



**FEDERAL UNIVERSITY OF AGRICULTURE ZURU**  
**(Office of the Registrar)**

**CRITERIA FOR**  
**APPOINTMENT, APPRAISAL**  
**AND**  
**PROMOTION OF ACADEMIC STAFF**

**February 2021**

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**CRITERIA FOR APPOINTMENT, APPRAISAL AND PROMOTION OF  
ACADEMIC STAFF IN THE**

**FEDERAL UNIVERSITY OF AGRICULTURE ZURU**

**PREAMBLE**

All appointment, appraisal and promotion exercises to Academic staff shall be carried out 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, reward, discipline or determination of appointment. Assessment shall take account o

another, however, there must be quantifiable evidence of significant additional contribution since appointment or previous promotion. This applies to promotion up to Senior Lecturership as well as establishing a prima facie case for promotion to Readership or Professorship.

This document, containing the criteria and procedures as approved by the University Governing Council for the Appointment, Appraisal and Promotion of Academic Staff in the University, shall take effect from **1st October, 2019**.

**A CONSTITUTION OF APPRAISAL AND REVIEW PANELS**

- i. There shall be an annual appraisal and review of the work and conduct of every member of Academic Staff. This shall be undertaken by the Appointment and Promotion Committee for academic staff (A & PC academic) or on its behalf, by the appraisal and review panels, constituted for that purpose by the Vice-Chancellor.
- ii. Staff appraisals and reviews shall have the effect or positive incentives such as commendation for a specific work or behaviour by the member of staff concerned.
- iii. Contribution or achievement or rectification of anomalies from previous appointments or appraisals. They may also result in staff warning reprimand, termination or appointment or dismissal.

- iv. Every Academic Department shall have its own Appraisal and review Panel, which shall consist of the Head of Department as Chairman and four other elected members, who shall not normally be below the rank of Senior Lecturer and two of whom shall be Professors, if Professors are available in the Department. The composition of the Panel shall be approved by the Dean.
- v. The Head of Department shall be responsible for the appraisals and reviews of the academic staff in his/her Department and shall submit same in the prescribed form to the Departmental Appraisal and Review Panel. 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.
- vi) Assessment of staff above the rank of the current Head of Department shall be done by members of the Departmental Appraisal and Review Panel that are higher in rank than the Head of Department, failing which the appraisal documents shall be sent directly to the Dean for assessment.
- vii) At the end of the Departmental appraisal and review exercise, the Head of Department shall submit the appraisal forms, having appended his signature, along with a summary of the details of their academic staff in the prescribed format to the Dean, Director/University Librarian for his/her comments. Also, opportunity should be given to the appraised staff to have a feedback by way of endorsing the recommendations of the Head of Department.
- viii) The Dean, Director/University Librarian shall thereafter submit the documents referred to in paragraph (vi) above to the College/Outreach Centre Appraisal and Review Panel which shall sit and deliberate on all cases: Having appended its recommendations to the appropriate column on the prescribed format , the Panel shall forward all the documents to the Vice Chancellor through the Registrar.
- ix. ) Professors, Deans, Directors and the University Librarian shall send their completed appraisal forms directly to the Vice-Chancellor. However, Deans and Directors, who are not of the rank of Professor, shall be assessed by their respective Departmental Appraisal and Review Panels.
- x) The College shall have its own Appraisal and Review Panel, which shall consist of the Dean or Director/University Librarian as Chairman, all Heads of Department and all Professors in the College and one Representative elected by each Department. The composition of College/Outreach Centre Panels shall be Approved by the Vice-Chancellor, who shall appoint three

Professors to represent him/her in the College/Outreach Centers Panels other than theirs. The Panels shall be as follows:

- a. College of Science (COS)
  - b. College of Agriculture (COA)
  - c. College of Veterinary Medicine (CVM)
  - d. Centre for Information and Communication Technology (CICT)
  - e. Center for Food Security (CFS)
  - f. Center for Agribusiness and Enterprenuership (CABE)
- xi) Each Review and Appraisal Panel shall receive and consider in respect of each member of academic staff from respective Heads of Department the following:
- a. An appraisal and a rating of his or her performance during the year.
  - b. Any proposal for promotion
  - c. Cases regarding, confirmation of appointment and renewal of contract
  - d. Cases of commendation, reprimand and termination of appointment or contract.
- xii. The Vice Chancellor, having received the appraisal documents, shall forward the same to the Appointments and Promotions Committee (Academic staff) of the University.
- xiii) The Appointments and Promotions Committee for Academic Staff shall consist of the Vice-Chancellor as Chairman, the Deputy Vice Chancellors, two Professors who are members of Senate but not of Council, five members of Council, Deans, Directors and the University Librarian. The Registrar is an ex-officio member and Secretary. Heads of Department may be invited to assist the committee on matters relating to their Departments.

## **B. EXTERNAL ASSESSMENT**

- i. External assessment shall be preceded by an internal assessment at college /level for positions above Senior Lectureship. This shall be subjected to a review by an A & PC Panel constituted by the Vice Chancellor.
- ii. As regards to external assessment for readership and Professorship including Personal Chairs the Vice Chancellor shall invite the 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 not restricted to the six names proposed.
- iii) Members of staff with a *prima-face* case for promotion to the post of Professor or Reader shall submit four sets of their publications to the Vice-Chancellor through the Registrar within three months from the Date of receipt of the notification from the Registrar, failing which the assessment shall be deemed to have lapsed.
- iv) External assessors are to be given three 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 for  
be made retroactive to the date when the promotion would originally have been made.
- vi. The Vice Chancellor shall make regular progress reports to Council on all candidates currently undergoing external assessment.

## **C. RIGHT OF APPEAL**

Candidates shall have the Right of Appeal at every level of the appraisal exercise up to the Council. However, this must be made through the Head of Department concerned and the Dean of the College concerned. An advance **COPY** of the 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 Dean are

able to produce fresh evidence that was not available when the original decision was taken.

#### **D. CONDITIONS FOR PROMOTION, REVIEW AND REGRADING**

- i) Promotions are usually made subject to vacancies in the current University establishment quota and budget. However, promotion may be made to an unestablished post, provided that such a post shall be established during the next budget exercise.
- ii) Request for regrading 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 regrading or review matters, only after they are recommended by the various University Annual Appraisal Panels. In such circumstances, the candidate, through the Head of Department and the 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 Appointments and Promotions Committee shall, at its own discretion, decide on whether or not the regrading should be backdated.
- iii) For the avoidance of doubt, the University is not obliged to regrade or promote any member of staff simply because he/she has been regraded or promoted by another institution
- iv) A person promoted or regraded shall be placed on a salary scale higher than his/her previous one, such that there is an increase in salary.
- v) Promotion shall not normally take effect earlier than the first day of October, following the date on which the promotion is made.
- vi) 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.
- vii) Where a staff gets two negative assessment reports, he/she will be required to resubmit his/her papers for fresh assessment through the College not earlier than the next annual appraisal. In such a situation, the effective date of promotion should reflect the new date of resubmission.

## E. CRITERIA FOR ASSESSMENT

The following are minimum recognized criteria for appointment or promotion to academic positions in the Federal University of Agriculture, Zuru

### a) QUALIFICATION:

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

i. Primary Degrees: BA, B.Sc. B.Ed, BLS, B.Comm, LLB, MBBS, DVM, B.Tech, B.Engineering, B. Agric, B.Pharm, BDS, BMLS, etc.

ii. Higher Degrees: MA, M.Sc., M. Engineering, M.Ed, MLS, LL.M, M.Phil., Ph.D, D Phil, M.D.,D.Sc., MV.Sc., MCVSN, (with thesis), etc

iii. Professional Postgraduate Qualifications in Veterinary Medicine (FCVSN, MCVSN) etc. and equivalent.

iv. Honourary Degree and Fellowships awarded on personal recognition or reciprocity: are NOT acceptable for appointment or promotion purposes.

### b) Time in rank

The following period of service at different levels should be observed before promotion to the next levels is considered:

|   |  |
|---|--|
| i. Assistant Lecturer to Lecturer II<br>- Assistant Research Fellow to Research Fellow II<br>- Librarian II to Librarian I<br>- Assistant Medical Research Fellow to Medical Research Fellow II | 2 years for <del>PDMWHUMGH</del> Holders                             |
| ii.) Lecturer II to Lecture I<br>- Research Fellow II to Research Fellow I<br>- Librarian I to Senior Librarian /Medical Research Fellow II to Medical Research Fellow I                        | 2 Years for Ph.D and 3 years for <del>ODMWHUMGH</del> Degree Holders |
| iii) Lecturer I to Senior Lecturer<br>- Research Fellow I to Senior Research Fellow<br>- Senior Librarian to Principal Librarian  | 3 years  |



|  |         |
|--|---------|
| - Medical Research Fellow I to Senior Medical Research Fellow  |         |
| iv.) Senior Lecturer to Reader<br>- Senior Fellow to Principal Research Fellow<br>- Principal Librarian to deputy Librarian /Senior Medical Research Fellow to Principal Medical Research Fellow | 3 years |
| v) Reader to Professor/Principal Research Fellow to Research Professor   | 3 years |

For the avoidance of doubt, any staff of the Research centre and the University Library aspiring for Professorship must have a Ph.D. Furthermore, and staff aspiring for Professorship in the University Library must have attained the rank of a Deputy Librarian and in addition, he/she must have obtained at least two of his/her degrees from the same Department to enable the candidate to move from the Library to that department.

### **c). ACCELERATED PROMOTION**

To qualify for accelerated promotion, the staff member shall fulfill the following conditions:

- i) He/she must have carried a full teaching load in the 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 the rank and none of which shall be in the form of letter of acceptance
- iv) He/she must have obtained the maximum score (4 points) for Teaching Quality,
- v) No member of staff shall have more than two accelerated promotions in this University.

### **d) TEACHING LOAD**

Teaching load shall include clinical, post-graduate and extra-mural teaching. It is recognized that teaching load and the opportunity to undertake research are, beyond a certain point, mutually exclusive. Teaching load is also a function of staff strength and specialization in department. Load is not indicative of quality, but load can be

of such magnitude as to adversely affect the development of quality. Minimum teaching load is the minimum number of contact hours with students required for everyone expected to conform to, in terms of contact hours per week as follows:

- i) 10 hours for Colleges of Agriculture and Science
- ii) 9 hours for College of Veterinary Medicine
- iii) 5 hours for Deans, Sub-Deans and Heads of Department, including Directors.

#### **e) TEACHING QUALITY**

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

- i. Number of courses taught, and extent or syllabus coverage.
- ii. Effectiveness of communication
- iii. Teaching methodology, for example, use of up-to-date methods of teaching like visual aids.
- iv. Up-to date content of teaching
- v. Devotion to academic duties in the form of willingness to assist others, rendering help to students in tutorials, etc.
- vi. Promptness in setting examination questions and marking examination scripts.
- vii. Student Evaluation

#### **f) TEACHING EXPERIENCE AT UNIVERSITY LEVEL**

It shall be full-time teaching, including the period spent as an Assistant Lecturer, provided that the Assistant Lecturer was engaged in full-time teaching. A higher academic degree holder on part-time teaching concurrent with research appointment shall also be considered.

#### **g) RESEARCH**

- i) The following shall be accepted as evidence of research.
  - (a) Published paper(s) in reputable journals, but this will earn credit only under publication.
  - b) Progress reports on long term research undertakings.

- c) Seminar papers based on on-going research.
- d) Departmental/College 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 research 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 and peer reviewed Professional and University based journals; Journals published in Polytechnics, Colleges of Education and Institutions lower than a University shall not be considered for appointments and promotions.
  - ii). discipline,
  - iii) Books and reputable publishers recognized by the Senate Publications committee of this university.
  - iv) Articles in published conference proceedings and College Seminar Series;
  - v) Patents,
  - vi) Published translations of full-length articles or books in Agriculture, Science or Veterinary medicine
  - vii) Accepted articles or books. These may be used for promotion to all grades but only on strict verification by Department/College Appraisal panels. A letter of acceptance is valid for not more than two years from the date of issues and only two or one shall be accepted for assessment to the rank of Readership or Professorship respectively.

## **b) Assessment of Research Publication:**

When publications are cited in support of promotion, the Head of Department shall without prejudice to the provisions of Section B (1) include in his recommendation an assessment of those publications and the opinion of another competent person who has read the publication. Apart from publication details, reprints or certified photocopies of published papers must be made available. In the case of Readership and Professorship, original copies shall be presented for the consideration of A & PC.

## **c) Form and Status of Publications:**

i.

that the paper has indeed been accepted (not merely acknowledged) for publication in a journal of unquestionable reputation (see h a (i)).

- ii. Books and chapters in books will be acceptable only in the printed form. If they have not yet been published, they must be accompanied by a copy of the contract agreement with the publishers in the case of Books or by a letter from the editor accepting the contribution (in the case of chapters in Books).
- iii. Authoritative review articles especially by invitation will be accepted as publications if they appear in reputable refereed and peer reviewed 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/reports 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 publications 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 Veterinary Medicine, Engineering and and University Library duties, Agricultural assignments (Extension Services) 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 hours 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 ca  
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 centre is absorbed into the University service, the candidate can be appropriately graded in rank up to senior Lectureship. The grade shall be

necessary, his/her salary level will be made personal. Above the Senior Lecturer level, the candidate shall normally be assessed externally, in accordance with university regulations. Sufficient information should be given to the assessors to enable them make a proper assessment of the

**(j) ACADEMIC LEADERSHIP**

This refers to the Headship of College, Department or Research Centres where the candidate has a clear academic seniority. The criteria to consider includes:

- (i) Initiative
- (ii) Innovativeness.
- (iii) Organizational capability for greater efficiency and academic productivity;
- (iv) Stability and good personal relations within the College, Department or Centres;
- (v) Provision of Leadership and inspiration to the members of the College, Department or Research Centre;

vi)

**(k) ADMINISTRATIVE RESPONSIBILITIES**

These include holding such offices as Deputy Vice-Chancellor, Membership of Council, Dean, Sub-Dean and Head of Department, Director/Coordinator of a division (e.g. Remedial programme or General Studies). All other administrative assignment, e.g. membership of College 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) Results, stability, efficiency and development in the college or Unit Concerned.

**i) COMMUNITY/PUBLIC SERVICE**

This includes extra-curricular activities undertaken within 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 or involvement in coaching activities;
  - (iii) Student counseling;
  - (iv) Encouraging student clubs and societies especially of academic nature;
  - (v) Supporting Student Journals and
  - (vi) Leadership in university recognized religious activities.
- b) Public Service (beyond the University Community) these are the activities of the candidate undertaken beyond the four walls of the university. Among such activities are:

including

University Consultancy Service,

- i) University consultancy Service,

- ii) Part-time service to statutory or ad-hoc boards of government or to other Non-Government Organizations (NGOs).
- iii) Professional visibility, including discussion group, guest lectureship, articles 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**

Note: Posts of Graduate Assistant and Assistant Lecturer are regarded by this University as training positions.

##### **a) Graduate Assistant /Assistant Librarian**

- i) NYSC/Legal Exemption
- ii) First Degree of the Federal University of Agriculture, Zuru or any other recognized institution, at performance level, usually not **below Second Class Upper Division**
- iii) A Graduate Assistant is required to pursue a Degree within a maximum period of two (2) years after assuming duty in the University. His/her failure to obtain Maser s Degree within a period of five (5) years of employment will result in the termination of his/her appointment.

**(b) Assistant Lecturer /Assistant Medical Research Fellow II/ Librarian II/Assistant Research Fellow**

- i) Graduate Assistant who has acquired a                      degree, even if still registered for Ph.D.
- ii) Holders of                      Degree of the Federal University of Agriculture, Zuru or any other recognized institution. The                      Degree is the Minimum requirement for appointment as an Assistant Lecturer or equivalent.
- iii) Holders of Doctor of Veterinary Medicine (DVM), and B. Agriculture with usually at least Second-Class Upper Division plus NYSC/Legal Exemption
- iv) First degree plus internship and NYSC/Legal exemption for graduates with for example, DVM, Agriculture or Engineering.
- v) Holders of B. Sc., B. Eng. and COREN with membership of NSE or COREN
- vi) An assistant lecturer without a                      degree or its equivalent shall proceed on further training within a maximum period of two (2) years assuming duty. The staff member shall be relieved of his/her employment if, he /she fail to obtain a                      degree within a period of five years of employment.

**c) Lecturer II/Medical Research Fellow I/ Librarian I/Research Fellow II**

- i) Earned Ph.D equivalent qualification recognized by this University.
- ii) Assistant Lecturer in the University for 2 years with at least four points in publication.
- iii)                      holders with membership of Professional.

**d) Lecturer I/ Medical Researcher Fellow I/Senior Librarian/ Research Fellow I**

- i) A Ph.D. holder who has been a lecturer II for two years and has a                      sufficient number of admissible publications, totaling a minimum of 12 points.



ii) A holder of \_\_\_\_\_ who has been a Lecturer II with three years University teaching experience and has sufficient number of admissible publications, totaling a minimum of 12 points.

**e) Senior Lecturer/Senior Medical Research Fellow/Senior Research Fellow/Principal Librarian**

i) A Ph.D holder with a minimum of three years as Lecturer I in the University.

ii) A sufficient number of admissible publications, totaling a minimum of 20 points.

iii) Strong evidence of potential for continual research activity and academic leadership.

**f) Reader/Deputy Librarian**

i) A Ph.D holder with a minimum of eight years teaching experience at University level. OR

ii) A minimum of three years as a Senior Lecturer with Ph.D in the University.

iii) Postgraduate supervision for Masters, Ph.D or equivalent, where such Programme(s) exist

iv) Considerable background of research with a sufficient number of admissible publications totaling a minimum of 40 points. 20% of which must be obtained from offshore journals and 30% from local and 50% from National.

v) Dissemination of Knowledge through professional and academic activities

vi) General academic leadership and the ability to guide others.

vii) Some administrative experience

viii) impeachment integrity in line with the Code of Conduct of the University

x) Favourable External Assessment

**g) Professor**

i. A Ph.D holder with a minimum of ten years teaching experience at the University level

OR

ii. Continues productive research activity with the achievement of the status of an acknowledged authority in area of specialization.

iii. Considerable background of research with a sufficient number of admissible publications, totaling a minimum of 120 points for readership or 60 points for Senior Lecturer, 30% of which must be obtained from offshore journals, and 30% from local and 50% from National.

iv. Dissemination of knowledge through academic and professional activities.

v. Postgraduate supervision at Ph.D (or equivalent) level, where the programme is available.

vi. Academic leadership and the ability to attract and inspire others.

vii. administrative ability and experience.

viii. Impeccable integrity in line with the Code of conduct of the university.

ix. Favourable External Assessment.

## (G) SCORING SYSTEM

### 1. Qualification

- (i) Candidate for appointment to academic posts shall be assessed on the basis of the following qualifications.

| Qualification   | Points Scored |
|---|---------------|
| a) EDEKHORUMGHJUHH<br>1 <sup>st</sup> & ODMVRQ□   | 5             |
| 2 <sup>nd</sup> & ODMVRQVSSSHUDYLMRQ□   | 4             |
| 2 <sup>nd</sup> & ODMVRQV/RZHUDYLMRQ□   | 3             |
| b) DVM  | 6             |
| c) PDMWHUMGH (100%)/5□<br>(MFA etc)   | 7             |
| d) M Phil/Md  | 8             |
| e) Doctoral Degree  | 10            |
| f) Professional Qualification (by Examination) after a first degree e.g. BLACA, ACCA, COREN etc | 3             |

- ii) Candidate for Appraisals and Promotion shall be scored on the basis of the highest academic qualification obtained.

### 2. Teaching Experience at University Level

| Nature of Experience                                     | Points Scored                          |
|--|--|
| a) Full time teaching                                    | 1 point per year up to a maximum of 10 |
| b) Part time teaching                                    | ½ point per year up to maximum of 2    |
| c) Part □time teaching by study fellow with PDMWH degree | ½ point per year up to maximum of 2    |

- i. Time in rank - 1 point per year (up to maximum of 3)
- ii. Teaching quality - maximum of 4 points
- iii. Professional practice - Maximum of 3 points
- iv. Research Publication

| <b>Nature of Publication Work</b>  | <b>No. of Authors</b>                                  | <b>Points Score</b>                  |
|--|--|--------------------------------------|
| a) Articles in refereed journals (max of two article in an issue)  | First three (3)<br>others                              | 4 each<br>2 each                     |
| b) Monographs (up to a maximum of 3)   | First three (3)<br>others                              | 2 each<br>1 each                     |
| c) Books<br>(i) University text<br><br>(ii) Non University text  | First three (3)<br>Others<br>First three (3)<br>Others | 6 each<br>3 each<br>3 each<br>1 each |
| d) Chapter in referred books (maximum of two (2) per book)   | First<br><br>Other                                     | 3<br><br>1 each                      |
| e) Book review /Indexes renew articles in referred journals ( up to maximum of 2)  | One (1)  | 2                                    |
| f) Paper in Publication Conference<br><br>Proceedings /College/Faculty Seminar Series  | First three<br><br>(3) others                          | 2 each<br><br>1 each                 |
| g) Full length publication translation of a book (provide that the book is not published in more than one language by the same author)- up to a maximum of 2 | One (1)  | 3                                    |
| h) Case reports/Letters to the editors/short communication   | First three (3)<br><br>Others                          | 2 each<br><br>1 each                 |
| <b>i) Bibliography in</b>  |  |                                      |
| i. Journal unannotated   | One or   | 2 (shared)                           |

|  |                 |           |
|--|-----------------|-----------|
| annotated  | more other      | 3(shared) |
| ii. Monographs annotated   |                 | 1(Shared) |
| annotated  |                 | 2(shared) |
| iii. Books unannotated   |                 | 1(shared) |
| annotated  |                 | 2(shared) |
| <b>j) Artistic works</b>   |                 |           |
| i. Short creative writing (i.e drama between 30 minute and one hour , a short story, a musical composition between 15 and 30 minutes, a corpus of last ten poems) which must be referred and published . | First three (3) | 5 each    |
| ii. arts exhibition of at least 15 document new works  | Artists         | 2 each    |
|  | Others          | 1 each    |
| iii. An anthology of 20 poems, (which must be referred and published.  | One (1)         | 5         |
| iv. Full-length play (i.e 1 ½ hours and above) which must be referred and published  | One (1)         | 6         |
| v. A musical composition of 1 ½ hours and above, which must be refereed and published  | One (1)         | 6         |
| <b>k) Creative Scientific Work</b>   |                 |           |
| i. A major scientific development or invention, which must be documented and referred . in exceptional cases, this   | One (1)         | 7         |

|  |         |   |
|--|---------|---|
| may supersede minimum academic qualification to higher rank.             | One (1) | 4 |
| ii. A minor scientific invention, which must be documented and referred. |         |   |

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

| Nature of Practice Activity   | Points (s) Scored                   |
|---|-------------------------------------|
| a) Office of the National/International professional Association /Editor in-Chief                     | 3                                   |
| b) Assistant /Deputy Editor in-Chief  | 2                                   |
| c) Associated Editor /Reviewed Editor   | 1                                   |
| d) Membership or editorial Board  | 1                                   |
| e) Participation in an artistic production (certified on proof or evidence by the Head of Department) | 1 (up to a maximum of 3)            |
| f) Research Aids on published bibliography manual indexes guide. Author of visual materials           | 1 point each ( up to 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) |

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

| Nature of Leadership Administrative Responsibility  | Points scored          |
|---|------------------------|
| i. Deputy Vice Chancellor or Provost/Dean /Directorship                                       | 4                      |
| ii. Deputy Provost /Sub-dean, Head of department and Coordinators at University/Faculty Level | 3                      |
| iii. Membership of Governing Council , Senate and College/Faculty Communities                 | (up to a maximum of 4) |

### 5. University Community /Public Service ( Maximum of 6 Points)

|   |                          |
|---|--------------------------|
| i. Appointment as External Examiner   | 1 (up to a maximum of 6) |
| ii. Appointment as Hall Masters,  | 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) |

### H) WEIGHT OF THE SCORING AREAS

(a) Table of minimum eligibility scores

| Area   | Prof. | Reader | Snr. Lect. | Lect. I or equivalent | Lect.II or equivalent | Asst Lect. | G.Asst . |
|--|-------|--------|------------|-----------------------|-----------------------|------------|----------|
| Qualification *                                      | 10    | 10     | 10         | 7/10                  | 7                     | 7/6        | 3        |
| Teaching Experience                                  | 10    | 8      | 5          | 3/2                   | 2                     | -          | -        |
| Time in rank *                                       | 3     | 3      | 3          | 3/2                   | 2                     | -          | -        |
| Teaching Quality *                                   |       |        | 4          | 4                     | 4                     | -          | -        |
| Postgraduate Supervision *                           | 4     | 4      |            |                       |                       |            |          |
| Professional Practice/Activities                     | 3     | 3      | 2          | 2                     | -                     | -          | -        |
| Research Publication                                 | 60    | 40     | 20         | 12/8                  | 4                     | -          | -        |
| Academic Leadership /administrative responsibilities | 4     | 3      | 2          | -                     | -                     | -          | -        |
| University Community/public Service                  | 6     | 4      | -          | -                     | -                     | -          | -        |
| <b>Total minimum Eligibility Score</b>               | 100   | 75     | 46         | 31/28                 | 19                    | 7/6        | 4        |

**Note:**

- i. For qualification, only the highest achievement shall be considered in scoring for the purpose of promotion.
- ii) Core scoring areas.
- b) Minimum scores for Appointments/Promotion
  1. **Graduate Assistant (4 Points)** 3 points from qualification.
  2. **Assistant Lecturer (7/6 Points)**

A total minimum qualifying score of 7 points (or 6 points for Appointments).

**3. Lecturer II or Equivalent (19 points)**

Candidate must obtain a total minimum Qualifying score of 19, out of which 7 must be from Qualification, 4 from Research Publication and 4 from Teaching Quality.

**4. Lecturer I or equivalent (31/28 points)**

A candidate with a Master 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 a PhD. Must obtain a total minimum qualifying score of 28, out of which 10 must be from qualification 7 from Teaching Experience, 8 from Research Publication and 4 from Teaching Quality.

**5. Senior Lecturer (46 points)**

A candidate must have a total minimum qualification 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 qualification score of 75, out of which 10 must be from Qualification, 8 from Teaching Experience, 40 from Research Publication (20% of which must be obtain from Offshore Journal), and 30% from



local and 50% from National, 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 qualification score of 100, out of which at least 10 must be from Qualifications, 60 from Research Publications (30% of which must be obtained from offshore journal), and 20% from local and 50 from National, 10 from Teaching Experience, 4 from Leadership/administrative Responsibilities, 4 from Postgraduate Supervision and 6 from University Community/Public service.

## **APPENDIX I**

### **Glossary**

**Anthology:** A Publication containing a collection of different authors stories and poem, etc it should be thematic

**Academic librarian:** i.e Individual candidate/staff member working in the University library whose practice entails two principal functions of providing strong professional service in Librarianship in terms of Research and Publication.

**Article:** A full length scholarly work/published in a par entices peer reviewed journal with an ISSN.

**Bibliography:** A list of Publication on a subject by one or more authors; it could be annotated or unanimated with authentic ISBN.

**Book:** Academic work published and has been asses prior to publication with ISBN.  
Book (University): a book published by University as indicated in the preface(s), forward prologue, editori e

PC such as reputable Publishing House, Professional Association, Faculty, Centers Department and a reputable scholar.

**Book: (Non-University):** Textbook for primary and secondary institutions; such books are not acceptable for promotion, particularly to the rank of a Reader and Professor.

**Book chapter:** a contribution to knowledge published in a university book which is peer-reviewed.

**Book reviewed:** work that is based on thorough and critical analysis of a referred book that is published in a referred journal.

**Conference proceeding:** a collection of papers that were presented by participants in a conference, seminar or workshop organized by a learned society. The papers are often reviewed before they are published as proceedings.

**Exhibition:** display of work arts in two or three dimensional appreciation which must be properly documented and made available for assessment by experts (internal or external).

**Guide:** - a treatise or compendium on a subject containing information which serves or directly shows the way to use or conduct a referenced material as a manual.

**Index:** - a detailed alphabetical list or a table of topics, name of person, places, etc. treated or mentioned in a book, pointing out exact position in the volume, usually by page.

**Journal:** (International Journal) which regularly publishes articles from authors in more than two countries of the world, accessible on-line, abstracted and indexed with less emphasis on the location of the journal and composition of the editorial board.

**Journal (Offshore):** Journal published outside Nigeria of International standard.

**Journal (Local):** Journal published in the Federal University of Agriculture Zuru or any research institute of university standard in Nigeria.

**Journal (National):** Journal published outside the Federal University of Agriculture Zuru and whose location is perpetually outside the Federal University of Agriculture Zuru but within Nigeria. Letter of Acceptance: a letter from an editor of a referred book or journal indicating that a manuscript has been adjudged published. The letter of acceptance most often indicates that the author has effected all corrections as suggested by the publisher or editor. In a context of this document it is valid for two years only.

**Manual:** A publication giving instruction on how to conduct an academic activity strictly eg a reference material.

**Monograph:** A referred publication on a single topic or treatise.

**Paper:** As in article.

**Patent:** An exclusive right to sell an invention.

**Publication:** A knowledge-based work available to the public in form of journals, acceptable to the

**Publication (Translation):** Rendered in a different language other than the original language such work must not be published in more than two languages by the same author.

**Publication (Spread):** s publication locally, nationally and internationally (Offshore) in 50%, 30% and 20% respectively of the minimum points in publications for promotion to the ranks of Reader and Professor.

**Teaching Quality.** The ability to demonstrate competence in planning, preparation, organization, and execution of lecturer and qualitative supervision and graduation of post graduate students.

**Professional Competence for Librarians:** - Ability to demonstrate proficiency in all library duties includes cataloguing, indexing, bibliography etc.