



JOSEPH AYO BABALOLA UNIVERSITY

Appointments and Promotions Guidelines for Academic Staff

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1.0. PREAMBLE

Joseph Ayo Babalola University (JABU), Ikeji-Arakeji, is a faith-based, entrepreneurial university in Nigeria with a vision of distinguishing itself within the Nigerian university community for intellectual breakthrough and relevance in national development. It is actively committed to its mission of providing teaching, research and service that would encourage learning and stimulate academic exchange at both national and international fora. The University is poised to be a private University of international standard which will be noted for its clear and unique focus, as well as specialized programmes. Overall, the university aspires to attain and retain globally acceptable standards of appraisal for its staff.

Academic quality and relevance are measured by the extent to which one's colleagues, peer groups and students read one's contributions in scholarly publications. The research strength of universities is now measured by citations in bibliometric indices per faculty, based on the number of publications in high-ranking international journals and edited books by reputable publishers. Currently, universities are defined within the contexts of national and global levels, with global ranking of universities based on the parameters of: reputation, research output, grants and other qualitative input data.

The motto of the University is *“For Knowledge and Godly Service”*. This motto encapsulates the total philosophy of the University i.e. to seek and impart theoretical and practical knowledge with high ethical standards to those who pass through it, thereby empowering them to provide selfless service to the country and humanity.

2.0. PROCEDURES

2.1. Establishment of Appointments and Promotions Committee

(a) There shall be a Central Appointments and Promotions Committee (A&PC) of the University headed by the Vice-Chancellor. Members will include two (2) members of the Governing Council, the Deputy Vice Chancellor, Librarian, Dean of the College of Postgraduate Studies, Deans of Colleges and other members appointed by the Vice-Chancellor. The Registrar shall serve as secretary and not a member. The Committee shall consider all recommendations for appointment, confirmation, requests for leaves (sabbatical, leave of absence, postdoc, others) and promotion within the academic staff cadre up to the professoriate, provided that in the appointment of Professors, Associate Professors, or equivalent positions, the reports of External Assessors appointed by the Vice-Chancellor will be considered before concluding.

(b) Every Academic Unit (Departments, Colleges and the University Library) shall have a standing Appointments and Promotions Committee. Membership of the College Promotions Committees shall be as specified in Subsections 2.2 of this document. The Departmental and College Appointments and Promotions Committee shall be in two parts: Part I and Part II. Academic staff of Senior Lecturer and below (or equivalent status in respect of the Library (Principal Librarian) and Research Units (Senior Research Fellow) shall constitute the membership of the Part I Committee and shall consider applications for leave and promotion of candidates up to the Senior Lecturer. Part II, shall be made up of Professors, and shall consider appointment and promotion applications to the Professorial Cadre.

(c) There shall be a Central Publication Review Committee (CPRC) as a subcommittee of the

A&PC of the University, headed by a Professor with the function of setting and reviewing publication guidelines for promotion activities including determining acceptable journals and publishers.

2.2. Composition of Appointments and Promotions Committee

- (a) Membership of the College A&PC for Part II cases shall comprise all College Professors, and Heads of Departments with the Dean serving as Chairman. Membership of the College A&PC for Part I cases shall comprise all College Professors, and Heads or Acting Heads of Departments with the Dean serving as Chairman. A representative of the Registrar shall be present at all meetings.
- (b) At the Department level, the Appointments and Promotions Committee shall comprise the Head or Acting Head of Department (as Chairman) and all Academic staff not below the rank of Senior Lecturer for Part I. For Part II, it shall be made up of Professors and the Head of Department (as Chairman). Where there are no Senior Lecturers and above, the College A&PC will suffice.
- (c) Departmental Appointments and Promotions Committees shall have a minimum of five (5) members, and where there are not enough qualified staff in a Department, such a Department should co-opt staff from relevant Departments to make up the minimum.

2.3. Procedure for Promotion Considerations

- (a) The promotion exercise shall commence with the Head of Department receiving a circular announcing the commencement of the exercise. After receiving the circular on promotion from the Personnel Unit, the Head of Department shall inform all academic staff in his/her Department about the onset of the promotion exercise. Each candidate shall indicate in writing the grade and the year for which he/she desires to be put up by the Department.
- (b) Within two months of the receipt of applications, the Departmental Promotions Committee shall sit to consider the cases of all the candidates for promotion. The Departmental recommendation on candidates should be forwarded to the Dean for College A&PC, the Personnel Officer will be copied, and all members of the Departmental Promotions Committee should endorse or sign the Minutes of the meeting.
- (c) The Committee to consider applications to the Professorial cadre shall consist of full Professors only.
- (d) Every application to be processed to the Central A&PC for promotion to the professorial cadre shall be accompanied by a preliminary report of the assessment of the publications by members of the College A&PC and signed by the Dean. Where there are no experts in the Departments, external experts shall be sourced.
- (e) The Departmental Promotions Committee makes a recommendation on every recommended candidate, and this must go to the College Appointments and Promotions Committee. The College Appointments and Promotions Committee will in turn present the recommended cases to the Central Appointments and Promotions

Committee for Academic Staff.

- (f) The recommendation shall indicate clearly the progress the candidate has made since the last promotion. In putting up a candidate for promotion, the Chairman of the relevant A&PC at the Departmental level shall indicate clearly the progress the candidate has made since the last promotion, bearing in mind all the parameters indicated in the preamble and including scholarly outputs such as:
 - (a) Books/papers published in journals, conference proceedings, etc.
 - (b) Patents, Scientific inventions, creative works etc obtained.
 - (c) Workshops, Conferences, etc attended.
 - (d) Academic or professional qualifications obtained.
- (g) Candidate's publications since the candidate's last promotion should be indicated using a single asterisk, (the asterisks should be placed as a superscript before the number of the publication).
- (h) The candidate's Curriculum Vitae should among other details contain (i) the dates of his/her last promotions or appointments and (ii) when he/she was last considered for promotion, and to what grade.

2.4. Finalization of Promotion Cases

- (a) Promotions up to the grade of Senior Lecturer should be finalized at the College Level and a report made to the Appointments and Promotions Committee for Academic Staff for noting. The report must be accompanied by full documentation regarding each case.
- (b) Promotion cases that fail at the department level should not be forwarded to the College Appointments and Promotions Committee. In such a case, the candidate should be formally informed in writing by the Departmental Appointments and Promotions Committee within 72 hours of that decision stating the reasons for the failure of his/her case.
- (c) A member of staff who is not recommended for promotion at the departmental level is entitled to forward a statement of his/her case through the Dean/Director to the College Appointments and Promotions Committee, setting out his/her claims to be considered for promotion. Such an application shall be referred to the appropriate department for comments. Such a candidate may be invited by the College Appointments and Promotions Committee to defend his/her case.

Note

The Central Appointments and Promotions Committee for Academic Staff can change the decision of the College Appointments and Promotions committee.

- (d) At the end of the meeting of each Appointments and Promotions Committee, the Dean in consultation with the substantive Head of Department shall submit to the Vice-Chancellor, a list of six (6) assessors in respect of candidates for whom *prima facie* qualified cases have been approved by the Appointments and Promotions Committee for Academic Staff. It is the prerogative of the Dean to nominate external assessors. Out of this number, a minimum of three assessors shall be appointed by the Vice-Chancellor.
- (e) The nomination of external assessors should be done using the format herein included in Section 4.0.

- (f) Voting.
- A secret ballot voting method shall be used to decide controversial issues.
 - In such cases, a minimum of 70% 'YES' votes of those present shall be required for a verdict for the professorial cadre.

Note

Simple consensus shall normally be adequate for other cadres. Abstention will be regarded as a 'NO' vote.

(g) Feedback to Candidates

Formal letter from the Registrar shall go out to all candidates who applied for promotion, for both positive and negative outcomes. In case of negative outcome, advising candidates of the next available opportunity. The Dean, subject to special permission can discuss the comments of assessors with candidates without disclosing the names of the assessors.

(h) Promotion during Leave of Absence

A candidate shall not be considered for promotion for the years he or she is on leave except sabbatical. However, for members of staff whose papers had been submitted and were being considered before such a member proceeded on leave (study leave, postdoc) the application for promotion shall be processed.

(i) Appointments or promotions to the rank of Professor can only be approved for any College in the University subject to the following:

- (1) The applicant for Professorial cadre must not be more than Sixty-five (65) years old.
- (2) Applicants from Associate Professorship to Professorship who are above 65 years but less than 70 years old can be considered.
- (3) The applicant must have occupied or headed at least one leadership position with proof of commendable leadership established in either of these: Committee, Directorate, Department, or College, in the University.
- (4) The applicant must have adequate postgraduate supervision experience.

(j) Effective Date of Promotion

Promotion will not take effect earlier than the first day of October after the date on which the promotion is initiated.

2.5. Appeal for Reconsideration of Decision by the Appointments and Promotions Committee

Appeals from members of academic staff against the decisions of the Central Appointments and Promotions Committee shall be routed through their respective Heads of Departments and Deans of Colleges who should comment on whether there is clarification of issues raised at A&PC meeting to justify reconsideration at its first meeting during the succeeding session after the promotion exercise. A candidate can make a final appeal to Council through the Vice-Chancellor if he/she so desires.

Candidates not recommended at the College level, may forward a statement of their cases to the Chairman of the Central A&PC, and copy the Dean within a week of the receipt of the decision of the College A&PC. In the same vein, candidates whose

applications have not been successful at the Central A&PC shall also be informed formally in writing within two weeks of the decision, stating reasons.

3.0 RATING OF ACCEPTABLE PUBLICATIONS

The following are recognized for purposes of assessment:

- Books
- Journal articles
- Chapters in books
- Articles in refereed conference and workshop proceedings
- Monographs and technical reports
- Patents and copyright materials

Each of the above publications is expected to possess the following qualities: academic quality, originality and contribution to knowledge.

(i) Books/Chapters in Books:

1. **Definition of a Book:** For purposes of promotion, a book is regarded as a publication of more than eighty (80) pages, with the cover excluded. Such a publication must have an International Standard Book Number (ISBN).

2. Publishers should be:

- (a) those recognized by the particular College/ Department;
- (b) academic units at the university level, research centres (public and private) and professional bodies (academic and technical); and
- (c) others as may be decided upon as the need arises.

3. For assessment purposes, Departments must request for evidence of peer review.

4. Textbooks published for primary and secondary schools are not acceptable for promotion purposes.

5. A published book should be rigorously assessed by academics in the area of specialization.

6. A book must be edited by a reputable scholar and published by a reputable publishing house.

7. Chapters in the same book are to be listed as a, b, c...and rated together as one.

8. Aside the provisions above, the following should also be noted in respect of books:

Categorisation in terms of quality:

Grade A Books: These are academic books that report on new research findings.

The maximum score for a Grade A Book is 10 points and the rating shall be as follows:

Excellent	9.0 -10.0
Very Good:	7.0 -8.9
Good	6.0 – 6.9
Satisfactory	5.0 – 5.9
Fair	4.0 – 4.9

Poor	1.0 – 3.9
Unacceptable	0

Grade B Books: Books in this category include: creative books, tertiary-level textbooks, and full-length book translations. The maximum score for a Grade B Book is 5 points and the rating shall be as presented in the following:

Excellent	4.5 -5.0
Very Good	3.5 – 4.4
Good	3.0 – 3.4
Satisfactory	2.5 – 2.9
Fair	2.0 – 2.4
Poor	1.0 – 1.9
Unacceptable	0

Note

Works of translation must not have been published by the same author in more than one language.

Other forms of creative works such as artistic works, sculpture, printing, musical work etc are to be scored from 0-5 points and the rating shall be as follows:

Excellent:	4.5 -5.0
Very Good:	3.5 – 4.4
Good	3.0 – 3.4
Satisfactory	2.5 – 2.9
Fair	2.0 – 2.4
Poor	1.0 – 1.9
Unacceptable	0

In listing the publications, a separate line should be drawn to show the editorial work carried out by a candidate in a particular publication as separate from his/her real contribution in terms of the content of books or chapters in books. In this regard, the whole book should be submitted for assessment.

(ii) Chapters in Books

The maximum score for a Chapter in a Book is 3 points and the rating shall be as follows:

Excellent:	2.7 -3.0
Very Good:	2.1 – 2.6
Good:	1.8 – 2.0
Satisfactory:	1.5 – 1.7
Fair:	1.2 – 1.4
Poor:	0.5-1.1
Unacceptable	0

- (a) Multiple chapter contributions by an author in the same book shall be scored as one i.e. all the contributions shall attract a score of not more than 3 points.

- (b) Where the contributions of a candidate to the revision of a chapter (or chapters) in a book (or books) can be determined, such contributions should be rewarded, and such an effort should not attract more than two (2) points and the rating shall be as follows:

Excellent	1.8 -2.0
Very Good	1.4 – 1.7
Good	1.2-1.3
Satisfactory	1.0 – 1.1
Fair	0.8 – 0.9
Poor	0.1-0.7
Unacceptable	0

(iii) Technical Reports and Monographs

- (a) A technical report is considered a document that describes the process, progress, or results of technical or scientific research or the state of a technical or scientific research problem. Technical reports rarely undergo comprehensive peer review before publication, and where a review process takes place, it is often limited to the originating organization.

Technical reports must be at the request of sponsoring agencies, and they must be properly certified with candidates supplying letters of commissioning by sponsoring agencies, and such should be verified by the Dean, where possible.

The maximum score for a technical report is 2 points (not more than TWO technical reports are to be presented), and the rating shall be as follows:

Excellent	1.8 -2.0
Very Good	1.4 – 1.7
Good	1.2-1.3
Satisfactory	1.0 – 1.1
Fair	0.8 – 0.9
Poor	0.1-0.7
Unacceptable	0

- (b) A monograph is a research paper on a particular subject. It must be the product of original research and must be published or accepted for publication in a reputable outlet.

Monographs should also bear imprints and be peer-reviewed, though they do not go through the same level of peer review as journal articles.

The maximum score for a monograph is 2 points and the rating shall be as follows:

Excellent	1.8 -2.0
Very Good	1.4 – 1.7
Good	1.2 – 1.3
Satisfactory	1.0 – 1.1
Fair	0.8- 0.9
Poor	0.1 – 0.7
Unacceptable	0

- (c) Lectures delivered at workshops and seminars are not accepted as technical reports or

monographs.

- (d) Technical reports and monographs are not acceptable for appointment or promotion to professorial cadres

(iv) Journals

1. Journals of international standards are as determined by the College Appointments and Promotions Committee in consultation with the Departmental Appointments and Promotions Committee. The articles in such journals must be peer-reviewed, indexed and reflect international standard and authorship.

Although international journals may not be location-bound, candidates must note that all the journal articles they publish should not be locally based. A reasonable number of articles should, at least, be published off-shore and should meet international standard.

A candidate that is being considered for promotion to the grade of Senior Lecturer upwards should have a good number of journal articles published off shore.

2. Local journals are determined by the College Appointments and Promotions Committee in consultation with the Departmental Appointments and Promotions Committee. Articles in these journals must be refereed, and may or may not be indexed. Contributions and circulation may be limited to Nigeria.

3. Each College shall have a list of acceptable journals and shall regularly update the list in each of the disciplines. The journals must be:

- (i) affiliated to higher institutions of learning, academic societies and reputable publishers;
- (ii) if the journals are local, they must meet the condition in (i) and have evidence of wide circulation within the country; and
- (iii) editors and members of editorial boards must be affiliated to academic institutions of learning.

4. All journals in print or electronic version must be peer-reviewed.

5. The location of the journal, i.e the country in which an article is published should be indicated in brackets after each citation in the candidates' Curriculum Vitae.

6. Journals based in Colleges of Education and Monotechnics/Polytechnics are not acceptable for promotion purposes.

7. The recognized categories of the journal article and the rating shall be as presented:

a) Full-Length Article 0-5 points

Excellent	4.5 -5.0
Very Good	3.5 – 4.4
Good:	3.0 – 3.4
Satisfactory:	2.5 – 2.9
Fair:	2.0 – 2.4
Poor:	1.0 – 1.9
Unacceptable	0

b) Short Communication 0-2points

Excellent:	1.8 -2.0
Very Good:	1.4 – 1.7
Good:	1.2 – 1.3
Satisfactory:	1.0 – 1.1
Fair:	0.8 – 0.9
Poor:	0.1 - 0.7
Unacceptable	0

c) Review Article 0-2points

Excellent:	1.8 - 2.0
Very Good:	1.4 – 1.7
Good:	1.2 – 1.3
Satisfactory:	1.0 – 1.1
Fair:	0.8 – 0.9
Poor:	0.1 - 0.7
Unacceptable	0

d) Case report 0 –2points

Excellent:	1.8 - 2.0
Very Good:	1.4 – 1.7
Good:	1.2 – 1.3
Satisfactory:	1.0 – 1.1
Fair:	0.8 – 0.9
Poor:	0.1 - 0.7
Unacceptable	0

e) Letter to the Editor 0-2points

Excellent:	1.8 -2.0
Very Good:	1.4 – 1.7
Good:	1.2 -1.3
Satisfactory:	1.0-1.1
Fair:	0.8 – 0.9
Poor:	0.1-0.7
Unacceptable:	0

8. Letters to the editor, short notes and technical book review should be accepted and scored as publications, but the College should decide on their quality and acceptance as publications. Items to be included under this category must report breakthroughs. They shall not attract more than two (2) points.

9.The University Library and CPRC shall verify the status of journals and regularly revise and publicize the criteria for identifying predatory journals.

(v). Papers Published in Refereed Conference/Workshop Proceedings

These are papers published as part of the proceedings of a national or international conference or workshop. They must bear evidence of review/editing before publication.

- a. **A paper published in refereed conferences and workshops shall carry a maximum score of 2 points with the following ratings:**

Excellent	1.8 -2.0
Very Good	1.4 – 1.7
Good	1.2-1.3
Satisfactory	1.0 – 1.1
Fair	0.8 – 0.9
Poor	0.1-0.7
Unacceptable	0

- b. **Status of Multiple Contributions in Conference Proceedings:** Multiple contributions by an author in the same Conference Proceedings shall be scored as ONE. This suggests that all the contributions shall attract a score of not more than 2 as is done for many chapters by the same author in one book.

(vi) Patents and Copyrights

A patent refers to a declaration issued by a government agency declaring someone an inventor of a new invention, and having the privilege of stopping others from making, using or selling, copyright is “the right by law to be the entity which determines who may publish, copy and distribute a piece of writing, music, picture or other work of authorship” (<http://thesaurus.altervista.org/dictionary>).

Every patent accepted for appointment and promotion must have gone through standardized procedures and must have been certificated by designated authorities.

A copy of the patent certificate must be presented before its acceptance for reasons of promotions.

The maximum score for a patent is 10 points and the rating shall be as follows:

Excellent	9.0-10.0
Very Good	7.0-8.9
Good	6.0 – 6.9
Satisfactory	5.0 –5.9
Fair	4.0 – 4.9
Poor	1.0 – 3.9
Unacceptable	0

- The maximum score for a copyright is 5 points and the rating shall be as follows:

Excellent	4.5 -5.0
Very Good	3.5 – 4.4
Good:	3.0 – 3.4
Satisfactory:	2.5 – 2.9
Fair:	2.0 – 2.4
Poor:	1.0 – 1.9
Unacceptable	0

Every copyright to be considered for promotion purposes must be certificated.

(vii) Summary of Publication Scoring System:

Each publication should be scored using the following system:

Books

Grade A: Academic books that report new research findings (0-10 points).

Grade B: Creative books, tertiary-level textbooks, and full-length books, book translations, including creative works such as sculpture, printing, musical work etc. (0-5points).

Chapter in Book:	0-3 points
Revised Chapter in Book:	0 -2 points
Technical Reports and Monographs:	0 -2 points
Journal Articles	
▪ Full-Length Article:	0-5points
▪ Short Communication:	0-2 points
▪ Review Article:	0-2points
▪ Case report:	0-2points
Article published in Refereed Conference/Workshop Proceedings:	0-2points
Patent:	0 -10 points
Copyright:	0-5points

(viii) Other things to note on Journal and Non-Journal Publications

- (a) In the case of a joint publication between the person being considered for promotion and co-authors: the following shall apply:
 - the Lead author should be given 80% contribution while other co-authors should be given 60% contribution.
 - The provisions stated above are also applicable to non-journal publications.
- (b) The proportion of Journal to non-journal articles should be at least 60%
- (c) Where a candidate has more than one article in the same journal, such articles shall be scored independently and must not exceed two in the same issue.
- (d) Books/Chapters in books /Monographs/Technical reports published off shore are **NOT** to be accepted in place of foreign journal articles.
- (e) Multiple contributions by an author in the same Conference Proceeding shall be scored as one i.e. all the contributions shall attract a score of not more than 2 as is done for many chapters by the same author in one book.
- (f) For purposes of promotion to the grade of Senior Lecturer and above, not more than 10% of a candidate's entire publications should be in journals that have not exceeded three (3) Volumes
- (g) In respect of promotion to the grade of Senior Lecturer, not less than 20% of the articles in journals should have been published in offshore journals.
- (h) In respect of promotion to the grade of Associate Professor and Professor not less than 40% of the Articles in journals should have been published in offshore journals.
- (i) In respect of promotion to the grade of up to Senior Lecturer, not more than 33% of the entire number of journal papers should have been published in the same journal.

- (j) In respect of promotion to the grade of Associate Professor and Professor, not more than 20% of the entire number of journal papers should have been published in the same journal.

(ix). General Information for Candidates

(a) For Professorial candidates, a page summary of Research Focus is to be prepared by candidates for the External Assessor's consideration along with the list of publications. This must clearly state their areas of speciality and sub-speciality, and their significant contributions within such. Not less than 60% of the publications should be in the area(s) of research focus for Candidates seeking promotion to the professorial cadre. The candidate's research focus must be ONE PAGE LONG, and recommended font type, size and line spacing are Times New Roman, 12 and 1.5, respectively.

(b) The year for which a candidate is seeking promotion must be indicated at the top of his/her Curriculum Vitae.

(c) A candidate seeking promotion to the grade of Associate Professor or Professor should be Lead or Single Author in at least 25% of his/her entire publications.

(d) For Part II promotion candidates, publications that are not in print as at the time of application for promotion are not acceptable as part of the candidate's publications for assessment.

(e) For candidates seeking promotion from the grade of Lecturer I to Senior Lecturer, at least 75% of publications should be published.

(f) Candidates seeking promotion should digitize their publications (e.g. articles published in a local journal not yet indexed that ordinarily will not be visible on Google Scholar and other citation indexing bodies) in the University Library.

(g) Candidates seeking promotion should join and promote their publications on Research Gate and similar social media platforms.

(h) Candidates seeking promotion should make clear photocopies of their publications in the University Library or any other reputable photocopying outlets.

4.0 CRITERIA AND PROCEDURES FOR SELECTION OF ASSESSORS

i. Internal Assessors

- a. As part of the procedure for consideration of candidates for promotion to the grades of Senior Lecturer, Associate Professor and Professor, internal assessors shall be appointed.
- b. Only full professors shall be appointed as internal assessors for Professorial cadre. For the promotion to the grade of Senior Lecturer, Senior Lecturers of not less than three (3) years (with proof of active research publication engagement), Associate Professors or Professors can be appointed as internal assessors.
- c. Internal assessors shall be appointed by the Dean of the College in consultation with the candidate's Head of Department.

- d. Where the Head of Department is not a professor, internal assessors shall be appointed by the Dean in consultation with a professor in the candidate's department.
- e. Where the Head of Department is not a professor and there is no professor in the candidate's department, internal assessors shall be appointed by the Dean.
- f. Not more than one of the three internal assessors shall be appointed from the candidate's department.
- g. For the purpose of internal assessment, an assessor(s) may be appointed from another university or universities, where no suitable assessor(s) is/are available within Joseph Ayo Babalola University.
- h. A co-author may be appointed as a candidate's internal assessor provided the number of their co-authored publications is not in excess of 20% of the candidate's total publications

ii. External Assessors

- a. External assessors shall be reputable professors from other universities.
- b. External assessors shall be in the same discipline as the candidate being assessed and, as far as possible, from the same area of specialization.
- c. Former employees of Joseph Ayo Babalola University shall not be appointed as external assessors until, at least, three years after their disengagement from the university.
- d. Persons serving as external examiners to Joseph Ayo Babalola University shall not be eligible to be appointed as external assessors.
- e. The Dean of the College in consultation with a candidate's Head of Department shall recommend five external assessors to the Vice-Chancellor.
- f. Where the Head of Department is not a professor, the recommendation shall be done by the Dean in consultation with a professor in the candidate's department.
- g. Where the Head of Department is not a professor and there is no professor in the department, the recommendation shall be done by the Dean.
- h. The nomination shall be made in confidence to the Vice-Chancellor.
- i. The telephone numbers and email addresses of prospective assessors shall be included in the list of assessors forwarded to the Vice-Chancellor.
- j. The Vice-Chancellor shall select three out of the five external assessors recommended by the Dean.
- k. The prior consent of the selected external assessors shall be sought before a candidate's publications are forwarded to them.
- l. Assessors should be given a deadline of two months to send their reports.

iii. Guidelines for External Assessors

In writing their reports, external assessors shall be required to address the following:

- a. Do a paper-by-paper assessment of candidate's publications and award marks, accordingly.
- b. Clearly specify the contribution(s) of the candidate to knowledge in his/her field?
- c. Determine if there is a focus in the candidate's publications.
- d. Use the total score obtained by the candidate to make the final recommendation having regard to the minimum score required for promotion to the cadre.
- e. State categorically whether or not, in their view, the candidate merits promotion.

5.0 CONFERENCE/WORKSHOP ATTENDANCE

Conference/workshop attendance by academics is important and should be encouraged, and such attendance and participation should be within Nigeria and outside the country. In view of the increasingly globalized nature of the university system, it is important to encourage academics to increase their global visibility.

i. Consequently, it is mandatory for a candidate being considered for promotion to the grade of Associate Professor and Professor to have attended at least one relevant conference/workshop outside Nigeria since his/her last promotion.

ii. Online conferences/workshops are acceptable provided they are organized by reputable institutions abroad.

6.0 ASSESSMENT OF COMMUNITY SERVICE, ADMINISTRATIVE DUTIES AND TEACHING COMPETENCE

i. Assessment of Community Service

a. Community service refers to all forms of knowledge application and provision of service by which an academic member of staff impacts the University community and/or the larger society. Contributions to the community shall be assessed based on the provision of innovative solutions to real community challenges as it affects the pursuits of the University.

b. Community service is to be scored on a scale of 0-5 points. Contribution to community development shall be assessed based on indices in Table 1.

SNo	Description	Scores points
1	Participating and promoting safety, security, harmony and sanitation initiatives (with proof)	1
2	Effective participation in University in-loco parentis programme	1
3	Attendance at Departmental/College/ University Fellowship Service	1
4	University wide delivery of public lectures, being in the editorial boards of departmental/college journals and organizing symposia and workshops.	1
5	National/Global delivery of public lectures, the leadership of academic or professional societies, being in the editorial boards of national/international journals and organizing symposia and workshops.	1
	TOTAL	5

c. A maximum of one (1) point is to be assigned for each community service since a candidate's last promotion or appointment, with five (5) as the maximum number of community services that can be scored.

ii. Assessment of Administrative Duties

a. Deans, Acting Deans, Sub-Deans, Heads of Departments, Acting Heads of Department, Hall Wardens, Assistant Hall Wardens, Examination Officers, Programme Coordinators,

Level Advisers, Staff Advisers to student organizations, members of departmental and College committees and all others holding administrative positions recognised by the University who are not professors should be rewarded for engaging in administrative duties.

b. A maximum of 2.5 points is to be assigned to each administrative position held since a candidate's last promotion or appointment subject to the maximum of 5 points for candidates seeking promotion to cadres up to Senior Lectureship and 10 points for candidates seeking promotion to the Professorial Cadre.

c. Administrative duties are to be scored on a scale of 0-5 points for candidates seeking promotion to cadres up to Senior Lectureship and on a scale of 0-10 points for candidates seeking promotion to the Professorial Cadre.

S/N	Cases	Community Service (Points Allotted)	Administrative Duties (Points Allotted)	Maximum Score Obtainable
1.	Part I Promotion Cases	0-5points	0-5points	10points
2.	Part II Promotion Cases	0-5points	0-10points	15points

iii. Assessment of Teaching Effectiveness

The components of teaching effectiveness include students' assessment of academic staff, teaching load (i.e. course unit and class size) and departmental assessment of academic staff.

a. The maximum score for teaching effectiveness of academic staff seeking promotion is twenty (20) points. The twenty (20) points are to be allocated as indicated in Table 3:

Table 3: Allotment of Points for Teaching Effectiveness

S/N	Sub-Components of Teaching Effectiveness	Points Allotted	Remarks
1	Students' Assessment	0-5points	Based on Assessment Forms completed by students
4	Departmental Assessment	0-5points	Based on Departmental Assessment
	Maximum Points Obtainable	10 points	

b. The instrument developed by the Directorate of Quality Assurance should be used for students' assessments of teaching effectiveness.

c. Departmental assessment of teaching competence must be both qualitative and quantitative.

d. *Prima facie* qualified cases should not be made for candidates that fail to score at least 50% of the maximum points for teaching effectiveness.

e. Obtaining the minimum required score for teaching effectiveness, community service and administrative duties is a precondition for the consideration of a candidate for promotion.

f. The minimum promotion requirements for academic staff, as indicated in Table 4, should be adopted:

Table 4: Minimum Required Scores from Teaching Competence, Administrative Duties and Community Service

S/N	Academic Staff Cadre	Allotted Points for Teaching Competence, Administrative Duties and Community Service	
		Minimum	Maximum
1	Assistant Lecturer to Lecturer II	10	20
2	Lecturer II to Lecturer I	15points	30points
3	Lecturer I to Senior Lectureship	20points	30points
4	Senior Lectureship to Associate Professorship	20points	35points
5	Associate Professorship to Professorship	20points	35points

g. The score obtained from the assessment of teaching effectiveness, administrative duties and community service should be added to that from the assessment of publications. The general minimum required scores after the addition for each cadre are indicated inTable5:

Table 5: General Minimum Promotion Requirements for Academic Staff

S/N	Academic Staff Cadres	Publications	Allotted Points for Teaching Competence, Administrative Duties and Community Service		Minimum Requirement for Promotion
			Minimum	Maximum	
1	Assistant Lecturer to Lecturer II	15 - 20points	10	20	Candidates must score a minimum of 15 points, 4 of which must come from the assessment of publications.
2	Lecturer II to Lecturer I	30-40points	15points	30points	Candidates must score a minimum of 23 points, 8 of which must come from the assessment of publications.
3	Lecturer I to Senior Lectureship	60-80points	20points	30points	Candidates must score a minimum of 40 points, 20 of which must come from the assessment of publications.
4	Senior Lectureship to Associate Professorship	90-120points	20points	35points	Candidates must score a minimum of 70 points, 50 of which must come from the assessment of publications.

4	Associate Professorship to Professorship	120-150points	20points	35points	Candidates must score a minimum of 90 points, 70 of which must come from the assessment of publications.
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7.0 CRITERIA FOR PROMOTIONS

1. Re-grading from Graduate Assistantship to Assistant Lecturer

Re-grading from Graduate Assistantship to the grade of Assistant Lecturer may be made on the following basis:

- (a) Possession of a higher degree, at least a Master's degree.
- (b) Active participation in the department since he/she was appointed a Graduate Assistant; and
- (c) subject to a good report by the Head of Department.

2. Promotion to the Grade of Lecturer II/Research Fellow II/Arts Fellow Grade II

Promotion from Assistant Lectureship to the grade of Lecturer II may be made on the following basis:

- (a) Possession of a higher degree, at least a Master's degree.
- (b) A minimum of three years teaching experience as an Assistant Lecturer.

3. Promotion to the Grade of Lecturer I/Research Fellow I/Arts Fellow I

- (a) A minimum of three years teaching experience as a Lecturer II;
- (b) Competence in research; and
- (c) Publications.

Note

For Lecturers without a Ph.D., promotion will not be made beyond Lecturer I unless the candidate has a relevant postgraduate professional qualification.

4. Promotion from Lecturer I to Senior Lecturer/Senior Research Fellow/Senior Arts Fellow

Promotion from Lecturer I to the grade of Senior Lecturer may be made based on:

- (a) A minimum of three years as a Lecturer I;
- (b) Adequate research;
- (c) Adequate publications; and
- (d) Possession of a PhD or its equivalent is mandatory for this category of staff.

Note

- (i) In relation to (c) and (d), special allowances may be made for exceptional clinical or other relevant professional competence.
- (ii) Recommendation for promotions up to the grade of Senior Lectureship shall be considered by the appropriate College/College Committee, which shall decide on the said recommendation with internal assessors' reports as sufficient basis.

5. Promotion from Senior Lecturer to Associate Professor/Associate Arts Director

For promotion from Senior Lecturer to the grade of Associate Professor, the candidate shall be fully assessed on the following criteria:

- (a) adequate experience, including where applicable, professional competence;

- (b) outstanding research and publications;
- (c) adequate teaching ability for a minimum of 3 years as a Senior Lecturer; and
- (d) possession of a higher degree of PhD or its equivalent.
- (e) evidence of leadership in research and postgraduate supervision.
- (f) administrative ability or competence

Note

- (i) When the Committee is satisfied that there is a *prima facie* qualified case, it shall proceed to seek the advice of three external assessors who shall be appointed by the University.
- (ii) A candidate shall be promoted to the grade of Associate Professor/Associate Arts Director if there are two positive external assessors' reports in respect of the candidate's publications.
- (iii) A candidate seeking promotion to the grade of Associate Professor must have ALL of his/her publications imprint.

6.Promotion from Senior Lecturer to the Grade of Professor/Arts Director

For promotion to the grade of Professor, the candidate shall be fully assessed on the following criteria:

- (a) adequate experience, including where applicable relevant professional competence;
- (b) outstanding research and publications;
- (c) exceptional teaching ability;
- (d) evidence of leadership in research and postgraduate supervision;
- (e) administrative ability or competence; and
- (f) possession of a higher degree of a PhD or its equivalent.

Note

- (i) Only recommendations on applications of candidates from the grade of Senior Lecturer of five years standing shall be considered.
- (ii) When the Committee is satisfied that there is a *prima facie* qualified case, it shall proceed to seek the advice of three external assessors who are recognized experts in their fields.
- (iii) A candidate shall be promoted to the grade of Professor/Arts Director if there are two positive external assessors' reports in respect of the candidate's publications.
- (iv) A candidate seeking promotion to the grade of Professor/Arts Director must have ALL of his/her publications imprint.

7.Promotion from Associate Professor to the Grade of Professor

For promotion to the grade of Professor, the candidate shall be fully assessed on the following criteria:

- (a) adequate experience, including where applicable relevant professional competence;
- (b) outstanding research and publications;
- (c) exceptional teaching ability;
- (d) evidence of leadership in research and postgraduate supervision;
- (e) administrative ability or competence; and
- (f) possession of a higher degree of a PhD or its equivalent.

Note

- (i) Only recommendations on or applications of candidates from the grade of Associate Professor of three years standing shall be considered.
- (ii) When the Committee is satisfied that there is a *prima facie* qualified case, it shall proceed to seek the advice of three external assessors who are recognised experts in their fields.
- (iii) A candidate shall be promoted to the grade of Professor/Arts Director if there are two positive external assessors' reports in respect of the candidate's publications.

- iv) A candidate seeking promotion to the grade of Professor/Arts Director must have ALL of his/her publications in print.

8.0 CRITERIA FOR APPOINTMENTS

- (a) The procedure outlined in this document on the processing of appointments shall continue to apply.
- (b) The same criteria shall apply for appointments and promotions but the processes for both may not be identical. A candidate whose application for promotion fails, can be considered for appointment (subject to vacancy and advertisement) to the same grade with an improved Curriculum Vitae not earlier than six months from the date the Appointments and Promotions Committee for Academic Staff decided his/her case for promotions.
- (c) A candidate shall not be considered for both simultaneously. A candidate for promotions or appointments wishing to be considered for the other must first withdraw in writing before being considered.
- (d) While the effective date of promotion shall be 1st October of the year of promotion considered, that of appointment shall be the date the Appointments and Promotions Committee approves the interview report.

9.0. REGULATIONS FOR PROMOTION OF ACADEMIC STAFF AT THE LIBRARY

i. Scoring for services and administrative skills for Library Staff

For Library Staff, the scoring of services and administrative skills is shown in Table 6.

Table 6. – Scoring of Services and Administrative Skills for Library Staff

	Services and Administrative Skills Scores for Library Staff
Maximum Points	20
Job Performance, output/quality of services (Collection, Cataloguing, Classification, Filing, Indexing)	5
Job Knowledge (Reports, Seminars, Projects)	5
Quality of Services rendered	2
Attendance and Participation at meetings at the Library and University level.	2
Discharge of Library assignments and University Committees.	2
Involvement in Services to the Community and beyond	2

Membership and Participation on National and International assignments	2
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Table 7: Required maximum and minimum scores for Services and Administrative skills for Library staff

	Services and Administrative Skills (SAD) Scores for Library Staff
Maximum Points	20
University Librarian	18
Deputy Librarian	15
Principal Librarian	10
Senior Librarian	8
Librarian I	5
Librarian II	-

ii. Scoring of Academic Leadership and Maturity

Evidence of academic leadership and maturity will be required for advancement in respect of promotion to any senior level (Senior Lecturer to Professor).

The scoring for academic leadership and maturity is the same for all categories of academic staff and based on five items as shown in Table 8.

Table 8: Scores for Academic Leadership and Maturity

S/N	Item	Academic Leadership and Maturity scores
1.	Leadership role in the Department / Research Unit/Library	2
2.	Leadership role in the Institute /Centre/ College/College	2
3.	Initiating and leading research project	1
4.	Organization of both National and International seminars and workshops	1
5.	Moral conduct and compartment	4
Total		10

Table 9: Required maximum and minimum scores for academic leadership and maturity for all academic staff

			Academic Leadership and Maturity
Maximum Points			10
Minimum Points for various Cadres			
Teaching Departments	Research Unit	Library	
Professors	Research Professor	University Librarian	07
Associate Professors	Principal Research	Deputy Librarian	07
Senior Lecturers	Senior Research	Principal Librarian	5
Lecturer I	Research Fellow I	Senior Librarian	
Lecturer II	Research Fellow II	Librarian I	-

iii. Spread of Publications

The following are the spread of publications:

- i. **From Assistant Lecturer/Librarian II/Junior Research Fellow to Lecturer I/Senior Librarian/Research Fellow I**

Minimum number of Journal Articles- 50% of total presented.

- ii. **From Lecturer I/Senior Librarian/Research Fellow I to Principal Librarian/Senior Lecturer/Senior Research Fellow.**

Minimum number of Journal Articles- 60% of total presented.

- iii. **Promotion to Professorial cadre/Deputy University Librarian/Research Associate Professor& Professor.**

Minimum number of Journal Articles- 70% of total presented.

Table 10: Minimum Publication points required to move from one grade to another for Library Staff

Position	Minimum Score for Publications
From Senior Librarian to Principal Librarian	Minimum of 27 points
From Principal Librarian to Deputy University Librarian	Minimum of 42 points

GENERAL

Based on the total points scored, Assessors are to indicate clearly whether the candidate is qualified to be appointed/promoted or not.

10.0 FORMAT FOR RECOMMENDATIONS FOR PROMOTION

Assessment by the department shall be under the following headings:

a. Teaching

- (i.) Number of years of teaching at University level.
- (ii.) Teaching load including guidance and counselling of students.
- (iii.) Teaching effectiveness (including responsibility in the discharge of teaching duties, as well as peer and student evaluation of actual delivery and presentation of lectures).
- (iv.) Postgraduate teaching and supervision.

b. Research

The following shall be considered:

- (i.) On-going research
- (ii.) Thesis and Dissertations
- (iii.) Designs
- (iv.) Monographs

Note

The following shall also be accepted as evidence of research:

- (a) Progress reports on long-term research undertaking.
- (b) Conference, workshop and seminar papers, based on on-going research.
- (c) Published abstracts.

c. Publications

(including patents and copyrights)

d. Professional Competence

(where applicable, including evidence of national and international recognitions).

e. General Assessment

f. Recommendation:

(a definite statement as to whether or not the candidate is recommended for promotion).

Signatures of Members of Departments' A&PC Committee

Date

Note

1. This assessment should be sent to the Dean of the college and copied to the Vice-Chancellor.

2. Concept of Hardship Area

Hardship area is defined as an area where recruitment is difficult, new discipline being developed and disciplines into which it is difficult to attract experts. The concept should, therefore, normally be applicable only at the time of appointment.

3. Contribution to Scholarship

Candidates for promotion to the grades of Associate Professor and Professor shall:

- (a) List their publications in groups stating the contribution to scholarship in each group.
- (b) List ten works which in their opinion best reflect the totality of their contributions to scholarship in their discipline, providing (1) Information or subject matter i.e. what new information is provided directly in the group of papers; (2) Significance

i.e. the implication for knowledge and ignorance in areas of scholarship connected with the theme, and the weight of these implications; and (3) Scope i.e. the extent of the substance embraced by the treatment of the theme; e.g. in the study of a phenomenon, one may focus on this among a subspecies or the entire species. The scope is wider in the latter.

4. Duplication and Overlapping in Publications.

Duplication is an unnecessary repetition of the substance of published work and this is unacceptable. Some overlapping is, however, inevitable but where overlapping occurs candidates should so indicate in grouping their publications, and state development or advancement upon previous work.

5. Experience

Adequate experience shall be defined as follows:

- (a) Assistant Lecturer to Lecturer Grade II – 3 years unless higher qualification is obtained.
- (b) Lecturer II to Lecturer I – 3 years.
- (c) Lecturer I to Senior Lecturer – 3 years.
- (d) Senior Lecturer to Associate Professor – 3 years.
- (e) Senior Lecturer to Professor – 5 years.
- (f) Associate Professor to Professor – 3 years.

11.0 ETHICAL MISCONDUCT

- i. The following listed items, among other items listed in the Conditions of Service governing Senior Staff and other university regulations, constitute ethical misconduct:
 - Plagiarism, including self-plagiarism
 - Gift authorship
 - Not giving due credit to students/supervisors
 - Fabrication of results
 - Falsification of results
 - Breach of confidentiality
- ii. Any breach of ethical rules constitutes a disciplinary matter.
- iii. Where there is an allegation of ethical misconduct, such a case shall first be referred to an *ad hoc* committee of the Appointments and Promotions Committee for Academic Staff or preliminary investigation to determine if the candidate has a case to answer before the Senior Staff Disciplinary Committee. The preliminary investigation must be concluded within four (4) weeks from the date the allegation is formally received by the *ad hoc* committee.
- iv. Promotion cases of candidates going through any disciplinary process will be suspended until the cases are dispensed with. In the case where a candidate has a case to answer before the Senior Staff Disciplinary Committee, the preliminary investigation must be concluded within four (4) weeks from the date the allegation is formally received by the *ad hoc* committee.

- v. Promotion cases of candidates going through the disciplinary process will be suspended until the cases are dispensed with.

12.0 APPENDIX I - CHECKLIST FOR PROFESSORIAL CASES

Candidate's Name:

Department:

College:

Year:

Present Grade:

Grade Applied for:

Pre-Requisites for Recommendation of Appointment/Promotion			
S/N	Prerequisite	YES	NO
1	Has the candidate spent a minimum of three years on his/her current position/grade?		
2	Does the candidate have the stipulated minimum number of publications for the post being considered for?		
3	Does the candidate have up to 40% of his/her publications in foreign outlets (offshore)?		
4	For promotion to the grade of Professor, are all the candidate's publications in print?		
5	For promotion to the grade of Associate Professor, are all the candidate's publications in print?		
6	Has the candidate attended at least one international conference and two national conferences since his/her last promotion?		
7	Does the number of journal articles constitute not less than 60% of the total publications?		
8	Does the candidate have 20% or less of his/her journal papers in the same journal?		
9	Is the candidate the Lead or Single author in 25% of presented publications?		
10	Does the candidate have up to 10% of his/her publications on Google Scholar?		
11	Has the candidate scored 50% of the maximum points for teaching effectiveness?		
12	For promotion to Associate Professorship, has the candidate scored 70 points overall, with 50 points from assessment of his/her publications?		
13	For promotion to Professorship, has the candidate scored 90 points overall, with 70 points from assessment of his/her publications?		

If any of the answers is 'No', the candidate is deemed not to be ready for promotion, and thus his/her application for promotion should not go beyond the department.

13.0 APPENDIX II – CHECKLIST FOR NON-PROFESSORIAL CASES

Candidate's Name:

Department:

College:

Year:

Present Grade:

Grade Applied for:

Part I Cases: Pre-Requisites for Recommendation of Appointment/Promotion			
S/N	Prerequisite	YES	NO
1	Does the candidate have up to 20% of his/her publications on Google Scholar?		
2	Do the books, chapters in books, refereed conference proceedings, monographs, technical reports and patents in the candidate's list of publications constitute 40% or less of the entire publications?		
3	Does the candidate have up to 20% of his/her publications in foreign outlets (offshore)?		
4	Do the number of articles in journals that have not gone beyond volume 3 (three) constitute 10% or less of the candidate's entire publications?		
5	For promotion to the Senior Lectureship cadre, does the candidate have not less than 75% of his/her publications in print?		
6	Has the candidate attended at least one (1) international conference since he/she was last considered for promotion?		
7	Does the candidate have evidence of conference attendance?		
8	Has the candidate scored 50% of the maximum points for teaching effectiveness?		
9	For promotion to Lecturer II, has the candidate scored a minimum of 23 points overall, with 8 points from the assessment of his/her publications?		
10	For promotion to Senior Lecturer, has the candidate scored a minimum of 40 points overall, with a minimum of 20 points from the assessment of his/her publications?		

If any of the answers is 'No', the candidate's promotion must not proceed beyond the department.

14.0 APPENDIX III: DUMMY OF SCORING OF PUBLICATIONS

TABLE OF SCORES OF PUBLICATIONS OF DR. E.T. EMILOKAN FROM THE GRADE OF LECTURER I TO THE GRADE OF SENIOR LECTURER

A Publicatio n No. in Candidate 's C.V.	B Publication Type	C Position/ No of Authors	D Contributi on of the Candidate	E Contributi on as a Fraction (D/100)	F Max. Score Obtainab le	G Score Awarde d	H Weighte d Score (EXG)
1	Book (Academic)	1/2	80	0.8	10	7	5.6
	Book (Creative)	1/1	100	1.0	5	4	4.0
2	Chapter in Book	2/2	60	0.6	3	2.5	1.5
3	Conference Proceedings	1/3	80	0.8	2	1.5	1.2
4	Journal Article (Full length)	3/3	60	0.6	5	3.5	2.1
5	Journal Article (Short Communicati on)	1/1	100	1.0	3	2.0	2.0
6	Journal Article (Case report)	1/2	80	0.80	3	2.4	1.92
7	Journal Article (Letter to the Editor)	1/2	80	0.80	2	1.8	1.44
TOTAL WEIGHTED SCORE							19.76