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CHAPTER 1

PREAMBLE

1.1.0 GENERAL NOTES:

- 1.1.1 In exercise of the powers conferred by the Federal University of Health Sciences Ila-Orangun Establishment Act, under Section 7 of the Federal Republic of Nigeria, 2023, and pursuant to all other enabling powers, the Conditions of Service for Staff are hereby issued and approved by the University Council, after due consultation with the Senate, and shall come into force on
- 1.1.2 These conditions shall apply to all senior Staff of the University.
- 1.1.3 A member of Staff shall hold office on such terms and conditions of service as may be set out in any contract in writing between him and the University, such contract being signed on behalf of the University by the Registrar or by such other persons as may be authorised for that purpose by the University, and any such contract shall contain or be deemed to contain a provision that the terms and conditions therein specified are subject to the provisions of the Act, the Statutes and regulations of the University.
- 1.1.4 The conditions are subject to amendments from time to time by the Council after due consultation with the Senate and other appropriate authorities of the University.

1.2.0 DEFINITIONS:

- 1.2.1 “Act” means the Federal University of Health Sciences Ila-Orangun establishment Act, as may be amended from time to time.
- 1.2.2 “College” means an academic arm of the University consisting of Faculties.
- 1.2.3 “Committee” means a University Committee.
- 1.2.4 “Council” means the Governing Council of the University established by Section 7(1) of the Act.
- 1.2.5 “Department” means any teaching or research unit or other units established by the Council on the recommendation of the Senate, where applicable, to be a Department in the University.
- 1.2.6 “Institute” means such an institute as may be constituted and established by the University.
- 1.2.7 “Centre” means a place established specifically for the promotion of a particular knowledge or skill.
- 1.2.8 “School” means any school as may be established by the University.
- 1.2.9 “Faculty” means a group of related Departments as constituted and established by the University.
- 1.2.10 “Public Service” means the government and government departments.
- 1.2.11 “A&PC” means Appointments and Promotions Committee.
- 1.2.12 “Research leave” means a leave taken by an academic staff to carry out research relevant to their field of specialisation.
- 1.2.13 “Inefficiency” means incompetence or ineptitude, an action which shows that the staff is not properly discharging the duties of his office.
- 1.2.14 He/His/Him as used in these Conditions of Service is meant to refer to both sexes, i.e., male and female staff of the University.
- 1.2.15 “Employee” means any member of the Senior Staff appointed under these regulations.
- 1.2.16 “Contract Employee” means an employee who is not on a pensionable appointment.

- 1.2.17 “CONUASS” means Consolidated University Academic Salary Structure.
- 1.2.18 “CONTISS” means Consolidated Tertiary Institutions Salary Structure.
- 1.2.19 “CONMESS” means Consolidated Medical Salary Structure.
- 1.2.20 “CONHESS” means Consolidated Health Salary Structure.

1.3.0 LINE OF COMMUNICATION:

- 1.3.1 All official communications from a member of Staff to the Vice-Chancellor or Registrar shall be routed through the staff members’ Head of Department/Unit and Director/Dean/Provost as appropriate.
- 1.3.2 All official communications made in the name of the University that may affect or in any way interfere with the University policy or have financial implication(s), shall be cleared with the Vice-Chancellor.

CHAPTER 2

APPOINTMENTS

2.1.0 INTRODUCTION:

2.1.1 (Eligibility for Appointment)

- (a) Appointments to any established academic, administrative and technical posts shall normally be through advertisements and interviews.
- (b) To be eligible for appointment, an applicant for an Administrative/Professional/Technical post shall be required to possess the requisite qualifications and experience stated in the scheme of service as may be determined by the University from time to time.

2.1.2 The advertisements shall give details of such posts to be filled from time to time. Only shortlisted applicants shall then be formally interviewed. An appointment is finally made after approval by the A&PC and Council.

2.1.3. All appointments and promotions shall be subject to vacancy.

2.1.4. Applicant seeking for appointment must not be less than 18 years old and more than 50 years old.

2.1.5. An appointment shall not be valid until it has been accepted in writing within 30 (thirty) days. The appointment commences from the date of assumption of duty.

2.1.6 Every appointee shall, on the assumption of duty, report to the Registrar and present valid and acceptable proof of age, marital status, medical report, academic/professional qualifications and NYSC Discharge/Exemption Certificate and other relevant documents for the position

2.1.7 Appointments to other posts such as Heads of Departments, Directors of Institutes, Centre and allied establishments as well as Provost(s) and Deans shall follow the procedures set out for those purposes.

2.1.8 All relevant sections/conditions relating to assessment for promotion of Academic, Senior Administrative, Professional and Technical staff shall be applicable for appointment purposes.

2.1.9 A retired person from the Public Service shall not be eligible for a tenure appointment in the University.

2.2.0 PROCEDURE FOR APPOINTMENTS:

2.2.1 The A&PC shall have responsibility for matters on the appointments of all categories of senior staff in the University and make recommendations to Council in the cases of appointment of officers in the categories of Reader and above and their equivalents in the Administrative, Professional and Technical cadres.

2.2.2 There shall be constituted, in respect of each appointment, a University Interview Panel which shall interview and assess candidates for appointment and make recommendations to the Appointments and Promotions Committee (A&PC).

2.2.3 The Dean of the Faculty, in consultation with the Head of the Department concerned, shall recommend the names of members of an Interview Panel, through the Provost of the College, where applicable, to the Registrar for the approval of the Vice-Chancellor.

- 2.2.4 The Vice-Chancellor shall have the power to make appointments to senior staff positions for a period not exceeding one year in each case, during which time the process must have been concluded for regularisation or otherwise of such appointment.
- 2.2.5 The University Interview Panel shall consist of:
- (i) The Vice-Chancellor or his representative – Chairman
 - (ii) The Deputy Vice Chancellors
 - (iii) The Registrar
 - (iv) The Provost of the College, where applicable
 - (v) The Dean of the Faculty concerned.
 - (vi) The Head of the Department concerned, except if he is a candidate himself or the assessment is for a professorial appointment and the Acting Head is not a Professor, he shall not serve on the panel.
 - (vii) At least, two (2) external experts in the relevant discipline where the interview involves appointment to the rank of Professor or Reader or their equivalents in the Administrative, Professional or Technical Cadres.
 - (viii) Two (2) persons, at least, one of whom must be from outside the faculty, recommended by the Dean in consultation with the Head of Department, to the Provost, (where applicable) and approved by the Vice-Chancellor. 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 a lower status than that of the post for which the interview, is being conducted.
 - (ix) The Deputy Registrar, Directorate of Human Resources – Secretary
- 2.2.6 All vacant established posts shall normally be advertised locally and/or overseas and shall include the requirements for applicants to request their referees to send confidential reports in respect of themselves to the Registrar on or before the closing date, as contained in the advertisement.
- 2.2.7 After the closing date, the Registrar shall ask the Head of Non-teaching Unit, Dean of the Faculty /Provost of the College (where applicable) to prepare a shortlist of candidates for each vacant post from among those candidates who are qualified in terms of the requirements of the advertisements. The Dean shall consult with the Head of Department, while the provost (where applicable) shall consult the Deans.
- 2.2.8 Interviews may be arranged, where necessary for overseas candidates.
- 2.2.9 The recommendations of interview panels and those of overseas and overseeing agencies (that may, from time to time, be established) shall be put before the A&PC for consideration and final decision.
- 2.2.10 As soon as possible thereafter, and in any case not later than 4 (four) weeks after the meeting of the A&PC, letters of appointment shall be issued following the decision of the Committee.

2.3.0 PROFESSORIAL APPOINTMENTS:

- 2.3.1. Professorial/Readership appointments shall be by promotion. Advertisements shall be placed only when no internal staff member(s) is found to be qualified for the position(s).
- 2.3.2. Interview for Professorship/Readership appointments shall take place only after a shortlisting of the applicants has been undertaken by the Dean of the Faculty, Provost of the College where applicable in consultation with the Faculty Promotion Panel.

- 2.3.3. The interview panel shall submit detailed reports on each of the candidates to the A&PC.
- 2.3.4. Only candidates who are *prima facie* qualified shall have their publications sent by the Vice-Chancellor to 3 (three) external assessors after the A&PC has considered the relevant interview reports. Where there is only one vacancy, the papers of all recommended candidates shall be sent to the same three (3) external assessors' expert in the field of specialisation for ranking.
- 2.3.5. If there are no external members on a Professorial/Readership Interview Panel, the interview shall be rescheduled soon thereafter.
- 2.3.6.
 - (a) The reports of the external assessors on each candidate's publications shall be presented to the A&PC for a final decision on the appointable of the candidate. A candidate shall be deemed appointable only if, at least, 2 (two) out of a total of 3 (three) reports of the external assessors, are positive.
 - (b) Where there is incongruence between the body and conclusion in External Assessors' Reports, the Vice-chancellor shall bring both the adverse and complimentary comments to A&PC and the A&PC will not be bound by the concluding remark/recommendation. A&PC should decide taking into consideration the extent of the adverse report.
- 2.3.7 All appointments to the Professorial cadre shall be reported to the Council for approval before the issuance of letters of appointment.

2.4.0 MINIMUM REQUIREMENTS FOR INTERNAL AND EXTERNAL CANDIDATES FOR *PRIMA FACIE* CASE FOR APPOINTMENT TO PROFESSORIAL POSITIONS:

- 2.4.1 The following criteria shall be used concerning scoring to establish a prima facie case for candidates seeking appointment to Professorial and Readership positions:
 - (a) (i) Internal Assessment (as per promotion guidelines)
 - (ii) Interview Performance (applicable to candidates seeking appointment through advertisement)
 - (iii) Publications assessment by three external assessors
 - (b) Candidates must also obtain the minimum score of 70% for Professor and 65% for Reader/Deputy Librarian in each of the components in (a) I & ii (where applicable) and 28 and 24 points respectively in (iii) above to be considered prima facie qualified for the posts of Professor/ Professor Librarian and Reader/ Reader Librarian.

2.5.0 STATUS OF ACCEPTABLE ARTICLES AND ACCEPTED PAPERS FOR PUBLICATIONS:

- 2.5.1. The accepted but not yet published papers (with valid acceptance letter) should not constitute more than 10% of the articles presented up to Senior Lectureship position or its equivalent. Papers listed as accepted for publication but which have not appeared in print for one (1) year, shall not be countenanced for appointment and promotion purposes. All papers presented for professorial cadre (Full Professor and Reader) must have appeared in print in the recognised publishing houses/outlets.

Acceptable articles and books must have been published by reputable societies/associations, Universities/research institutes and academic outlets. Predatory articles/books will not be accepted for promotion. All publications submitted for promotion shall be subjected to predatory check by the concerned Faculty and the University before such publications are recommended to the A&PC for consideration.

2.6.0 PROCEDURE FOR THE APPOINTMENT OF EXTERNAL ASSESSORS IN RESPECT OF PROFESSORIAL POSTS:

- 2.6.1 The Dean in consultation with the Head of Department (when such Head is a Full Professor) or Provost in consultation with the Dean and Head of Department concerned (when such Head is a Full Professor) shall nominate assessors for the posts of Reader and Professor.
- 2.6.2. The Dean of Faculty/Provost of the College (where applicable) shall make brief statements on the academic standing of the scholars recommended for appointment as assessors.
- 2.6.3 For each candidate, a list of six (6) assessors shall be recommended directly to the Vice-Chancellor by the Provost/Dean, 3 (three) of which shall be appointed by the Vice-Chancellor. The Vice-Chancellor may where necessary, choose not more than one of the 3 (three) assessors from outside the list of 6 (six) assessors nominated by the Provost/Dean.
- 2.6.4 The recommendations shall be made in confidence directly to the Vice-Chancellor.

2.7.0 PROCEDURE FOR OBTAINING EXTERNAL ASSESSMENT OF PUBLICATIONS:

- 2.7.1 The Registrar shall require a candidate to submit 3 (three) sets of his publications for external assessment within 3 (three) weeks of being found *prima facie* qualified by the A&PC.
- 2.7.2. The Dean/Provost shall submit the list of external assessors as in paragraphs 2.6.3. and 2.6.4 above to the Vice-Chancellor within 3 (three) weeks as in 2.7.1 above.
- 2.7.3 The Vice-Chancellor shall, on receiving the list of external assessors, obtain the consent of the external assessors. Thereafter, he shall forward the publications of the qualified candidates to the assessors normally within 2 (two) months of the date of the A&PC's decision. The assessors shall normally send their reports in strict confidence to the Vice-Chancellor within sixty (60) days.
- 2.7.4 The process of assessment shall normally be concluded within two (2) years, after which the process shall be aborted.

2.8.0 CRITERIA FOR APPOINTMENT OF EXTERNAL ASSESSORS:

- 2.8.1 A person to be appointed as External Assessor must have attained eminence in the academic field/discipline concerned.
- 2.8.2 He must be involved in full-time teaching and/or research at a reputable University.

- 2.8.3 Scholars who had been on the staff of the Federal University of Health Sciences, Ila-Orangun within the preceding five years shall not normally qualify for appointment as External Assessors.
- 2.8.4 Scholars who have had research collaboration resulting in joint publication(s) with the candidate concerned shall not be qualified for appointment as his External Assessors.

2.9.0 TENURE OF APPOINTMENT OF STAFF:

- 2.9.1 (a) All appointments except already confirmed shall be made on probation for 2 (two) years in the first instance. After a review of performance, the appointment may be terminated or extended for specific periods or confirmed to the age of retirement by the Council following the recommendation of the A&PC.
- (b) Where a member of staff holding a temporary appointment is converted to a permanent position within the University, the period during which he was on Temporary appointment shall count in full as part of his service.

2.10.0 CONTRACT APPOINTMENT:

- 2.10.1 (a) A person to be appointed on contract must have retired from pensionable service or be an expatriate or any other person whose services are needed by the University.
- (b) Retired officers may only be re-engaged into posts on salary grade level immediately below that on which they retired.
- 2.10.2 Normally, contract appointments shall be for one or two years in the first instance after which staff whose contract appointments have lapsed and wish to continue their service in the University shall apply for fresh contract appointments which shall be considered on individual merit.
- 2.10.3 A staff member who retires from the University service at the compulsory age of 65 or 70 years as the case may be eligible for contract appointment under the prevailing Federal Government regulations.

2.11.0 PART-TIME APPOINTMENTS (ACADEMIC):

- 2.11.1 Proposals for part-time appointment shall be made by the Head of Department, through the Dean and Provost (where applicable), to the A&PC.
- 2.11.2 Such proposals shall normally be accompanied by the candidate's curriculum vitae.
- 2.11.3 Part-time lecturers/demonstrators shall be limited to a minimum of two (2) hours per week or a maximum of six (6) hours per week.
- 2.11.4 Rates of payment shall be as approved from time to time.
- 2.11.5 Any member of staff, whether academic or non-academic, who serves the University in any part-time capacity, shall normally be remunerated.
- 2.11.6 In exceptional circumstances, the Vice-Chancellor may approve such appointment on behalf of the A&PC.

2.12.0 VISITING APPOINTMENTS:

- 2.12.1 To be eligible for a visiting appointment, the candidate must already have attained the status of at least a Senior Lecturer in a recognised university or must have been appointed to such a status by this University, using normal procedures except in appointments under the linkage agreement with other universities.
- 2.12.2 Visiting appointments shall be approved for one year in the first instance by the Vice-Chancellor on the recommendations made by Heads of Departments through the Deans/Provosts.
- 2.12.3 Extension of such appointments, which shall not exceed one year, shall only be on the approval of the A&PC. Adjunct Lecturers/Professors shall be appointed where necessary.

2.13.0 ASSOCIATE LECTURERS:

- 2.13.1 Candidates who are certified by the appropriate Department through the Dean/Provost as possessing special expertise or professional competence that the Department needs may be appointed Associate Lecturers.
- 2.13.2 Associate Lecturers may be appointed to any of the teaching Departments of the University. The rate of remuneration shall be as determined by the University from time to time and shall be payable in two equal instalments, one at the end of each semester.
- 2.13.3 Travelling claims at the prevailing rate shall be met by the University in appropriate cases or as decided by the Management).
- 2.13.4 Associate Lecturers in clinical departments of the College of Medicine shall normally be required to deliver a minimum of thirty hours of lecture in one calendar year plus at least one clinic per week during the year.
- 2.13.5 The appointment of Associate Lecturers shall normally be made by the A&PC and renewed annually by the same Committee.
- 2.13.6 In exceptional circumstances, the Vice-Chancellor may approve such appointments on behalf of the A&PC.

2.14.0 APPOINTMENTS INTO THE HEADSHIP OF DEPARTMENTS:

- 2.14.1 To be eligible for appointment as Head of an academic Department or Director of an Academic Unit, the candidate shall be a Professor. A Visiting Professor may be required to serve in this capacity. The appointment shall be made by the Vice-Chancellor on the recommendation of the Dean of the Faculty through the Provost of the College (where applicable).
- 2.14.2 Where there are more Professors than one, normally the most senior unless he expressed in writing his unwillingness to serve, shall be appointed Head in the first instance, thereafter, appointment shall normally be by rotation and in order of seniority. Seniority shall be determined by the date of appointment as Professor at the Federal University of Health Sciences Ila-Orangun.
- 2.14.3 Where a Visiting Professor is the Head of a Department, the Headship shall be limited to the tenure of the visiting appointment.

- 2.14.4 Where a Professor who is also a Head of Department or any Head of Department elects to go on Sabbatical Leave, Study Leave or Leave of Absence, the Headship shall be deemed to have lapsed at the commencement of the leave and another academic member of the Department shall be appointed Head/Ag. Head of that Department.
- 2.14.5 Where there are no other Professors in a Department, appointment to the Professorship shall normally imply concurrent appointment to the Headship of that Department for 3 (three) years in the first instance and with effect from the date of actual assumption of the responsibility of the office. On the directive of the Vice-Chancellor, the Registrar shall formally write to the new appointee inviting him to head the Department with effect from the date of actual assumption of responsibility of the office unless he has declined in writing to serve in that capacity.
- 2.14.6 The responsibilities of the Head of Department:
- (a) The Head of Department shall be responsible, through the Dean and Provost (where applicable), to the Vice-Chancellor for the smooth running of his Department in particular;
 - (b) he shall make arrangements for the teaching and examining of all courses as well as for research programmes in his Department;
 - (c) he shall make budgetary and other proposals for the needs of his Department to the Dean, and operate the budget approved for his Department;
 - (d) he shall process papers from his Department, through the Dean and Provost (where applicable) for the A&PC;
 - (e) he shall represent his Department at interviews for the appointment of staff of his Department and also accompany the Dean to meetings as may be required; and
 - (f) He shall submit an annual report on the activities of the Department to the Academic Planning Unit not later than 31st July of each year.
- 2.14.7 An Acting Head of Department who becomes a substantive Head of Department during his tenure as Acting Head shall normally have the period of his Acting Headship counted as part of his statutory term.

2.15.0 APPOINTMENTS TO THE DIRECTORSHIP OF INSTITUTES /ACADEMIC UNITS:

- 2.15.1 Appointment as Director of an Institute/Academic Unit shall be made by the Vice-Chancellor only from among the Professors in the University for a single term of three (3) years only.

2.16.0 APPOINTMENTS TO THE DIRECTORSHIP OF NON-ACADEMIC UNITS:

- 2.16.1 Directorship of non-academic units shall be for a period of four (4) years in the first instance and may be renewed for another 4 (four) years only.

2.17.0 APPOINTMENT OF HEAD TEACHER/PRINCIPAL

- 2.17.1 Head Teacher/Principal in the University school shall be for a period of four (4) years in the first instance and may be renewed for another four (4) years only. If the staff has not

attained the mandatory retirement age upon completion of his term, he may be redeployed as a Senior Tutor in the staff school.

2.18.0 THE DEAN OF FACULTY AND THE PROVOST OF COLLEGE:

- 2.18.1 There shall be the Dean of the Faculty who shall be the Head of the Faculty.
- 2.18.2 The Dean/Provost shall be a Professor elected by the Faculty/College Academic Board and formally appointed by the Vice-Chancellor;
- 2.18.3 The general guidelines for the election of Deans/Provosts are as set out below:
- (a) The Faculty Officer/College Secretary shall arrange for and conduct the election on behalf of the Registrar
 - (b) A notice of election shall be sent out to each elector at least three weeks before the election and shall also be pasted on the Faculty/College Notice Board and shall:
 - (i) specify the office to be filled;
 - (ii) call for nominations on a Nomination Form which shall require the names and signatures of two electors. One as the proposer and the other as the seconder and the name and signature of the nominee signifying his consent;
 - (iii) state the closing time and date for the receipt of nominations which shall not be less than 14 days from the date of the Notice of Election; and
 - (iv) indicate the date of the election which shall normally be the date of the last Ordinary Meeting of the Faculty/College Academic Board in the academic year.
 - (c) The names of candidates for election as well as their proposers and seconds shall be published within 24 hours after the close of nominations by the Faculty Officer/College Secretary.
 - (d) Where there is only one valid nomination received after the closing date of nominations, the Faculty Officer/College Secretary shall publish the name of the candidate so nominated and who will be formally returned at the Faculty/College Academic Board meeting by the Returning Officer.
 - (e) Where there are two or more candidates, an election shall be conducted as follows:
 - (i) a ballot box shall be provided and placed at the venue of the meeting of the Faculty/College Academic Board;
 - (ii) a ballot paper containing the full names of the candidates, arranged in alphabetical order or surnames, shall be issued to each elector at the venue of the meeting of the Board, and
 - (iii) the elector shall mark a cross against the candidate of his choice and shall, in secret, deposit his ballot paper in the ballot box provided. He shall also sign the attendance register.
 - (f) the Deputy Registrar (Academic Support Services) or his representative shall be the Returning Officer.
 - (g) the candidate with the highest number of votes shall be deemed to be duly elected but in the case of a tie, a fresh election of the tying candidates shall be conducted immediately at

- the same meeting of the Faculty/College Academic Board to determine the candidate with a majority.
- (h) the results of the election shall be signed by the Faculty Officer/College Secretary, the Returning Officer and the Dean of the Faculty/Provost of the College. The result shall be forwarded immediately to the Registrar who shall report the results of the election in writing to the Vice Chancellor, for the appointment of the successful candidate as the Dean of the Faculty/Provost of the College
- (i) every member of the Faculty/College Academic Board shall be an elector
- 2.18.4 The Dean shall hold office for a term of two (2) years beginning from the 1st day of August of the year in which he is elected. He shall be eligible for re-election for a term of two (2) years after which he may not be elected again until two (2) years have lapsed.
- 2.18.5 Any Professor whose tenure of appointment is less than two (2) years shall not be eligible for election as Dean.
- 2.18.6 (a) Where there is no Professor or when all the Professors or the only Professor in a Faculty decline(s) to serve, or no candidate has been nominated, the Vice-Chancellor shall appoint for any Faculty, according to 2.18.2 above, an Acting Dean from among the other academic members of the Faculty holding the rank of Reader or Senior Lecturer.
- (b) The Acting Dean shall hold office for a term of 1 year in the first instance, renewable for another term of one year only.
- 2.18.7 The Dean of a Faculty may be removed from office for good cause by the Faculty Board after a vote to that effect of not less than two-third of the total membership of the Board supporting the removal. Following the removal of a Dean as herein provided, an Acting Dean shall be appointed by the Vice-Chancellor, provided that, at the next Faculty Board meeting, an election shall be held for a new Dean. The normal term of a Dean so elected shall commence on the 1st of August following the date of his election. In the event of an incumbent Dean voluntarily leaving office, the procedure in 2.18.2 shall apply. The provision of this paragraph is without prejudice to the powers vested in the Vice-Chancellor by the Act or Statute(s) of the University.
- 2.18.8 There shall be a Provost of a College who shall be the Head of the College.
- 2.18.9 The Provost shall be any qualified Professor (in the case of the College of Medicine, he should be a medically qualified person) elected by the Academic Staff Assembly of the College and formally approved by the Vice-Chancellor. Any professor whose tenure is less than five years shall not be eligible for election as Provost.
- 2.18.10 The Provost shall hold office for 4 (four) years beginning with 1st August of the year in which he is elected. He shall thereafter not be eligible for re-election until at least four years have elapsed.
- 2.18.11 The Provost may be removed from office for good cause after a vote to that effect by not less than two-third of the entire Academic Staff Assembly. Following the removal of a Provost, as herein provided, one of the Deans in the College shall be appointed the Acting Provost by the Vice-Chancellor, provided that at the next Academic Staff Assembly meeting an election shall be held for a new Provost. The normal term of a Provost so elected shall commence on the 1st of August following the date of his election. In the event of an incumbent Provost voluntarily leaving office, the procedure in 2.18.3 shall apply. This provision is without prejudice to the power vested in the Vice-Chancellor /Council by the Act or Statute(s).

2.19.0 THE RESPONSIBILITIES OF THE DEAN:

- 2.19.1 (a) The Dean shall be 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
- (b) In the absence of the Dean, the immediate past Dean, if present, shall normally preside, otherwise, the Board shall elect the Chairman from among the most senior members of staff present.
- (c) The Dean of a Faculty, where appropriate, shall exercise general superintendence over the 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.
- (d) He shall submit the annual report of the Faculty to the Academic Planning Unit not later than 31st July of each year.
- 2.19.2 (a) Notwithstanding anything to the contrary in any statute of the University and, without prejudice to the right of the Faculty Board to also exercise its power of removal of a Dean, any staff holding an elective or appointive academic post (other than his/her primary duties of research and teaching) may be removed from the said elective or appointive academic post, by the Vice-Chancellor, Senate or Council.
- (b) Where a person who is holding an academic position is removed according to the provisions of 2.19.2(a) above, it shall be legitimate for the Vice-Chancellor to appoint another person in an acting capacity for the post.
- (c) Any person removed according to the foregoing provisions shall, immediately, upon the appointment of an acting holder of the position, hand over all the perquisites of the office to the acting holder.
- 2.19.3 (a) The removal in pursuant of 2.19.2(a) above should be reported to Council within 3 (three) months of such removal.
- (b) Where the Council ratifies the action in 2.19.2(a) above, the electing or appointing body shall be required to, not later than 6 (six) months from the date of the removal, elect another person to fill the vacancy in an election at which the removed person shall not be eligible to contest.
- (c) Nothing in this section shall prevent the University or Council from exercising disciplinary action against the removed officer
- (d) Where the Council does not approve the removal under 2.19.3 (a) above, the electing or appointing body shall be required to, within four (4) months of the removal, elect or appoint the removed officer or any other qualified person it deems fit.
- (e) Where the removed officer is re-appointed or re-elected under 2.19.3 (d) above, he shall be eligible to complete the residue of his tenure.

2.20.0 THE RESPONSIBILITIES OF THE PROVOST:

- 2.20.1 (a) The Provost shall be Chairman of all meetings of the Academic Staff Assembly of the College when he is present and shall be a member of all Committees and other Boards appointed by the College.
- (b) In the absence of the Provost, the immediate past Provost, if present, shall normally preside. Otherwise, the most senior Dean in attendance shall preside.

(c) The Provost shall exercise general superintendence over the academic and administrative affairs of the College. It shall be the function of the Provost to present to Convocation for the conferment of degrees of the University at examinations held in the branches of learning for which responsibility is allocated to the College.

(d) The Provost shall submit an annual report of the College to the Academic Planning Unit not later than 31st July of every year.

2.21.0 COMBINATION OF CERTAIN FUNCTIONS:

2.21.1 No person shall hold more than one of the posts of Deputy Vice-Chancellor, Provost of a College, Dean of Faculty, Head of Department, Director of Institute or any other such post at the same time except to meet some specific needs with the approval of the Vice-Chancellor.

2.22.0 CONFIRMATION OF APPOINTMENT:

2.22.1 Only members of staff who have completed the stipulated two (2) years probationary period may be recommended for the confirmation of their appointments.

2.22.2 Any member of staff whose appointment is not confirmed within a maximum of three (3) years on the grounds of poor performance shall have the appointment terminated.

2.22.3 All appointments, other than those of Principal Officers and Professors, shall be reviewed for confirmation 2 (two) years from the date of first appointment, notwithstanding that the officer concerned may have moved either by appointment or transfer from one Department or level to another within the probationary period of 2 (two) years.

2.22.4 Confirmation of Appointment for Transferred Staff;

(a) A member of staff who has had their appointment confirmed in another Nigerian university or public service and subsequently transfers to the Federal University of Health Sciences, Ila-Orangun, shall not be required to undergo another confirmation exercise, as their appointment shall be deemed confirmed until the age of retirement.

(b) An officer transferring their service shall request the new employer to seek verification of their previous employment and confirmation of status from their last employer.

2.22.5 In the case of non-academic staff, confirmation of appointment shall be approved on the basis of

- (a) competence and continued efficiency; and
- (b) satisfactory conduct.

2.22.6 In the case of academic staff, confirmation of appointment shall be approved on the following grounds:

- (a) evidence of satisfactory teaching ability and experience;
- (b) satisfactory conduct of continuing research since appointment;
- (c) satisfactory conduct; and
- (d) in exceptional circumstances, confirmation of the Lectureship grade may be approved on the evidence of exceptional teaching ability, experience and satisfactory conduct.

- 2.22.7 Two (2) copies of publications cited in support of the recommendation for the confirmation of appointment in respect of academic staff shall be deposited in the Registry at least seven (7) days before the date of the meeting at which the recommendation is being considered.
- 2.22.8 Graduate Assistants shall not be confirmed until they have obtained Master Degree in their respective fields.

2.23.0 MEDICAL RESEARCH TRAINING FELLOW:

- 2.23.1 Medical Research Training Fellows, who do not have post-graduate qualifications, shall not be eligible to have their appointments confirmed.

2.24.0 TEMPORARY SERVICE:

- 2.24.1 Temporary service rendered by a person later appointed to a permanent post shall count both as part of his probationary period and of his tenure.

2.25.0 THE CONFIRMATION OF APPOINTMENT OF STAFF WHO ARE ON STAFF DEVELOPMENT SCHEME:

- 2.25.1 The confirmation of appointments of members of staff who are on the Staff Development Scheme shall be considered for confirmation as and when due.
- 2.25.2 Recommendations for the confirmation of appointments shall be made by Heads of Departments and Units through the Dean of Faculty/Provost of College to the Faculty Review Panel, College Appointments and Promotions Panel and report made to A&PC for approval.
- 2.25.3 All decisions taken at the Faculty Level concerning confirmation of appointments, whether favourable or not, shall be forwarded with appropriate recommendations to the A&PC for consideration.

2.26.0 DEFERMENT OF CONFIRMATION:

- 2.26.1 If confirmation of appointment is deferred, the person so affected shall be informed in writing by the Registrar of the reason(s) for that decision. Any confirmation approved subsequently shall take effect from the date determined by the A&PC.

2.27.0 TRANSFER OF SERVICE:

- 2.27.1 Transfer of service from scheduled services shall be construed as ensuring the continuity of service of the officer concerned.
- 2.27.2 To be eligible for transfer of service to or from the University, an officer must hold a confirmed tenure appointment.
- 2.27.3 An officer transferring his service shall require the new employer to seek his transfer from his last employer

2.28.0 PROCEDURE FOR TERMINATION OF APPOINTMENT:

- 2.28.1 A Professor shall not terminate his appointment until after having given to the Registrar, through his Head of Department, the Dean of his Faculty or Provost of the College (where applicable), six (6) months' notice in writing of his intention to do so or pay six (6) months in lieu. In extenuating circumstances, a waiver may be considered by the Vice-Chancellor.
- 2.28.2 Any other academic staff shall not terminate his appointment other than on the 30th of September in any year, after having given notice to the Registrar through the Head of his Department, the Dean of his Faculty, and the Provost of his College, three (3) months' notice in writing of his intention to do so. However, a waiver may be granted by the Vice-Chancellor in special cases.
- 2.28.3 Temporary appointment may be terminated in writing at any time during the period by giving one (1) month notice by either the staff or the University.
- 2.28.4 Post-Doctoral Research Fellowship appointments shall be tenable for two (2) years and may be terminated in writing at any time during that period by giving 3 (three) months' notice.
- 2.28.5 Medical Research Fellowship appointments shall be tenable for one (1) year at a time and may be terminated in writing at any time during that period by giving one (1) month notice.
- 2.28.6 An Administrative or Professional staff may terminate his appointment at any time by 1 (one) months' notice in writing.
- 2.28.7 Temporary Administrative and Professional staff appointments shall be tenable for 1 year and may be terminated at any time by one (1) months' notice in writing.
- 2.28.8 A Principal Officer other than the Vice-Chancellor may terminate his appointment only after giving six (6) months' notice in writing.
- 2.28.9 A member of staff terminating his appointment may pay in lieu of notice a sum of money equivalent to the basic salary for the number of months for which notice is required as specified above.

2.29.0 EFFECTIVE DATE OF APPOINTMENT:

- 2.29.1 The effective date of an appointment shall be the date the appointee assumes duty.
- 2.29.2 Where an appointee was resident outside Nigeria before his appointment, the effective date of his appointment shall be the date of his embarkation at his place of domicile to assume duty in the University, subject to the appointee's production of satisfactory evidence to that effect.
- 2.29.3 The appointee shall receive full salary from the date of setting off from his place of domicile, provided he travels by the most direct route in the minimum time and assumes duty immediately on arrival.

2.30.0 SALARY INCREMENT DATE:

- 2.30.1 The salary increment date shall be 1st October of each year for all members of staff. A new appointee shall be eligible for a salary increment on 1st October of the year of assumption of duty provided he assumed duty on or before 1st April of that year.

CHAPTER 3

PASSAGES

3.1.0 APPOINTMENT, RESIGNATION, RETIREMENT OR LEAVE:

3.1.1 Overseas Passages:

On the first appointment, a member of staff shall be entitled to economy class air passage for self, wife/husband and a maximum of four (4) children up to the age of 18 years. A member of staff is entitled to baggage allowance from the actual point of embarkation to Nigeria.

- 3.1.2 Payment in respect of these passages shall be made only on production of relevant and satisfactory documents relating to:

- (a) The journey to the University from the place of domicile, or
- (b) Departure from Nigeria to the home country on retirement or resignation or termination following his/her contract.

- 3.1.3 A member of staff on study leave for less than one year shall be entitled to only half the rate of the baggage allowance stipulated above.

- 3.1.4. A member of staff on study leave lasting one year or more shall be entitled to the full rate.

- 3.1.5 Where a member of the Staff resigns while on leave outside Nigeria, he shall not ordinarily be entitled to return to Nigeria at University expense.

3.1.6 Local Passages

Where a member of staff and his family travel by air, he shall be entitled to economy class air passage for himself, his husband/wife and a maximum of 4 (four) children up to the age of 18 years.

- 3.1.7 Passage for self and family (i.e., Husband/Wife and up to 4 (four) Children) up to the age of 18 years shall be paid by the University on all forms of leave for which the University is responsible.

- 3.1.8 On retirement, withdrawal of service, resignation or termination of appointment, a member of staff, wife/husband and a maximum of 4 (four) children up to the age of 18 (eighteen) years shall each be entitled to passage to their recorded home town at the approved rates.

3.2.0 PASSAGES FOR OVERSEAS LEAVE:

- 3.2.1 An expatriate member of staff shall be entitled to economy class air passage, at the end of every 4 (four) years, to the home country for self, husband/wife and a maximum of four (4) children up to the age of 18 (eighteen) years.

3.3.0 PASSAGES FOR VACATION LEAVE IN NIGERIA:

- 3.3.1 An expatriate member of staff who does not take his home leave shall be entitled to local leave and leave allowance, as may be specified in terms of contracts of appointment,

3.4.0 LEAVE PASSAGES ON SPECIAL GROUNDS:

- 3.4.1 Any member of staff who, on medical grounds of obvious urgency, requires passages abroad other than on normal leave shall have such return passage paid. In that event, such member of staff shall forfeit the leave passage in respect of the same calendar year.
- 3.4.2 Free passage abroad on medical grounds shall be granted only when it has been recommended and approved by the Board of Health of the University Health Services and the Vice-Chancellor respectively.

3.5.0 PASSAGES FOR OFFICIAL UNIVERSITY BUSINESS:

- 3.5.1 Passages on University business shall be authorised by the Vice-Chancellor on behalf of Council. Allowances shall be as per approved rates.
- 3.5.2 Passages for members of staff on University business overseas shall, for the time being, be as follows:
 - (a) The Vice-Chancellor and Principal Officers-Business Class;
 - (b) Others-Economy Class.

3.6.0. PASSAGES WHERE BOTH HUSBAND AND WIFE ARE MEMBERS OF STAFF:

- 3.6.1. Where both husband and wife are members of staff of the University, they shall be entitled to passages in their individual rights. However, they shall not both claim passages in respect of the same children.

CHAPTER 4

ACCOMMODATION

4.1.0 UNIVERSITY POLICY ON HOUSING:

- 4.1.1. The prevailing Federal Government Policy on staff housing as may be reviewed from time to time shall apply.
- 4.1.2. There shall be a Federal University of Health Sciences Ila-Orangun Property Management Board which shall have responsibility for the Management of University properties, including residential accommodation in accordance with the guidelines approved for it by the Council.
- 4.1.3 A new member of senior Staff on CONTISS 6 and above or CONUASS / CONMESS 01 - 07 or its equivalent from outside Osun-State may either be temporarily lodged in the University Guest Houses or a hotel for not more than twenty-eight (28) days if no University quarters are immediately available or be given a sum of N250,000 in lieu of hotels accommodation.
- 4.1.4 A new member of staff on CONTISS 1 - 6 from outside Osun-State who is not normally entitled to University quarters, may either be temporarily lodged in a hotel or University Guest Houses for a maximum period of twenty-eight (28) days at University expense or be given a sum N150,000 in lieu of hotels accommodation.
- 4.1.5 A member of staff deployed outside his station whose engagement requires an overnight stay shall be entitled to a per diem.

CHAPTER 5 LOANS AND ADVANCES

5.1.0 SALARY ADVANCE:

- 5.1.1. An advance of one month's salary may be approved within three months of the first appointment and shall be refundable in three equal consecutive monthly instalments deducted from the employee's salary. The first of such instalments shall be made in the month following the month in which the advance was given.
- 5.1.2 At other times, an advance of one month's salary may be given under special circumstances, on the recommendation of the Head of Department and subject to the approval of the Bursar.

5.2.0 DUTY TOUR ALLOWANCE:

- 5.2.1. A duty tour allowance may be given to a member of staff on the recommendation of the Head of Department and the approval of the Vice-Chancellor. In his recommendation, the Head of Department shall indicate the appropriate amount, vote and code number for the advance.
- 5.2.2. The advance so granted shall be fully accounted for by the beneficiary within a month of the conclusion of the tour, otherwise the touring advance shall be deducted in full from the salary of the member of staff concerned within two months of taking the advance.

5.3.0 HOUSING LOAN:

- 5.3.1 There shall be a University Housing Loan Committee which shall administer housing loans to staff on terms and conditions approved for the scheme.

5.4.0 LOANS OUTSTANDING AS AT TERMINATION OF APPOINTMENT OR RETIREMENT FROM SERVICE:

- 5.4.1 A member of staff leaving the service of the University, due to termination of appointment, and who is in any way indebted to the University shall be required to redeem such indebtedness before the actual date of his departure, failing which he shall not be given clearance.
- 5.4.2 (a) A member of staff who retires/resigns/withdraws his service from the University and who has an outstanding balance of any loan or advances shall be required to pay such balance before the effective date of the withdrawal of service, failing which he shall not be given clearance.
(b) A member of staff who retires/resigns/withdraws his service from the University and who has an outstanding disciplinary case pending against him shall not be given clearance until the disciplinary case is dispensed with.

- 5.4.3 Where it is not possible to recover outstanding balance(s) of loans or advances on termination or withdrawal of service from the University, the guarantors shall be liable to pay such balances equally.

CHAPTER 6

ALLOWANCES AND GRANTS

6.1.0 ADMINISTRATIVE AND RESPONSIBILITY ALLOWANCES:

- 6.1.1 Responsibility allowance shall be payable as may be approved from time to time by the University
- 6.1.2 If any Principal Officer, Provost of College, Dean of Faculty or Head of Department/Academic Unit is to be absent from the University for thirty (30) days or more, he shall before his departure recommend to the Vice-Chancellor someone to hold the fort.
- 6.1.3 Anyone so approved in an acting capacity for a period of thirty (30) days or more shall be paid the appropriate responsibility allowance for that period

6.2.0 KILOMETRE ALLOWANCE AS APPROVED FROM TIME TO TIME BY THE FEDERAL GOVERNMENT

- 6.2.1)
- 6.2.2.) See appendices
- 6.2.3.)

6.3.0 SUBSISTENCE ALLOWANCE OVERSEAS:

- 6.3.1 Estacode rates shall be payable to eligible Officers in accordance with Federal Government Regulations as approved from time to time.
- 6.3.2. An Officer fully sponsored by an outside body shall be paid 25% of the appropriate estacode rate to cover his incidental expenses in respect of laundry, transportation, etc. No amendment.
- 6.3.3. The allowances in 6.3.1 and 6.3.2 shall be payable only to Officers on official duty or University business undertaken or performed abroad and on the approval of the Vice-Chancellor.

6.4.0 STAFF DEVELOPMENT ALLOWANCES:

- 6.4.1 A member of staff training under the Staff Development Scheme shall be entitled to the prevailing allowances depending on the country where he is training.
- 6.4.2 In the United Kingdom, North America and other similar countries, as may be determined by the University from time to time, the following allowances shall, for the time being, be payable:

ALLOWANCES:

- (a) Books – N100,000 .00 once and for all;
- (b) Thesis-

- (i) Master Degrees – N50,000.00
- (ii) Doctoral Degrees – N100,000.00

(c) Tuition – As charged by the Institution concerned.

(d) Research Expenses – As itemised by the members of staff and approved by the University, subject to the maximum of:

- (i) N100,000.00 to Science-based Programme
- (ii) N70,000.00 to Humanities-based Programme

(e) Health Insurance – As charged by the Institution concerned.

Tuition – As charged by the Institution concerned.

6.4.3 In Nigeria (Other than in Ila-Orangun) the following allowances shall, for the time being, be payable:

ALLOWANCES:

(a) Books – N100,000 .00 once and for all;

(b) Thesis-

(i) Master Degrees – N50,000.00

(ii) Doctoral Degrees – N100,000.00

(c) Tuition – As charged by the Institution concerned.

(d) Research Expenses – As itemised by the members of staff and approved by the University, subject to the maximum of:

- (i) N100,000.00 to Science-based Programme
- (ii) N70,000.00 to Humanities-based Programme

(e) Health Insurance – As charged by the Institution concerned.

6.4.4 In the Federal University of Health Sciences, Ila-Orangun and institutions within Ila-Orangun; the following allowances shall for the time being be payable in respect of all categories of senior staff:

ALLOWANCES:

(a) Books – N100,000.00 once and for all;

(b) Thesis –

(i) Master Degrees – N50,000.00

(ii) Doctoral Degrees – N100,000.00

(c) Research Expenses – As itemised by the members of staff and approved by the University, subject to the maximum of:

(i) N100,000.00 to Science-based Programme

(ii) N70,000.00 to Humanities-based Programme

6.4.5 Annual progress report shall be forwarded to the University by the Supervisor in respect of each staff on Staff Development and the reports shall be considered by the A&PC. This shall be a condition for further grants.

NOTE: As much as possible, awardees studying at the Federal University of Health Sciences Ila-Orangun should be given a minimal teaching load and no administrative functions to ensure prompt completion of studies.

6.6.0 TRANSPORT ALLOWANCE:

6.6.1 The allowance is paid at the prevailing rates as per Federal Government Policy.

6.7.0 MEAL SUBSIDY/PERSONAL ENTERTAINMENT ALLOWANCE:

6.7.1 The allowance is paid at the prevailing rates as per Federal Government Policy.

6.8.0 UTILITY ALLOWANCE:

6.8.1 The allowance is paid at the prevailing rates as per Federal Government Policy.

6.9.0 HAZARD ALLOWANCE:

6.9.1 The allowance is paid at the prevailing rates as per Federal Government Policy.

6.10.0 OFFICIAL ENTERTAINMENT ALLOWANCE:

6.10.1 The allowance is paid at the prevailing rates as per Federal Government Policy.

6.11.0 RESPONSIBILITY ALLOWANCE:

6.11.1 Vice-Chancellor, Deputy Vice-Chancellors, Registrar, Bursar and University Librarian:
The allowance is paid at the prevailing rates as per Federal Government Policy.

6.12.0 ACADEMIC STAFF ALLOWANCES:

6.12.1 See the appendices on different rates for allowances:

6.13.0 REPATRIATION

6.13.1 On retirement, withdrawal of service, resignation or cessation of appointment after a period of meritorious service, staff, spouse and a maximum of (4) four children below 18 years of age shall each be entitled to passage to their home town at approved rate.

6.5.0 OTHER APPROVED ALLOWANCES:

6.5.1 The allowance is paid at the prevailing rates as per Federal Government Policy.

CHAPTER 7

LEAVE

7.1.0 ANNUAL LEAVE:

- 7.1.1 A normal leave year shall be January to December of every year. For Academic Staff, this shall normally be enjoyed during the long vacation. While for non-academic staff, this shall be enjoyed during the calendar year.
- 7.1.2 A person granted any leave such as annual leave, study fellowship, staff development award, sabbatical leave, study or leave of absence must abide by approved conditions governing the leave at the material time. In addition, he must after the leave, return to work at the University for the period specified in the letter of approval of leave. Failure to return to work at the University without the prior agreement of the University shall be regarded as having absconded from duty. Such a person shall be subject to appropriate disciplinary action and in addition, may be required to refund his salary and allowances for the period of absence.
- 7.1.3 The number of working days of annual leave to be granted to members of staff every calendar year shall be as follows:
CONTISS 6/CONUASS 1 and above - 42 working days
- 7.1.4 A member of staff shall take his annual leave during the year that it falls due. Any annual leave not utilised or deferred by the end of December of the same year shall be deemed to have lapsed. Application for deferment (see 7.1.5) of such leave shall be made to the Vice-Chancellor through the Registrar not later than the 15th of December of the leave year.
- 7.1.5 However, due to service exigency a Principal Officer, Provost/Dean and Director may be allowed to accumulate leave during tenure.
- 7.1.6 A member of staff may be required to return to work before the expiration of his annual leave. Any outstanding balance resulting therefrom shall be taken at a later date but within the leave year concerned.
- 7.1.7 Any member of staff who overstays his approved leave without just cause shall be regarded as having been absent from duty without permission. The case shall be treated in accordance with the provision governing acts of misconduct.
- 7.1.8 Any officially approved and documented deferred leave could be utilised as terminal leave.
- 7.1.9 Proportional (Pro-rata) Leave is a vacation granted to a new or retiring officer in proportion to the number of days he has put into the service. Any period of service under 30 days is not reckonable. The calculation of proportionate leave shall be done in accordance with the table below:

CONTISS 6/CONUASS 1 and above		
12 Months	-	42 days
11 months	-	38 days
10 months	-	35 days
9 months	-	32 days
8 months	-	28 days

7 months	-	24 days
6 months	-	21 days
5 months	-	17 days
4 months	-	14 days
3 months	-	11 days
2 months	-	5 days
1 month	-	3 days

- (a) An officer who joins the University service during the course of the Leave Year will not normally be granted an annual leave but a proportionate leave as indicated above.
- (b) Officers who attend courses of instruction/training over a period of six months shall be entitled to proportionate leave for the period they put in service.
- (c) An officer who is retiring within the period of Leave Earning Service shall be entitled to proportionate leave.

7.2.0 RESEARCH LEAVE:

- 7.2.1 On the recommendation of his Head of Department and approval of the Dean of Faculty concerned, an academic member of staff may be granted 26 days of research leave in a year.
- 7.2.3 An academic staff who ordinarily may not be entitled to Staff Development, Study Leave or Study Fellowship may benefit from research leave upon application which must provide an acceptable programme of work or proposal during the leave.

7.3.0 CASUAL LEAVE:

- 7.3.1 A member of staff may be granted casual leave on compassionate grounds for urgent private affairs of not more than 3 (three) days on any one occasion and up to a total of 7(seven) days in any given year on the recommendation of the Head of Department, through the Director, Dean and Provost (where applicable) for the approval of the Registrar.
- 7.3.2 The Registrar will notify the Head of Department as soon as such permission is granted and also on resumption of duty the Head of Department will notify the Registrar.

7.4.0 ABSENCE FROM UNIVERSITY OR DUTY:

- 7.4.1 Permission for absence on account of University business for not more than a period of 3 (three) days may be granted to a member of staff by the Head of Department, and the Director, Dean and Provost (where applicable) to the Head of Departments. In the case of a Principal Officer, Provost or Dean, permission must be obtained from the Vice-Chancellor.
- 7.4.2 The Head of Department and the Director, Dean and Provost (where applicable) shall notify the Registrar as soon as such permission is granted and also on the resumption of duty by the member of staff concerned.
- 7.4.3 Any staff member who absents himself from duty other than as provided for in 7.4.1 and 7.4.2 shall be considered to have absconded and shall be liable to appropriate sanctions.

7.5.0 SICK LEAVE:

- 7.5.1 A member of staff who is absent from duty on the grounds of ill-health shall be regarded as absent on sick leave, provided that such illness is covered by a medical certificate issued by the University Medical Officer or certified by him when issued by any recognised Medical Officer. The Head of Department shall be required to forward such a certificate to the Registrar immediately.
- 7.5.2 The sick leave history of each member of staff shall be noted in his annual or periodic reports as well as in his personal records at the Establishments Office and shall be an important factor in considering his eligibility for some of the privileges conferred by these regulations.
- 7.5.3 Provided there is a reasonable prospect of a member of staff's eventual recovery and return to duty, he may be allowed sick leave on full pay for a period not exceeding six months in the aggregate during any period of one year and thereafter sick leave on half pay subject always to maximum of twelve months sick leave in any continuous period of four years or less.
- 7.5.4 Sick leave on full pay for a continuous period of six months may be allowed on the recommendation of the Director of University Health Services. If, at the end of that period, the member of staff is still unfit to return to duty, the Director of University Health Services shall seek the assistance of the Medical Board to ascertain whether the sick member of staff should be invalidated from the service or be allowed further sick leave on half pay.
- 7.5.5 Sick leave above twelve months, whether continuous or in the aggregate (in this latter case over a continuous period of four years or less) shall be without pay and shall not be reckoned with for increment.
- 7.5.6 A member of staff who is incapacitated as a result of an injury sustained in the course of his official duties shall be entitled to his full salary until he is discharged from sick leave or medically declared a permanent invalid.
- 7.5.7 A member of staff who is recommended by the Medical Board to be permanently invalidated ceases to be eligible for sick leave with effect from the date of the approval of such a recommendation.

7.6.0 MATERNITY LEAVE:

- 7.6.1 A pregnant member of staff shall be required to obtain and submit in good time to the Registrar, through her Head of Department, a medical certificate showing the estimated date of delivery. This shall be submitted not less than four weeks before the commencement of maternity leave.
- 7.6.2 A female staff that is pregnant is entitled to 16 weeks maternity leave at a stretch beginning not less than 4 weeks from the expected date of delivery with full pay. A medical certificate showing the expected date of confinement must be presented not less than two months before that date. 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.
- 7.6.3 Any female officer who is nursing a child shall be granted two hours off-duty every day. This facility shall be granted up to a maximum period of six months from the date she resumes duty from maternity leave.

7.6.4 A temporary female employee may be granted sixteen weeks' maternity leave without pay on presentation of the Expected Date of Delivery (EDD) Certificate issued by a medical practitioner and certified by the Director of Health Services, provided she has been employed for not less than six months

7.7.0 PATERNITY LEAVE

A male officer whose wife delivers shall be entitled to 14 working days' paternity leave at stretch with a piece of evidence that his wife gave birth. The leave shall be granted by his superior Officer from duty shortly before or after delivery by his spouse. This leave shall not be more than once in two years for a maximum of four children.

7.8.0 STUDY LEAVE/FELLOWSHIP FOR ACADEMIC STAFF

7.8.1 A member of staff engaged in teaching and research may apply for study leave after four consecutive semesters of service in the University.

7.8.2 Application for Study Leave/Fellowship

Applications for study leave/fellowship shall be submitted through the Head of Department, the Dean of the Faculty, and the Provost (where applicable) to the Registrar for consideration by the Appointments and Promotions Committee (A&PC). The application shall be accompanied by an up-to-date curriculum vitae and a statement outlining the proposed study programme, including the location where it will be carried out.

7.8.3 (a) Before any application can be considered, evidence in writing shall be afforded the A&PC that the applicant can be released from his duties.

(b) Study leave without pay may be granted to a confirmed staff who pursues a course which is relevant to his primary assignment in the University;

(c) A member of staff who benefits from Study leave without pay, shall be required to enter into a bond to serve the University for a minimum period of one year.

7.8.4 An expatriate member of staff shall be eligible for 3 (three) to 6 (six) months of study leave after completion of 3 (three) semesters of his appointment. Such leave shall be taken in lieu of his biennial leave subject to the recommendation by his Head of Department, Dean and Provost (where applicable) to the A&PC through the Registrar.

7.8.5 If an applicant has been on leave on account of illness or other sufficient causes for part of a semester, it shall be reckoned as a semester of service.

7.8.6 Not more than one period of study leave of 3 (three) months may be granted in respect of previous service, notwithstanding that such service may exceed 4 (four) consecutive semesters.

7.8.7 Notwithstanding regulation 7.7.6 above, study leave of at most 6 (six) months may be granted to a member of staff in respect of at least eight semesters of continuous service in this University during which no study leave has been taken.

7.8.8 Exceptional cases in which study leave of more than 3 (three) months is required, or is required after less than 4 (four) semesters of service, may be considered by the A&PC and each of such cases shall be considered and decided on its merit.

7.9.0 STUDY LEAVE (ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL STAFF):

7.9.1 A member of the administrative or professional staff may apply for study leave after a minimum of two years of continuous service.

- 7.9.2 An application for study leave shall be submitted through the Head of Department, Dean and Provost to the Registrar for the consideration of A&PC. The application shall be accompanied by an up-to-date curriculum vitae of the applicant, as well as by a statement outlining a proposed programme of work or study visit specifying the place where it is to be carried out.
- 7.9.3 Before an application can be considered, evidence shall be afforded the A&PC that the applicant has fulfilled the duties of his office, and can be spared, from such duties.
- 7.9.4 If an applicant has been on leave on account of illness or other sufficient cause for part of a year, the A&PC may, at its discretion, decide whether or not such a year shall be reckoned as a year of service.
- 7.9.5 Study Leave with Pay
Study leave with pay may be granted to a member of staff for a period of three months for the purpose of:
- (a) visiting other universities or institutions to acquaint themselves with administrative methods and techniques; or
 - (b) undertaking training or research in or outside the University to improve their competence.
- 7.9.6 In exceptional cases, study leave with pay may be granted to a confirmed member of staff for up to a period of one year provided he has served for not less than four years and that the Committee is satisfied that the proposed programme of work or study visit will be beneficial to the University.
- 7.9.7 A member of staff who secures external financial assistance for an approved course of study not exceeding one year may also be considered under regulation 7.8.8. below
- 7.9.8 Where study leave is required before putting in two years of service or involves the University in additional expenditure either directly or indirectly, this may be considered on its merit.
- 7.9.9 Not more than one period of study leave of three months may be granted in two consecutive service years. Service for study leave has to be reckoned either from the date of first appointment or the date of resumption of duty after the last study leave, sabbatical leave or leave of absence in the case of any subsequent application.

7.10. RETURN TO UNIVERSITY AFTER STUDY LEAVE:

- 7.10.1 A member of staff granted study leave shall abide by the conditions governing such leave.
- 7.10.2 On the expiration of the period of study leave, the member of staff shall return to work for the University for a minimum of two semesters or one year.
- 7.10.3 A member of staff who fails to return to work at the University for the stipulated period, without the prior consent of the University shall be regarded as having absconded from duty for the period of the study leave and shall be liable to refund his salary and allowances for the period of absence and may be also be subjected to appropriate disciplinary action.

7.11.0 STAFF DEVELOPMENT LEAVE:

- 7.11.1 Any member of staff may through his Head of Department, Dean and Provost (where applicable) for consideration of A&PC apply for staff development leave to acquire a higher degree or professional qualification or to upgrade such professional, technical or administrative competence possessed by him as is appropriate to the nature of his employment in the University.

- 7.11.2 Only members of staff who have been in the service of the University for a minimum period of one year in the case of Administrative and Professional staff on the recommendation of the Head of Department, Dean and Provost (where applicable) may be considered for staff development leave.
- 7.11.3 Only a member of staff who possesses a letter of admission shall have his application for staff development leave processed for consideration.
- 7.11.4 The duration of the leave shall be as follows:
- (a) Diploma or equivalent course; 1 (one) year in the first instance, up to a maximum of 2 (two) years.
 - (b) Bachelor's Degree programme or equivalent 3 (three) or 4 (four) years in the first instance up to a maximum of 6 (six) years.
 - (c) Master's Degree programme or equivalent professional course; one year in the first instance, up to a maximum of 2 (two) years.
 - (d) Ph.D. programme or equivalent professional course:
 - (i) Three years in the first instance, up to a maximum of 4 (four) years for a candidate with a first degree or equivalent.
 - (ii) Two years in the first instance, up to a maximum of 4 (four) years for a candidate with a Master's degree or equivalent.
- 7.11.5 A member of staff on staff development leave shall be entitled to the following:
- (a) Full salary for the duration of the course; and
 - (b) Allowance as stipulated in Chapters 3 and 6 of these conditions of service.
- 7.11.6 A member of staff who secures an external financial grant for an approved course of training may be eligible for consideration for the payment of supplementation equivalent to his salary throughout the duration of the approved course of training.
- 7.11.7 A member of staff on staff development scheme shall not change the course, place or institution for which the leave was approved without the prior approval, in writing, of the University.
- 7.11.8 A member of staff who is awarded a grant under the staff development scheme shall render to the University one year of service for every year of the award, subject to a maximum of three years.
- 7.11.9 A member of staff who is on supplementation shall, in like manner, render to the University one year of service for every year of the award, subject to a maximum of three years.
- 7.11.10 A member of staff who, after the expiration of his staff development leave, fails to render to the University the prescribed service shall be liable to refund to the University all the expenses incurred by the University on him throughout the duration of the leave and may also be subject to appropriate disciplinary action.
- 7.11.11 A member of staff on staff development leave shall ensure that a progress report on him is forwarded to the University annually by the appropriate authority.
- 7.11.12 A member of staff who enjoys the Staff Development Scheme upon return shall give a full report of his achievement during the period of absence for the Development Scheme including Certificates, Publications, etc.

7.12.0 STAFF DEVELOPMENT GUARANTORS:

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

7.13.0 SPECIAL LEAVE FOR EXTERNAL AWARDS:

7.13.1 Study Fellowships, tours such as the Fulbright, Hays programme, Commonwealth fellowship Award etc. tenable abroad, for which a member of staff is nominated by the University or secured by staff and approved by the University and which does not normally involve the University in extra expenditure, shall not be regarded as study leave as specified above. Nevertheless, the fact that a member of staff previously enjoyed the privilege of such a fellowship, tour etc. shall be taken into consideration by the Appointment and Promotions Committee in considering the merit of any subsequent application for study leave, sabbatical leave or leave of absence by the member of staff concerned.

7.14.0 SABBATICAL LEAVE

7.14.1 (a) Sabbatical leave is an arrangement within the organisational structure and machinery of Universities the world over, for periodic intellectual or professional re-stimulation or rejuvenation so that the research/teaching professional competence of staff may be enhanced.

(b) Purpose:

The purpose of sabbatical leave is to allow staff of long standing in the University, reasonable time off their normal duties to:

- (i) undertake new lines of research;
- (ii) consolidate on areas of on-going research activities; and
- (iii) enhance his professional competence

(c) Categories of University Staff Entitled to Sabbatical Leave:

- (i) Academic staff not below the rank of Senior Lecturer holding a confirmed appointment, however, contract or visiting staff is not entitled to sabbatical leave.
- (ii) All Principal Officers other than the Vice-Chancellor shall be entitled to 1 (one) year of paid leave at the end of the tenure.
- (iii) Administrative and professional staff on CONTISS 13 and above holding a confirmed appointment.

(d) Sabbatical Leave for Ex-Vice-Chancellors:

In tune with Council approval as part of their conditions of service, former Vice-Chancellors shall be entitled to take Sabbatical leave immediately following the completion of their term of office. They shall inform in writing their respective Governing Council of the arrangement they have made for their sabbatical leave.

(e) Programme of Work:

A staff applying for sabbatical leave must have an acceptable programme of work which must be consistent with the purpose of the sabbatical leave, to be approved by the University. Faculties shall screen and rank all the applications before forwarding them to the Appointments and Promotions Committee for consideration

(f) A person granted sabbatical leave, study leave or leave of absence must abide by approved conditions governing the leave at the material time. In addition, he must after the leave, return to work at the University for the period specified in the letter of approval of leave. Failure to return to work at the University after the approved leave without prior

approval and prior agreement of the University shall be regarded as having absconded from duty. Such a person shall be subject to appropriate disciplinary action and in addition, may be required to refund his salary and allowances for the period of absence.

(g) At no time shall the total number of academic staff on sabbatical leave exceed 5% of the staff strength in the Faculty.

- 7.14.2 Administrative and professional staff on CONTISS 13 and above shall, in like manner, be eligible for the equivalent of sabbatical leave of 1 year. The 6 (six) years of service needed to qualify for sabbatical leave may not be broken by any period of study leave, sabbatical leave or leave of absence.
- 7.14.3 After 6 (six) years of continuous service in the University, a member of the academic staff, who shall not be below the post of Senior Lecturer or equivalent, shall be eligible for sabbatical leave of 1 (one) year.
- 7.14.4 For a member of staff who transfers his service to the Federal University of Health Sciences, Ila-Orangun, the six years of continuous service shall not include more than three years of previous service in another Nigerian University.
- 7.14.5 Application for sabbatical leave shall be made on the approved form to the A&PC through the Heads of Departments and Deans of Faculties and Provost concerned, and each of such applications shall be accompanied by a statement outlining the proposed programme of relevant work to be undertaken by the applicant as well as by statement from his Head of Department indicating that he can be released from his duties or adequate arrangements have been made to cover such duties.
- 7.14.6 An application for sabbatical leave must be accompanied by a letter of placement. No application shall be entertained until 6 years of continuous service have elapsed. The sabbatical leave shall normally commence on the 1st of October of the year. The application must be received no later than 30th April of any year.
- 7.14.7 If a member of staff holding an elective or appointive office in the University opts to go on sabbatical leave, the tenure of such appointment shall be deemed to have terminated with effect from the commencement of the sabbatical leave.
- 7.14.8 While a member of staff is on sabbatical leave, his salary and other relevant benefits shall normally continue to be paid.
- 7.14.9 A member of staff who goes on sabbatical leave shall return to the service of the University for at least one year immediately following the end of the leave and shall submit to the Senate through the A&PC, a written report of the work done during the sabbatical leave.
- 7.14.10 Where an Officer overstays his leave:
 - (a) the University shall be free to fill the vacancy thus created;
 - (b) any other issue relating to this subject shall be considered on its merit;
 - (c) On account of exigencies, staff may be recalled from a sabbatical leave;
 - (d) The unutilised portion of the leave may be taken at the next opportunity
- 7.14.11
 - (a) A person likely to be prevented by statute or any other valid reasons from spending up to 1 (one) year after his sabbatical leave should not be denied such leave on mere ground of such prevention, provided there is prior approval by the University through proper authorisation by the Vice-Chancellor.
 - (b) Deferred leaves can be utilised at any time provided it is approved by the Vice-Chancellor on the recommendation of the Department not minding whether or not such persons had not spent 1 (one) year on return from sabbatical leave

(c) Section 7:16:1 of the regulations which puts conditionality on terminal leave should be applied at all times.

7.15.0 DEFERMENT/BREAKING OF SABBATICAL LEAVE:

- 7.15.1 No application for deferment or remission of unspent part of approved sabbatical shall be entertained.
- 7.15.2 Where a member of staff on sabbatical leave, for compelling reason, seeks to break the sabbatical leave, he shall inform the Vice-Chancellor upon resumption of duty in the University.

7.16.0 SABBATICAL HONORARIUM:

- 7.16.1 A member of staff on sabbatical leave shall not take up any full-time paid appointment elsewhere. Such staff may, however, be paid honorarium in the place or places where he is spending the leave as may be determined by the host Institution. Similarly, a member of staff of another university spending his sabbatical leave at the Federal University of Health Sciences, Ila-Orangun shall receive an honorarium equivalent to the salary appropriate to his grade.

7.17.0 TERMINAL LEAVE FOR PRINCIPAL OFFICERS, DEPUTIES AND EQUIVALENTS:

- 7.17.1 The Vice-Chancellor, Deputy Vice-Chancellor, Registrar, Bursar, University Librarian and any other staff on CONTISS 14 or CONUASS 6 and above who have not previously enjoyed sabbatical leave or its equivalent (except Principal Officers) shall be eligible for one-year terminal leave at the end of their service in the University provided they are qualified for such leave under the provision of these conditions of service.

7.18.0 LEAVE OF ABSENCE:

- 7.18.1 Leave of Absence
A member of staff may be granted leave of absence for up to one year, initially, on the recommendation of the Head of Department, Dean, and Provost. Such leave may be renewed for a further period of one year.
- 7.18.2 (a) A member of staff granted leave of absence to take employment within an approved Public Service in Nigeria may be permitted to do so subject to a maximum of 5 (five) years following which the officer shall be required to return to his post or transfer his service to his new establishment.
(b) The maximum of five (5) years of leave of absence is inclusive of all forms of leave that may be due to an officer during his period of leave of absence.
- 7.18.3 Any other case, not covered by regulation 7.17.1 to 7.17.3 above, shall be treated on its merit.
- 7.18.4 A member of staff shall not utilise his annual leave or part thereof to take up a new appointment elsewhere. Where a member of staff seeks an appointment in another establishment after responding to an advertisement he shall be required to seek for the transfer of his service or have his appointment terminated.

7.19.0 LEARNED CONFERENCES:

7.19.1 Each financial year, a separate budgetary provision shall be made for Learned Conferences for Academic, Administrative, Professional and Technical Staff, to be administered by the Committee of Provost /Deans (for Academic Staff) and by the A&PC (for Administrative and Professional Staff) on the recommendation of the Committee on Learned Conference Vote for non-teaching staff.

7.20.0 CONDITIONS FOR SPONSORSHIP:

- 7.20.1 The following among others, shall be taken into consideration before approval is given:
- (a) Evidence that the conference in respect of which support is being sought is a learned conference;
 - (b) The original copy of the letter of invitation to attend or read a paper at the conference;
 - (c) Certification by the applicant's Head of Department that the standard of the paper to be read at the conference is satisfactory;
 - (d) Evidence of uploading a Curriculum Vitae and list of publications on the University website; and
 - (e) Evidence of seeking alternative sources of funding e.g. 'Research Africa'.
- 7.20.2 Preference shall be given to members of staff who are reading papers at conferences, key officers of Learned Societies, or are required by the office to be in attendance. For the avoidance of doubt, such officers shall include the President, Vice-President, Secretary, Treasurer, Financial Secretary or Editor of a Society's journal
- 7.20.3 Each applicant shall state the actual dates of the conference he wishes to attend.
- 7.20.4 For overseas conferences, the condition and entitlement shall be as follows:
- (a) Sponsorship shall be once in two (2) years subject to the availability of funds
 - (b) An active presence on the University website
 - (c) Conference Registration Fee
 - (d) Up to a maximum number of ten days per conference including days for travelling to and from the venue and\
 - (e) Subsistence allowance
- 7.20.5 (a) The University shall fund, at least, one local learned conference each year for academic staff based on the availability of funds.
- (b) The entitlement for the local learned conference shall be for the time being as follows:
- (i) Conference Registration fee
 - (ii) Duty Tour Allowance.
- 7.20.6 All applications for a grant to attend a local conference shall normally be made through the Head of Department, Dean and Provost (where applicable) of the applicants' Faculty/College for consideration by the Committee of Deans and Provost in the case of academic staff, or through the Head of Department and the Registrar for consideration by the A&PC in the case of Administrative and professional staff.
- 7.20.7 An expatriate staff who receives a grant to attend an overseas conference within his country of origin shall not normally be entitled to airfare if the conference falls within his leave period, but to subsistence allowance only.
- 7.20.8 No reimbursement shall be payable for a conference attended without the approval of the appropriate Committee.
- 7.20.9 Copies of conference proceedings in which papers read at sponsored conferences are published shall be brought to the attention of the University Library for procurement.

7.21.0 SEMINARS, COLLOQUIA, WORKSHOPS AND SHORT COURSES NOT LASTING MORE THAN 4 WEEKS:

- 7.21.1 These shall normally be covered by a grant from the Staff Development Scheme.
- 7.21.2 A member of staff may apply for a grant to attend a seminar, symposium, colloquium, workshop or short course lasting not more than four (4) weeks.
- 7.21.3 In his application, the member of staff shall indicate why he wishes to attend a seminar, symposium, colloquium, etc. as the case may be, as well as the benefits which he feels the University will derive from such attendance.
- 7.21.4 The Head of Department shall be required to comment on the suitability of the applicant, the benefits derivable by the University from the applicant's attendance at the seminar, symposium, colloquium etc. as the case may be, and the ability of the Department to release the applicant for the duration of the programme.

7.22.0 BENEFITS OF THE AWARDS:

- 7.22.1 Award shall normally cover:
 - (a) Return economy class air/sea fare or mileage claims at the prevailing rates; and
 - (b) Per diem allowance as in regulation 6.3.0.

7.23.0 EXAMINATION LEAVE

- 7.23.1 A staff may, at the discretion of his Head of Department/Unit, be allowed special leave on full pay to sit for an examination recognised by the University, provided that, there is evidence of registration for the examination and examination time-table is made available in support of the application.

CHAPTER EIGHT

DISCIPLINE

8.1.0 PREAMBLE

8.1.3 The powers to exercise disciplinary control over members of staff of the University, shall, in accordance with the Act, be vested in the Vice-Chancellor and University Council.

8.1.1 Subject to the provision of the Act or other law, sanctions shall be imposed on any staff who is involved in any act of misconduct.

8.1.2 (a) Misconduct is a specific act of wrong-doing or any improper behaviour which is inimical to the image of the University and which can be investigated and proved. It can also lead to termination and retirement. It includes but is not limited to the following:

1. Scandalous conduct such as:

- (i) Immoral behaviour;
- (ii) Unruly behaviour;
- (iii) Drunkenness;
- (iv) Foul language;
- (v) Assault; and
- (vi) Battering

2. Refusal to proceed on transfer or to accept posting;

3. Habitual lateness to work

4. Deliberate delay in treating official documents;

5. Failure to keep records;

6. Unauthorised removal of public records;

7. Dishonesty;

8. Negligence;

9. Membership of Unregistered Association;

10. Sleeping on duty;

11. Improper dressing while on duty;

12. Hawking merchandise within University premises other than a residential area

13. Refusal to take/carry out lawful instruction from superior officers;

14. Malingering;

15. Insubordination; and

16. Discourteous behaviour to the public

(ii) Serious misconduct is a specific act of very serious wrong-doing and improper behaviour which is inimical to the image of the University and which can be investigated and if proven, may lead to dismissal. It includes but is not limited to the following:

1. Falsification of records;

2. Suppression of records;

3. Withholding of files;

4. Conviction on a criminal charge (other than a minor traffic offence or the like);

5. Absence from work without leave;

6. False claims against University officials;

7. Engaging in partisan political activities;

8. Bankruptcy/Serious financial embarrassment;

9. Unauthorised disclosure of official information;

10. Unauthorised undertaking of any study programme (Full-time or Part-time);
 11. Corruption; i.e.,
 - (i) Bribery;
 - (ii) Embezzlement;
 - (iii) Misappropriation; etc.
 12. Violation of oath of secrecy;
 13. Action prejudicial to the security of the University;
 14. Advance fee fraud;
 15. Holding more than one full-time paid job;
 16. Nepotism or any other form of preferential treatment;
 17. Divided loyalty;
 18. Sabotage;
 19. Willful damage to public property;
 20. Sexual harassment; and
 21. Any other act unbecoming of a public officer.
- 8.1.3 The powers to exercise disciplinary control over members of staff of the University, shall, in accordance with the Act, be vested in the Vice-Chancellor and University Council.
- 8.1.4 The Head of Department/Unit shall have a duty to report to the Registrar in writing through the Provost/Dean (where applicable) any case of misconduct on the part of any member of his staff that comes to his notice.
- 8.1.5 The Registrar, on receipt of such a report, shall forthwith forward to the Vice-Chancellor his comments, and the Vice-Chancellor after conducting such enquiries as he may deem fit, shall take an appropriate action and report to the Council
- 8.1.6 There shall be a Disciplinary and Appeals Committee of the Council and Senate whose duties shall be to investigate and report on any disciplinary matter referred to it by the Vice-Chancellor or Council.
- 8.1.7 Any member of staff who is found to have hidden information about his previous retirement status in the public or civil service to take up a tenure appointment with the University shall have his appointment promptly terminated while further action may be taken to retrieve what he has earned.

8.2.0 DISCIPLINARY MEASURES/SANCTIONS

- 8.2.1 A staff member who engages in any act of misconduct such as stated in 8.1.2 above, shall be liable to be disciplined as appropriate in any way which may include any or a combination of the following ways:
- (a) Written warning after a query;
 - (b) Reprimand;
 - (c) Withholding of Increment;
 - (d) Suspension from duty and/or office;
 - (e) Demotion;
 - (f) Withholding of promotion/loss of promotion;
 - (g) Interdiction;
 - (h) Termination;
 - (i) Retirement;
 - (j) Dismissal;
 - (k) Making good the loss or damage to University property; and

(1) Restitution;

8.2.2 For these conditions of service, the Council shall reserve the powers to take further steps to ensure good discipline and orderly and efficient administration of the University.

8.3.0 INEFFICIENCY

8.3.1 A staff found to be inefficient shall be liable to removal from office.

8.4.0 DISCIPLINARY PROCEDURE

8.4.1 Disciplinary proceedings shall be initiated in accordance with the provision of the Federal University of Health Sciences Ila-Orangun establishment Act sections (16, 17 & 18) Laws of the Federal Republic of Nigeria 2023

8.1.4 The Head of Department/Unit shall have a duty to report to the Registrar in writing through the Provost /Dean (where applicable) any case of misconduct on the part of any member of his staff that comes to his notice.

8.4.2 The procedure shall be as follows:

(a) Query:

(i) A member of staff who commits an act of misconduct shall be given a written query, a copy of which shall be sent to the Registrar. If his explanation is considered by the Head of his Department as reasonable, no further action shall be taken against him and the Registrar shall be so informed.

(ii) A member of staff who commits an act of misconduct or who is inefficient in the performance of his duties may be warned verbally by the Head of his Department/Unit.

(b) Warning:

(i) If a member of staff is queried and his response therefore is found unacceptable, he shall be given a written warning. A copy and his response thereto shall be forwarded to the Registrar through the Head of Department/Unit.

(ii) A written warning shall normally be regarded as final and any other offence shall be liable to a more severe disciplinary action, and the reason for the disciplinary action shall be communicated to the staff.

(c) withholding of increment: A staff's next increment may be withheld by the administration as a disciplinary measure for any act(s) of misconduct.

(d) Suspension:

(i) If, in the opinion of the Vice-Chancellor, an act of misconduct has been committed which is serious enough to warrant a drastic punishment, the staff shall be suspended from duty by the Vice-Chancellor and placed on half-pay

(ii) During the period of suspension, the staff shall be summoned before the Staff Disciplinary and Appeals Committee as provided for in the Act.

(iii) While on suspension, the staff shall not be allowed to leave the services of the University until the determination of the case.

(iv) A staff who is suspended shall not carry out his duties or visit his place of work except with the express written permission of the Registrar. He shall hand over all University property in his possession to his Head of Department/Unit.

- (v) If he is not found guilty in the proceedings on which he is being suspended, he will be reinstated in his post.
- (vi) If he is reinstated, he will receive his full pay for the period of the suspension.
- (vii) A staff shall not leave his station during the period of suspension without the written permission of the Registrar. But if he violates this provision, he will render himself liable to dismissal.
- (viii) A staff shall not leave his station during the period of suspension without the written permission of the Registrar. But if he violates this provision, he will render himself liable to a charge of serious misconduct.
- (iii) Interdiction:
 - (i) A member of staff who has been charged with a criminal offence in a court of law or tribunal on a matter (other than a minor traffic or sanitation offence) whether or not connected with the University, shall be interdicted by the Vice-Chancellor who shall report to Council thereafter.
 - (ii) The Registrar shall give a formal notice of interdiction to the member of staff concerned, stating the date from which the interdiction takes effect, the duration and the reasons for it.
 - (iii) For as long as a member of staff is on interdiction, he shall cease to report for duty and shall receive only half of his salary.
 - (iv) A member of staff who is on interdiction shall be required to hand over the keys to his office and any equipment in his charge to his Head of Department/Unit or his representative. He shall be forbidden to carry on his normal duties at the University.
 - (v) Where at the end of the proceedings the member of staff is not found guilty of the criminal charge(s) levelled against him, he shall immediately be reinstated and shall receive the balance of his emoluments from the date of his interdiction.
 - (vi) Where at the end of the proceedings, the member of staff is found guilty of the criminal charge(s) levelled against him, he shall be dismissed with effect from the date of his conviction and shall forfeit the balance of his emoluments.
 - (a) Termination: The appointment of a staff may be terminated on the recommendation of the Staff Disciplinary and Appeals Committee for an act of misconduct.
 - (b) Dismissal: The University may, without notice or payment in lieu, dismiss staff on the recommendation of the Staff Disciplinary and Appeals Committee for an Act of misconduct, severely prejudicial to the University interest or on criminal conviction.

8.5.0 APPEAL

- 8.5.1 A person who is sanctioned for an act of misconduct according to the provision of sections (16, 17 & 18) of the Federal University of Health Sciences, Ila-Orangun establishment Act, Laws of the Federal Republic of Nigeria 2023 may appeal to Council or the Visitor as appropriate.

8.7.0 REMOVAL AND DISCIPLINE OF ACADEMIC, ADMINISTRATIVE AND PROFESSIONAL STAFF

- 8.7.1 If it appears to the Council that there are reasons for believing that any person employed as a member of staff of the University, other than the Vice-Chancellor, should be removed

from his office or employment on the grounds of misconduct or inability to perform the functions of his office or employment, the Council shall:

- (c) give notice of those reasons to the person in question;
 - (d) afford him an opportunity to make representations in person on the matter to the Council, and
 - (e) if he or any three members of the Council so request within the period of one month beginning with the date of the notice, make arrangements:
 - (i) for an Ad-hoc Joint Committee of the Council and the Senate to investigate the matter and to report on it to the Council and
 - (ii) for the person in question to be afforded an opportunity of appearing before and being heard by the Investigation Committee, if the Council, after considering the report is satisfied that the person in question should be removed as aforesaid, the Council may so remove him by an instrument in writing signed on the directives of the Council.
- 8.7.2 The Vice Chancellor may in case of misconduct by the member of staff which in the opinion of the Vice Chancellor is prejudicial to the interest of the University, suspend such member and any of such suspension shall forthwith be reported to the Council.
- 8.7.3 For good cause, any member of staff may be suspended from his duties or his appointment may be terminated by Council, and for this sub-section "good cause" means:
- (a) conviction for any offence which the Council considers to be such as to render the person concerned unfit for the discharge of the function of his office, or
 - (b) any physical or mental incapacity which the Council, after obtaining medical advice, considers to be such as to render the person concerned unfit to continue to hold his office, or
 - (c) conduct of a scandalous or of other disgraceful nature which the Council considers to be such as to render the person concerned unfit to continue to hold his office, or
 - (d) conduct that the Council considers to constitute failure or inability of the person concerned to discharge the functions of their office or comply with the terms and conditions of their service.
- 8.7.4 Any person suspended according to sub-section 8.7.2 or 8.7.3 above shall be on half pay and the Council shall before the expiration of a period of three months after the date of such suspension consider the case against that person and come to a decision as to:
- (a) whether to continue such a person's suspension and if so, on what terms, including the proportion of his emolument to be paid to him;
 - (b) whether to reinstate such person in which case the Council shall restore his full emolument to him with effect from the date of suspension;
 - (c) whether to terminate the appointment of the person concerned in which case such a person will not be entitled to the proportion of his emolument withheld during the period of suspension; or
 - (d) whether to take lesser disciplinary action against such person (including the restoration of such proportion of emoluments that might have been withheld) as the Council may determine and in any case where the Council, pursuant to this section, decides to continue a person's suspension or decides to take further disciplinary action against a person, the Council shall before the expiration of a period of three months from such decision come to a final determination in respect of the case concerning any such person.

- 8.7.5 It shall be the duty of the person by whom an instrument of removal is signed in pursuant to sub-section 8.6.1 above to use his best endeavour to cause a copy of the instrument to be served as soon as reasonably practicable on the person to whom it relates.
- 8.2.2 For these conditions of service, the Council shall reserve the powers to take further steps to ensure good discipline and orderly and efficient administration of the University.
- 8.7.6 Nothing in the foregoing provisions of this section shall prevent the Council from making regulations for the discipline of other categories of staff and workers of the University as may be prescribed.

8.6.0 COURT ACTION

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

CHAPTER 9

PROMOTIONS

9.1.0 GENERAL RULES:

- 9.1.1 The A&PC shall, on behalf of the Council, have responsibility for all matters about the promotion of all categories of senior staff in the University.
- 9.1.2 Promotion shall be an annual exercise that normally commences in April and, except in exceptional circumstances, takes effect from the first day of October of the year for which the relevant exercise was initiated.
- 9.1.3 Promotion shall be to an established post only, i.e., a post for which provision has been approved in the budget of that year.
- 9.1.4 No member of staff shall be considered for promotion unless his appointment has been confirmed except for cases of transfer.
- 9.1.5 Normal promotion from one grade to another shall only be countenanced after a member of staff has spent at least 3 years after his appointment or the last promotion.
- 9.1.6 Under normal circumstances, no contracting officer will be considered for promotion except where there is no suitable pensionable officer available or he possesses an exceptional qualification and suitable experience. He could, however, be considered for an enhanced appointment during the renegotiation of his contract.
- 9.1.7 A staff member on transfer of service (TOS) shall be considered for promotion if he/she had spent three (3) years on his last promotion.
- 9.1.8 A staff with a pending disciplinary case shall not be recommended for promotion until he/she is cleared by the appropriate authority.
- 9.1.9 Where a vacancy exists with more than one staff qualified, a qualifying examination and/or interview will be conducted to select the most suitable to fill the vacancy.

9.2.0 SALARY ON PROMOTION:

- 9.2.1. No member of staff shall be made to suffer any financial disadvantage consequent upon his promotion.

9.3.0. DEPARTMENTAL PROMOTION PANEL (ACADEMIC STAFF):

- 9.3.1 There shall be a Departmental Promotions Panel consisting of the Head or Ag. Head of the Department as Chairman and other members of the teaching staff not below the rank of Senior Lecturer set up to consider cases of promotion in the Department.
- 9.3.2. Where there are no other Senior Lecturers and above in a Department, the Head or Ag. The Head of Department shall send recommendations for promotion in respect of eligible members of staff of his Department to the Faculty Promotions Panel, without constituting a Departmental Promotions Panel.
- 9.3.3. Where an eligible Head of Department or an external candidate is either a Senior Lecturer or a Reader, the Faculty Panel shall be required to make a preliminary assessment and scoring of the relevant publications which shall be forwarded to the Interview Panel through the Registrar.
- 9.3.4. Only Senior Lecturers and above in the Department shall consider recommendations for promotion to grades of Senior Lecturer and below.

- 9.3.5 Where it is found necessary, a member of staff who is being considered for promotion to the post of Senior Lecturer and below may be invited to appear before the Departmental Promotions Panel or Faculty Promotions Panel.
- 9.3.6 Recommendations from Departmental Promotions Panels shall be forwarded to the Faculty Promotions Panel.

9.4.0 FACULTY PROMOTION PANEL:

- 9.4.1 A Promotions Panel shall be constituted in each Faculty consisting of the Dean as Chairman, Heads of Departments and all the Professors from each of the constituent departments and at least one Professor from a related discipline outside the Faculty and the Registrar or his Representative. The Faculty Officer shall be the Secretary.
- 9.4.2 The Faculty Promotions Panel shall consider the recommendations of the various Departmental Promotions Panels and shall further make its assessment of the quality of the teaching, research and/or publications and the level of administrative experience of each member of staff being considered for promotion.
- 9.4.3 Faculty Promotions Panel shall be composed in such a way that Senior Lecturers who are Heads of Departments shall serve only on Panel dealing with cases of Senior Lecturers and below.
- 9.4.4. Recommendations from the faculty Promotions Panel shall be forwarded to the College Promotions Panel where applicable.

9.5.0 COLLEGE APPOINTMENTS AND PROMOTIONS PANEL:

- 9.5.1 A College Appointments and Promotions Panel, shall be constituted in each College consisting of the Provost as Chairman, Dean of the constituent Faculties, Heads of Departments, Professors in the College, at least one Professor in related discipline outside the College and the Registrar or his Representative and College Secretary as Secretary.
- 9.5.2 The College Appointments and Promotions Panel shall be composed in such a way that Senior Lecturers, who are Heads of Departments, shall serve only on panels dealing with cases of Senior Lecturers and below. Readers and Professors shall serve only on panels dealing with cases of Readers, while only Professors in the College, shall consider recommendations in respect of appointment to Professorial grade.
- 9.5.3 The College Appointments and Promotions Panel shall receive the assessments made by the Faculty Appointments and Promotions Panel and further make its assessment of the quality of teaching, research and/or publications, and level of administrative experience of each member of staff being considered for appointment or promotion for consideration of A&PC.

9.6.0 LIBRARY PROMOTIONS PANEL:

- 9.6.1 There shall be a Library Promotions Panel consisting of the University Librarian as Chairman, all Deputy University Librarians, Principal Librarians who are acting Divisional Heads, one other member of the Library and Publications Committee appointed by the Committee itself not being a Librarian and not being below the grade of Reader and the Registrar or his representative and a Deputy University Librarian as Secretary.
- 9.6.2 The Panel shall be composed in such a way that Principal Librarians who are acting Divisional Heads and Senior Lecturers shall serve only on a panel dealing with cases of Principal Librarians and below.

- 9.6.3 The Panel shall receive and consider recommendations in respect of all academic staff in the Library and shall in turn forward its recommendations to the A&PC.
- 9.6.4 The Panel shall also receive recommendations for promotion made by the Divisional Heads of the University Library in respect of non-academic members of the Library staff and employ the criteria set out in regulations 9.13.0 and 9.14.0 below.

9.7.0 ASSESSMENT FOR PROMOTION OF ACADEMIC STAFF:

- 9.7.1 Assessment for promotion shall be based on the quality of teaching, research and publications as well as administrative/internal and external community services.
- 9.7.2 The Head of Department shall present a written comprehensive assessment of the teaching and administrative abilities of each member of his staff.
- 9.7.3 The accepted but not yet published papers (with valid acceptance letter) should not constitute more than 10% of the articles presented up to Senior Lectureship position or its equivalent. Papers listed as accepted for publication but which have not appeared in print for one (1) year and above, shall not be countenanced for appointment and promotion purposes. All papers presented for professorial cadre (Full Professor and Reader) must have appeared in print in the recognised publishing houses/outlets.
Acceptable articles and books must have been published by reputable societies/associations, Universities/research institutes and academic outlets. Predatory articles/books will not be accepted for promotion. All publications submitted for promotion shall be subjected to predatory check by the concerned Faculty and the University before such publications are recommended to the A&PC for consideration.
- 9.7.4 Where the Head of Department or Dean of Faculty is not competent to evaluate the publications of members of his staff, he may refer such publications for an external opinion.

9.8.0 ASSESSMENT AND WEIGHTING FOR APPOINTMENTS AND PROMOTIONS (ACADEMIC STAFF)

- 9.8.1 Points system shall be used in the Assessment and weighting of Academic staff for promotion.
- 9.8.2 For such a category of staff, the points shall be as follows:
 - (a) Academic Qualification (Maximum 10 points)
 - (i) A Doctoral Degree: M.D./Ph.D./ MBBS with Fellowship - 10 points
 - (ii) A Master’s Degree obtained by research/Degree of M. Phil/MBBS with Master Degree - 8 points
 - (iii) A Master’s Degree obtained by coursework - 6 points
 - (iv) A 1st Class (Honour) Degree - 5 points
 - (v) A 2nd Class Upper (Honour) Degree - 4 points
 - (vi) A 2nd Class Lower (Honour) Degree - 3 points
 - (b) Professional Qualifications (maximum of 5 points)
Where applicable, a maximum of 5 points shall be awarded for the highest professional qualification obtainable in the field.
 - (c) Teaching Experience (Maximum: 10 points).

One (1) point shall be awarded for each year of full-time teaching or research in the grade of Assistant Lecturer or above in a University or ½ point per year in the case of other higher institutions and research institutes.

(d) Teaching/Research Load (Maximum: 5 points).

One (1) point shall be awarded for every four hours of lectures, tutorials and practicals per week, likewise, one point shall be awarded for every 8 hours of certified research per week in the case of a member of staff engaged in full-time research.

(e) Quality of teaching (Maximum Load: 5 points).

(f) A maximum of 2 points shall be based on students' evaluation of the staff concerned. The remaining 3 points shall be based on the comments (if any) by External Examiners and evaluation by the Head of the Department. Recognised publications (Maximum: 40 points) Acceptable articles and books must have been published by reputable societies/associations, Universities/research institutes and academic outlets/publishers. Articles published by the Polytechnics or Colleges of Education are not acceptable. Predatory articles/books will not be accepted for promotion. All articles for assessment must have been cleared by the Faculty Journal Verification Committee constituted by the Dean and the University Publication Screening Committee. The University Publication Screening Committee shall be headed by the Deputy-Vice-Chancellor (Academic) and must have representatives from all Faculties/Institutes. The Deputy Registrar (Human Resources or his representative) shall serve as the Secretary.

(i) Publications shall be assessed in respect of their contribution to knowledge in the relevant field and/or their usefulness to the profession concerned.

(ii) A Journal article shall, depending on its quality, attract maximum of 3 points.

(g) Guidelines for Scoring of Publications

(i) Single authorship in a publication or Book shall be entitled to 100% of the score awarded to the Article or Book published.

(ii) In Joint or Multiple authorships, the lead author shall be entitled to 80% while other authors shall earn 70% in the publication of a Journal Book, Chapters in a Book, Edited Conference Proceedings or Technical Report/Creative Writings.

(iii) A Book shall attract a maximum of 5 points (minimum of 60 pages). A book authored for Polytechnics, College of Education or Secondary school will not be accepted. The book must be published by an academic publishing house or publisher

(iv) A staff below the rank of Lecturer 1 cannot author a book or review article. However, the staff below the rank of Lecturer I can co-author a chapter in a book.

(v) A Journal Article shall attract a maximum of 3 points.

(vi) A chapter in a book shall attract a maximum of 2 points, subject to a maximum of two chapters in the same book.

(vii) Edited Conference Proceedings shall attract a maximum of 1-point subject to a maximum of 3 conference proceedings all together.

(viii) Technical Report/Creative Writing shall attract a maximum of 1 point each, subject to a maximum of 3 of such Reports or Writing.

(ix) An instructional textbook shall attract a maximum of 3 points, while a chapter in such book shall attract 1-point subject to a maximum of 2 chapters in the same book.

- (x) Marks shall be awarded for each book or article bearing in mind its relevance, originality and contribution to knowledge.
- (xi) Books or Chapters in books should not constitute more than 30% of the candidate's publication.
- (xii) A candidate for professorial cadre (Full Professor and Reader) should lead at least 40% of the presented articles in addition that 40% of such articles must have been published offshore. The candidate for Senior Lectureship must lead at least 30% of the articles presented and at least 30% of such articles must have been published offshore.
- (xiii) The minimum score in respect of publications required for promotion/appointment to the following grades shall be.

Professor	-	28 points
Reader	-	24 points
Senior Lecturer	-	16 points
Lecturer I	-	8 points
Lecturer II	-	4 points / Ph.D.
- (h) Administrative Experience/Service to Community (Maximum: 10 points).
- (i) Academic/Professional Distinction, e.g., University scholars, prizes won at the University level, Fulbright, Commonwealth etc. (Maximum: 5 points).
- (j) Currency of Publications – 5 points a maximum of 1 point for each year of publication in the last 5 years current year inclusive.
- (k) Whenever an article is rejected by University Publication Screening Committee, the A&PC shall write to the staff concerned that such a paper should not be included in those to be presented for promotion for such current year and subsequent promotion/assessment. If included, it will automatically be the end of the *Prima facie* qualification for the candidate's appointment for professorial cadre or to any other cadre for other levels.
- (l) Format for Spread of Publications

Rank Percentage (%) of Spread of Publications

Rank	Home-Based Publication (a)	National Publications (b)	International Publications (c)
Lecturer I	40	50	10
Senior Lecturer	30	40	30
Reader/	20	40	40
Professor	20	40	40

- a. Home-Based Publications: Articles in Journals/Chapter in books published by the Department/Faculty/University within the writer's vicinity (Southwest) and for which the editorial board members are drawn mainly from the stated vicinity i.e., southwest.
- b. National Publications: Articles in Journals/Chapters in books, published by National Professional Association but within Nigeria. In the case of a Journal, its editorial board members must have a national spread.
- c. International Publications (offshore): Articles in Journals/Chapter in books published outside Nigeria by academic/registered professional bodies/research institutes or reputable

publishing house/outlets. The journal must be on the internet, have an international spread of contributors and must be regular.

(m) Deans are to come to Promotion meetings with original letters of acceptance of Journals or the reprints containing the Publications being scored for the promotions of their staff.

9.8.3 Minimum Score for Promotion (Teaching/Research Staff/Academic Library Staff).
The percentage score shall be calculated on parameters applicable to each candidate. The minimum percentage score for promotion to each academic position or equivalent shall be as follows:

Professor	-	70%
Reader	-	65%
Senior Lecturer	-	55%
Lecturer I	-	40%
Lecturer II	-	25%

9.8.4 To be eligible for promotion to Senior Lecturer and beyond, a member of the academic staff must possess the degree of Ph. D. in the field of his academic engagement.

9.8.5 Professional qualifications will not be countenanced in preference for academic qualifications in the scoring for promotion of academic staff.

9.8.6. Among others, the following sharp and unscholarly practices shall be treated as serious academic fraud and, if proven, shall attract a severe sanction:

- (a) Recycling of papers, an act of self-plagiarism in which the candidate re-publishes a publication with some deceptive modification to earn undue advantage;
- (b) Salami slicing is a fraudulent act of cutting portions of different publications (which may or may not belong to the candidate) and turning them into an incoherent mish-mash which is a clever but deceptive form of plagiarism;
- (c) Inauspicious use of language as manifested in poor mechanics, weak logic, inappropriate style and poor editorial finishing;
- (d) forging results that never emanated from actual research efforts;
- (e) an attachment to online journals being sponsored and run by hurriedly contrived professional associations with a grossly lopsided membership sometimes in favour of Nigerians.

9.9.0 PROMOTION OF ACADEMIC MEMBERS OF THE LIBRARY STAFF:

9.9.1 Assessment for the promotion of an academic member of the Library staff shall be based on professional competence, research/publications, administrative effectiveness and contribution to national and University development.

9.9.2 Professional competencies shall be assessed in terms of performance on the job, including the quality and quantity of output as well as some terms of the effectiveness of the services rendered.

9.9.3 Any work to be considered as a publication must have appeared in print or been accepted for publication in accordance with Regulations 9.7.3 above.

9.9.4 The Head of Division in the Library or the University Librarian (in the case of an Ag. Headship) shall, in his recommendation, indicate and comment upon the administrative experience and effectiveness of the member of staff concerned as well as on any contribution to national and/or University development by the member of staff.

9.10.0 ASSESSMENT AND WEIGHTING FOR PROMOTION (LIBRARY ACADEMIC STAFF):

9.10.1 A points system shall be used in the assessment and weighting of Library Academic Staff for promotion.

9.10.2 For such a category of staff, the points shall be as follows:

- (a) Academic Qualifications (Maximum points: 10)
 - (i) A Doctorate Degree – 10 points
 - (ii) A Master’s Degree (obtained by research e.g. M. Phil) – 8 points
 - (iii) A Master’s Degree (obtained by course work) - 6 points
 - (iv) A First Class Honour Degree - 5 points
 - (v) A Second Class Honour Upper Division Degree - 4 points
 - (vi) A Second Class Honour Lower Division Degree – 3 points
- (b) Professional Qualifications - 5 points
- (c) Length of professional experience - 10 points
1 point shall be awarded for each year of full-time professional practice on the grade of Assistant Librarian or above in a University Library, or ½ point for each year of professional practice in other types of Libraries.
- (d) Work Load
1 point shall be awarded for every eight hours of work per week, up to a maximum of 5 points.
- (e) Quality of Service
Evaluation of the quality of service shall be based on professional competence, dedication to duty, administrative effectiveness, and human relations as assessed by the appropriate Head of Division.
- (f) Interview performance (where applicable) 10 points.
Where applicable, interview performance shall be assessed and taken into consideration before promotion.
- (g) Publications
 - (i) As applicable to academic staff.
 - (ii) Minimum of scores in respect of publication required for promotion or appointment to the following grades shall be:

Professor Librarian	-	28 points
Reader Librarian	-	24 points
Senior Librarian	-	16 points
Librarian I	-	8 points
Librarian II	-	4 points
- (h) Administrative Experience/Service in Community - 5 points
- (i) Academic/Professional Distinction - 10 points
- (j) Currency of Publications - 5 points

9.10.3 MINIMUM PERCENTAGE SCORE REQUIRED FOR PROMOTION/APPOINTMENT (LIBRARY STAFF):

The percentage score shall be calculated on parameters applicable to each candidate. The minimum percentage scores required for promotion/appointment to each of the following posts shall be:

Professor Librarian	-	70%
Reader Librarian	-	65%
Senior Librarian	-	55%
Librarian I	-	40%
Librarian II	-	25%

9.10.4 THE POST OF UNIVERSITY LIBRARIAN: In accordance with the provisions of the Act, the post of the University Librarian shall be filled by appointment only.

9.11.0 EXTERNAL ASSESSMENT:

9.11.1 The advice of three (3) assessors shall be required where an appointment is to the grade of Senior Librarian, Reader Librarian, Professor or University Librarian.

9.11.2 The procedure for the appointment of external assessors as well as for the external assessment of publications shall be in accordance with the provisions of regulations 2.6.0, 2.7.0, and 2.8.0 above, except that in the case of Library Academic Staff, the University Librarian shall perform the function of the Dean of Faculty (or Provost of a College) and if the post is that of a University Librarian, the Vice-Chancellor shall perform such function.

9.12.0 (ADMINISTRATIVE AND PROFESSIONAL STAFF):

9.12.1 There shall be a separate promotions panel set up for the promotion of members of staff of the Registry, the Bursary, the Works Department and the Vice-Chancellor's Office. Each such panel shall consist of the appropriate Head of Department as Chairperson, his Deputies and/or Heads of the various Units or Divisions within the Department.

9.12.2 Each promotions panel shall receive the assessment made by the Heads of the constituent Units or Divisions of the Department concerned as well as those made by Deans of Faculties, Provosts of Colleges and Heads of non-academic Departments. Employing the criteria set out in Regulations 9.13.0 and 9.14.0 below, it shall further make its assessment of the suitability of each member of staff concerned for promotion.

9.13.0 ASSESSMENT FOR APPOINTMENT AND PROMOTION (ADMINISTRATIVE AND PROFESSIONAL STAFF):

9.13.1 Assessment of administrative staff for promotion shall be based on qualification, experience, annual performance evaluation report for the preceding 3 (three) years, and performance at an evaluation examination. The Panelists for the promotion interview for non-teaching staff shall include an external expert in the relevant field of specialisation and Representatives of the Registrar from the Directorate of Human Resources.

9.13.2 Appointment to the post of Deputy Registrar and its equivalent shall be by promotion. Advertisements shall be placed only when no internal staff member(s) is/are found to be qualified for the position(s)

9.14.0 ASSESSMENT FOR APPOINTMENT AND PROMOTION OF TECHNICAL STAFF:

9.14.1 Assessment of Technical staff for Appointment and promotion shall be based on qualification, post-qualification experience and annual performance evaluation reports for the preceding three (3) years.

9.14.2 Practical examination in the relevant area shall constitute 50% of such assessment.

9.14.3 Promotion to the post of Assistant Chief Technologist or Chief Technologist and their equivalent shall be based on criteria specified in sections 9.14.1 and 9.14.2 above as well as an interview/examination performance.

9.15.0 SUBMISSION OF RECOMMENDATIONS FOR PROMOTION TO THE APPOINTMENTS AND PROMOTION COMMITTEE:

9.15.1 Each appropriate promotion panel shall forward to the A&PC for a final decision, its reports and recommendations, whether positive or not, in respect of all members of staff considered.

9.15.2 Such recommendations shall be accompanied by the relevant curricula vitae where applicable.

9.16.0 RIGHT OF APPEAL (PROMOTIONS):

9.16.1 Where an eligible member of staff is not recommended for promotion, such a decision shall be communicated to him immediately to enable him to exercise his right of appeal.

9.16.2 An appeal according to section 9.16.1 above shall be made through the Head of Department/Unit or Dean/Provost to the A&PC in the first instance. Where there is further need, an appeal may be made through the Vice-Chancellor to Council.

CHAPTER 10

MEDICAL SERVICES

10.1.0 PROVISION OF MEDICAL SERVICES:

- 10.1.1 There shall be a University Medical Services Scheme maintained for the benefit of members of staff and their families as prescribed by the NHIS Act Cap N42 Laws of Federation of Nigeria 2010.
- 10.1.2 A member of staff, the husband/wife and up to four (4) children under the age of 18 years shall be entitled to medical care under the University Medical Services Scheme as may be in force from time to time.
- 10.1.3 Where in the opinion of the Director of University Health Services, facilities at the University Health Centre are deemed inadequate for a particular case, referral shall be made to the nearest University Teaching/Government Hospital.
- 10.1.4 Treatment in any other hospital, unless otherwise approved by the Director of University Health Services, shall be at the expense of the member of staff concerned.

10.2.0 TREATMENT OVERSEAS:

- 10.2.1 Overseas medical treatment may be undertaken only:
- (a) When appropriate treatment is not available in the country, as certified by the Director of Health Services and recommended by the Board of Health;
 - (b) When illness occurred abroad while on an approved University trip on University business or attendance at conferences and subject to the provision of a health insurance policy which must be undertaken by staff in all such official trips as in 10.3.1 below:
- 10.2.2 When appropriate treatment is not available in the country as certified by the Director of Health Services and recommended by the Board of Health, the University subject to availability of funds may assist the member of staff with any or combination of the following:
- (a) transportation of patient to and from the country where treatment is rendered;
 - (b) transportation of medical personnel/escort where indicated by the patient's condition and so recommended by the specialist/Board of Health.
 - (c) Either
 - (i) hospital bills including all forms of prescribed treatment, investigations, accommodation and meals for in-patients;OR
 - (ii) cost of prescribed out-patient treatment, drugs and investigations including appropriate per diem allowance to take care of hotel accommodation, feeding, transportation and other incidental expenses.
- 10.2.3 Full or partial payment for medical treatment of staff shall be subject to the availability of funds and any other condition which may be in force from time to time.

10.3.0 HEALTH INSURANCE:

- 10.3.1 Each member of staff going abroad on official University business or an approved sabbatical leave, study leave or staff development leave, shall be required to take a health

insurance policy where such policy exists, and the University shall reimburse him the cost of the premium paid.

10.4.0 PROVISION OF MEDICAL AIDS:

10.4.1 The University shall not be responsible for the cost of dentures, gold filling, spectacles and other medical aids and equipment unless they are certified to have become necessary as a result of an accident to the member of staff arising out of and in the course of his official duties.

10.5.0 MEDICAL ASSESMENT:

10.5.1 Where the Director of Health Services believes that the health of a sick member of staff is unlikely to permit the discharge of his normal duties, the Director shall constitute a Medical Assessment Panel to determine the state of fitness of such staff member to continue in the service of the University. The report of the Panel, which shall be submitted to the Council through the Vice-Chancellor, shall state whether permanent or temporary infirmity is recommended.

10.5.2 A member of staff who is adjudged permanently invalid shall be so informed forthwith and his appointment may be determined (e.g., terminated, etc.) in accordance with the terms of his letter of appointment.

10.5.3 The member of staff shall be paid his accrued terminal benefits (beyond transportation costs) including the cost of transportation to his hometown at the rate specified in regulation 6.2.0.

10.5.4 A member of staff who is declared invalid shall be entitled to an ex-gratia payment of 6 (six) months' salary provided that he has served the University for not less than 3 (three) years.

CHAPTER 11

RETIREMENT AND TERMINAL BENEFITS

11.1.0 UNIVERSITY PENSION SCHEME:

11.1.1 There shall be a Pension scheme in accordance with the provision of the Pension Reform Act Cap P4 Laws of Federation of Nigeria 2010 or as may be directed by the Federal Government from time to time.

11.2.0 AGE OF RETIREMENT

11.2.1 The compulsory retirement age for:

- (a) Academic staff in the Professorial cadre shall be 70 years old and
- (b) Other Academic and Non-academic staff shall be 65 years old.

11.2.2 Without prejudice to the Pension Reform Act Cap P4 LFN 2010

- (a) An academic staff who retires as a Professor in a recognized University shall be entitled to a pension at a rate equivalent to his annual salary provided that the professor has served continuously in a recognized University up to the retirement age:
- (b) Notwithstanding subsection (a), where the Professor has not served up to the retirement age he shall be entitled to the rate of pension mentioned under subsection (1) provided that he has served a minimum of 20 (twenty) years as Professor in a recognised University.
- (c) Where an academic staff joins a Nigerian University as a Professor, such a Professor shall have served continuously for at least twenty (20) years in a recognised University.

11.3.0 VOLUNTARY RETIREMENT

11.3.1 Any member of staff may retire voluntarily at an age below compulsory retirement

11.4.0 DEATH BENEFITS

11.4.1 as prescribed by the Pension Reform Act Cap P4 LFN2010

11.6.1 Where a member of staff dies while performing authorised official duties, the registered next-of-kin or designated survivor(s) shall be entitled to the gratuity which the member of staff would have been entitled to as prescribed by the Pension Reform Act P4 LFN 2010.

11.5.0 CONTINUOUS SERVICE:

11.5.1 For the purpose of these conditions of service, continuous service shall mean an unbroken period of public service, which may include any service transferred from other approved arms of the public service of Nigeria.

11.5.2 Where a break occurs in a member of staff's period of Public Service, such a break shall be disregarded if it has been condoned by the Federal Ministry of Establishment on the representation made by the member of staff concerned through the University.

11.6.0. PENSION AND GRATUITY WHERE A MEMBER OF STAFF DIES IN THE COURSE OF DUTY:

11.6.1. Where a member of staff dies while performing authorised official duties, the registered next-of-kin or designated survivor(s) shall be entitled to the gratuity which the member of staff would have been entitled to as prescribed by the Pension Reform Act P4 LFN 2010.

11.9.0 UNIVERSITY-WIDE INSURANCE

11.9.1 Each member of staff shall be covered twenty-four (24) hours a day under a University-wide insurance policy in accordance with prevailing policy.

11.7.0 INJURY PENSION:

11.7.1 Where a member of staff sustains grievous bodily injury in the course of his official duties without his fault, he shall be compensated at the prevailing rates as in the insurance policy of Section 11.9.1 with effect from the date of his injury.

11.8.0 PAYMENTS OF BENEFITS TO THE ESTATE OF A MEMBER OF STAFF REPORTED MISSING:

Where within one year of the disappearance of a member of staff a board of enquiry set up by Council can conclude that the member of staff reported missing is dead, his estate may be paid the applicable benefits on approval by Council subject to regulation 11.7.1. above notwithstanding that the law presumes a man to be dead only if nothing is known or heard of him after seven years of his disappearance.

CHAPTER 12

MISCELLANEOUS

12.1.0. PUBLICATIONS:

12.1.1. A member is not prohibited from publishing the results of his research or from expressing an opinion on matters of public interest, except that:

- (a) Where work is undertaken concerning the activities of Governments or public bodies in Nigeria the provisions of the legislation relating to official secrets shall be applicable;
- (b) Matters of a confidential nature, concerning the University, shall not be published or disclosed to outside parties by any member of staff of the University, without the approval of the Vice-Chancellor in writing.

12.2.0. CODE OF CONDUCT OR STANDING ORDER FOR INTERNAL MEMBERS OF COUNCIL, ELECTED AND APPOINTED STAFF (AS APPROVED BY COUNCIL) ON MEMBERSHIP OF UNIONS:

12.2.1. All University staff are free to join their respective Unions, however, all officers that are part of Management such as Internal Council Members, Provost(s)/Deans, Heads of Departments, Directors and Principal Officers must be aware of their responsibilities.

12.2.2. All such Officers are part of Management for as long as they hold such Management positions which they voluntarily took up.

12.2.3. It is their duty to ensure the smooth running of the University at all times. Failure to do this is a dereliction of duty.

12.2.4. They cannot participate in any strike action as doing so is tantamount to going on strike against themselves.

12.2.5. Violation of 12.2.4 above should be seen as an act of misconduct and should attract punitive measures as considered appropriate.

12.3.0. ON LEAKAGE OF CLASSIFIED INFORMATION:

12.3.1. Council members, Principal Officers, Deans/Provost(s) should swear to Oath of Secrecy enforcement of sanctions where acts of misconduct are established.

12.4.0. ON SANCTIONS:

12.4.1 Any violation of the Standing Orders above shall constitute an act of misconduct. In addition, any internal member found guilty shall be automatically suspended for not more than six months while he/she shall refer to the Staff Disciplinary and Appeal Committee for further appropriate sanction.

12.4.2. Any member of the Council found guilty of divulging any classified information shall automatically be suspended from Council for not more than six months unless he/she purges himself/herself of his/her wrongdoing through writing a letter of apology to the satisfaction of Council.

12.5.0 OATH OF SECRECY

12.5.1 Every staff on the assumption of duty should be made to swear to an oath of secrecy and endorse the same as rendered below:

I..... swear that I will not directly or indirectly communicate or reveal any matter to any person which shall be brought under my consideration or shall come to my knowledge in the discharge of my official duties except as may be required for the discharge of my duties or as may be specifically permitted by the appropriate/authorized person or body.

So, help me GOD.

.....

Signature and Date

12.6.0 UNIFORMS

12.6.1 (a) All employees who are required to wear uniforms including boots, while on duty, shall be provided with them at the expense of the University, and uniforms so provided shall be replaceable not less than once every two years.

(b) It shall be an offence for this category of staff not to wear the uniforms so provided while on duty.

(c) Employees shall be responsible for the maintenance of the uniforms in good conditions

(d) An employee may be surcharged with the cost of replacement of any uniform to his charge which has become unserviceable through neglect, lack of care or willful damage on his part

(e) Before leaving the service of the University for any reason whatsoever, any employee issued with uniforms and other University property shall surrender them to his Head of Department/Unit, the failure of which shall attract appropriate sanction

APPENDICES

1. KILOMETER ALLOWANCE:

The kilometre allowance shall be payable at the current approved rate. Kilometre allowances shall be paid to Officers whose certified duties extend to and from the Temporary Campus, or such Officers who are assigned specific duties at the Main or permanent Campus, otherwise, no mileage allowance shall be payable for unauthorised journeys undertaken within the Officers' duty station.

Kilometre allowance shall be payable for authorised journeys outside an Officer's duty stations.

2. LEAVE ALLOWANCE:

As consolidated by the Federal Government

3. TRANSPORT ALLOWANCE:

This shall be at the prevailing approved rate.

4. MEAL SUBSIDY/PERSONAL ENTERTAINMENT ALLOWANCE:

As consolidated by the Federal Government.

5. ENTERTAINMENT ALLOWANCE:

As consolidated by the Federal Government

6. DOMESTIC/SERVANT ALLOWANCE:

As consolidated by the Federal Government

7. UTILITY ALLOWANCE:

As consolidated by the Federal Government

8 HARZARD ALLOWANCE:

As consolidated by the Federal Government

9 OFFICIAL ENTERTAINMENT ALLOWANCE:

As consolidated by the Federal Government

10 RESPONSIBILITY ALLOWANCE:

This shall be at the prevailing approved rates, where applicable.

11 ACADEMIC STAFF ALLOWANCE

(a) Journal Allowances: As consolidated by the Federal Government

(b) Research Allowance: As consolidated by the Federal Government

(c) Learned Societies Allowance: As consolidated by the Federal Government

(d) Examination Supervision Allowance: As consolidated by the Federal Government

(e) Post-graduate Supervision Allowance: As may be approved by Senate and Council from time to time

(f) Teaching Practice/Industrial Supervision/Field Trip Allowance: As may be approved by Senate and Council from time to time.

(g) Excess Workload Allowance: As may be approved by the Senate and Council from time to time.