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Special Release

16 July, 2020

**APPOINTMENTS AND PROMOTIONS COMMITTEE FOR SENIOR STAFF (NON-TEACHING)
2020 PROMOTIONS EXERCISE**

This is to inform all members of staff that the 2020 promotion exercise has commenced. To this end, all Heads of Department/Unit are enjoined to send recommendations for the promotion of confirmed members of staff who are qualified for 2020 promotion in their respective Department for consideration by the Appointments and Promotions Committee for Senior Staff (Non-Teaching). The Promotion will take effect from **01 October, 2020**.

The recommendations of all centrally deployed staff i.e. Administrative Officers, Executive Officers, Secretaries, Secretarial Assistants/Data Processing Officers, Computer Operators, Porters and Drivers will be presented to the Committee by the Registrar. The Heads of the Department of these centrally deployed staff should, therefore, make copies of their **recommendations available to the Registrar**.

Please see the Guidelines and Regulations to be used by the Departmental/Unit Appointments and Promotions Panel for (Non-Teaching Staff) for the purpose of the year **2020** Promotions Exercise. Kindly ensure that your recommendations, which should be in **strict** compliance with the Regulations and Guidelines reach the Human Resource and Development/NT on or before **Friday, 21 August, 2020**.

Each Recommendation, Minutes of Meeting of Departmental Appointments & Promotions Panel and Candidate Curriculum Vitae (University A&P Format) (5 copies each) should be sent to the Office of the Deputy Registrar, (HR&D/NT) under confidential cover. Those who wish to make individual representation for promotion under Regulation 7.2.1 are advised to submit 5 copies of their submission at the Office of the Deputy Registrar (HR&D/NT), as early as possible, but not later than **Friday, 21 August, 2020**.

Staff being recommended for promotion are requested to attach copies of their most recent pay-slip and last promotion or upgrading or conversion letters to their curriculum vitae.

Recommendations received after the closing date will **not** be processed.

Thank you.

**Olubunmi O. Faluyi, MCIPM, MAUA
Registrar**

UNIVERSITY OF IBADAN

**APPOINTMENTS AND PROMOTIONS COMMITTEE FOR SENIOR STAFF
(NON-TEACHING)**

GUIDELINES AND REGULATIONS FOR 2020 PROMOTIONS EXERCISE

THE SCHEME OF SERVICE AS APPROVED BY COUNCIL IN MARCH 2015 WILL BE APPLIED FOR THE 2020 PROMOTION EXERCISE. INFORMATION ON THE SCHEME OF SERVICE CAN BE OBTAINED ON THE UNIVERSITY OF IBADAN WEBSITE OR FROM THE DEPUTY REGISTRAR (HR&D)

(1) Candidates must meet the minimum requirement for their promotions since the last promotion or appointment or upgrading or conversion as follows:

(a) **Executive Cadre**

CONTISS	6 – 7	3 years
CONTISS	7 – 8	3 years
CONTISS	8 – 9	3 years
CONTISS	9 – 11	4 years
CONTISS	11 – 12	4 years
CONTISS	12 – 13	4 years

(b) **Administrative Cadre**

CONTISS	8 – 9	3 years
CONTISS	9 – 11	4 years
CONTISS	11 – 13	4 years

(c) **Technical Cadre**

CONTISS	6 – 7	3 years
CONTISS	7 – 8	3 years
CONTISS	8 – 9	3 years
CONTISS	9 – 11	4 years
CONTISS	11 – 12	4 years
CONTISS	12 – 13	4 years

(d) **Medical Officer Cadre**

CONMESS	2 – 3	4 years
CONMESS	3 – 4	4 years
CONMESS	4 – 5	4 years
CONMESS	5 – 6	4 years + 19 years cognate experience
CONMESS	6 – 7	4 years + 23 years cognate experience

(2) **Annual Appraisals**

The annual appraisals of all staff who are eligible for promotion should be taken into account in the recommendations of the **Departmental Appointments and Promotions Panel**, while others who are not eligible for promotion should also be appraised for 2020.

(3) **Required Academic/Professional Qualifications**

- a. Candidates must possess the required academic/professional qualifications attached to the position for which they are being recommended. Any doubt as to the required qualification should be cleared in Room 107, Human Resource and Development/NTS.

PLEASE NOTE THAT RECOMMENDATIONS OF CANDIDATES WHO DO NOT POSSESS THE REQUIRED QUALIFICATIONS OR MINIMUM NUMBER OF YEARS AS INDICATED ABOVE WILL NOT BE PROCESSED.

- b. Candidates should ensure that their qualifications and date of attainment which should not post-date the year of consideration in this exercise are clearly spelt out and that such evidences are lodged with the HR&D/NT not later than **Friday, 21 August, 2020.**

(4) **Recommendation**

The assessment of the recommendation of qualified staff by the Departmental Appointments and Promotions Panels for Non-Teaching Senior Staff should be based on the following:

- (i) Increased Responsibility
- (ii) Marked Efficiency and High Level of Performance
- (iii) General Ability
- (iv) Disposition/Attitude to Work
- (v) Initiative
- (vi) Personal Integrity
- (vii) Experience
- (viii) Additional Academic/Professional Qualification since last Appointment/Promotion/Upgrading. **(Attached)**

(5) **Interactive Session**

Interactive Session with all staff recommended for promotion will be conducted by the Departmental Appointments and Promotions Panel of the concerned staff after the submissions of recommendations to the Human Resource and Development (Non-Teaching Division).

The Assessment instrument to be used for scoring, as approved by the Appointments and Promotions Committee for Senior Staff (Non-Teaching) will be presented by the Human Resource and Development/ Non-Academic to the Departmental Panel during the Interactive Session.

(6) **Composition of the Departmental/Unit Appointments and Promotions for Senior Staff (Non-Teaching)**

S/N	CENTRE/CATEGORY OF STAFF	MEMBERSHIP OF DEPARTMENTAL/UNIT APPOINTMENTS AND PROMOTIONS COMMITTEE FOR SENIOR STAFF
1.	(a) Technical staff (e.g. Technical Officer, Agric. Superintendent, Workshop Supervisor, etc).	Dean/Director, Head of Department/Unit, Faculty Officer most Senior Technical staff in the Unit. Most Senior professional staff. Most Senior Executive Officer, Departmental/Unit Secretary.
2.	Registry staff (i.e. Administrative, Executive, Assistant Secretarial/Data Processing cadre, Computer Operator Cadre, Secretary.	Recommendation for these categories of staff should be presented to Registry Executive Committee.

3.	Bursary staff (Accountant, Audit)	Bursar, Director of Audit, Deputy Bursars, Deputy Directors, most Senior Accountants/Auditor most Senior Executive Officer as Secretary.
4	UHS Staff	Director of UHS

UNIVERSITY OF IBADAN

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**APPOINTMENTS AND PROMOTIONS COMMITTEE FOR SENIOR STAFF (NON-TEACHING)
APSS CV PROMOTIONS FOR 2020**

Current Post:
Current Salary:
Current Grade Level (CONTISS/STEP):
Salary as at July, 2020:

A. **NAME:**
 Date of Birth:
 Department/Faculty:
 E-mail Address:
 Mobile Phone Number:

B. **ACADEMIC/PROFESSIONAL QUALIFICATIONS:**
(with dates and granting bodies)

C. **ADDITIONAL ACADEMIC/PROFESSIONAL QUALIFICATIONS SINCE LAST APPOINTMENT/PROMOTION/UPGRADING:**

D. **IN-SERVICE TRAINING PROGRAMMES ATTENDED:**
(State period of training and describe courses taken)

E. **EXPERIENCE IN THE UNIVERSITY SERVICE:**
 (i) Date of 1st Appointment:
 (ii) Post on 1st Appointment:
 (iii) Date of Confirmation of Appointment:
 (iv) Date of Last Promotion/Appointment/Upgrading/Conversion:
(Indicate as applicable)

F. **SCHEDULE OF DUTY:** (Briefly Please)

G. **INCREASED RESPONSIBILITIES SINCE LAST PROMOTION:** *(if any)*

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NOTE: I Agree that failure to give accurate information may lead to disqualification from consideration.

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SIGNATURE/DATE