



SCHEME OF SERVICE CRITERIA FOR APPOINTMENT, APPRAISAL AND PROMOTION OF ACADEMIC STAFF

OFFICE OF THE REGISTRAR

**APPROVED BY THE GOVERNING COUNCIL AT ITS.....
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CRITERIA FOR APPOINTMENT, APPRAISAL AND PROMOTIONS OF ACADEMIC STAFF IN NILE UNIVERSITY OF NIGERIA, ABUJA

PREAMBLE

All appointment, appraisal and promotions exercise relating to academic staff shall be carried in compliance with the criteria and procedures set out in this document. An annual appraisal exercise shall be carried out for every member of staff based on the relevant criteria detailed below. This will be for purposes of record-noting, rewards, discipline or termination of appointment. Assessment shall take account of the totality of a candidate's performance. For any promotion from one level to another, however there must be quantifiable evidence of significant additional contribution since appointment or previous promotion. This applies to promotion up to senior lectureship as well as establishing a *prima facie* case for promotion to Readership or professorship. Appointments and promotions are however subject to availability of vacancies.

This document, containing the criteria and procedure approved by the University governing Council for the Appointment and promotion of academic staff in the University shall take effect from 1st January 2018.

A. CONSTITUTION OF APPRAISAL AND REVEIW PANELS

- i. There shall be an annual appraisal and review of the work and conduct of every member of the academic staff. This shall be undertaken by the Appointment and Promotion Committee for Academic staff or on its behalf, by the appraisal and Review Panels, constituted for the purpose.
- ii. Staff appraisal and review shall have the effect of positive incentive such as commendation for a specific contribution or achievement or rectification of anomalies from previous appointments or appraisals. They may also result in staff warnings, reprimand, and termination of appointment or dismissal.
- iii. The Head of Department shall be responsible for the appraisals and reviews of the academic staff in his/her department, and shall submit them in the prescribed form to the Appraisal and Review Panel using form AP1. Where the Head of Department is below the rank of a Professor, he/she shall only appraise and review the academic staff below his/her rank.
- iv. Assessment of Staff above the rank of current Head of Department shall be done by the Provost or Dean.
- v. At the end of the Head of Department appraisal and review exercise he shall submit the appraisal forms, having appended his comments, along with a summary of the details of the academic staff in the prescribed format to the Provost/Dean, director/University Librarian for his/her comments.
- vi. The Provost/Dean, Director/University Librarian having appended his/her recommendations to the appropriate column on the prescribed format, shall thereafter submit all the documents referred to in naragraph (v) above to the



- vii. DVC's, Deans, and the University Librarian are to send their completed appraisal forms directly to the Vice Chancellor. However, the Vice Chancellor may direct another competent person who is an expert and of higher rank in the in the area of specialization of the applicant to advise him/her accordingly.
- viii. Each Reviewer shall receive and consider in respect of each member of academic staff the following:
 - a) An appraisal and rating of his or her performance during the year.
 - b) Any proposal for promotion (using form AP – 2)
 - c) Cases of re-grading, confirmation of appointment and renewal of contract,
 - d) Cases of commendation, reprimand and termination of appointment or contract.
- ix. Having received the appraisal documents shall forward same to the appointment and Promotion committee (Academic staff) of the University.
- x. The appointment and Promotion committee for Academic staff shall consist of the Vice-Chancellor (Chairman) or his nominee The Deputy Vice-Chancellors, Deans of Faculties and Post Graduate School and Director of Academic Planning, three members of the Governing Council and the Registrar (Member and Secretary)

B. EXTERNAL ASSESSMENT

- i. External assessment shall be preceded by an internal assessment at Department/Faculty level for positions above Senior Lectureship.
- ii. As regards external assessment for readership and Professorship including Personal Chairs, the Vice-Chancellor shall invite the Provost or Dean, who may consult the Head of Department to propose six (6) names, who must be Professors to serve as assessors. The six names shall be of persons in the same field as that of the candidate for assessment. However, the Vice-Chancellor is to select three (3) out of which at least one (1) must be local.
- iii. Members of staff with a prima-facie case for promotion to the post of Professor or Reader shall submit sets of their publications to the secretary within one month from the date of meeting of the appointment and promotion committee, failing which the assessment shall be deemed to have lapsed.
- iv. External assessors are to be given a maximum of two months within which to complete their assessment. In the event of inability or failure to comply within the stipulated time. Other assessors should be requested to undertake the assessment of the candidate.
- v. Where one assessor responds and others do not and therefore new assessors have to be appointed, the candidate's promotion, if and when it comes, made retroactive to the date when the promotion would originally have been made. The decision of at least two (2) out of three (3) external assessors must



RIGHT OF APPEAL

There is a Right of Appeal to Council through the Appointments and Promotion Committee, but this must be made through the Head of Department concerned and the Provost of the College/Dean of Faculty concerned. An advance copy of appeal may be sent directly to the Vice-Chancellor by the candidate. Appeals will only be considered by the appointments and Promotions committee and the council if both the candidate and the Provost/Dean are able to produce fresh evidence, which was not available when the original decision was taken.

CONDITION FOR PROMOTION, REVIEW AND UPGRADING

- i. Promotions are usually made subject to vacancies in the current University establishment quota. However, promotion may be made to an unestablished post, provided that such a post shall be established the next budget exercise.
- i. Requests for upgrading or review of salary, which are made in the first year of appointment will not normally, be considered since no member can assume duty without first accepting the offer of appointment and signing a contract with the University. However, the appointments and Promotions Committee shall consider upgrading or review matters, only after they are recommended by the various University annual Appraising supervisor. In such circumstances, the candidate, through the head of Department and the Provost/Dean, shall produce fresh evidence, indicating that the earlier interview or assessment was not based on all the available facts and that resulted in his/her wrong placement. The appointment and Promotions committee may, at its own discretion, decide on whether or not the upgrading should be backdated.
- i. For the avoidance of doubt, the University is not obliged to upgrade or promote any member of staff simply because he/she has been upgraded or promoted by another institution.
7. A person promoted or upgraded shall be placed on salary scale higher than his/her previous one, such that there is an increase in salary.
7. Promotion shall not normally take effect earlier than the first day of October following the date on which the promotion is made.
- i. The promotion of a staff member, whose character is reported to be unsatisfactory, shall be delayed until such a staff member is cleared after due investigation by an appropriate Disciplinary committee.
- ii. Where member staff gets two negative assessments out of the three submitted, he/she will be required to resubmit for fresh assessment through Faculty. In such a situation the effective date of promotion should reflect the

**E. CRITERIA FOR ASSESSMENT**

The following are minimum recognized criteria for appointment or promotion to academic positions in the University.

a) QUALIFICATIONS:

The following qualifications are minimum recognized qualifications for the appointment or promotion to academic positions in the University.

- i. Primary Degrees: BA, B.Sc, B.ED, B.Com, LLM, MBBS, DVM, B.Tech.B.Eng, B. Agric, B.Pharm, BDS, BMLS, etc.
- ii. Higher Degree: MA, M.Sc, M. Eng., M.Ed, MLS, LLM, M. Phil, PhD, D Phil, MD, D.Sc, MV.Sc, MCVSN (with thesis) etc.
- iii. Professional Postgraduate Qualifications (equivalent to PhD): FRCS, FRCP, FWACS, FMCP, FMCS, FCVSN (with thesis)

* Honorary Degrees are not acceptable for appointment or promotions purposes.

b) TIME IN RANK:

The following minimum periods of service at different levels should be observed before promotion to the next level is considered.

Assistant Lecturer to Lecturer II:	2 years for Masters Degree holders.
Lecturer II to Lecturer I:	2 years for PhD, and 3 years for Masters Degree.
Lecturer I to Senior Lecturer:	3 years
Senior Lecturer to Reader :	3 years
Reader to Professor :	3 years

c) ACCELERATED PROMOTION:

To qualify for accelerated promotion, the staff shall fulfil the following conditions.

- i. He/she must carry a full teaching load in Department,
- ii. He/she must have spent not less than 50% of the normal time in rank,
- iii. He/she must have obtained double the number of points in publications required for the period of promotion to that rank and none of which shall be in the form of Letters of Acceptance.
- iv. He/she must have the minimum score (60%) for teaching Quality.
- v. No member of staff shall have more than one accelerated promotions in this University.

d) TEACHING LOAD:

Teaching load shall be in accordance with the staff rules and regulations.



e) TEACHING QUALITY

The assessment of teaching quality will be carried out annually for everybody. Criteria to be considered include:

- i. HOD evaluation
- ii. Student Evaluation.

f) TEACHING EXPERIENCE AT UNIVERSITY LEVEL

Teaching experience shall be full-time teaching, including the period spent as Lecturer, provided that the Lecturer was engaged in full-time teaching and is a higher academic degree holder. Part-time teaching concurrent with research appointment or any cognate experience acceptable outside the university shall also be considered.

g) RESEARCH

- i. The following shall be accepted as evidence of research:
 - a) Published paper(s) in refereed journals, but this will earn credit only under publication.
 - b) Progress reports on long term research undertakings;
 - c) Seminar papers based on ongoing research;
 - d) Departmental/College/Faculty occasional papers, technical/research/reports (copies of which are submitted to Senate Publications Committee)
- ii. The following will not be taken into account
 - a. Declaration of research interest,
 - b. Description of research being planned,
 - c. Abandoned projects,
 - d. Grants (because the justification for grants would have been taken into account above)
 - e. Poor opportunities for research due to inadequate facilities.

h) PUBLICATIONS

- a) The following shall be considered as publications:
 - i. Articles published in refereed journals;
 - ii. Chapters in books relevant to the candidates discipline;
 - iii. Books and monographs relevant to candidates discipline and published by reputable publisher recognized by the Senate relevant Committee of this University;
 - iv. Articles in published conference proceedings.
 - v. Published Creative works in the fields of Art. Mass communication, Music, Graphic design and the like,
 - vi. Patents,
 - vii. Published translations of full-length articles or books
 - viii. Accepted articles or books. These may be used for promotion to all grades but only on strict verification by supervisors' and an acceptance letter valid for not more than two years from the date of issue.



b) Assessment of Research.

When publications are cited in support of promotion, the Head of Department shall, without prejudice to the provisions of Section B (i), include in his recommendation an assessment of those publications. However, the HOD may require the opinion of another competent person who has read them. Apart from publication details, reprints or certified photocopies of published papers must be made available.

c) Form and Status of publication.

- i. Journal articles "In Press": No cognisance will be taken of any article as 'accepted for publication', unless there is a letter from the Editor certifying that the paper has indeed been accepted (not merely acknowledged) for publication in a journal of unquestionable reputation.
- ii. Books and chapters in books will be acceptable only in the printed form.
- iii. Authoritative review articles especially by invitation will be accepted as publications if they appear in reputable refereed journals. All submissions shall be supported by appropriate letters from the competent authorities.
- iv. All contributions in the popular press shall be regarded as community service,
- v. Papers or articles as part of the proceedings/report of a conference/seminar/symposium/workshop shall be accepted only if the proceedings/reports are published.
- vi. All papers will be graded according to their individual academic merits.
- vii. An authenticated Publication List issued by a Publishing House may be used to adjudge its competence to publish in a particular discipline.

i) PROFESSIONAL PRACTICE

- i. Inescapable professional duties forming a major part of academic work e.g. Clinical work in Medicine, Veterinary Medicine, Engineering and Law as well as University Library duties, Agricultural assignment (Extension Service) etc will be recognized as constituting a special category for appraisal purposes. A candidate shall file a comprehensive annual report of such activities, including the range of responsibilities and contact hour of the work.
- ii. Other instances of professional practice may be seen in the following cases:
 - a) In order to be acceptable, awards for distinction or professional competence must be relevant to the candidate's academic discipline, field of work or specialization and must be such as to command respect among his or her peers.
 - b) Where an experienced Professional or Researcher from a recognized Institute or organization is absorbed into the University service, the candidate can be appropriately graded in rank up to Senior Lectureship. The grade shall be commensurate with the candidate's previous achievement and status. If necessary, his/her salary level will be made personal. Above the Senior Lecturer level, the candidate shall normally be assessed externally, in accordance with the University regulations. Sufficient information should be given to the assessors to enable them to make a proper assessment of the background of the candidate and the University's needs.

**j) ACADEMIC LEADERSHIP**

This refers to the headship of college/Faculties, Departments or Research Centres where the candidate has a clear academic seniority. The criteria to consider include:

- i. Initiative,
- ii. Innovativeness;
- iii. Organizational capacity for greater efficiency and academic productivity;
- iv. Stability and good personal relations within the Department;
- v. Provision of leadership and inspiration to the members of the college/Faculty, Department or Research Centre;
- vi. Favourable External Examiner's Reports on the Department as a whole.

k) ADMINISTRATIVE RESPONSIBILITIES

These include holding such offices as Deputy Vice-Chancellor, Membership of council, Provost/Dean, Deputy Provost/Deputy-Dean, Head of Department, Director/Coordinator of a Division (e.g. Remedial Year Programme or General Studies). All other administrative assignments, e.g. Membership of college/faculty or University committees should be taken into account by the Head of Department in the annual appraisal exercise.

The criteria to consider include:

- i. Level of administrative responsibility;
- ii. Intensity of effort required;
- iii. Duration in the position;
- iv. Leadership qualities
- v. Result, stability, efficiency and development in the College/Faculty or Unit concerned.

l) COMMUNITY/ PUBLIC SERVICES

This includes extra-curricular activities undertaken and beyond the University Community.

a) Within the University community -

- i. Being a Hall master/Deputy Hall Master, Warden or Assistant Warden,
- ii. Student Sporting Activities such as membership of sports Council, involvement in coaching activities,
- iii. Student Counselling;
- iv. Encouraging student clubs and societies especially of academic nature,
- v. Supporting Student Journals,
- vi. Leadership in University-recognized religious activities.

b) Public Service (beyond the University Community Service)

These are the activities of the Candidate undertaken beyond the four walls of the University. Among such activities are:

- i. Expert advice in candidate's field of specialization to outside bodies, including University Consultancy Service,
- ii. Part-time service to statutory or ad-hoc Boards of Government or t Non-governmental organizations (NGO),



- iii. Professional visibility, including discussion group, Guest Lectureship, articles in the popular press, conferences etc, on subject(s) in the candidates area of specialization,
 - iv. Leave of absence for national or other assignments
- c) A member of staff who goes on leave of Absence for a long period may, on return:
- i. Be assessed on his or her individual merit, not as a contractual obligation, unless otherwise previously agreed.
 - ii. Be assessed according to the existing criteria.
- d) In view of the obvious academic and administrative problems involved, members of the academic staff, intending to go on a long leave of absence, are presumed to be aware of the academic and administrative implications of the Leave of Absence on their university careers

F. MINIMUM QUALIFICATIONS FOR ALL ACADEMIC POSITIONS.

The Nile University of Nigeria is adopting the minimum qualifications prescribed in the BMAS in accordance with the respective Faculties.

a) FACULTY OF ARTS

The following qualifications are necessary for appointment and promotion from one to a higher academic grade, in the Faculty of Arts, Nile University of Nigeria. The qualifications are grouped accordingly in the table below:

S/NO	LEVEL	QUALIFICATIONS
a)	Graduate Assistant	A good Bachelors Degree with a minimum of 2.1 (2nd Class Upper) In other words, it should be a training position and graduate assistants should be attached to Senior Academic Staff.
b)	Assistant Lecturer	A good Bachelors Degree and a Masters degree
c)	Lecturer II	A Fresh Doctorate degree in addition to Bachelors Degree. Promotion from Assistant Lecturer should be after a minimum of three years.
d)	Lecturer I	In addition to the qualifications specified for Lecturer II, above, a Lecturer I, should have had at least three years teaching experience and demonstrated ability for research work and evidence of scholarship.
e)	Senior Lecturer	Basic qualifications for Lecturer II above, plus at least three years of teaching experience as a Lecturer I. (Must have demonstrated research cap through good academic publications.
f)	Associate Professor	Basic qualification set out for Lecturer II above



	(Reader)	<p>at least three years experience as Senior Lecturer. Must have considerable publications resulting from research as well as demonstrated academic leadership ability.</p> <p>To be promoted Associate Professor, external assessment is required, plus evidence of participation in University Administration, Teaching and Supervision at higher level and Community activities.</p>
g)	Professor	<p>Basic qualification as for Lecturer II above. A Professor should demonstrate a clear evidence of scholarship through considerable academic publications. The candidate must have had at least three years' experience after Associate Professorship or six years after Senior Lectureship and must have had some university administrative experience as well as some professional recognition. To be promoted a Professor, external assessment is required as well as University Administrative experience and teaching and supervision at higher levels</p>

b) FACULTY OF MANAGEMENT SCIENCES

The following qualifications are necessary for appointment and promotion from one to a higher academic grade, in the Faculty of Management Sciences of Nile University of Nigeria. The qualifications are grouped accordingly in the table below

S/NO	LEVEL	QUALIFICATIONS
a)	Graduate Assistant	<p>A good Bachelors Degree with a minimum of 2.1 (2nd Class Upper)</p> <p>In other words, it should be a training position and graduate assistants should be attached to Senior Academic Staff.</p>
b)	Assistant Lecturer	A good Bachelors Degree and Masters Degree.
c)	Lecturer II	A Doctorate Degree in addition to a good bachelors or Promotion from Assistant Lecturer grade after a minimum of three years.
d)	Lecturer I	In addition to the qualifications specified for Lecturer II, a Lecturer I should have had at least three years teaching experience and demonstrated ability for research work and evidence of scholarship.
e)	Senior Lecturer	Basic qualifications for Lecturer II plus at least three years of teaching experience as a Lecturer I. Must have demonstrated research capability through good academic publications.
f)	Associate Professor (Reader)	Basic qualifications set out for Lecturer II plus at least three years experience as Senior Lecturer. Must have considerable publications resulting from research as well as demonstrated academic leadership ability. A Reader should have evidence of



		participation in University administration and community activities. External assessment is required for promotion to the level of an Associate Professor.
g	Professor	Basic qualifications as for Lecturer II. The candidate must have had at least three years' experience after Associate Professorship or six years after Senior Lectureship and must have had some university administrative experience as well as some professional recognition. A Professor should demonstrate a clear evidence of scholarship through considerable academic publications. External assessment is required for promotion to the level of a Professor.

c) FACULTY OF LAW

The following qualifications are necessary for appointment and promotion from one to a higher academic grade, in the Faculty of Law of Nile University of Nigeria. The qualifications are grouped accordingly in the table below.

- Must be intellectually and morally capable to teach and conduct research and provide leadership to the students; adequate supply and well remunerated; and
- must have adequate opportunity for self retraining through research, attendance at conferences and training programmes.

Today, lower grade academic staff of law faculties are normally recruited direct from outside while those on higher grades get there mostly by promotion. This practice is hereby endorsed and the following should also apply:

S/NO	LEVEL	QUALIFICATIONS
b)	Assistant Lecture	To be appointed an Assistant Lecturer in Law, a candidate must hold a good honours degree in law and be called to the Nigerian Bar. Such a candidate should be confined to tutorial assignments for the first two sessions of his appointment.
c)	Lecturer II	A candidate must possess a Masters Degree in Law plus at least three years teaching experience.
d)	Lecturer I	A candidate must have at least three (3) years teaching experience as a Lecturer II. He must, in addition show a visible evidence of continued research by having published articles and other publications to his credit.
e)	Senior Lecturer	A candidate must have at least three (3) years teaching experience as a Lecturer I. In addition



		must have a doctorate degree in Law plus demonstrated research capability through good academic publications.
f)	Reader/Associate Professor	A candidate must have at least three (3) years teaching experience as a Senior Lecturer. In addition, he must have considerable publications resulting from research as well as demonstrated academic leadership ability. Also, External Assessment is required for promotion to the rank of a Reader/Associate Professor.
g)	Professor	The candidate must have had at least three years' experience after Associate Professorship or six years after Senior Lectureship and must have had some university administrative experience as well as some professional recognition. In addition, he should demonstrate clear evidence of scholarship through considerable academic publications and administrative experience. Also, External Assessment is required for promotion to the rank of a Professor. By publications in all cases set out above, it is meant a publication in a standard academic journal or book.

d) FACULTY OF NATURAL AND APPLIED SCIENCES

The following qualifications are necessary for appointment and promotion from one to a higher academic grade, in the Faculty of Natural and Applied Sciences of Nile University of Nigeria. The qualifications are grouped accordingly in the table below:

S/NO	LEVEL	QUALIFICATIONS
a)	Graduate Assistant	A good Bachelors Degree with a minimum of 2.1 (2nd Class Upper) In other words, it should be a training position and graduate assistants should be attached to Senior Academic Staff.
b)	Assistant Lecturer	A Master's Degree
c)	Lecturer II	A Doctoral Degree or Promotional prospects for Assistant Lecturer with at least three (3) years experience
d)	Lecturer I	A Doctoral Degree with at least three (3) years experience on the job. The three years period is for eligibility for consideration; i.e. apart from the stated period, the candidate will be assessed on quality of teaching, publications, contribution to the University and Community.
e)	Senior Lecturer	At least three (3) years after Lecturer Grade I. Adequate Publication, teaching and services to



		University and the Community.
f)	Associated Professor(Reader)	The position can be filled either by promotion or by appointment. At least three (3) years as Senior Lectureship with considerable publications. Outstanding research and teaching coupled with services to the University and the Community. External Assessment is required.
g)	Professor	The candidate must have had at least three years' experience after Associate Professorship or six years after Senior Lectureship and must have had some university administrative experience as well as some professional recognition with considerable publications, outstanding research, including postgraduate supervision teaching and service to the University and community. The position can be filled either by promotion or appointment. External Assessment is required.

e) FACULTY OF SOCIAL SCIENCES

The following qualifications are necessary for appointment and promotion from one to a higher academic grade, in the Faculty of Social Sciences of Nile University of Nigeria. The qualifications are grouped accordingly in the table below:

S/NO	LEVEL	QUALIFICATIONS
a)	Graduate Assistant	A good Bachelors Degree with a minimum of 2.1 (2nd Class Upper) In other words, it should be a training position and graduate assistants should be attached to Senior Academic Staff.
b)	Assistant Lecturer	A good bachelor's degree and a master's degree
c)	Lecturer II	A doctorate degree or promotion from Assistant Lecturer after minimum of three years experiences.
d)	Lecturer I	In addition to the qualifications specified for Lecturer II, a Lecturer I should have had at least three years teaching experience and demonstrated ability for research work and evidence of scholarship.
e)	Senior Lecturer	Basic qualifications for Lecturer II plus at least three years of teaching experience as Lecturer I. Must have demonstrated research capability through good academic publications.
f)	Associate Professor (Reader):	Basic qualifications set out for Lecturer II plus at least three years experience as Senior Lecturer, must have considerable publications resulting research and must have demonstrated acac



		leadership ability, after clearance from external assessors. A Reader should have evidence of participation in University Administration and community activities.
g)	Professor.	Basic qualifications as for Lecturer II. A Professor should demonstrate a clear evidence of scholarship through considerable academic publications. The candidate must have had at least three years' experience after Associate Professorship or six years after Senior Lectureship and must have had some university administrative experience as well as some professional recognition. In addition, external assessors are mandatory.

f) FACULTY OF ENGINEERING

The following qualifications are necessary for appointment and promotion from one to a higher academic grade, in the Faculty of Engineering of Nile University of Nigeria. The qualifications are grouped accordingly in the table below:

S/NO	LEVEL	QUALIFICATIONS
a)	Graduate Assistant	A good Bachelors Degree with a minimum of 2.1 (2nd Class Upper) In others, it should be a training position and graduate assistants should be attached to Senior Academic Staff.
b)	Assistant Lecturer	Candidate must have Master's degree.
c)	Lecturer II	Candidate should possess Ph.D. degree or spent at least three years as an Assistant Lecturer or equivalent industrial experience and some potential for research may be considered.
d)	Lecturer I	Candidates should normally have Ph.D. degree with at least one year of teaching or industrial experience plus some publications. A candidate, who does not possess a Ph.D., but possesses a Masters degree with sufficient industrial experience acceptable for COREN registration, can also be considered. Such a candidate should also show evidence of research potential. Also, a Lecturer II plus a minimum of three years as Lecturer II or equivalent industrial experience can be considered.



e)	Senior Lecturer	Candidate must possess a Ph.D. degree and research experience and/or industrial experience. Such candidate should also possess a good number of referred journal publications. Also, a Lecturer I plus a minimum of three years or equivalent industrial experience can be considered provided he/she has a Ph.D.
f)	Associate Professor/Reader	Candidate should possess Ph.D. degree with teaching and research experience. In addition to possessing the ability of providing academic leadership, such a candidate should also have a considerable number of referred journal publications which must be assessed externally.
g)	Professor	Candidate should possess Ph.D. degree with teaching and research experience. The candidate must have had at least three years' experience after Associate Professorship or six years after Senior Lectureship and must have had some university administrative experience as well as some professional recognition. Such a candidate should possess an ability to provide a strong academic leadership in addition to a considerable number of referred journal publications. Furthermore, the publications of such candidate should be externally assessed.

g) COLLEGE OF HEALTH SCIENCES

The following qualifications are necessary for appointment and promotion from one to a higher academic grade, in the College of Health Sciences, Nile University of Nigeria. The qualifications are grouped accordingly in the table below:

S/NO	LEVEL	QUALIFICATIONS
a)	Graduate Assistant	A good Bachelors Degree with a minimum of 2.1 (2 nd Class Upper). In other words, it should be a training position and graduate assistants should be attached to Senior Academic Staff.
b)	Assistant Lecturer	Candidate must have MBBS or Master's degree.
c)	Lecturer II	The basic qualification for this position shall be the M.D or DDS or Ph.D Degree or its equivalent. Candidates who possess at least a Master's Degree with course work and thesis in the subject of specialization with a minimum of three years post qualification teaching experience in a university or institution of similar status may also be consider



d)	Lecturer I	A candidate with a medical/dental qualification in addition to postgraduate medical fellowship or its equivalent. A candidate with Ph.D in the Basic Medical Sciences with 3 years teaching experience in a University or similar Institution.
e)	Senior Lecturer	For appointment to the position of Senior Lecturer, the candidate should normally possess at least three years teaching experience as Lecturer I in a University or Institution of similar status and must also show evidence of significant advancement in scholarly achievements since his appointment as a Lecturer I. Evidence of scholarly achievements shall normally be in the form of research publications, creative work and professional contributions will also be considered. A rating above satisfactory on his/her academic and administrative leadership of the Department as well as demonstration of interest in community service.
f)	Reader/Associate Professor	Appointment/promotion should be by external assessment by competent people in the field of specialization of the person concerned. The candidate should have spent at least three years as a Senior Lecturer.
g)	Professor	Appointment/promotion should be by external assessment by competent people in the field of specialization of the person concerned. The candidate should have spent at least three years as a Reader

G. SCORING SYSTEM (AP-2)

i. Qualification

Candidates for appointment to academic posts shall be assessed on the basis of the following qualifications:

	Points Scored (scores are not cumulative)	Yours Score
(a) Bachelors Degree:		
1 st Class (Hons)	5	
2 nd Class (Hons) Upper Division	4	
2 nd Class (Hons) Lower Division	3	



(b) MBBS, DVM	6	
(c) Masters Degree (except Masters Degree like MBA, MPA, MILR, MFA etc)	7	
(d) M. Phil/MD	8	
(e) Doctorate Degree/including MD British Universities or FWACP, FMCP, FCVS etc	10	
(f) Professional Qualification *by Examination) after a first degree, e.g. BL. ACA, ACCA etc.	3	

2. Teaching Experience at University level.

Nature of Experience	Points Scored	Yours Score
a) Full-time teaching/acceptable cognate experiences	1 points per year up to maximum of 10	
b) Part-time teaching	½ point per year up to a maximum of 2	
c) Part-time teaching by study fellows with Masters Degree	½ point per year up to a maximum of 2	

3. Time in rank;

	Points Scored	Yours Score
	1 points per year (up to a maximum of 3)	

4. Teaching Quality

	Points Scored	Yours Score
HOD/supervisor evaluation (2 point) Student evaluation (2 points)	Maximum of 4 points	

5. Professional Practice

	Points Scored	Yours Score
	Maximum of 3 points	

6. Research Publication

Nature of Publication work	No. of Authors	Points Scored	You

			Score
a)Articles in SCI, SSCI, AHCI	First three(3) authors others	6 each 3 each	
b) Articles in refereed journal	First three(3) authors others	4 each 2 each	
c) Monographs (up to a maximum of 3)	First three (3) authors Others	3 each 2 each	
d) Books	First three (3) authors Others	6 each 3 each	
e) Chapters in refereed books (maximum of two per book	First authors Others	3 1 each	
f) Book review/Indexes in refereed journals (up to a maximum of 3)	One (1)	2	
g) Papers in published conference proceedings/College/Faculty Seminar series	First three(3) authors Others	2 each 1 each	
h) Full length published translation of a book (provided that the book is not published in more than one language by the same author) – up to a maximum of 2	One (1) authors	3	
i) Case Reporters/Letters to the Editor/Short Communications	First three (3) authors Others	2 each 1 each	
j) Bibliographies in 1) Journal: Unannotated Annotated 2) Monographs: Unannotated Annotated 3) Books: Unannotated Annotated	One or more	2 (shared) 3 (shared) 1 (shared) 2 (Shared) 2 (shared) 3 (shared)	
k) Artistic works 1) Short creative writing (i.e. drama between 30 minutes and one hour, a short story, a musical composition between 15 and 30 minutes, a corpus of at least 10 poems) which must be refereed and published. 2) Art exhibition of at least 15 documented new works. 3) An anthology of 20 poems, (which must be refereed and published	1 First three artist Others One (1)	4 5 each 2 each 5	

4) Full-length play (i.e. 1½ hours and above) which must be refereed and published	One (1)	5	
5) A musical composition of 11/2 hours and above, which must be refereed and published	One (1)	6	
1) Creative Scientific work:			
1) A major scientific development or invention, which must be documented and refereed.	One (1)	7	
2) A minor scientific invention, which must be documented and refereed	One (1)	4	

7. Professional Practice/Activities (Maximum of 3 points)

Nature of practice activity	Points scored	Yours Score
a) Office of National/International Professional Association/Editor-in-Chief	3	
b) Assistant/deputy Editor-in –Chief	2	
c) Associate Editor/Review Editor	1	
d) Membership of Editorial Board	1	
e) Participation in an artistic production (certified on proof of evidence by the Head of Department)	1 (up to a maximum of 3)	
f) Research Aids, unpublished bibliographies manual Indexes, Guides, Audio-visual materials.	1 point each (up to a maximum of 3)	
g) Clinical Duties	1 (up to a maximum of 3)	
h) Social work/Guidance and counselling	1 point each (up to a maximum of 3)	

8. Academic Leadership/Administrative Responsibility - (Maximum of 4 points)

Nature of Leadership Administrative responsibility	Points scored	Yours Score
i. Deputy Vic-Chancellor or Provost/Dean	4	
ii. Deputy Provost/Sub-Dean, Directorship, Headship of Departments and coordinator at University/Faculty level	3	
iii. Membership of Governing Council	2	
iv. Membership of Councils, Senate and college/Faculty Committees	1 (up to a maximum of 4)	


9. University Community/Public Service (Maximum of 6 points)

Nature of Service	Points scored	Yours Score
i. Appointment as External Examiner	2 (up to a maximum of 6)	
ii. Appointment as Hall Master, Deputy Hall Master, Hall Warden or Assistant Warden	1 (up to a maximum of 5)	
iii. Student Sporting activities such as involvement in coaching	1 (up to a maximum of 5)	
iv. Expert advice in field of specialization to outside bodies, including Universities	1 (up to a maximum of 3)	

Yours Score	Total	
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H.WEIGHTS OF THE SCORING AREAS

1. The scoring criteria shall be as shown in table I below

a) Table I - Minimum Eligibility Scores

Areas	Prof.	Reader	Snr. Lect	Lect I	Lect II	Asst. Lect	Grad. Ast.
Qualification	10	10	10	7/10	7	7/6	4
Teaching Experience	10	8	5	3/2	2	-	-
Time in Rank	3	3	3	3/2	2	-	-
Teaching Quality	4	4	4	4	4	-	-
Professional Practical/Activities	3	3	2	2	-	-	-
Research/Publication	60	40	20	12/8	4	-	-



Academic leadership/Administrative Responsibility	4	3	2	-	-	-	-
University Community/Public Service	6	4	-	-	-	-	-
Total Minimum Eligibility Score	100	75	46	31/28	19	7/6	4

b) Minimum Scores for Appointment/Promotions:

- 1) Graduate Assistant 4 points from Qualification (2nd class upper or 1st class only)
- 2) Assistant lecturer (7/6 points)
A total minimum qualifying score of 7 points (or 6 points for Appointment)
- 3) Lecturer II (19 points)
A candidate must obtain a total minimum qualifying score of 19, out of which 7 must be from a Qualification, 4 from Research Publication and 4 from Teaching Quality.
- 4) Lecturer I (31/28 points)
A candidate with a Masters Degree must obtain a total minimum qualifying score of 31, out of which 7 must be from Qualification, 3 from Teaching Experience, 12 from Research Publications and 4 from teaching quality. A candidate with PhD must obtain a total minimum qualifying score of 28, out of which 10 must be from Qualification, 2 from Teaching Experience, 8 from research publications and 4 from Teaching Quality.
- 5) Senior Lecture (46 points)
A candidate must have a total minimum qualifying score of 46, out of which 10 must be from Qualification, 5 from Teaching Experience, 20 from Research Publications, 2 from academic Leadership/Administrative responsibility and 4 from Teaching Quality.
- 6) Reader (75) points)
A candidate must have a total minimum score of 75, out of which 10 must be from Qualification, 8 from Teaching Experience, 40 from Research Publications, 4 from Teaching Quality, 3 from Academic Leadership/Administrative Responsibilities and 4 from University Community/Public Service.
- 7) Professor (100 points)
A candidate must obtain a total minimum qualifying score of 100, out of which at least 10 must be from Qualifications, 60 from research Publications, 10 from Teaching Experience, 4 from Leadership/Administrative Responsibilities, 4 from Teaching Quality and 6 from University Community/Public Service.

NOTE: These minimum score points are only guidelines to the minimum requirements that a candidate must fulfil before being eligible for promotion/appointment. In practice especially in the higher echelon, (Senior Lectureship and above), these mini



requirements are expected to be substantially exceeded. For the avoidance of doubt, candidates aspiring to Readership and Professorship, which are the highest levels of achievement in an academic career, must have distinguished themselves in research publication (with a good national and international spread), academic leadership and teaching quality. Appointments and promotions are however subject to availability of vacancies.

**ADOPTED AND APPROVED BY THE GOVERNING COUNCIL AT IT'S..... (11TH)
MEETING HELD ON 21.11.2017**



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