Academic Appointment:**
Where an appointment is for one year or less, the appointment may be terminated at any time during the period on one month's notice in writing. In the case of temporary appointments subsisting for more than one year, three months' notice in writing shall be required unless otherwise stated in the letter of appointment, or dispensation is granted by the Vice-Chancellor.
- (iv) **Non-Academic Staff other than Registrar and Bursar;**
The appointment of such employees may be terminated at any time by three months' notice in writing.
- (v) **Temporary Non-Academic Staff:**
These appointments which are normally tenable for periods of one year or less, may be terminated at any time by one month's notice in writing.
- (vi) **Passage Entitlements on Resignation;**
After an employee resigns (other than on completion of his contract or on normal retirement) at time when he has not completed a full session he shall normally be entitled only to a portion of his travelling expenses corresponding to the proportion of the session which he has completed;
- (VII) An employee resigns before he/she has completed six months service with the University shall not be entitled to repatriation passages and shall refund to the University the cost of previous passages incurred on his/her behalf;
- (VIII) A member of staff resigning within one month's notice may not be eligible for repatriation of himself and family unless a satisfactory reason is given for the extra expense by the University;

(IX) A contract member of staff resigning before the expiration of his or her contract will only be entitled to baggage allowance and contract gratuity on the approval of the Vice-Chancellor himself.

B. TERMINATION BY THE UNIVERSITY

- (i) An appointment may be terminated by the Council of the University on any of the following grounds;
- (a) If the employee in relation to his duties is guilty of misconduct, gross inefficiency or wilful refusal his obligation or duties to the University;
 - (b) If the employee becomes incapable by the reason of general inefficiency or any infirmity of mind or body, of rendering further efficient service to the University.
- (ii) Appointment shall not be terminated until:
- (a) An employee has been notified in writing of the grounds on which consideration is being given to the termination of his appointment;
 - (b) The employee has had an opportunity of replying to the allegations, if any, made against him/her and/or of making any written and or oral representations in respect thereof; and the Council or any Committee to which the Council may have delegated power in that regard, has considered such representations. For this purpose, the employee shall be given not less than one week in which to reply and make his representations;
- C** The employee whose appointment is being considered for termination may, at the discretion of the Council or at his own request, be given an opportunity of appearing in person at the meeting of the Council at which the termination of his appointment is to be considered. Where an appointment may be terminated in accordance with sub-section (i) and/or (b) above, the Council may at its discretion, in lieu of termination permit the employee to resign his appointment in accordance with section 26 of this part;
- (iii) Where an appointment is terminated in accordance with sub-section (i) (a) of this section, the employee shall not, unless the Council otherwise resolves be entitled to receive accrued leave pay or travelling expenses;
- (iv) Where an employee resigns his appointment or has his appointment terminated, a sum of not less than one month salary shall be retained by the Bursary from his final entitlements to meet any dues from him in respect of electricity bills, damage to property, etc. The balance from this amount shall be refunded to him within the month following after all deductions if any, have been made.

C. DISMISSAL:

Where an employee commits an offence which, in the opinion of the Council is serious enough to demand greater punishment than termination of his appointment, the Council may dismiss such an employee. An employee so dismissed shall lose all benefits normally accompanying cessation of appointment.

D. WITHDRAWAL OF SERVICE:

An employee who has successfully completed ten years' service but less than 15 years may withdraw his services and will receive one year salary as gratuity only.

E. NORMAL RETIREMENT:

- (i) An employee shall retire from the service of the University on his 60th birthday, unless the University decides to extend his or her services for a longer period.
- (ii) The extension of service after the 60th birthday shall only be approved if a University Medical Officer annually certifies the employee's fitness to continue. The extension shall be on a year to year basis.
- (iii) An employee may retire from the service of the University at any time after reaching his or her 45th birthday, on giving three months' notice.
- (iv) An employee can retire at any time after 15 years service before he/she attains the age of 45 provided that no pension will be due until he reaches his 45th birthday.

F. RETIREMENT ON MEDICAL GROUNDS:

An employee may be called upon by the Vice-Chancellor to retire with three months' notice, if he is declared by the University Health Panel to be incapable of discharging his 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.

PART III

SECTION 26

PROMOTION AND INCREMENTS

Promotion means the elevation or advancement of an employee to an office or position of higher rank on the grounds of merit. Such merit is assessed partly, but only partly on the character and efficient performance of the employee in his current position; more importantly, promotion is based on the assessed overall ability for the higher post. For this purpose an upward regrading to overcome a previous anomaly in appointment shall not be regarded as a promotion.

SECTION 27:

QUALIFICATIONS AND CONDITIONS FOR PROMOTION AND UPGRADING

- (i) Candidates for promotion shall possess all the qualifications, experience and other requirements of post for which they are being considered (See section 8 above). The Appointments and Promotions Committee may, in special cases, however, waive any particular qualification in respect of an employee of outstanding merit who may by reference to his character, maturity and experience, be expected to be able, fully, to discharge the duties of the higher office.
- (ii) A candidate shall not be considered for promotion unless he has completed not less than three years in his current grade. An elevation of employee to a rank of higher status which does not meet this minimum requirement shall be deemed to be regrading which is justifiable only on the ground that the employee has been previously undergraded by reference to his qualifications, experience and ability.
- (iii) Without prejudice to (ii) above, a member of staff may respond to an advertisement and may get appointed to a higher post as a result, any time before confirmation of appointment.
- (iv) No promotion shall be affected or valid unless there is an established post thereof. Where in an exceptional circumstance it is considered necessary, in the interest of the University to effect a promotion it shall be made personal to the employee concerned.

SECTION 28

ACCELERATED PROMOTION

A promotion shall be deemed to be accelerated promotion where an employee has not reached the top of his present scale.

SECTION 29

EFFECTIVE DATE OF PROMOTION

Save in exceptional circumstances a promotion shall take effect on the first day of October subsequent to the date in which the promotion was approved by the Appointments and Promotions Committee provide that where completion of the formalities of the promotion have been delayed for serious administrative or other good reason, the Committee may at its discretion determine any other day as the effective day of promotion.

SECTION 30

SALARY AND PROMOTION

An employee who is promoted shall normally enter the normal grade level of the new post at the first point of the scale. However, that he shall not thereby earn a salary which is lower than his salary before promotion.

SECTION 31

ANNUAL EVALUATION REPORT

- (i) The assessment of employees for promotion shall take into account among other things, the character, efficiency, loyalty, and devotion to duty of the staff concerned. In order to provide an objective basis for a continuing assessment, all Heads of Departments are required to submit an annual evaluation report on the form approved for the purpose by the Appointments and Promotions Committee on every employee within the department who has completed six months in the employment of the University from the date of reporting.
- (ii) The annual evaluation report mentioned under sub-section (a) above shall be written in triplicate. One copy shall be retained by the Head of Department (or the Dean in respect of an Academic Department) who shall forward two copies to the Registrar. The report shall include an appraisal of the work, and the character of the staff member in respect of whom it is written for the proceeding 12 months.
- (iii) An annual evaluation report shall, before submission, be brought by the Head of Department, to the notice of the employee in respect of whom it is written who shall initial the report and if he so desires he may comment thereon for the attention of the Appointments and Promotions Committee.

SECTION 32

PROMOTION MACHINERY AND RECOMMENDATIONS FOR PROMOTION

Soon after receiving a notice from the Registrar, a Head of Department shall make recommendations for promotion in respect of employees of his department after due processes by Faculty/Division Appraisal Committee to the Appointments and Promotions Committee supported with reports of the persons being recommended. The reports be sufficiently detailed to enable the Committee assess the recommendation.

SECTION 33

SELF – SPONSORSHIP FOR PROMOTION

- (i) Any employee who has not been recommended for promotion and who feels that his claims for promotion have been overlooked, may make representations to that effect through his Head of Department, Dean/Director to the Appointments and Promotions Committee. Such representations with supporting evidence if any, shall be submitted with the comments of the Head of Department.
- (ii) No representation under sub-section (i) above will be entertained, unless an employee concerned has been on the grade from which he is seeking promotion for at least two years.

SECTION 34

WITHDRAWAL OF PROMOTION

- (i) At any time after promotion is communicated to an employee the Appointments and Promotions Committee may, if it considers it necessary, in the interest of the University, withdraw, suspend or defer the said promotion on the grounds that the promotion previously granted was based on a mistake or false information, or that such promotion cannot stand in the light of misconduct or other reasonable cause revealed since the notification of the said promotion.
- (ii) Any action of Appointments and Promotions Committee under sub-section (i) above shall forthwith be reported to the Council of the University and any employee affected by the said action may appeal to the Council within the period of one month from the date of notification of the Committee's decision.

SECTION 35

PROMOTION DURING STUDY LEAVE

- (i) A member of staff who is away on study leave will be entitled to his/her annual increment as long as the work he/she is doing is relevant to the work in his/her faculty.

- (ii) However, a member of staff away on study leave cannot be considered for promotion until after completion of the course and return to post.

SECTION 36

ANNUAL INCREMENT

- (i) An employee who has not reached the maximum point in the salary grade applicable to him shall be granted an increment annually in accordance with the appropriate salary scale.
- (ii) An increment is granted on the understanding that an employee has attained the minimum standard of efficiency and conduct that may reasonably be expected of an officer of his rank and status.
- (iii) The incremental date of employees shall be the 1st of October, provided that no increment shall be granted in the October following in respect of an employee who is appointed to the service of the University or who enters a new salary scale on or after 1st April in any year.
- (iv) Where a Head of Department is satisfied that an employee has not attained requisite standards of efficiency and/or conduct, he may make recommendation for the deferment or withholding of the employee's increment and the matter shall forthwith be referred to the Appointments and Promotions Committee for determination.
- (v) If the Appointments and Promotions Committee decides that the increment of an employee be withheld or deferred the decision and the grounds thereof shall be indicated to the employee who may, within one month of being notified of the decision, appeal to the Council.
- (vi) An employee who does not fill the Annual Appraisal Form will not be entitled to annual increment.

SECTION 37

ANNUAL LEAVE

- (i) All employees shall take vacation leave as soon as it falls due. When an employee is not permitted to take his leave or part thereof due to exigency of service, such leave shall be frozen until retirement, resignation or expiration of contract.
- (ii) As a transitional measure only, all vacation leave which falls due and was not taken before the commencement of this conditions of service may, subject to satisfactory evidence certified by the Head of Department to that effect, be

accepted by the Registrar as accumulated leave. Such accumulated leave may be exhausted together with annual vacation leave earned for the time being within three years. Where, due to the exigencies of the service certified by the Head of Department, it is not possible to exhaust such leave within the period of three years, any balance thereof shall be taken at the time of due cessation of service with the University, by resignation, termination of appointment, completion of contract, or retirement;

(iii) Non-Academic Staff:

A non-academic member of staff shall be entitled to 30 days' vacation leave per annum. This shall be inclusive of all public holidays, Saturdays and Sundays falling due during the period. Such vacation leave may be taken at any time of the year subject to the exigency of the service. As far as possible such leave should nowever, be taken during the long vacation,

(iv) Academic Staff:

Academic staff shall be entitled to four weeks' vacation leave and a further four weeks' research leave per annum. Such leave shall, as far as possible be taken during the long vacation. Vacation and research leave shall be approved by the Dean on the recommendation of the Head of Department. Before proceeding on leave, members of staff are required to fulfill all obligations relating to the sessional examinations including resit or referred examinations when outstanding. Any employee who fails to comply with this regulation will be considered to have committed misconduct. Leave spent on summer or other programmes or assignments for which the staff members receive additional remuneration shall be deemed to have been taken;

(v) Special Cases:

Without prejudice to the provision in sub-section (3) above, members of staff may take their leave other than during the long vacation in accordance with the roster approved by the Dean/Director on the recommendation of the Head of Department;

(vi) Other Staff:

Deans, Directors and persons of similar or higher status shall take their leave with the approval of the Vice-Chancellor. Heads of Departments shall take their leave with the approval of their Deans or Directors. Administrative and other staff within the Registry shall take their vacation leave with the approval of the Registrar. Administrative staff assigned to faculties and other departments outside the Registry shall take their leave with the approval of the Head of Department concerned; provided that the leave is with the prior approval of the Registrar, professional, technical and other staff members not assigned to the Registry shall take their leave with the approval of the Head of Department concerned.

LEAVE GRANTS

- (vii) The rates of Leave Transport Grants payable shall be in accordance with Federal Government Regulations approved from time to time. The rates meanwhile are as follows:**

USS 7 and above Married male	₦200.00
USS 7 and above Single male/female or married female	₦100.00
USS 6 Married male	₦160.00
USS 6 Single male/female or married female	₦80.00

Double claims are not permitted where both husband and wife are employed in any arm of the Public Service. Both husband and wife may claim at single rates.

SECTION 38

SPECIAL LEAVE

- (i) Leave with pay on compassionate grounds, casual leave, or leave for urgent private affairs up to a total of 10 days in any given year may be approved by the Head of Department (and by the Dean and the Director or by the Dean and the Vice-Chancellor as appropriate).

Special leave in excess of this may be granted only by the Vice-Chancellor on the recommendation of the Head of Department through, where appropriate, the Dean and the Director, taking into account any vacation leave due to the employee concerned at the material time.

- (ii) Special leave shall be notified to the Registrar, Head of Department as soon as it is granted and also on resumption of duty by the employee concerned
- (iii) Leave for medical treatment outside Nigeria may be granted to an employee, expatriate or Nigerian by the Vice-Chancellor on such terms as he deems fit, on the recommendation of the Health Panel certifying that such treatment cannot be obtained in Nigeria, and that it is essential that treatment be obtained outside Nigeria. In such cases, the Vice-Chancellor may on the recommendation of Director of Health Services authorise the refund of the medical expenses of an employee. An employee finding it necessary whilst abroad, to undergo treatment by which he may seek a refund shall inform the University or its overseas representatives of the circumstances as soon as possible. Refunds may be refused if the University is not satisfied from the medical report that the treatment was necessary.

SECTION 39 LEAVE OF ABSENCE WITHOUT PAY

An employee may for special reasons be granted unpaid leave for up to a full year on the recommendation of the Head of Department with the support of the Dean as appropriate. Where such leave is intended to enable the employee concerned take on paid employment, he shall be liable to pay to the University 10% of his basic University salary, in order to maintain his pension rights provided that if the employment is to be undertaken within an approved public service in Nigeria, the liability may be waived by the Appointments and Promotions Committee.

SECTION 40 ABSENCE FROM THE UNIVERSITY OR OTHER APPROVED PLACE OF WORK DURING TERM

- (i) Employees who intend to be away from duty or from Jos or other place of work, on University research or other business shall, if such absence does not exceed 10 working days, seek approval of the Head of Department and where appropriate the Dean and the Director. Where such absence will exceed 10 working days, the approval of the Vice-Chancellor shall be sought;
- (ii) All Heads of Departments and other persons of similar or higher status shall seek the approval of the Vice-Chancellor on any occasion that they may wish to be absent. Requests for such leave of absence except in demonstrated cases or emergencies must reach the Vice-Chancellor at least 10 days before the date of commencement of the proposed absence.

SECTION 41

MATERNITY LEAVE

- (i) Both married and unmarried female officers who are pregnant are entitled to 12 weeks' maternity leave with full pay. The annual leave for that year will, however, be regarded as part of the maternity leave. Where this annual leave has already been enjoyed before the grant of maternity leave, that part of the maternity leave equivalent to the annual leave will be without pay.
- (ii) A female employee who has served for less than six months shall not be eligible for maternity/annual leave under section 41 (i). Any such period of absence shall be without pay.

SECTION 42

SICK LEAVE AND INVALIDATION

- (i) An employee shall be entitled to sick leave with full pay on production of a medical certificate issued by the Director of Health Services or a Medical practitioner approved by him. On consideration for such report, the Vice-Chancellor may grant sick leave on full pay up to six months from the date of which the

employee became incapable of work, but the total amount of sick leave granted with full pay will not normally exceed six months in any period of two years.

- (ii) At any time during the illness of an employee, the University or the Vice-Chancellor may require such employee to submit himself for a medical examination with a view to determining whether or not the employee shall be invalidated from service.
- (iii) The University Council may terminate an employee's appointment at any time with three month's notice if he is unable to work due to apparent illness but if he refuses to undergo a medical examination in accordance with the provisions in section (2) above or appropriate treatment.

SECTION 43

TERMINAL LEAVE

An employee departing at the expiration of his final contract or under section 25(ii) will be granted paid leave as follows:

- (i) An employee of the teaching staff departing at or after the end of the 2nd Semester having satisfactorily completed his University duties for **at least** one session.
- (ii) An employee leaving the University service before the end of a session may be granted leave on prorata basis based on the current leave policy in force.

SECTION 44

EFFECT OF STUDY LEAVE, SICK LEAVE, TRAINING LEAVE STUDY FELLOWSHIP ETC. ON VACATION LEAVE

- (i) Periods spent on study leave, training leave, sick leave or study fellowships **will** not be leave earning. Any such training, study fellowship or other leave lasting more than six months will be considered to have used up any leave earned but not taken before the fellowship began.
- (ii) No vacation leave shall be earned if the period an employee is to proceed on or return from training leave, study leave, study fellowship or other leave, is less than six months.

SECTION 45

STUDY LEAVE

- (i) A member of academic staff and in exceptional circumstances a member of non-academic staff may be granted study leave for the following purposes;
- (a) to afford him/her an opportunity to write up research work, to use library or other facilities not available locally or to undertake extensive field work and the collection of materials.

- (b) to write up a thesis for a higher degree, acquire a professional qualification, or
- (c) to refresh his knowledge by contact with work being conducted elsewhere.

(ii) Study Leave may be allowed at the discretion of the Senate if:

- (a) Senate approves the programme of studies to be carried out; the relevant Head Department is satisfied that a staff member can be spared without a replacement to be paid for by the University.
- C** the applicant has, if one semester study leave is sought completed six semesters at the University since his first appointment or his/her return from a previous study leave or training leave.
- (d) the applicant should undertake to submit a report to the Senate on the studies carried out, and to return to the University to work until the end of session in which he returns or for nine months (including any period of terminal leave) whichever is longer.

In any instance in which an applicant is not allowed a full study leave covered by paragraph (c) above he may subsequently apply for the balance under the same conditions, but reckoning the deferred portion as if it has been taken immediately after the first portion, for the purpose of determining when he may next apply for study leave.

Any study leave not covered by these provision requires the approval of the Council.

SECTION 46 STUDY LEAVE PROCEDURES AND CONDITIONS

An application for study leave must be submitted to the Registrar through the Head of Department. The Registrar will forward it for consideration by Academic Policy Research and Publications Committee. Study leave will normally be granted on full pay but if the employee takes up paid employment during his study leave he must inform the Vice-Chancellor who may reduce or suspend the payment of salary for the leave period.

- (i) Staff on study leave will be allowed passages for himself, wife and up to 5 children only.
- (ii) Only those who are called upon or nominated by the University to undergo a special training or re-training programme in a special area of need of the University will be entitled to receive their normal salary plus allowances and approved tuition and other fees.
- (iii) Staff who have served the University for six semesters may be granted study leave pay for six months.

SECTION 47

TRAINING LEAVE

- (i) An employee-academic or non-academic may apply for training leave for the purpose of acquiring a higher degree or professional qualification or to upgrade professional, technical or administrative competence appropriate to the nature of his employment within the University.

- (ii) Only employees who have been in the service of the University for not less than two sessions and are below the rank of senior lecturer or equivalent salary grade, shall be eligible to be considered for training leave.

Provided that:

- (a) persons in the rank of Graduate Assistant in possession of only a Bachelor's Degree or its equivalent may be granted training leave if they have served the University for up to one session; and
- (b) persons of the rank of senior lecturer or equivalent status and above may be granted training leave in very special circumstances which are certified by the Head of Department with the support of the Dean and Director as appropriate, as being in the interest of the University.
- (iii) Training leave shall be for a specified period approved for the purpose and shall not normally exceed three years.
- (iv) An employee on training leave shall be entitled to be following entitlements and be required to fulfil the conditions indicated:
- (a) Full salary with increments at normal University rates
 - (b) Continue to be on the University pension scheme
 - (c) The University will give maintenance allowance of ₦2,000.00 per annum for countries in Western Europe, other parts of the World and Africa. However in the U.S.A., Canada, Sweden, France, Switzerland and Japan, the maintenance allowance shall be ₦3,000.00 per annum
 - (d) A book allowance at the rate of ₦100.00 per annum
 - (e) Approved fees as prescribed by the training institution
 - (f) Warm clothing allowance at the rate of ₦300.00 in four years
 - (g) Thesis allowance at the rate of ₦400.00 for the duration of the course.
 - (h) Transportation (if by air) at economy rate to and from the institution for the trainee, wife and up to five children provided the duration of the leave is more than two Semesters
 - (i) Local course allowance of ₦100.00 per annum if the course is within the country and outside the trainee's station
 - (j) Deposit two copies of thesis with the Registrar on your return.
 - (k) Return to the services of the University for a minimum of twice the period of training leave subject to the maximum of five years

SECTION 48

GENERAL CONDITIONS GOVERNING STUDY LEAVE/ TRAINING LEAVE

- (i) Every employee granted training leave or study leave shall be requested to give an undertaking, or to enter into bond, to return to the service of the University immediately upon the expiration of the period of the leave granted or upon the prior completion of the course or programme for which the leave was granted.
- (ii) The period of bond shall be at the rate of twice the period of the relevant study leave or training leave, subject to a maximum bond period of five years, and on such terms and conditions as shall be specified in an agreement to that effect.
- (iii) If an employee fails to return to duty on the completion of the said course or training programme or on the expiration of the period of the leave granted to him, he shall be liable to have his appointment terminated; and thereupon, shall be liable to refund to the University the salary paid to him during the period of absence on the said leave, together with any allowance or other costs certified by the Bursar as having been incurred by the University for or on behalf of the employee concerned during the said study or training leave period.
- (iv) Applications for study leave or training leave shall be submitted in duplicate through the Head of Department, to reach the Registrar not later than the middle of March in the year in which it is proposed to take such leave. A copy of the application for study or training leave shall be put in applicant's personal file in the Registry and a copy shall be forwarded by the Registrar for consideration in the appropriate Committee.
- (v) Approved leave or training leave should normally be granted to commence at the beginning of the session following.
- (vi) Every application for training leave shall be accompanied by evidence of admission to an approved institution together with such relevant information regarding tuition, passages, and other costs and information as well as details of the training programme which the employee is intending to pursue. Similar details of passages, costs and other relevant information will be required for study leave.

- (vii) **Where a course of study or training programme is available in Nigeria, preference will be given to application for study leave or training in the University or training institution in Nigeria. In such cases, any applicant for study or training leave abroad shall satisfy the relevant committee that after making effort to that effect, the employee has not succeeded in obtaining admission in Nigeria.**
- (viii) **Study leave or training leave is a privilege and not a right and the University is not bound to grant such leave to any employee.**
- (ix) **Study leave and training leave are meant primarily for the training and up-grading of the permanent staff of the University and only in exceptional circumstances may an employee on contract appointment be considered for such leave.**
- (x) **An employee on training leave shall not change the course, place or institution for which the leave was granted without the prior approval of the University. Failure to comply with this rule shall constitute mis-conduct and shall render the employee liable among other things to the withdrawal of the leave. Also see section 34 above.**
- (xi) **There shall be no automatic promotion to the post of Assistant Lecturer after Masters degree unless the trainee returns to the University**
- (xii) **The institution of training shall provide yearly report on progress of the trainee. Where such report is negative, the trainee may be withdrawn from the course.**

SECTION 49

SABBATICAL LEAVE

- (i) **Any member of academic staff who has been in the employment of the University for an unbroken period of six years may apply for sabbatical leave of up to one year. For the purpose of this section the appropriate committee may take into consideration any period of relevant service in another Nigerian University or institution of higher learning if the employee transferred to the service of the University of Jos from such other University or institution; provided that in such case, the employee shall not be eligible for sabbatical leave unless at least three years out of the total leave-earning period have been in the service of the University.**
- (ii) **Sabbatical leave is intended primarily for the intellectual and professional renewal of the academic staff. He may be granted, therefore, only on the understanding that the employee intends to return to the service for at least one session on the completion of such leave.**
- (iii) **An employee on sabbatical leave shall be entitled to his full salary for the period of such leave.**

An employee on sabbatical leave will be entitled to passages for himself, wife and children as defined in these regulations to and from the approved place of the sabbatical leave.

Sabbatical leave may be granted only in the interest of the University i.e. programme of work to be approved by the Senate

SECTION 50 CONDITIONS FOR SPONSORING CONFERENCES

1. Eligibility;

- (a) Members of staff would qualify for grants to attend any learned conference only after they have spent a session with the University.
- (b) A letter of invitation to participate in the Conference or symposia must be presented; and if the nature of participation is to present a paper -abstract of such a paper must be presented with the application to the appropriate committee.
- (c) All applications for grants should normally be made through the Dean of the applicant's faculty to the Registrar for the attention of the Secretary, Academic Policy Research and Publications Committee.

II Entitlements:

Awards shall normally cover:

- (a) Return economy class air or sea mileage claims at the usual rates
- (b) Fees for the conference or seminar
- (c) Per diem allowances at the rates as from time to time approved by the University for learned conferences. (This shall normally be reduced by the amount of support received from the organisers of the programme)

III GENERAL:

- (a) No member of staff shall normally receive grants for local conferences more than once a year subject to availability of funds.
- (b) No member of staff shall receive grants for overseas conference more than once in every two years subject to availability of funds.
- (c) Each applicant shall be considered on its own merit but preferences shall be given to those who are reading papers at a conference.
- (d) Copies of papers read must be made available to the University Library on return from the conferences.
- (e) Sponsorship to a learned conference is not a right and may be granted **only in the interest and convenience (financially) of the University.**

SECTION 51

SEMINARS, COLOQUIA, WORKSHOPS AND SHORT COURSES LASTING BETWEEN ONE TO THREE MONTHS

These would normally be covered by grants from the Staff Development Funds

A. Conditions of Award:

Applications to be considered for grants shall normally be:

- (i) those who in the opinion of their Heads of Departments can be significantly helped in their work by attendance at the meeting;
- (ii) those whose contributions to the welfare and progress of their Department/Faculty could be augmented by attendance at the meeting.

B. Application Forms completed by Applicants shall include:

- (i) A brief statement by the candidate indicating why he wishes to attend. He should also state the benefits which he considers could be derived by the University and/or himself from the attendance.
- (ii) A statement from the applicant's Head of Department confirming;
 - (a) the suitability of the applicant
 - (b) the benefits derivable from attendance at the meeting
 - (c) that the candidate can be spared for the duration of the programme

C. Awards shall normally cover:

- (i) return economy class air/sea fare or mileage claims at the usual rates;
- (ii) fees for the course/workshop
- (iii) per diem allowances at the current rates approved by the University for learned conferences. (This shall normally be reduced by the amount of support received from the organizers of the programme).

SECTION 52

HEALTH SERVICE

The University maintains a Health Service for the benefit of employees and their immediate families. Further, it shall be the duty of every employee to take due care to ensure the good health of himself and his family.

- (i) An employee and his or her spouse and thier children are entitled to free medical facilities **within the University Health Services**. Other relations oof the employee are charged a fee as prescribed by the University.
- (ii) In respect of hospitalization due to illness of the employee or an entitled member of his family, the University shall meet the cost of such hospitalization at the rate fixed by the University of Jos Board of Health for members of staff of the University or incurred in a Government Hospital.
- (iii) Treatment in any Hospital other than by a Hospital of the University of Jos Medical Ser- vices or any Government-owned Hospital shall be at the expense of the employee unless and to an extent approved by the Director of the University Health Services upon a certificate that treatment was not otherwise available and that the cost thereof is reasonable.
- (iv) Where an employee incurs medical expenses while outside Jos or abroad in respect of himself, his wife, his children, he may claim a refund of such expenses by first sending his medical documents through the Director of Health Services to the Bursar for payment.
- (v) Where an employee under the terms of Section 55 proceeds overseas, the University shall meet the cost of the relevant **medical** service to the extent approved by the Vice-Chancellor after recommendation of the Director of Health Services.
- (vi) All claims in respect of hospitalisation and medical treatment shall be supported by rele- vant bills and must be submitted to the Director of Health Services for approval and transmis- sion to the Bursar for payment. The Director may refer any cases as he may deem fit to the Vice-Chancellor for a decision.
- (vii) The University shall not be respo~~n~~sible for the cost of dentures, spectacles, and other medical aids and equipment unless they are certified to become necessary as a result of an ac-

cident to the employee arising within and in the course of his duty.

(viii) Where an employee incurs costs in respect of drugs prescribed by the University Medical Services and such drugs cannot be supplied by the services, the costs thereof, may be reimbursed by the University with the approval of the Director of Medical Services.

SECTION 53 : PROVISION OF TRANSPORT

The University shall provide or pay for transport for employees and their families as set out below. In case where these Conditions of Service are applied to a married woman but not to her husband, she will be entitled to transport for himself under sub-section (i) and under sub-section (ii) if there is no duplication with her husband because her husband is medically incapacitated and dependent on her or by Court Order, or in any other exceptional circumstances approved by the Vice-Chancellor.

- (i) On first appointment - for himself, his wife and up to five children, (as herein defined), from the place of recruitment or, exceptionally another place as agreed, to the place of work.
- (ii) On retirement, expiration of contract or earlier termination of appointment for himself, his wife, and up to five children from place of work to his domicile, or, provided the cost is not greater as approved. Employees on contracts which are renewed will only be entitled to transport under this sub-section on their final departure.
- (iii) For home visits for staff outside Nigeria - for himself, his wife and up to five children, from the place of work to his domicile, or to another place not involving greater expense to the University. This provision may be used after first four Semester of 21 months and in every alternate session thereafter, excluding the session of final departure, except as follows:
 - (a) In the case of the member of the academic staff joining the University in the first six months of session this provision may be applied in his second long vacation;
 - (b) Employees at 60 years or more who are domiciled out side Nigeria may benefit under this provision annually;
 - (c) It is not necessary for a wife and children to travel at the same time as the employee, provided that the total number of journeys paid by the University in the period do not exceed those allowed for above.
 - (d) Five children shall include children under the age of 18 who would be resident with their parents in Nigeria during the period of contract.

- (e) No transport will be approved for an employee or his wife for a home visit from which he would return less than six months before the date of the termination of his appointment.
 - (iv) Transport will similarly be provided to the place of approved study of an employee, and if the period of study leave is six months or the period of training leave is at least 21 months, then, also his wife and up to five children provided that transport for the wife and children will only be allowed if they are going to spend at least 12 weeks with the employee. In any session in which study leave is begun with continuing effect through any session during the whole of which the employee is away from the University the use of his transport privilege will exclude any right to home visit transport, or local travel accruing in the session in which the employee returns to the University.
 - (v) Transport will be provided to an employee when travelling on University business in Nigeria — for himself and, exceptional circumstances for any member of his family accompany him at University expense as authorised by the Registrar;
 - (vi) When travelling on University business outside Nigeria transport will be provided for the employee himself only.
- B. (i) Expatriate women married to Nigerians have the same contractual rights, obligation and privileges as are applicable to Nigerian members of staff and as such are not entitled to home leave passages outside Nigeria. The husband's country of domicile is also the wife's home.
- (ii) In a situation where the woman is divorced, she has to produce the following documents:
Photocopies of her legal documents granting such divorce. In cases where children are involved, photo copies showing that he is the legal custodian of the children.

SECTION 54:

MODE OF TRANSPORT

- (i) Transport for purpose set out in Section 61 which the University will provide or pay for, will be by the most direct and economically practicable route. Outside Nigeria such transport must be by economy class air flight except for officers on USS 15 who are travelling on University business and would thus be entitled to first class air flight. This excludes trips for conferences, leave, and seminars. Transport may also be by first class rail or by first class inter-island steamer services. If road transport is used, actual fare of 15K km may be refunded whichever is less.
- (ii) Tickets will always be purchased from Nigerian Airways, unless otherwise authorized by the Vice-Chancellor or the Registrar. No refund will be given to any staff who reject the University ticket and purchase tickets from another airline.

- (iii) Unused portions of tickets issued to staff should be submitted as soon as possible to the Passages Office.
- (iv) Expatriate staff who, on their own, bought ticket when coming to assume duty on first appointment, who are applying for reimbursement, should also apply to the Passages Office, through their Heads of Departments. All such applications should be accompanied by air-ticket stubs, MCO stubs, original freight receipts and photocopies of the Bill of Lading. It should be noted that the University pays for the ACTUAL WEIGHT of the luggage and does not pay for Airport taxes, handling charges, custom duties, insurance, crating, storage charges and other subsidiary payments.

SECTION 55

DECLARATION OF DOMICILE

When an employee is appointed, he/she shall declare his/her domicile (country and town), which will be the basis for determining transport entitlement. Employees who claim citizenship of countries other than their original countries shall require to show documentary evidence of citizenship. Evidence may be required in support of any declaration of change of domicile. For the purpose of these Conditions of Service, "domicile" means the place where the employee lives permanently and the domicile of a married women is deemed to be that of her husband. Any change of domicile must be approved by the Registrar.

SECTION 56

INSURANCE WHEN TRAVELLING

An employee travelling at University expenses or on University business, is covered by Life Insurance up to four times annual salary for himself and, if she is similarly travelling, ₦6,000.00 for his wife. This cover is automatic except in the case of employee travelling by indirect route or using stop-over facility in the course of any journey in each event the employee will not be covered when he resumes his journey unless he insures himself.

SECTION 57

TRANSPORT OF BAGGAGE

- (i) On first appointment an employee recruited from outside Nigeria shall be entitled to baggage allowance for himself and his wife as follows:

By air — accompanied
50 kilo excess baggage — Single
100 kilo excess baggage — Double

or by air unaccompanied
100 kilo excess baggage — Single
200 kilo excess baggage — double
or unaccompanied by sea
2 cubic metres — single
4 cubic metres — double

- (ii) On first appointment the employee recruited within Nigeria may be refunded his actual expenses of baggaging and transporting his baggage to the University up to maximum of 200 kilos. A similar refund may be made on final departure from the University to an employee domiciled in or going to a destination in Nigeria.
- (iii) An employee shall be entitled to baggage allowance as in (i) on final return after end of contract if domicile is outside Nigeria or final return after training/study leave if the period of leave is up to 21 months.
- (iv) Provision may be approved for officers on special assignment by the Vice-Chancellor
- (v) Members of staff will NOT be entitled to any excess baggage allowance during their home leave period.

SECTION 58:

HOUSING

ELIGIBILITY FOR UNIVERSITY QUARTERS

- (i) As a matter of policy the University shall, as far as financial resources permit, erect, acquire or rent accommodation for use as living quarters of its employees.
- (ii) The provision of living quarters to an employee is not an automatic right unless otherwise specified by the University at the time of the employee's appointment.
- (iii) The Council shall specify from time to time as availability of living quarters permit, such of the employee as shall be eligible to allocation of the Uniiverisy's living quarters.
- (iv) For the purpose of this part, all senior staff on USS 9 and above have been designated for the time being as 'eligible staff'. But all staff not accommodated will be given housing allowance in lieu of housing. Other employees on salary USS 7 to USS 8 may be considered for the allocation of living quarters in special circumstances, if by the nature of their duties, the Vice-Chancellor is satisfied that it is in the interest of the University that the employees concerned be allocated University living quarters.

- (v) A married female employee whatever her salary grade level whose husband resides in Jos and occupies a government accommodation or such other place to which she is posted by the University, shall not be eligible for University living quarters; provided that in exceptional cases the Vice-Chancellor may grant a waiver.

SECTION 59:

ALLOCATION OF QUARTERS

There shall be a Housing Allocation Committee of the University. The Registrar shall notify the Committee as soon as an offer of appointment is made of an eligible staff together with the expected date of his assumption of duty.

The Chairman of the Housing Committee shall be the Vice-Chancellor or any member of staff designated by him to act as the Chairman. The terms of reference of the Housing committee shall include:

- (i) University quarters shall be allocated to eligible staff both in terms of priority and type of quarters on criteria based on the salary grade, marital status, number of children, and length of service of the employee concerned.

For the purpose of this section the following point system shall be applied:

(a)	Rank	Points
	USS 9	5
	USS 10	10
	USS 11	15
	USS 12	20
	USS 13	25
	USS 14	30
	USS 15	35
(b)	Marital Status	Points
	Married	3
	(c) Spouse as eligible staff	5
	(d) Children	2 per child up to maximum of five children
	(e)	2 additional points for age(s) above 10
	(f) Length of stay in hotel/ guest house	1 per month up to a maximum of 12 points

The point system will be strictly adhered to except in:

- (i) areas where the University may have designated some houses for a special category of staff
- (ii) cases of staff who may have been accommodated in the hotels/guest houses for six months or more, and
- (iii) special cases as determined by the Vice-Chancellor on recommendation of the Committee.

MODIFICATION OF THE POINT SYSTEM

(iv) The allocation of University quarters shall normally be based on the point system already outlined above. In exceptional cases, however, the Housing Allocation Committee may modify the point system to ensure fair and appropriate accommodation of staff and their family. For example, due regard should be given to meeting the needs of employees with large families in the allocation of quarters as against bachelors; and in principle, unmarried employees (irrespective of seniority) shall normally be allocated a flat rather than a bungalow house.

SECTION 60:

CHANGE OF ACCOMMODATION

- (i) Points as in Section 68 are also computed for people who apply for change. In addition there is one point for every one year spent in the old residence. A member of staff requires a maximum of five years in a house to qualify for change. The Housing Allocation Committee may grant a waiver in special circumstances.
- (ii) The five-year duration might be overlooked where there is an elevation in an officers status.

SECTION 61:

VACATION OF QUARTERS

1. An employee who is leaving the service of the University other than by dismissal shall vacate and surrender University quarters occupied by him at the expiration of the period of the relevant notice of the termination of appointment, if he continues in employment during the period of notice. If the period of notice is taken wholly or partly as leave, the quarters shall be surrendered not more than one month from the date of proceeding on leave or the date the termination of employment takes effect, whichever is the sooner.
- II. Where an employee on cessation of employment with the University or who is on leave of absence in circumstances in which he should surrender University quarter fails, without due mitigating circumstances, to surrender the said quarters, the employee concerned shall be liable to pay to the University compensation at the rate of ₦20.00 per day for the duration of such unauthorized occupation.

The University reserves the right, without prejudice to its right to any such compensation then due, at any time, to use any method it deems reasonably appropriate in the circumstances to regain possession of the said quarters.

SECTION 62:

**TEMPORARY ALLOCATION OF QUARTERS TO
EMPLOYEES ON LONG LEAVE OF ABSENCE**

- (i) If the wife of an employee who is proceeding or has proceeded on leave or other approved absence of more than 12 months is, herself an employee of the University she may apply to the Housing Allocation Committee for the allocation to herself, for the time being, of the University quarters until then allocated to her husband, and if such application is approved she shall assume full responsibility for the quarters during such period as the Housing Committee shall determine.
- (ii) Any employee proceeding on leave or other approved absence not exceeding 12 months and who surrenders the University quarters occupied by him, shall have the right to be allocated the said quarters at the expiration of the period of absence if before proceeding on the said leave of absence he had continuously occupied the quarters previously for not less than two years provided he indicates his preference in this regard before proceeding on the said absence.
- (iii) In any such case as mentioned in sub-section (ii) above any allocation of aforesaid quarters to another employee shall be temporary and the employee vacating it may at his own risk and without danger to the temporary occupant of the quarters store his property in one room of the quarters which room he may lock and retain the key thereof, until the expiration of the authorized leave of absence. Provided that if at the expiration of the authorized absence, the employee fails to return to the service of the University and does not within three months thereof, remove his property from the quarters, the University reserves the right to re-enter and take possession of the room, and to make any arrangement it deems fit to dispose of or make alternative arrangement of the storage of the property at the risk of the employee concerned.

SECTION 63:

**OCCUPATION OF QUARTERS, PAYMENT OF RENTS
MAINTENANCE OF PREMISES, ETC.**

- (i) An allocation of University quarters when made to an employee shall be notified in writing and shall indicate the effective date of the allocation when the quarters shall be available for occupation. The employee, whether he occupies the quarters or not shall thereupon be liable to pay rent from the date he was notified.

- (ii) The rent payable for University quarters shall be $8\frac{1}{3}$ per cent of the salary of the employee up to maximum of ₦300.00 per annum and shall normally be payable monthly in arrears and shall be deducted by the Bursar from the monthly salary of the employee concerned.
- (iii) Employees occupying University quarters shall be liable for all electricity, water rate and other services bills including telephone bills in respect of the quarters and shall ensure prompt payment of such bills
- (iv) It shall be the duty of the employee to keep the premises of the quarters occupied by him in a clean and sanitary condition. Employees shall comply with any health regulations for the time being. Where, as in the case of block of flats, two or more employees are responsible for the upkeep of the premises, they shall both ensure that adequate arrangements are made for such maintenance including the cleaning of all common areas, such as stair ways and passages. Where the employees fail to ensure due cleanliness and maintenance, the maintenance department of the University may undertake the necessary cleaning, etc. and surcharge the employees in respect of the cost thereof. Such cost shall be deductible from the employee's salary by the Bursar in the same manner as rent. Persistent failure by an employee adequately to maintain premises or quarters in his occupation shall render the employee in question liable to forfeiture of the said quarters.
- (v) An employee shall take due care of University furniture, fixtures and property within and about the quarters occupied by him. The University will effect all repairs, replacements, and maintenance attributable to normal wear, tear and break-down. The employee in occupation shall be responsible for the cost of any repairs, replacements, and maintenance due to carelessness, unreasonable acts and wilful damage; and all such costs, unless promptly paid by the employee shall be deductible from his salary in the same way as rent.
- (vi) No change of University furniture shall be effected in quarters until after years of first issue of the furniture concerned.
- (vii) Employee occupying University quarters shall occupy such quarters with due consideration for their neighbours. Any acts such as unreasonable use of musical or other instruments, noise, fights, etc. to the annoyance of neighbours shall constitute misconduct and render the employee concerned liable to forfeiture of the quarters and preclude his or her further consideration for allocation of any other University quarters.
- (viii) The use of fire wood or other smoking fuels is prohibited in University quarters.

All staff leaving the service of the University finally, should surrender the keys to their quarters on the very day of their actual departure.

SECTION 64

HOTEL AND GUEST HOUSE ACCOMMODATION FOR NEW EMPLOYEES

- (i) A new employee on arrival in Jos or other place of assignment by the University may, if no University quarters are immediately allocated avail himself of or be provided with, approved hotel accommodation or be quartered in a University Guest House normally for a maximum period of 28 days. Any extension of stay in a hotel or house for periods in excess of 28 days shall be on the authority of the Registrar and the recommendation of the Chairman of the Housing Allocation Committee certifying that no suitable University accommodation has been allocated to the employee concerned and that he has not been able otherwise to find accommodation suitable for himself.
- (ii) When an employee is authorised to stay in a University Guest House he shall be liable to pay such rates for accommodation, meals, service, etc. as are for some time being in force in respect of the Guest House concerned. An employee authorized to stay in an approved hotel shall for the period covered by such approval have his hotel expenses including accommodation, meals, for himself and his wife and up to 5 children paid for by the University for first 28 days. Laundry services will be at the expense of the employee.

Any extension of stay in the hotel or University Guest House beyond 28 days shall be the responsibility of the staff to the following extent:

- (a) Payment of ₦25.00 rent monthly
- (b) Payment for feeding at the following rates;
 - Employees alone ₦4.00 per night
 - Married couple ₦6.00 per night
 - Child ₦2.00 per night
 - The ceiling is ₦250.00 per month
- (iii) As soon as an employee is given allocation of University quarters any further stay in a hotel, the University Guest House or any other place shall with effect from the effective date of allocation be fully at his own expense.

SECTION 65

EMERGENCY ALLOCATION OF QUARTERS

The power of allocation of University quarters are vested in the Housing Allocation Committee. However, in case of emergency and during University vacation, the Chairman of the Committee or in his absence the Registrar or anyone designated may make allocation to an employee and thereafter report to the Committee for ratification or modification.

SECTION 66

ALLOWANCES

Certain categories of allowances are payable to designated employees of the University. These allowances do not constitute emoluments for the purpose of pension, gratuities or other benefits and are subject to review or abolition by the Council at any time. The allowance are:

- (a) Responsibility allowance
- (b) Acting allowance
- (c) Local transport/travelling allowance
- (d) Housing allowance
- (e) Warm clothing allowance
- (f) Disturbance allowance
- (g) Local training allowance
- (h) Overseas subsistence (Estacode)
- (i) **Hospitality Allowance**

A

RESPONSIBILITY ALLOWANCE

- (i) Responsibility allowances as indicated below have been approved, except in case of the Registrar where the allowance is payable as entertainment allowance;

Establishment Allowance:

Vice-Chancellor	# 3,000.00
Deputy Vice-Chancellor	# 2,500.00

Responsibility Allowance:

Institute Director/ Faculty Dean/ Provost	₦ 1,500.00
Deputy Provost/Vice-Dean	₦ 1,000.00
Registrar (Entertainment allowance)	₦1,000.00
Bursar	₦1,200.00
Head of Department	₦1,000.00
Statutory Co-ordinators of Programmes	₦ 1,000.00
Hall Master	₦ 720.00
Director of Academic Unit	₦ 700.00
Hall Warden	₦ 600.00
Deputy/ Assistant Hall Master	₦ 600.00
Co-ordinator	₦ 600.00
Sub-Dean	₦ 500.00
Head of Academic Unit	₦ 500.00
Hall Warden (not full time Domestic Warden)	₦ 400.00

- (ii) The responsibility allowance payable to a hall master, hall mistress or hall warden, shall be additional to any other allowance that the incumbent may be entitled to by virtue of any other office for the time being.

In all other cases no person shall be entitled to draw more than one responsibility allowance. Where the employee holds more than one office which attract responsibility allowance, he/she shall accordingly be entitled to draw the highest of the allowance attached to the offices concerned.

- (iii) A person appointed in an acting capacity to an office which attracts responsibility allowance shall be entitled to the payment of the allowance if he acts in the office for up to three months.

ACTING ALLOWANCE

- (i) Where non-academic staff is appointed in an acting capacity to a position which attracts a basic salary higher than that of his substantive post, he shall, where the higher post attracts a salary one grade level above his substantive post, draw an acting allowance equal to the difference between the substantive salary and the minimum salary of the post in which he is acting.
- (ii) Where the employee is acting in a post which attracts a salary up to more than one salary grade level above his substantive rank, acting allowance shall be based on the minimum salary of the grade next higher than that of his substantive rank,

or he shall be paid 50 per cent of the difference between his substantive salary and the minimum salary of the post in which he is acting, whichever is the higher.

- (iii) Minimum period which attracts acting allowance is three months.

C

LOCAL TRANSPORT/TRAVELLING ALLOWANCE

- (i) When travelling on University business within Nigeria, an employee may be refunded a reasonable cost of hotel or similar accommodation and meals for himself and his wife (if the Registrar has approved her accompanying him at University expense). This includes reasonable expenses during journeys from the point of arrival in Nigeria or to the point of departure, when the University is paying for transport expenses outside Nigeria.
- (ii) Travelling allowance payable in lieu of hotel bills for each night an officer is away from his station will now be paid as follows:

USS 15	₦ 30.00 per night
USS 13 and 14	₦ 25.00 per night
USS 10 - 12	₦ 20.00 per night
USS 06 - 09	₦ 15.00 per night

D

TRAVELLING OUTSIDE NIGERIA

- (i) When travelling on University business outside Nigeria, with the Vice-Chancellor's approval, and paying for hotel and similar board and lodging an employee may be paid:
- (a) If he is already in his country of domicile and travels within it, a refund of reasonable cost of accommodation, meals for himself and any incidental expenses incurred on University business.
- (b) In any other case, the travelling allowance at a rate based on information supplied by the Federal Government. This allowance is deemed to cover accommodation, other incidental expenses such as local transport, porters, local telephone calls and minor entertainment. If stay in one place exceeds seven days the rate may be reduced by half thereafter, unless it was not practicable for the employee to take lodging and he had to stay in a hotel, etc.
- (ii) Attendance at a conference is not regarded as being on University business,

unless the employee is formally designated by the University authorities to represent the University.

- (iii) Whenever possible the Head of Department will notify the employee and the Bursar in advance of the types and amount of the expenditure approved.
- iv) When travelling over night and not eligible for the aforementioned travelling allowance the employee will be entitled to refund of a reasonable cost of purchase. An allowance of ₦5.00 per night for incidental expenses may be paid.
- (v) An employee undertaking University business outside Nigeria which does not necessitate his hiring accommodation may claim a reimbursement of the cost of meals taken away from home up to a maximum of ₦7.00 per each meal.

E TRAVELLING ALLOWANCE

Where an employee uses his car for official duties he shall be entitled to receive a travelling allowance of 10k per kilometre for both local runnings and journeys undertaken outside the station

F HOUSING ALLOWANCE

If the University is unable to offer an employee eligible for housing which is of a standard appropriate to his position and he does not live in any other University house, such an employee may be paid a housing allowance of between ₦40 to ₦60 depending on salary grade level.

G WARM CLOTHING ALLOWANCE

(i) When an employee proceeds on an official duty or training course overseas to a cold climate, for a period exceeding one week, Warm Clothing Allowance of ₦300.00 shall be payable to him/her

(ii) Warm Clothing Allowance to an employee shall be payable at intervals of not more than once every four years.

H DISTURBANCE ALLOWANCE

An employee who is assigned on transfer from one duty station of the University to another shall, if the period of transfer exceeds one month, be entitled to a disturbance

allowance equivalent to 2% of his basic annual salary subject to a maximum of ₦100.00 and minimum of ₦20.00.

I OVERSEAS SUBSISTENCE ALLOWANCES (ESTACODE)

(i) The following allowances will be paid to a University

staff travelling abroad on University duty;

1. Officers on USS 14 and 15 ₦112 per night
2. Officers on USS 9 and above ₦90 per night
3. Officers on USS 08, 07 and 06: ₦75 per night

In case of doubt, only the Registrar or if necessary the Vice-Chancellor will define "University duty."

J HOSPITALITY ALLOWANCE GUEST OF THE UNIVERSITY ALLOWANCE

An allowance of ₦20.00 per night shall be paid to an employee who accommodates a University guest. The term University guest includes an employee (and his wife) who will be provided with University housing but who is accommodated by another employee on arrival of first appointment until University housing is available, up to a maximum of 14 nights. Where the guests include husband, wife and children, an additional ₦20 per night will be paid giving a maximum of ₦40 per night. After 14 nights, the University will pay to the host an allowance determined as in section 73 above and will recover an equal sum from the salary of the employee who is being so accommodated, but if the host so requires the sharing will be left to a private arrangement. The term also includes an employee (and his wife) on arrival on first appointment, if University housing will not be provided, for up to seven nights. The term University guest further includes an External Examiner and any other person certified as a University guest by the Registrar.

SECTION 67

PUBLICATIONS

Employees are not restricted as to the publication of their research work or to expressing their views on matters of public concern but the following guidelines are to be observed where appropriate:

- (i) Where work is undertaken concerning the activities of government or public bodies in Nigeria the provisions of legislation relating to official secrets may be applicable.
- (ii) Matters concerning the University of a confidential nature should not be published or disclosed to outside parties by employees of the University without the Vice-Chancellor's approval.
- (iii) All publications emanating from the University or sponsored by the University shall be duly acknowledged.

SECTION 68

INVENTIONS

An employee who has made an invention during the course of his work at the University shall/may, at his own expense, and shall, at the expense of the University, if so required by the Vice-Chancellor, lodge an application for provisional protection of the patent of the invention.

- (i) The University Council through the appropriate Awards Committee shall make investigation and recommendations in respect of the invention.

(ii) University's Option:

As soon as practicable, the Awards Committee will recommend and the Council will decide whether the employee will be allowed controlling rights in the patent. Pending the decision of the Council the right shall be deemed to belong to, and be held in trust for the University. Where invention is in all respect alien to the form of employment of the employee he will normally be granted the controlling rights.

If the employee is allowed controlling right, the following provision shall apply;

- (a) the employee will be responsible for all the expenditure for taking out the patent
- (b) the Council may attach to its decision such conditions that 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.

(iii) Rules when an Employee is not allowed controlling rights:

If the employee is not to be allowed the controlling rights of the patent, the following provisions are to be applied:

- (a) The employee shall assign all his rights to the invention to the University
- (b) The University will be responsible for all the expenditure in taking out the patent

(c) **The University shall decide whether the employee will be allowed a share of any royalties or commercial proceeds.**

(iv) **Determination of Award:**

Whether or not he is allowed controlling rights, the employee may apply to the Award Committee for an award in respect of his invention. In fixing the amount of any award or share of commercial proceeds the following shall be taken into consideration

(a) Any reasonable expenses incurred by the employee in respect of his invention

(b) Reservation of the right of user by the University free of royalty.

(v) The Award Committee shall submit its recommendations for the Council's approval.

SECTION 69

CEREMONIAL AND SPECIAL OCCASION

Employees of the University shall participate in ceremonial and other occasions of the University as may be required by the Vice-Chancellor, the Dean or Head of Department.

SECTION 70

TEMPORARY APPOINTMENT OUTSIDE THE UNIVERSITY

(i) An employee shall not accept employment or any office whether body or authority, without having obtained appropriate approval, if he intends at the same time to remain in the service of the University

(ii) In case such temporary appointments for period of three months or less the approval may be granted by the Vice-Chancellor. In respect of appointment for period exceeding three months, approval shall be obtained from the Appointments and Promotions Committee

(iii) Approval for temporary appointments outside the University in whatever form will not be granted unless the Head of Department is satisfied that the efficiency of the employee concerned shall not suffer as a result and that adequate arrangements can be made/shall be made to ensure that his duties shall be efficiently performed in his absence.

SECTION 71

DISCIPLINE

- (i) The University relies on the continuing good sense, loyalty and devotion to duty of every employee to ensure that cases which may require disciplinary actions are reduced to the barest minimum.
- (ii) The Head of Department shall be responsible to the Vice-Chancellor through the Dean and Director as appropriate for the maintenance of the day to day discipline of among the staff assigned to his Department or to recommend suspension in respect of inefficiency generally or for specified nature, misconduct, or for any act which in his opinion is prejudicial to efficient and effective performance of the affairs of the Department or the good name, image and reputation of the University.
- (iii) An employee shall obey all lawful directives of the Head of Department or Dean and Director as appropriate. Provided that any employee who is not satisfied with such directive or any disciplinary action taken against him by his Head of Department or other principal officer of the University, may having complied with the said directive, make representation to the Vice-Chancellor through his Head of Department. The Head of Department must forward to the Dean and Director as appropriate, within three days of receipt of the representation from the employee concerned.
- (iv) All written warnings and any other disciplinary action recommended by Head of Department shall be notified to the Registrar.
- (v) The foregoing provisions are without prejudice to the powers of the Vice-Chancellor or the Council to maintain staff discipline and institute disciplinary proceedings or measures in respect of employee as may be appropriate.

