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Special Release

16 July, 2020

### **APPOINTMENTS AND PROMOTIONS COMMITTEE FOR JUNIOR 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 Junior Staff (Non-Teaching). The Promotion will take effect from **01 October, 2020**.

Candidates must meet the minimum requirement of 3 years on the position since last promotion or appointment.

Candidates must possess the required academic/professional qualification attached to the position for which they are being recommended. Any doubt as to the required qualifications should be cleared with the Deputy Registrar, Human Resource and Development (Non-Teaching) Division.

Candidates should ensure that their qualifications and dates of attainment are clearly spelt out and that such evidences are lodged with the Human Resource and Development (Non-Teaching) Division not later than **Friday, 21 August, 2020**.

Staff that have pending disciplinary cases are not qualified.

In addition to the above, Heads of Departments/Units are to submit copies of their recommendations based on the following:

- (i) Increased Responsibility
- (ii) Marked Efficiency and High Level of Performance
- (iii) Additional academic/professional qualification if any
- (iv) Computer Literacy
- (v) Initiative
- (vi) Personal Integrity
- (vii) Experience
- (viii) Disposition/Attitude to work

A copy of the recommendation from the Departmental Appointments and Promotions Panel should be attached to each copy of the Curriculum Vitae of the staff recommended for promotion.

**Note:** The Annual Appraisals of all Junior Staff who are eligible for promotion for the period of promotion should be taken into consideration in the recommendation by the Head of Department/Unit. While others who are not eligible for promotion should also be appraised for 2020.

Thank you.

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

**UNIVERSITY OF IBADAN**

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**APPOINTMENTS AND PROMOTIONS COMMITTEE FOR JUNIOR STAFF (NON-TEACHING)**  
**APJS 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)*  
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.....  
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C. **ADDITIONAL ACADEMIC/PROFESSIONAL QUALIFICATIONS SINCE LAST APPOINTMENT/PROMOTION/UPGRADING:**  
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D. **IN-SERVICE TRAINING PROGRAMMES ATTENDED:**  
*(State period of training and describe courses taken)*  
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E. **EXPERIENCE IN THE UNIVERSITY SERVICE:**  
(i) Date of 1<sup>st</sup> Appointment: .....  
(ii) Post on 1<sup>st</sup> Appointment: .....  
(iii) Date of Confirmation of Appointment: .....  
(iv) Date of Last Promotion/Appointment/Upgrading/Conversion:  
*(Indicate as applicable)*  
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F. **SCHEDULE OF DUTY:** (Briefly Please)

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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