**McPHERSON UNIVERSITY, SERIKI SOTAYO, OGUN STATE**

**Human Resources Unit**

***(Office of the Registrar)***

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**Internal Memo**

***From:*** Deputy Registrar, HR ***To****:* Deans of Colleges / Faculties

***Ref:*** MCU/REG/HR/APER/02 ***Date:*** 4th, April, 2024

**GUIDELINES FOR 2023/2024 PROMOTION AND CONFIRMATION EXERCISE FOR ACADEMIC STAFF**

This is to inform Deans of Colleges/Faculties and Heads of Academic Department of the commencement of the 2024 Staff Performance Appraisal exercise for promotion and confirmation of appointment as appropriate.

In order to assist the Deans of Colleges / Faculties and Heads of Department in making their recommendations, please find stated below, the guidelines for the Promotion and Confirmation of academic staff as approved by the Appointments and Promotions Committee (Academic Staff), which should be noted and strictly adhered to:

**THE APER FORMS FOR ACADEMIC STAFF SHOULD BE ACCESSED FROM THE UNIVERSITY WEBSITE AT** [**www.mcu.edu/registry.HR**](http://www.mcu.edu/registry.HR)**.**

**1.0 GUIDELINES FOR THE COMPLETION OF APER FORMS**

**A.** **PROMOTION**

i. Promotion exercise shall begin with an **annual review of every academic member of staff,** to be done in the first instance, at the level of Departments.

ii. A Review Panel which shall be constituted in each Colleges/ Faculties shall receive proposals from the Heads of Department/Unit for the promotions of academic staff.

iii. After due consideration of those proposals, the Colleges/ Faculties Review Panel shall make its own recommendations to the Appointments and Promotions Committee (Academic) using the approved guidelines on the promotions and appointments of academic staff. **Please attach the minutes of your College/Faculty Staff Review Panel.**

iv. The proposals from Heads of Department/Unit shall normally include a comprehensive assessment of the candidate’s qualifications and overall performance in the Department/Colleges/ Faculties. In this regard, Research and Publications shall be evaluated, and not merely enumerated.

v. Deserving members of academic staff to be recommended for promotion shall, *prima facie,* be qualified for appointment to that grade. Such member of academic staff being recommended for promotion shall, *inter alia,* be assessed on the following:

1. his/her contribution by research to the advancement of his/her subject;
2. his/her ability as a teacher; and
3. his/her contribution to the University and the nation

vi. Where publications are cited in support of promotion, the Committee making the recommendations shall include in its recommendations, assessment of these publications and in the case of joint publications, there shall be a clear statement from the Committee, or someone in a position to know of the contribution of the person recommended for promotion.

vii. **Normally, no one shall be qualified for consideration for promotion unless he has spent three (3) years in service of the University, or three (3) years after the last promotion/appointment; and**

viii. Save in an exceptional circumstance, promotions shall take effect from 1st October of the year of promotion. In addition to (i)-(vii) above, Deans of Colleges/ Faculties/Heads of Department/Unit are reminded to note that:

1. The minimum number of years for consideration of academic staff should be three years, subject to ensuring that the NUC guidelines on pyramidal structure of academic staff in each Department is maintained.
2. Apart from the completion of the **APER Forms**, they should for each person recommended for promotion, give detailed and proper write-up, spelling out the justification for such promotion.
3. For promotion to Readership and Professorship grades, copies of internal assessor’s reports should be made available to the Chairman of the Appointments and Promotions Committee (Academics).
4. A full list and details of publications of candidates recommended for Promotion should be attached to the APER Forms.
5. Every member of staff must complete their **APER Forms**. Such staff MUST be properly assessed whether recommended for Promotion or not.
6. In forwarding their recommendations to the Registry, Deans of Colleges/ Faculties and Heads of Department/Unit should ensure that they state, in a separate paper, for the attention of the Appointments and Promotions Committee (Academic) the reasons why those not recommended for promotion were not put up.

Deans of Colleges/ Faculties/Heads of Department/Unit should:

1. endeavour to remove all elements of subjectivity and arbitrariness in the completion **of APER Form**s;
2. ensure they properly complete their own sections of the APER Forms;
3. ensure that their staff properly complete their own parts of the APER Forms in conformity with Items 1 to 17 of the APER Forms; and
4. Attach the Assessment of Colleges/ Faculties/University Activities which must be included in the assessment of academic staff being put up for promotion to Senior Lectureship, Readership and Professorial levels.

The following should be also be taken into consideration for recommendations from Colleges/ Faculties and University Library.

1. *Candidates recommended for promotion must have published consistently between the year of last promotion and the year of promotion, and not more than 30% of the publications should appear during the promotion year.*

2. *The general format for scoring should be uniform for all Colleges/ Faculties to prevent arbitrariness; and there should be uniformity in the way scores are awarded, especially in Colleges/ Faculties whose scores were presented in fractions.*

3. *Rating of papers should be consistent across all Colleges/ Faculties in line with the modifier.*

4. *The percentage of contribution of first author in any authorized paper should not be more than 60%, except in cases where the co-author was merely felicitated, and a letter must confirm that.*

5. *Any paper to be taken as a conference paper, it must show the names of the editor(s).*

6. *Patents, Inventions, Innovations and Research Design should be scored in the same manner Journal Publications are scored.*

7. *Only relevant pages of journal publications must accompany submission and no baggage/bags/briefcases should be used to submit books of a journal publication for Subcommittee, consideration.*

8. *Neatly packaged and addressed A4 Envelopes should be used for individual submissions of photocopied journal publications.*

9.***Papers published after 1st of July in any promotional year is not accepted and should not be included for evaluation.***

10. *For lecturers undergoing Ph.D programmes, the number of years already spent on the Ph.D programme should be indicated in their progress report for the attention of the Appointments and Promotions Committee (Academic) Subcommittee and should also be taken into cognizance before they are recommended for promotion.*

11. *For the grades of Senior Lecturer and above, candidates being put up for promotion should forward alongside their APER Forms, write-ups on their Areas of Research Focus. The document should be duly signed by the candidates.*

12. *The practice of allocating scores to staff who are yet to obtain their Ph.D or to mature on their Ph.D who are teaching and supervising Postgraduate students should be discontinued.*

13. *Deans should ensure that adequate information on staff is provided in the ‘Work History’ of their recommendations for promotion.*

14. *The value of Grants in appropriate currencies should be indicated for professorial cadre.*

15. ***The Internal Assessment Report for professorial cadre should be forwarded under a Confidential Cover and in sealed envelope to the Registrar for the attention of Ag. Director, DEHR. They should not be included in the envelope containing bound publications.***

16. ***The ISBN/ISSN of Contribution to Book/Book of Reading should be indicated and verified at the Colleges/ Faculties level before forwarding the recommendations for promotion. The ISBN/ISSN should also be indicated in APER Forms when listed for ease of reference.***

**Sundry Regulations:**

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| **S/N** | **REVISED REGULATION** |
| 1. | Candidates for promotion to the cadre of Reader and Professor should supply their curriculum vitae in the approved University format separately when papers are to be sent out to external assessors. |
| 2. | The issue of claims to percentage contribution in scoring publications should not be more than 60%, for the 1st/lead author in joint publications.  The department should ensure that proper documentation is done in scoring authors of joint publications to ensure easy referencing in later years. |
| 3. | The scoring for publishing a book should be different from chapter contribution. It is recommended that authoring a book should attract a maximum of 10 marks, chapter contribution should attract a maximum point of 5 marks and an Editor should be scored 5 points to equate chapter contribution. Additional score should be given if the Editor contributed a chapter to the book. |
| 4. | Curriculum Vitae and not APER Forms should accompany the papers being sent out for the assessment of Readers and Professors. |
| 5. | Curriculum Vitae should always be submitted alongside the APER Form for the Sub-Committee’s attention for Readers and Professors. |
| 6. | Publications of candidates should be extracted from the parent Journal/Book/Conference Proceedings by providing off-prints/photocopies which should include the Cover page, Title Page and Table of Contents as appropriate. |
| 7. | Publications should be consistently scored for all candidates who contribute in writing it. That is, if a publication is rated 5/7 for the scoring of candidates A, the same publication should not be rated 4/7 or 6/7 for candidate B or C. |
| 8. | There should be continuity in scoring of Lecturers publications right from the position of Assistant Lecturer to higher positions. |
| 9. | Patents should carry a maximum point of 5 marks for each of the contributors and should be made equivalent to one (1) journal publication. |
| 10 | Submission of publication should be submitted in three (3) hard copies |

***Recommendation to the Appointments and Promotions Committee with respect to scoring of candidates’ contributions to Departments/Colleges/ Faculties/ University.***

**CONTRIBUTON TO THE UNIVERSITY 5 points**

**a. Contribution to Department**

i. Attendance and participation at departmental meetings 1

ii. Discharge of departmental assignments e.g collation of

examination results. 1

**b. Contribution to Colleges/ Faculties**

i. Attendance and participation at Colleges/ Faculties Board Meetings 1

ii. Discharge of assignment on Colleges/ Faculties Committees. 1

**c. Contribution to University**

i. Attendance and participation on University Committees 0.5

ii. Discharge of assignment on University Committees e.g 0.5

Ceremonials Committees, Hall Masters and Mistresses,

Fellows, Task Forces, Ad-Hoc Committee etc.

General scoring recommended for the above is therefore as follows:

(a) Departmental level - 2

(b) Colleges/ Faculties level - 2

(c) University level - 1

**Total 5**

Table 4: **MINIMUM NUMBER OF PAPERS REQUIRED FOR PROMOTION OF LECTURERS**

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| **LEVEL** | **MINIMUM NUMBER OF JOURNALS PAPERS** |
| Graduate Assistant to Assistant Lecturer | No paper Required but by Interview and Budgetary provisions. |
| Assistant Lecturer to Lecturer II with PhD. | No paper Required |
| Assistant Lecturer to Lecturer II without PhD | One (1) Journal paper and one (1) referred proceeding |
| Lecturer II to Lecturer I with PhD | Three (3) Journal papers OR Two (2) Journal papers plus two (2) referred Proceedings. |
| Lecturer II to Lecturer I without PhD | Four (4) Journal papers OR Three (3) Journal papers plus two (2) referred Proceedings |
| Lecturer I to Senior Lecturer (PhD is compulsory as from this grade). | 6 Journal papers of which at least two (2) must be published offshore plus four (4) referred proceedings.  OR  8 Journal papers (of which at least two (2) must be published offshore. |
| Senior Lecturer to Reader | Thirteen (13) Journal papers of which at least four (4) must be published offshore plus four (4) referred proceedings.  OR  Fifteen (15) Journal papers of which at least four (4) must be published offshore. |
| Reader to Professor | Eighteen (18) Journal papers of which at least six (6) must be published offshore plus four (4) referred proceedings.  OR  Twenty (20) Journal papers of which at least six (6) must be published offshore. |

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| **POSITION** | **BASIC ENTRY QUALIFICATIONS AND EXPERIENCE** |
| Graduate Assistant to Librarian II | A good first degree preferably with a minimum of Second Class Upper Division in Library and Information Science or related discipline from a reputable university with a demonstrable potential for academic Librarianship. |
| Librarian II to Librarian I | (a) Possession of the basic qualifications and a Master’s degree in the field relevant to University Library.  (b) Evidence of registration with the Librarians’ Registration Council of Nigeria (LRCN) or equivalent professional body.  (c) Upgrading avenue for Assistant Librarian after 3 years in post. |
| Librarian I to Senior Librarian | (a) Possession of the basic qualifications and a Master’s degree with a minimum of **three (3) years’** work experience in a university environment/institutions of higher learning.  (b) Entry point for Ph.D. degree holders in Library and Information Science or related discipline from a reputable university. Evidence of ability to participate in research with some publications in reputable journals.  (c) Promotion avenue for Librarian II after 3 year in post.  2 Journal papers or 1 Journal paper plus 2 referred proceeding. |
| Senior Librarian to Principal Librarian | (a) Possession of the basic academic and professional qualifications as for Librarian I plus a minimum of **six (6) years** post-qualification cognate work experience.  (b) Ph.D. with a minimum of **three (3) years** post-qualification cognate work experience and scholarly publications in reputable journals in the relevant field.  (c) Promotion avenue for Librarian I after 3 years in post.  4 Journal papers or 3 Journal paper plus two (2) referred proceeding. |
| Principal Librarian to Deputy Librarian | (a) Possession of the basic qualifications and a Master’s degree with a minimum of **nine (9) years** work experience in a university environment/institutions of higher learning. The candidate must be concluding a Ph.D. degree programme in a relevant discipline and must demonstrate evidence of ability to participate in research.  (b) Ph.D. degree from reputable university with relevant and substantial scholarly publications in the relevant field plus at least six (6) years post-qualification work experience.  7 Journal paper or 6 Journal paper plus 4 referred proceedings plus other relevant Library Academic Publication required for this grade. |
| Deputy Librarian to University Librarian | Possession of the basic qualifications and a Master’s degree with a minimum of **twelve (12) years** work experience in a university system. Possession a Ph.D. degree in a relevant discipline with scholarly publications and administrative experience to be able to give academic/professional leadership in a University Library.  11 Journal papers or 9 Journal paper plus 4 referred conference proceedings plus other relevant Library Academic Publication required for this grade. This grade is big external assessment of publication, advertisement and subsequent appointment. |
| University Librarian | Possession of a Ph.D. degree and the basic qualifications for librarianship with minimum of **fifteen (15) years** post-qualification work experience in a university system.  Evidence of academic leadership in terms of substantial scholarly publications in reputable journals in relevant field as well as administrative/professional experience.  16 Journal papers or 14 Journal papers plus 6 referred conference proceedings plus other relevant Library academic publication as required for the appointment of a University Librarian. |

**B** ***CONFIRMATION OF APPOINTMENT***

1) Confirmation of appointment of academic staff to retiring age after an initial period of one (1) year shall be made on the recommendation of the Head of Department and **Colleges/ Faculties Review Panel**, to the Appointments and Promotions Committee (Academic). Such a recommendation should be made on the following grounds:

* 1. satisfactory evidence of continued research since Appointment in McPherson University
  2. evidence of diligence and efficiency as a teacher; and
  3. evidence of service to the University and the Community.

2) If, after one (1) year of probationary period an employee’s appointment cannot be confirmed, either because of unsatisfactory work or conduct, the appointment may be extended for a further period of no longer than one year during which the employee may not normally be entitled to any salary increment depending on the merit of the case. If at the end of the period of extension, the employee’s work or conduct is still unsatisfactory, the appointment shall be terminated.

3) The appointment of a permanent employee may be confirmed if, at the expiration of the probationary period, he/she is recommended by the Departmental Head concerned. Once the appointment of an employee is confirmed, he may remain in the services of the University until he attains the age of retirement. A confirmed employee who transfers from any other sector of the Nigerian Public Service may be deemed to have been confirmed.

Kindly note the following format for the packaging and eventual submission from each Colleges/ Faculties:

(a) Those recommended for annual increment:

(b) Those recommended for promotion, in which the competed Forms of each person shall be forwarded;

(c) Those recommended for confirmation, in which case the completed forms are forwarded;

(d) Hard copies of the publication of staff recommended for promotion should be forwarded alongside the completed APER Forms. The publications should be arranged in the order of listing in the revised o APER Forms with appropriate numbering and contact page; and

(e) Those not recommended for promotion and the reason(s) for each case.

***Please note that three (3) hard copies of Research and Publications in bound form should accompany submissions for staff recommended for promotion in the approved University format and should be submitted at the Human Resource Unit by the closing dated 30th June, 2024***

Deans and Heads of Department are reminded that all *that* do not conform to the approved format for presentation would not be processed for consideration by the University Management Promotion Review Panel. Also, submissions after the due date will not be accepted by the Human Resource Unit.

Thank you.

**O.A. AKINYEMI**

*Deputy Registrar, HR*

cc: Vice Chancellor

Deputy Vice Chancellor

Ag. Registrar

Ag. University Librarian