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

 **Human Resource Unit**

*(Office of the Registrar)*

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**INTERNAL MEMORANDUM**

 **From: Deputy Registrar To: Principal Officers/Deans/Directors/HODs/HOUs**

 **Ref: McU/REG/HR/A &PC/02 Date: 4th Aril, 2024**

**GUIDELINES FOR 2024/2025 CONFIRMATION OF APPOINTMENTS AND PROMOTIONS OF MEMBERS OF STAFF**

I write to inform Principal Officers /Deans /Directors/HODs/HOUs of the commencement of **2025 Promotion and Confirmation of Appointment exercise** for all **Non-Teaching** staff of the university.

In this regard, we wish to draw attention to the guidelines for the completion of the **APER forms** and assessment for both **Administrative & Professional Staff and Junior Staff** respectively as follows:

**THE APER FORMS FOR NON-TEACHING STAFF SHOULD BE ACCESSED FROM THE UNIVERSITY WEBSITE: mcu.edu.ng/index.php/aper/**

1. **ADMINISTRATIVE AND PROFESSIONAL STAFF**
2. Confirmation

i. Confirmation of appointment to retirement age shall normally be after an initial period of two (2) years of probation based on job knowledge and satisfactory performance of the duties of the officer.

ii. Appointment of a permanent employee may be confirmed if, at the expiration of the probationary period, he/she is recommended by the supervising officer /departmental head concerned. Once the appointment of the employee is confirmed, he/she may remain in the services of the University until he attains the mandatory age of retirement. Confirmation of appointment ensures security of tenure while the appointee enjoys statutory flavour. A confirmed employee who transfers from any other sector of the Nigerian Public Service may be deemed to have been confirmed.

iii. If after two (2) years of probationary period, an employee’s appointment cannot be confirmed, either because of unsatisfactory work or conduct, the appointment may be extended for a period not longer than one year during which the employee may not normally be entitled to salary increment depending on the merit of the case. If at the end of the period of extension the employees work or conduct is still unsatisfactory, the appointment shall be terminated.

1. Promotion
2. Promotion exercise shall begin with an annual review of every member of staff and his/her job performance. This is to be done in the first instance at the level of Departments / Units /Faculty and Colleges by the respective Directors/Heads of Departments/Units and Deans/Provosts of Colleges.
3. Each Office /Departments/Units/Faculty/Colleges shall constitute a Promotion Review Panel that will consider and make recommendations to the University Sub-Committee on the Review of Recommendations for promotions of Administrative and Professional staff. **The minutes of such meetings must compulsorily be attached for the consideration of the Sub-Committee.**
4. For centrally deployed staff (Registry Staff) such recommendation shall be forwarded to the Registrar for the consideration of the Registry Review Panel before presentation to the University Appointments and Promotions Committee (Administrative and Professional Staff).
5. The same is applicable to Bursary staff which shall be forwarded to the Bursar for consideration of the Bursary Promotions Review Panel for consideration before presentation to the University Appointments and Promotions Review Panel for consideration.
6. In the case of Senior Motor Drivers/ Transport Supervisors, the recommendations shall be forwarded to the Director of Works and Physical Planning Review Panel before presentation to the University Appointments and Promotions Committee (Administrative and Professional Staff)
7. In the case of Technologists their recommendations shall be forwarded to the Registrar who shall in turn present such recommendations before the University Appointments and Promotion Committee using the specified guidelines below:

Scores obtainable for each criterion.

|  |  |  |
| --- | --- | --- |
| S/N | **CRITERIA** | **SCORES (max.)** |
| 1 | Qualifications | 10 |
| 2 | Professional duties / Job Evaluation | 30 |
| 3 | Publications (Journal/Technical Papers/ Peer Reviewed Lab Manuals) | 25 |
| 4 | Registration with Professional Bodies | 10 |
| 5 | Project / Research / Field studies participation | 10 |
| 6 | Length of service since last promotion | 5 |
| 7 | Contributions to the University (Be specific) | 5 |
| 8 | Contribution to the Community, State and the Nation | 5 |
|  | **TOTAL** | **100** |

 **C. Analysis of the Scoring System in relation to each Criterion**

1. **Qualifications**
2. HND/B. Tech/B.Sc./Professional Degree 6 points
3. Postgraduate Diploma in the appropriate field 7 points
4. M.Sc. or M.Tech. in the appropriate field 8 points
5. M.Phil. in the appropriate field 9 points
6. Ph.D. 10 points

1. **Professional Duty/Job Evaluation**

Each Laboratory/ workshop/Study/Field Practical Course shall be scored to a maximum of 20 points and the professional competence in the deployment of proficiency in in the practical application of professional/ technical knowledge to a maximum of 10 points.

1. **Professional Registration**
2. Fellow 10 points
3. Licentiate 8points
4. Associates 6 points
5. Member with Registration Number 5 points

1. **Length of Service**

This shall be scored on the basis of 1 point per year since last promotion of appointment to a maximum of 5 points.

1. **Publications**
2. Journal Article in peer reviewed journals /Chapter in a Textbook with ISBN/ISSN number 5 points
3. Conference/Workshop Attendance proceedings 2 points
4. Technical paper in which report have been written 2 points
5. Monograph/Short Communications 2 points
6. Review of Article 2 points

1. **Project/ Research Participation (Maximum of 10 points)**
2. Undergraduate (max 3 points)
3. Postgraduate (max 3 points)
4. Department /University /National Research participation /exhibition (max 4 points)

1. **Contribution to the Vison and Mission of the University/Community and the Nation**
2. Attendance at Departmental Meetings 1 point
3. Laboratory Coordination / Headship 1 point
4. Discharge of Departmental assignments 1 point
5. Discharge of University Assignments 1 point
6. Membership of University Committees 1 point
7. Community Service on Campus / Host Community 1 point
8. Leadership role in the Department 1 point
9. Leadership role in the College/ Faculty 1 point
10. Moral Conduct/Comportment 1 point
11. Organization of both national and International Academic events 1 point
12. Editorship/Editorial member/Reviewer of Academic Publication 1 point

 **8. MINIMUM SCORE REQUIRED TO ADVANCE FROM ON GRADE LEVEL TO THE NEXT GRADE LEVEL**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S/N | GRADE LEVEL | Q | PD/JE | PR | LS | P | P/RF | C | TOTAL |
| 1 | Technologist II to Technologist I | 5 | 10 | 0 | 3 | 0 | 0 | 1 | 19 |
| 2 | Technologist I to Senior Technologist | 5 | 10 | 7 | 3 | 0 | 0 | 1 | 26 |
| 3 | Senior Technologist to Principal Technologist | 5 | 15 | 7 | 3 | 6 | 5 | 1 | 39 |
| 4 | Principal Technologist to Asst. Chief Technologist | 5 | 15 | 7 | 3 | 5 | 5 | 1 | 41 |
| 5 | Asst. Chief Technologist to Chief Technologist III | 5 | 15 | 7 | 3 | 5 | 5 | 2 | 42 |
| 6 | Chief Technologist III to Chief Technologist II | 7 | 20 | 7 | 3 | 12 | 5 | 2 | 56 |
| 7 | Chief Technologist II to Chief Technologist I | 7 | 20 | 7 | 3 | 15 | 5 | 3 | 60 |

 **KEY**

 Q. Qualifications

 PD/JE. Professional Duty/ Job Evaluation

 PR. Professional Registration

 P/RP. Project / Research Participation

 LS. Length of Service

 P. Publication

 C. Contributions to the University and the Nation

i. The final consideration of recommended staff shall be done by the Appointments and Promotions Committee (Administrative & Professional Staff) based on the recommendation of its Sub-Committee.

The review of candidate for promotion shall take the following into account among other things:

1. The character of the individual being recommended,
2. Efficient performance of the employee in his / her current position, and
3. Importantly on the overall ability and suitability of the employee for higher responsibility.

ii. The passing of a Trade Test Examination shall not necessarily qualify an employee for promotion unless this is backed by the satisfactory request from his / her Head of Department, and budgetary provision for that particular position to which recommendation for promotion is being made.

Iii Any head of Department who gives false information, shall have his / her recommendation disqualified.

iv. No one shall be qualified for consideration for promotion unless he /she has spent a minimum of three (3) years after the last promotion/appointment and obtained a minimum of **3.50** points in the Annual Performance Evaluation Report.

v. No unconfirmed staff shall be considered for promotion. However, confirmation of appointment and promotion could be taken simultaneously at a meeting of the Appointments and Promotions Committee (Administrative and Professional Staff).

v. Every member of staff must be properly assessed whether recommended for promotion or not.

 9.  **In addition to the foregoing as listed above, Heads of Departments/ Units are further requested to note:**

1. Endeavour to remove elements of subjectivity and arbitrariness in the completion of APER forms
2. Ensure that they complete their own sections of APER forms, and also make sure that their respective members of staff complete their own parts properly; and
3. Note that apart from the completion of the APER forms, they should for each person recommended for Promotion, Confirmation/Increment, or Confirmation only, and give detailed and proper write up, using the approved McPherson University format with verifiable justification as well as strong reasons for such promotion.
4. In the meeting of the Appointment and Promotion Committee, it was decided that henceforth, there will be written exam for promotion to the next cadre for all Administrative and professional staff.
5. Submission of New Curriculum Vitae (CV) will also be required by all Administrative and Professional staff.

***Please note that you are to submit three (3) hard copies of the APER form along with recommendation for promotion in the approved University format and should be submitted at the Human Resource Unit by the closing date 30th June, 2025.***

 Thank you.

 Signed

 **O.K Emoruwa**

 **Principal Assistant Registrar, Human Resource**

 Cc: Vice Chancellor

 Ag. Registrar