SECTION B
(To be completed by the Immediate Supervisor)

Please give your assessment and recommendation of the employee.

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<th>Good (3)</th>
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<td>Relationship with colleagues</td>
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<td>Performance</td>
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SCORE TOTAL =

Recommendation: (To be made by the immediate Supervisor who must be the most Senior Administrative/Technical staff in the Department Unit)

______________________________________________________________________________

Name in Full: ___________________________ Rank: ___________________________

Signature: _____________________________ Date: _____________________________

______________________________________________________________________________

Name in Full: ___________________________ Rank: ___________________________

Signature: _____________________________ Date: _____________________________

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<td>3.7.2 Reader</td>
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<td>3.7.3 Senior Lecturer/Senior Research Fellow/Senior Librarian</td>
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<td>3.7.4 Lecturer I/Librarian I</td>
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APPENDIX (C): ANNUAL APPRAISAL FORM (STAFF ON CONTISS 5 AND BELOW)

UNIVERSITY OF CALABAR
CALABAR-NIGERIA

SECTION A
(To be completed by the Employee)

SURNAME: ______________________ OTHER NAMES: ______________________

STAFF NO: ______________________

PHONE NUMBER: ________________

DEPARTMENT/FACULTY: ______________________

DIVISION/UNIT: ______________________

DATE OF ASSUMPTION OF DUTY IN THE UNIVERSITY: ________________

POST ON 1ST APPOINTMENT: ______________________

QUALIFICATION(S) ON 1ST APPOINTMENT:

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<th>SUBJECTS</th>
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QUALIFICATION OBTAINED AFTER FIRST APPOINTMENT:

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<th>SUBJECTS</th>
<th>GRADE</th>
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<td>WAEC/IGCE</td>
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CURRENT DESIGNATION/RANK: ______________________

GRADE LEVEL/STEP: ______________________

DATE OF LAST PROMOTION/UPGRADING: ______________________

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SECTION 'D'
(To be filled by Head of Department)

The Head of Department's comments/recommendations in respect of each candidate whose Appraisal Form is forwarded to the Committee must be handwritten, signed and submitted to the Registrar under confidential cover. Only one handwritten recommendation should be sent for each candidate.

Head of Department's comments/recommendations

Name of Department: ........................................................................
Unit/Section: ...................................................................................
Name of Staff in Full (Surname First): ...............................................  
Recommendations/comments: (to be handwritten)

Name of Head of Department Signature Date

(This Form must be submitted to the Registrar separately under confidential cover.)
SECTION ‘C’
(To be completed by Head of Department)

COMMENTS:

RECOMMENDATIONS:

Name in Full: ___________________________ Rank: ___________________________
(Head of Department)

Signature: ___________________________ Date: ___________________________

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SECTION ‘B’

(To be completed by the Immediate Supervisor)

Please give your assessment of the Administrative/Professional Staff, and your recommendation.

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<th>EXCELLENT</th>
<th>Very Good</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
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RESPONSIBILITY
PRODUCTIVITY
QUALITY OF WORK
INITIATIVE
JUDGEMENT
PUNCTUALITY
RELATIONSHIP WITH COLLEAGUES AND OTHERS
ATTITUDE TO WORK
POTENTIALITY
COMMUNICATION
MEMBERSHIP OF PROFESSIONAL BODIES
CONFERENCES, SEMINARS, WORKSHOPS ATTENDED

SCORE

TOTAL

RECOMMENDATION (To be made by the immediate Supervisor who must be the most Senior Administrative/Technical staff in the Department/Unit)
Name in Full: ______________________________________ Rank: ______________________
(Immediate Supervisor)
Signature: ______________________ Date: ______________________

[Signature]
12. CONFERENCES, WORKSHOPS AND SEMINARS ATTENDED AND DATES

(ATTACH EVIDENCE) WHERE APPLICABLE:

13. JOB DESCRIPTION:

I certify that the above information is true and correct to the best of my knowledge.

SIGNATURE OF EMPLOYEE: __________________________ DATE: __________________________
APPENDIX (B): ANNUAL APPRAISAL FORM (ADMINISTRATIVE AND PROFESSIONAL STAFF)

UNIVERSITY OF CALABAR
CALABAR

PROMOTION/APPRaisal FORM - 2015
ADMINISTRATIVE AND PROFESSIONAL STAFF

SECTION 'A'
(To be completed by the Employee only)

1. SURNAME: __________________________ OTHERNAMES: __________________________

2. STAFF NO: __________________________ UNIT: __________________________

3. DEPARTMENT: __________________________

4. DATE OF FIRST APPOINTMENT:
   (a) PREVIOUS EMPLOYMENT [where applicable]

5. DATE OF TRANSFER OF SERVICE [where applicable]

6. DATE OF ASSUMPTION OF DUTY IN THE UNIVERSITY OF CALABAR

7. NATURE OF APPOINTMENT: [ ] PERMANENT [ ] CONTRACT

8. PRESENT RANK

9. RANK IN VIEW

10. PHONE NUMBER: __________________________

   E-MAIL ADDRESS: __________________________

11. ADDITIONAL QUALIFICATION (S) / MEMBERSHIP OF PROFESSIONAL BODIES
   SINCE APPOINTMENT/LAST PROMOTION [ATTACH EVIDENCE]
SECTION ‘B’

To be completed by the Head of Department.

As much as possible, assessment should be supported by objective evidence

1. ASSESSMENT OF PUBLICATIONS:
   Assessment of publications should include evaluation of the index/citation profile particularly for Readiness and Professorship Cadres

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<th>Citation Count</th>
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<tr>
<td>Thomson-Reuters Web of Knowledge</td>
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2. ASSESSMENT OF RESEARCH

3. ASSESSMENT OF TEACHING

4. WILLINGNESS TO ACCEPT RESPONSIBILITY

5. ATTITUDE TO STUDENTS:

6. ATTITUDE TO COLLEAGUES IN THE DEPARTMENT:

7. DEPARTMENTAL SUB-COMMITTEE RECOMMENDATION:

8. NAME OF HEAD OF DEPARTMENT

9. COLLEGE/FACULTY/INSTITUTE SUB-COMMITTEE RECOMMENDATION:

10. NAME OF PROVOST/DEAN/DIRECTOR

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<th>DATE</th>
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13. DISCIPLINARY MEASURES

13.1 Minor Misconduct

13.2 Major Misconduct

13.3 Gross Misconduct

13.4 Other Categories

13.5 Suspension

13.6 Staff seeking Redress in Court

14. ADVANCES AND ALLOWANCES

14.1 Advances and Loans

14.2 Salary Advance

14.3 Travelling Allowance

14.4 Acting Allowance

14.5 Local Course Allowance

14.6 Overtime

14.7 Shift Allowance

14.8 Accident Free/Tools Maintenance Allowance

14.9 Protective Wear

14.10 Occupational Hazard Allowance

15. MEDICAL CARE

15.1 Free Medical Care

15.2 Hospitalization

15.3 Illness Outside Calabar

15.4 Medical Care in Hospital of One’s Choice

16. PENSIONS AND GRATUITIES

16.1 General

16.2 Injury payment

16.3 Payment of Benefits of Estate to a Staff Reported Missing

16.4 Awards Not Assignable or Transferable

16.5 Period of Leave Without Pay

16.6 Temporary Appointment Immediately Followed by a Permanent Appointment

16.7 Continuous University Service

16.8 Transfer of Service

17. CESSION OF APPOINTMENT

17.1 Resignation

17.2 Retirement

17.3 Redundancy

18. MISCELLANEOUS

18.1 Uniforms and Protective Clothing

18.2 Confidential matters

18.3 Trade Unionism

18.4 Strike Action

18.5 Political Activities

18.6 Loss or Damage to University Property

18.7 Staff Cultural Service

18.8 Funeral Benefits

18.9 Insurance
5.5 PAPERS ACCEPTED FOR PUBLICATION IN LEARNED JOURNALS:
Give name(s) of author(s), year title of paper, name of learned journals and volume of Journal if indicated in the letter of acceptance. Attach a photocopy of the letter from the Editor of the Journal, indicating that the paper(s) has/have been accepted for publication. (Letters of Acceptance older than 3 years shall not be considered in the assessment)

5.6 PAPERS SUBMITTED FOR PUBLICATION IN LEARNED JOURNAL
(Give name(s) or author(s), year, title of paper and name of journal. Attach a copy of your letter to the Editor submitting the paper and the Editor’s reply, if any. Give an abstract of the submitted paper)

____________________________________  ________________
SIGNATURE OF STAFF                    DATE
2.4. CONFERENCES:
(List Conferences attended, and list any paper presented at each Conference):

3.1 QUALIFICATION ON FIRST APPOINTMENT:

3.2 ADDITIONAL QUALIFICATIONS SINCE APPOINTMENT OR PROMOTION/UPGRADING TO PRESENT STATUS:

4.1. COMPLETED RESEARCH:
(Give the topics and a brief summary of what each research topic was about, with indications of the published findings by references to the specific publications in your list of publications in 5 below originated from the topic(s):

4.2 ONGOING RESEARCH
(List topics and give a short write-up indicating the direction in which each research is going and the result in view. Give the preliminary findings, if any, for each topic):

5 PUBLICATION LIST (ABSTRACT NOT REQUIRED)
(List each publication exactly as published. Indicate name(s) of author(s), year of publication, title of journal, volume number, pagination giving 'first' and 'last' pages. If known, indicate where journal is indexed/abstracted. In the case of books, indicate ISBN No., Publisher, City, Date of publication etc.

Comprehensive list of publications should follow this sequence:

5.1 Original Journal Articles
5.1.1 Foreign Journal Papers
5.1.2 Local Journal Papers

5.2 Conference Papers
5.2.1 Foreign Conference Papers
5.2.2 Local Conference Papers

5.3 Books
5.4 Chapters in Books
5.5 Monographs
5.6 Technical Reports
(Give title, pagination and year. Indicate if published)
(vi) “Non-Teaching Staff” includes all persons holding appointments in the University other than Academic Staff.

(vii) “Officers” means persons occupying offices created or recognized by the statute of the University of Calabar.

(viii) “Principal Officers” means Vice-Chancellor, Deputy Vice-Chancellor(s), Registrar, Bursar and Librarian.

(ix) “Key Officers” means Chairman, Committee of Deans, Director of Academic Planning, Director of Works, Director of Physical Planning, Director of Health Services, Provost of College of Medical Sciences, and Dean of Graduate School.

(x) “Head of Department” means a staff who is appointed by the University as Head of a Department, or as Acting Head of a Department in accordance with those Regulations.

(xi) “Department” means any teaching, research or administrative unit, or any other unit so recognized by the University Council.

(xii) “Institute” means an academic unit constituted and established by the Senate and Council of the University by that name.

(xiii) “Faculty” means an academic unit consisting of a number of departments constituted and established by the Senate and Council of the University.

(xiv) “College” means an academic unit consisting of a number of Faculties constituted and established by the Senate and Council of the University.

(xv) “School” means an academic unit consisting of Colleges, Faculties and Institutes constituted and established by the Senate and Council of the University.

(xvi) “Committee” means Committee of Deans or Appointments and Promotions Committee and other committees, as the context permits.

(xvii) “Senate” means the Senate of the University of Calabar.

(xviii) “Council” means the Governing Council of the University of Calabar.

(xix) “Visiting” means President of the Federal Republic of Nigeria.

(x) “Session” or “Academic Year” means the twelve-month period which begins on October 1st and ends on September 30th of the following year. This is however, without prejudice to any changes that may arise from time to time.
18.7 Staff Canteen Service
The University shall provide a canteen which shall be run by the workers’ union.

18.8 Funeral Benefits
Where an employee dies in the service of the University, the University shall bear part of the responsibility of the funeral arrangement including embarkment and provision of burial subsidy as approved by the University from time to time.

18.9 Insurance
There shall be group assurance policy for the University staff as approved by the University Governing Council.

EFFECTIVE DATE OF IMPLEMENTATION
These revised criteria for appointment and promotions to Academic, Administrative/Professional as well as positions on CONTISS 5 and Below, take effect from 1st October, 2014.

CHIEF DR. EMMANUEL IWUANYANWU
Pro-Chancellor & Chairman of Council

DATE

DR. (MRS.) JULIAD OMAE
Registrar & Secretary to Council

DATE

(xvi) “Child” in relation to a staff, means a biological child of the staff, a step-child, a legally-adopted child aged less than 21 years still in full time education, unmarried and not in gainful employment and is wholly dependent on the member of staff concerned.

(xvii) “Family” in relation to a staff, means his spouse and children up to a maximum of four who are not more than 21 years old, or if over that age, are still receiving full-time education in an institution as full dependents of the staff.

(xviii) “Study Leave” means leave granted for purposes of study, training or research at some other institutions or organizations, or in the University of Calabar.

(xix) “Training” means training at a specialized nature additional to the basic qualifications of a staff. This could involve studies and research leading to the award of a related higher degree of another University or of University of Calabar. It could also be training in new techniques or areas likely to enhance the efficiency and utility of the staff. It shall not include research programmes which do not form part of the requirements for a higher degree of any University.

(xx) “Additional Expenditure” means any expenditure to be incurred by the University in excess of the employee’s salaries, allowance, tuition, boarding and passage fees during the period of training, study or visits.

(xxi) “Misconduct” means any behavior prejudicial to the discipline and proper administration of the University. Without prejudice to the generality of this definition, Misconduct includes:

(a) Corruption
(b) Dishonesty
(c) False Claims against the University
(d) Insolence
(e) Insubordination
(f) Negligence
(g) Falsification of accounts or records and conviction for a criminal offence.
(h) Absence from duty without lawful excuse
(i) Unauthorized dissemination or disclosure of University information or records.
(j) Drunkenness in the course of duty
(k) Any act or omission
(l) Utterance or publication which has the effect of embarrassing, tarnishing the good name of, or bringing to ridicule, the University, Senate, the Council and the officers of the University.
(m) Disobedience of any lawful order, to proceed on leave without permission, rejection of posting or any other instruction given by constituted authority of the University.
(n) Keeping two full-time appointments
(o) Failure to answer a query or appear before anybody or constituted bodies for the purpose of investigating any matter relating to the affairs of the University, as provided for in these Regulations.
(p) Subletting of University Quarters.
(q) The commission of any acts which are inconsistent with proper performance of the duties for which the staff was employed.

(xvii) “Date of Appointment” means the date on which a staff assumes duty with the University.

1.5 Amendments
These Regulations may be amended by subsequent Regulations made by the Senate and Council provided that such amendments or variations shall not be made without notice to all concerned. Revision can be made after every 10 years.

1.6 Commencement
These Regulations shall come into force on 1st October, 2014.

17.3 Redundancy
(i) Redundancy shall as far as possible be avoided but where as a result of reorganization in a Department, an established employee becomes redundant, the University shall, in such circumstances, endeavour to re-deploy the affected person elsewhere in the service. Where all efforts fail, the University may retire the employee.
(ii) The employee shall be informed in writing of his redundancy and shall be paid three months’ salary in lieu of notice.
(iii) The employee shall, in addition to the above be granted leave and other benefits due to him consequent on retirement.

18.0 MISCELLANEOUS
18.1 Uniforms and Protective Clothing
(i) All employees who are required to wear uniforms while on duty shall be provided with such uniforms at the expense of the University.
(ii) Employees shall be responsible for the proper maintenance of their uniforms.
(iii) Cost of replacement of lost or willfully damaged uniform shall be borne by staff concerned.

18.2 Confidential Matters
An employee shall be liable for misconduct if he communicates to any person confidential information obtained during the course of his official duties except in accordance with official instruction.

18.3 Trade Unionism
Participation in and membership of trade union shall be optional to staff. Accordingly, no staff shall be coerced or coerced into joining trade unions.

18.4 Strike Action
(i) Notice of strike or any strike action shall be subject to the law pertaining to strikes in the country.
(ii) Where the provisions of such laws are not complied with, a staff who absents himself from duty shall not be entitled to any pay or allowance for the period of such absence.

18.5 Political Activities
There shall be no political activities including meetings and canvassing in any of the public buildings of the University without the express permission of the Vice-Chancellor.

18.6 Loss or Damage to University Property
If the University sustains any loss or damage by reason of negligence by a staff, he shall be liable to make good the loss or damage to the extent assessed by the Bursar or a person appointed by him, and any sum due to the staff from the University may be withheld as surcharge.
16.7 Continuous University Service
For the purpose of computation and payment of benefits under these Regulations, it is only continuous and unbroken period of public service that shall be taken into account, provided that any break in the staff's public service that is permitted or condoned by the University may be acceptable for the purpose of calculating pension and gratuity.

16.8 Transfer of Service
The service of a staff shall normally not be transfered retrospectively. A staff wishing to transfer shall first obtain the mutual consent of the employers involved prior to the transfer. The process of transfer of service should be concluded within three years of assumption of duty in the University of Calabar.

17.0 CESSATION OF APPOINTMENT
17.1 Resignation
(i) An employee may resign his appointment in the University at any time by giving one month's notice in writing, through his Head of Department or his intention to do so, or pay one month's salary in lieu of notice.
(ii) An employee who gives due notice of his resignation shall be granted leave in accordance with these regulations.
(iii) An employee who fails to comply with Regulation 17.1(i) above, or who ceases to attend duty before his resignation is accepted shall not be entitled to any leave, salary or allowance.
(iv) The Registrar may, on the recommendation of the Head of Department, waive all or part of the notice period.

17.2 Retirement
(i) An employee who has served for the qualifying period or more may voluntarily withdraw, or retire from service by giving three month's notice of his intention to do so. Such an employee shall, however, not be entitled to the payment of pension in accordance with the Pension Reform Act 2104 until he has reached the age of 50 years.
(ii) An employee shall normally be required to retire on reaching the age of 65 years. The University shall give him three month's notice of his retirement.
(iii) No employee shall be retained in employment after he reaches the age of 65 years.
(iv) An employee shall be retired if a Medical Board appointed by the Vice-Chancellor on the advice of the Committee declares him to be medically unfit to carry on with his duties. Such an employee shall be entitled to either: (i) his deferred leave, or (ii) Two months compassionate leave. It will commence on the day on which the Medical Board recommends permanent invalidation and retirement will take effect from its expiration.

CHAPTER TWO

2.0 AIMS OF HIGHER EDUCATION

2.1 Overview
University of Calabar hereby, affirms the aims of Higher Education spelt out by the Federal Republic of Nigeria National Policy on Education (1977) as revised in 2004, as follows:
(i) To contribute to national development through high level relevant manpower training;
(ii) To develop and inculcate proper values for the survival of the individual and society;
(iii) To develop the intellectual capability of individuals to understand and appreciate their local and external environments;
(iv) To acquire both physical and intellectual skills which will enable individuals to be self-reliant and useful members of the society;
(v) To promote and encourage scholarship and community service;
(vi) To forge and cement national unity, and
(vii) To promote national and international understanding and interaction.

2.2 The Role of the University of Calabar in realizing the Aims of Higher Education in Nigeria
(i) At these times of national outrage against illiteracy, indiscipline, violence, corruption, nepotism, ethnic chauvinism, statism and sectionalism, the University of Calabar shall aspire to pursue the aforesaid policies to eliminate these vices in the Nigerian society.
(ii) The University of Calabar shall pursue the aforesaid policies in tandem with universal best practices.

2.3 Code of Conduct
(i) There shall be no discrimination on account of religion, sex, nationality, ethnic and state of origin in staff recruitment and promotional policies of the University of Calabar.
(ii) The University of Calabar shall strive to eschew corruption, violence, cultism,
indiscipline, dishonesty, immorality and nepotism in the conduct of its affairs.

(iii) Each member of staff shall conduct himself with due regard to the highest
standards of integrity, candour, prudence and public accountability.

(iv) Each member of staff is expected to carry out such functions and perform such
official duties as the Head of his Department or other duly constituted authority
may direct or assign.

(v) No member of staff shall accept part-time appointment in another institution
without the permission and approval of his Head of Department and the Vice-
Chancellor in writing.

(vi) All cases of misconduct or any other behaviour deemed injurious to the interest
and good image of the University must be reported promptly through the Head of
relevant Department to the Vice-Chancellor who in turn, should the situation
warrant, refer the matter to the appropriate Disciplinary Committee which
findings and recommendations shall be presented to Council.

(vii) Punishment for any such behaviour as described above may range from
reprimand, suspension from duties, termination of appointment, or dismissal
from the services of the University.

(viii) In cases requiring urgent attention, the Vice-Chancellor may reprimand or
suspend the affected staff and present a full report to the Council. All cases
involving termination or dismissal are matters for Council.

(ix) All allegations of indiscipline against staff should be properly documented and
the affected staff given the chance of a fair hearing in the manner prescribed in
these Regulations.

(x) In implementing the foregoing regulations, the University shall be guided by
appropriate sections of the University Statute, as may be revised from time to
time.

(iii) In the event of an employee being injured in the course of his
employment, the degree of incapacity resulting from the injury and the
contribution of that injury to the employee’s premature retirement (if any) are
to be assessed by the Director of Health Services.

16.3 Payment of Benefits of Estate to a Staff Reported Missing
Where a staff is reported missing, a Board of Inquiry shall be set up by the
University Council one year thereafter. Where the Board is able to presume
that the staff who is reported missing is dead, his estate may be paid the
benefit provided by those Regulations notwithstanding the legal presumption
of death; that a man is presumed to be dead if he is not heard of for seven years
by those who would have heard of him if he were alive.

16.4 Awards Not Assignable or Transferable
A pension or gratuity award under these Regulations shall not be assignable
or transferable except for purpose of recovering a debt due to the University.

16.5 Period of Leave Without Pay
No period during which a staff member shall have been absent from duty on
leave without pay shall be taken into account in computing his pension and
gratuity under these regulations unless the leave without pay was for the
purpose of pursuing an approved course of study or undertaking employment
in an approved public service, other Universities, institution or organizations
whether in Nigeria or abroad as may have been approved by the University.

16.6 Temporary Appointment Immediately Followed by a Permanent
Appointment
Where a staff holding a temporary appointment transfers to a permanent one,
the period during which he was on such a temporary appointment shall count
for the purpose of calculating his pension and gratuity.
15.3 Illness Outside Calabar
Where a staff falls ill away from Calabar while on approved leave or University business, he shall be reimbursed by the University reasonable medical expenses subject to the approval of the Registrar acting on the advice of the Director of Health Services.

15.4 Medical Care in Hospital of One's Choice
Except in emergency cases, a staff who prefers to receive treatment in a hospital other than the University Medical Center and who is not referred there by the University Medical Officer may not have his expenses reimbursed except with the approval of the Director of Health Services.

16.0 PENSIONS AND GRATUITIES

16.1 General
Pensions and gratuities shall be paid in accordance with the provisions or Pension Reform Act, 2004, or such other laws as may from time to time be in force.

16.2 Injury payment
(i) Where a staff as defined by the Workmen’s Compensation Act, or such other laws as may from time to time be in force, is injured in the course of his employment through no fault of his and the injury results in substantial incapacity of the staff, he shall be granted, in addition to his normal pension, injury payment calculated in accordance with the Workmen’s Compensation Act, or such other laws as may from time to time be in force, with effect from the date of injury.

(ii) Where the retirement from service of a staff injured as in Regulation 16.2(i) above is necessitated or materially accelerated by the injury and he has not completed the minimum of 10 years to qualify for a pension, he may be granted, in lieu of the payment provided in Regulation 16.2(i) above, injury payment calculated on pro-rata basis at the rate of 15% of his terminal salary for every year of service.

CHAPTER THREE

3.0 APPOINTMENTS, CONFIRMATIONS AND PROMOTIONS (ACADEMIC STAFF)

3.1 Establishment
There shall be a standing committee of Council to be known as Appointments and Promotions Committee, A & PC (Academic Staff).

3.2 Membership of the Committee
The membership of the Committee shall be as follows:

(i) The Vice-Chancellor - Chairman
(ii) The Deputy Vice-Chancellor (Academic) - Member
(iii) The Registrar - Member
(iv) The University Librarian - Member
(v) Two members of Council, appointed by Council.
(vi) The Provost (College of Medical Sciences) - Members
(vii) Deans of Graduate School and Faculties - Members
(viii) Directors of Institutes - Members
(ix) Director of Research & Quality Assurance - Member
(x) Director of Academic Planning - Member
(xi) The Deputy Registrar (Establishments) - Secretary

3.2.1. Quorum
The quorum of the Committee shall be two-thirds of the members, one of whom must be the Chairman and the Dean of the Faculty whose staff is being considered for appointment or promotion, or their representatives.

3.2.2. Voting
On controversial issues, a vote may be taken in which case a simple majority of members present shall prevail.

The Registrar shall in due course report appointments, promotions, confirmations or extension of appointments made by the Committee and such other matters as the Committee may deem necessary, to Senate and Council.

3.3 Terms of Reference of the Committee
The Terms of Reference of the Committee shall be:

(i) to consider and make all appointments and promotions of academic staff, provided that the Vice-Chancellor, in consultation with the appropriate Head of Department, shall have power to make temporary appointments for a period not exceeding one year,
(ii) to decide the entry point in the appropriate salary scale at which a member of the
academic staff shall be placed on first appointment or on promotion in accordance
with the regulations made from time to time by the Council;

(iii) to consider the confirmation or extension of appointment of a member of the
academic staff on the expiration of his initial period of appointment and to decide
whether or not the appointment be confirmed or extended for any specific period
and

(iv) to advise Council on any other matters relating to the Committee’s terms of reference
and procedure.

3.4 Appointments

3.4.1 Advertisement

Subject to the provisions of Section 3.3 (i) relating to the making of temporary
appointments by the Vice-Chancellor, vacancies on the established staff list shall be
advertised in at least two widely read newspapers in Nigeria, notice boards and
website of the University of Calabar, except where, for good reasons the Committee
may authorize that any particular vacancy be filled without advertisement; provided
that the candidates shall not be exempted from the usual assessments.

3.4.2 Constitution of the Interview Panel

There shall be constituted a University Assessment, Interviewing and Regularization
Panel which shall interview and assess candidates for appointment and make
recommendation to the Appointments and Promotions Committee.

The University Assessment and Interviewing Panel for fresh appointments shall
consist of:

(i) The Vice-Chancellor - Chairman
(ii) Deputy Vice-Chancellor (Academic)
(iii) The Provost, Dean of the Faculty/Director of Institute
(iv) The Heads of Departments concerned, except that if the Head of Department is
himself a candidate of a lower rank than the candidate being interviewed, he shall
not serve on the Panel.
(v) At least two external assessors with knowledge of the subject or field in respect of
which candidates are being assessed or interviewed.
(vi) University Librarian
(vii) The Registrar
(viii) Director of Academic Planning.
(ix) Two representatives of the University Governing Council.
(x) The Deputy Registrar, Establishment Division, shall serve as the Secretary

14.8 Accident Free/Tools Maintenance Allowance

i. A motor driver/mechanic whether on the permanent establishment, temporary
or daily-paid shall earn a “no accident allowance of N5,000 per annum after he
has completed one year of accident-free driving in the service of the University.

ii. The term “accident” in this context means any occurrence to a vehicle being
driven or handled by a motor driver or driver/mechanic whereby damage is
done to the vehicle or injury done to persons or animals at the material time.

iii. The allowance shall not be paid during any period the motor driver/mechanic is
interdicted or suspended from duty.

iv. Where a motor driver/mechanic is involved in an accident in which he is at fault, he
shall not be entitled to the allowance and shall start a further qualifying period of three
years accident-free driving as from the date of the accident.

v. There shall be tools maintenance allowance the amount of which shall be determined
by the University, payable to eligible motor driver/mechanic.

14.9 Protective Wear

A sum of N10,000.00 (Ten thousand Naira) shall be paid to junior staff working in
clinics/laboratories/workshops/studios/farms for protective wear.

14.10 Occupational Hazard Allowance

Staff on CONTISS 5 and below who are regularly and routinely exposed to hazards in
the clinical/laboratories/workshops/studios/farms shall be paid N180,000 (One
hundred and eighty thousand Naira) per annum as occupational hazard.

15.0 MEDICAL CARE

15.1 Free Medical Care

Free medical care (including eye and dental care) shall be provided for a staff and his
immediate family. Medical attention may also be provided for other relatives living
with a staff and for his domestic servant on payment of charges as may be fixed from
time to time by the University.

15.2 Hospitalization

A staff or his immediate family hospitalized in the University Medical Centre shall
have full refund of payment for treatment, board and lodging.
14.4 Acting Allowance
Acting allowance shall be paid to an employee who acts on a higher post. The rate of allowance shall be as approved by the Federal Government.

14.5 Local Course Allowance
Where an officer is sent on a course of instruction locally, (i.e within Nigeria but outside his station) for a period exceeding 28 days, and boarding and lodging are not provided by the training institution, he will be entitled to the appropriate subsistence allowance so provided in the relevant Federal Government circular for public servants.

14.6 Overtime
(i) The following categories of workers are eligible for overtime payment:
   (a) Drivers
   (b) Security Guards
   (c) Health Attendants
   (d) Technical Staff
   (e) Pump Operators
   (f) Kitchen Attendants
   (g) Meteorological Attendants
   (h) Other categories of staff not specified above but approved by the Registrar.

(ii) The total number of hours for approved overtime shall not exceed 45 hours a month except a driver attached to the Vice-Chancellor and Registrar who may each have up to 70 hours per month. Any number of hours in excess of 45 as the case may be shall be accumulated and added to the officer's next annual leave.

14.7 Shift Allowance
The following categories of workers are eligible for shift allowance at approved government rate:
(a) Porters
(b) Security staff
(c) Telephone operators
(d) Catering staff
(e) Hospital Attendants
(f) Library staff
(g) Other categories of staff not specified above but approved by the Registrar.

3.5 Eligibility for Appointment
To be eligible for a pensionable appointment to the service of the University as an academic staff, an applicant must:
(i) not be less than 21 and not more than 45 years of age;
(ii) possess such minimum qualifications as are specified from time to time by the University;
(iii) be certified as medically fit for service by the Director of the University Health Services, or a medical officer of any appropriate government health institution;
(iv) possess a testimonial of good conduct from his last employer or, if not previously employed, from the last school or college he attended;
(v) not have been convicted for any criminal offence;
(vi) not have been dismissed from a University or from any other establishment, or employment;
(vii) not have knowingly made a false statement in his application or alter his credentials.

3.6 Assessment of Published Works
Publications shall be grouped under nine (9) categories for purposes of assigning assessment score points as detailed in 3.6.1 below;

3.6.1 Assignment of Scoring Points for Publications
(i) A book published by a reputable publisher, which is refereed and is a main line publication in the relevant discipline as may be so adjudged by the Department/Faculty - 8 points
For edited book the editor shall earn 50% of the scorable points.

(ii) Journal Publication (Reputable Journal) - 4 points

(iii) Refereed Conference Proceedings from professional bodies - 2 points

(iv) Short Communications/short notes (Review in Journal) - 2 points

(v) Chapter in a book (up to a maximum of three chapters) - 2 points
(vi) Published Monograph / Technical Report
(up to a maximum of 4 points) - 2 points

(vii) Unpublished monograph / Medical / Technical Report
(up to a maximum of 4 points) - 1 point

(viii) Published Creative Literary Works:
(a) A full-length play of 1½ hours and above (over 50 pages) - 4 points
(b) A novel of 100 pages and above - 4 points
(c) An Anthology of Poems (30 pages and above) - 4 points
(d) Full length musical composition of 30 minutes and above - 4 points
(e) A film or Television script or a documentary of 1 hour and above - 4 points

(ix) Published Artistic Production / Exhibition
(a) Exhibition of at least 20 new works or a major artistic
    public commission, each properly documented in a catalogue - 4 points
(b) Choreography of a dance production of 1 hour and above,
    documented in a production brochure - 2 Points

3.6.2 Calculation of Scoring Points
3.6.2.1 Journal Score Points
For acceptable Journal articles, a maximum score of 4 points shall be distributed as follows:
(i) Reputability / Impact Factor - 1 point
(ii) Citation - 1 point
(iii) Quality of empirical or theoretical review development - 2 points
25 percent of the articles must be in impact factor Journals.

(iv) While on suspension, the employee will be entitled to only half of his salary. The Management Disciplinary Committee shall consider the case against the employee and make its recommendation to the Council Disciplinary Committee;

(v) The Council Disciplinary Committee, after considering the recommendation of the Management Disciplinary Committee may:
(a) Reinstate the employee (in which case, he shall be entitled to a refund of part of his salary that was withheld during the period of suspension); or
(b) Terminate his appointment or dismiss him (in which case he shall lose his withheld salary) subject to the approval of Council;
(c) Take any other disciplinary action it deems fit;
(d) The Council Disciplinary Committee shall consider the recommendations of the Management Disciplinary Committee and take its decision thereon as early as practicable provided that in some cases, such a decision shall not be delayed for more than six months from the date of the suspension.

13.6 Staff seeking Redress in Court
(i) Without prejudice to constitutional rights, an employee shall as much as possible exhaust all avenues provided in these regulations for redress before proceeding to court

14.0 ADVANCES AND ALLOWANCES
14.1 Advances and Loans
The total indebtedness of an employee to the University shall be limited to such a sum as will ensure that his total monthly repayment of advances or loans does not exceed one third of his gross monthly salary.

14.2 Salary Advance
An advance on account of salary may be permitted on the authority of the Registrar or his representative to employees on first appointment and shall be limited to an amount equivalent to one month's salary, to be refunded in not more than three consecutive monthly instalments. No other advance of salary shall normally be granted except on the authority of the Registrar.

14.3 Travelling Allowance
An employee whose duty necessitates absence from his normal place of work for one night or more shall be entitled to travelling allowance of an amount approved by government from time to time subject to a maximum of 28 consecutive nights in any one place unless authorized by the Registrar in special circumstances.
13.3 Gross Misconduct
(i) Dismissal
(ii) Retirement from service
(iii) Termination of appointment
(iv) Prosecution

13.4 Other Categories
(i) Retirement
(ii) Termination of appointment.

13.5 Suspension
(i) If, in the opinion of the Head of Department, misconduct by an employee is such as to warrant the employee's suspension, the Head of Department may recommend to the Registrar that the employee be suspended;

(ii) If in the opinion of the Registrar a prima facie case has been made against the employee and it is necessary to investigate the matter further with a view to determining the guilt or the appropriate disciplinary action, the employee may be suspended for a period not exceeding six months in the first instance pending the determination of his case by the Committee;

(iii) When an employee has been suspended, he shall thereon be forbidden to carry out his duties or visit his place of work without the written consent of the Registrar. He may also be called upon to surrender the account books and records and other property of the University in his charge to such other employee as the Head of Department will order;

3.6.2.2 Score Points for Books
A book shall attract a maximum score of 8 points to be distributed as follows:
(i) Reputability of the publisher - 2 points
(ii) Wide distribution - 2 points
(iii) Visibility - 2 points
(iv) Quality of empirical or theoretical review development - 2 points

For edited work, the editor shall earn 50% of the scorable points of the book.

Books shall only count for candidates seeking promotion to the rank of Reader and Professor after the candidate has become a Senior Lecturer. Such books must be published by a reputable publisher that uses a peer review system and wide distribution network. The books must be visible on internet database and must have been authored after obtaining promotion to the rank of Senior Lecturer.

3.6.2.3 Scoring of Points for Multiple Authorship
Where a publication is the result of a joint effort between the person recommended for promotion and others, the points shall be shared as follows:
(i) For 1 – 2 authors, 100% of the scorable points shall accrue to each of them.
(ii) Where there are three (3) authors, 50% of the scorable points shall accrue to each of them.
(iii) Where there are four or more authors, 25% of the scorable points shall accrue to each of them.

For Reader and Professor, the candidate must be lead author in at least 50% of the required number of publications.

3.6.3 Other Criteria
(i) In the case of Senior Lecturers and above, papers accepted for publication as evidenced by Letters of Acceptance shall not constitute more than 20% of the required number of papers presented.
(ii) Any paper not published after three years of acceptance will not be acceptable for assessment;
(iii) The basic qualification for promotion beyond the rank of Senior Lecturer shall be a Ph.D. degree or equivalent Medical Fellowship in the relevant discipline;
(iv) Where an applicant is the editor of a local/international journal, not more than three articles from the said journal shall be accepted. Where an applicant is not the Editor, not more than five articles shall be accepted;
3.7 Appointment to Categories of Academic Posts and the Required Qualifications. Applicants for academic posts shall possess the qualifications indicated below in respect of each position:

3.7.1 Professor
(i) Appointment/Promotion to the position of Professor shall be on the basis of distinguished and continuing contributions to scholarship expressed mainly in the form of a substantial body of distinguished research publications, as well as evidence of ability to provide academic and administrative leadership including ability to initiate and supervise research.

(ii) A Ph.D. degree or equivalent Professional Fellowship in the relevant discipline (FRACS, FMCS, FMCOG and their equivalents).

(iii) A minimum of 60 points from published works; at least 40 points should come from Journal articles and 20 points from others including books, creative works, Technical Reports and Monographs.

(iv) A waiting period of three years after being appointed/promoted to position of Reader.

(v) Evidence of having initiated and successfully supervised any of the following categories of postgraduate degrees:
   (a) At least two (2) Ph.Ds. The candidate seeking promotion to Professor must be a Chief/Supervisor in at least one Ph.D. supervision.

   (b) Four (4) Master's Degree candidates.
   Note that four (4) PGD candidates shall be equivalent to one (1) Master's Degree candidate, provided no candidate shall be promoted to the rank of a Professor on only PGD supervision.

   (c) In the case of College of Medical Sciences, supervision of two (2) Fellowship candidates shall be required.

   (vi) Obtain an overall rating of at least Very Good on his/her career as a whole from the Department Faculty A & PC (Academic).

3.7.2 Reader
(i) Appointment/Promotion to the position of Reader shall be on the basis of continuing scholarly achievement, expressed mainly in the form of a significant number of outstanding research publications or creative works.

   (e) Failure to hand over all matters/materials meant to be handed over by out-going staff to the in-coming ones within two weeks of vacating an Office.

   (xiii) A staff exceeding his/her level of authority in the discharge of his/her duties is guilty of Gross Misconduct.

   (xiv) Any staff/student involved in:
   (a) NYSC/employment racketeering;
   (b) Unical Certificate sales/racketeering;
   (c) Selling/buying admission into Unical or involved in any form of admission racketeering.

   These are severe cases of gross misconduct. Offenders in this category will be prosecuted.

12.4 Other Categories
   (i) Inefficiency
   (ii) Incompetence

13.0 DISCIPLINARY MEASURES
The above misconducts shall attract the following disciplinary measures:

13.1 Minor Misconduct
   (i) Warnings
   (ii) Suspension

13.2 Major Misconduct
   (i) Deferment of increment
   (ii) Deferment of confirmation
   (iii) Suspension for a specific period with loss of pay for up to a period of four months in the first instance and six months and 1 year subsequently.
12.3 Gross Misconduct

(i) Falsification of accounts/records
(ii) Conviction for a criminal offence
(iii) Gross insubordination
(iv) Stealing, corruption and dishonesty
(v) Aiding and abetting examination malpractice or leaking examination questions and results
(vi) Alteration of examination grades and results
(vii) Abandonment of duty
(viii) Forgery
(ix) Plagiarism
(x) Sabotage against the university
(xi) Disclosure of official information or documents from files without express permission
(xii) Students' exploitation of any kind such as:

(a) Cruelty to students; any action taken to forestall the graduation of any student at his/her appropriate time of graduation such as: hiding or destroying students' file/records/examination scripts, etc. (all examination scripts must be returned to the HO/E and safely kept for at least five (5) years) or threatening a student that he/she will never graduate from this University.

(b) Financial exploitation of students; this includes coercing, compelling, cajoling students to buy books written/co-authored by the lecturer and keeping a list of students who fail to do so, and submission of assignment with money ostensibly for typing or binding or both!

(c) Engaging any office assistant(s) not employed by the University as this has become a conduit for student exploitation

(d) Compelling students to pay for books yet to be published or not even in print. This amounts to trading on students.

A candidate for the post should have had three years' experience as Senior Lecturer in the University or Institution of similar status. Account will be taken of contribution to teaching in the University and Community service.

(ii) A Ph.D. degree or equivalent Professional Fellowship in the relevant discipline (FWACs, FMCS, FMCOG and their equivalents).

(iii) He should earn a minimum of 45 points from published works; at least 30 points should come from Journal articles and 15 points may come from others, including books, creative works, technical reports, refereed conference proceedings and monographs.

(iv) Show evidence of having initiated and successfully supervised any of the following categories of postgraduate degrees:

(a) One (1) Ph.D. of which the candidate must be the Chief Supervisor, or;
(b) One (1) Ph.D. of which the candidate is second supervisor plus one (1) Masters, or;
(c) At least two (2) Master's Degree candidates, or;
(d) One Master's plus four (4) PGD candidates, or;
(e) One (1) Fellowship candidate/for College of Medical Sciences

(v) At least a Very Good overall rating on his career from the Department/Faculty A& PC (Academic)

3.7.3 Senior Lecturer/Senior Research Fellow/Senior Librarian

For appointment/promotion from Lecturer I to the position of Senior Lecturer or equivalent, a candidate must have normally served for three years as Lecturer I or equivalent in a University or Institution of similar status.

In addition, candidates should have the following qualifications:

(i) A Ph.D. degree or equivalent professional fellowship in the relevant discipline and at least 30 points from published works; not less than 20 points should come from Journal articles and 10 points may come from others, including creative works, technical reports, refereed conference proceedings and monographs.

OR

(ii) A Master's degree with Course work and Thesis plus four years teaching experience as Lecturer I or equivalent and at least 42 points from published works; not less than 30 points should come from Journal articles and 12 points may come from others, including technical reports, creative works, refereed conference proceedings and monographs.

(iii) A rating of very good and above from the Department/Faculty A& PC (Academic) on his academic and administrative leadership of the department as well as demonstration of interests in community service.
(iv) In the appointment and promotion of Senior Lecturer, the written reports of internal assessors shall be considered.

3.7.4 Lecturer I/Research Fellow I

For appointment or promotion to this position, a candidate, in addition to the requirement for Lecturer II, should possess:

(i) A Ph.D. degree or equivalent and should normally have served for three years as Lecturer II / Librarian II in a University or an Institution of similar status, such as a Research Institute or had relevant professional experience in a similar institution and at least 6 points from articles published in reputable journals.

OR

(ii) A Master's degree with Course work and Thesis with at least nine points from articles published in reputable journals and four years teaching experience in a University or similar Institution as a Lecturer II.

(iii) A Candidate with Medical Fellowship may be appointed Lecturer I.

3.7.5 Lecturer II/Research Fellow II

For appointment/promotion/upgrading to this position the following are required:

(i) A Ph.D. degree or its equivalent. Candidates without Ph.D. degree may be appointed/promoted or upgraded if they possess at least, a Master's Degree with course work and thesis in the subject of specialization, plus a minimum of four (4) years post qualification teaching experience as Assistant Lecturer in a University, or Institution of similar status.

(ii) At least, one paper in a refereed conference proceedings.

(iii) A favourable report from the Department/Faculty Ad. & P/ (Academic).

(iv) For professional disciplines like Medicine (MBBS/MBBS), Accounting (M.Sc. plus ANAN, ICAN or recognized equivalent), and Law (LL.B., BL., LL.M), such candidates may be appointed Lecturer II.

3.7.6 Assistant Lecturer/Assistant Librarian/Assistant Research Fellows

For appointment to this position, a candidate shall normally possess:

(i) A minimum basic qualification of a Master's degree with course work and thesis in the subject of specialization in which the candidate is seeking appointment.

(ii) At least a Second Class Upper Degree in Law (LL.B.), plus a BL.

(iii) At least a Second Class Upper B.Sc. Degree in Accounting, plus ICAN, ANAN or recognized equivalent.

11.1.3 Appearance before the Management Disciplinary Committee

(i) If an employee has been warned on two occasions on any misconduct and his unsatisfactory conduct continues or he commits a new offence, the Registrar shall refer the employee to the Management Disciplinary Committee for fair hearing on the matter. However where the offence involves a major or gross misconduct, the employee shall be referred to the Council Disciplinary Committee after being served with a letter of suspension without recourse to any warning.

(ii) The decision of the Disciplinary Committee shall be communicated to the employee in writing.

12.0 CATEGORIES OF MISCONDUCT

The following shall constitute misconducts for which disciplinary measures can be taken:

12.1 Minor Misconduct

(i) Absence from duty without permission

(ii) Lateness to work

(iii) Loitering

(iv) Truancy

(v) Trading during office hours

(vi) Quarreling

(vii) Any other minor misconduct not mentioned

12.2 Major Misconduct

(i) Insubordination

(ii) Fighting in the office

(iii) Negligence of duty

(iv) Drunkenness while on duty

(v) Loss/willful damage to university property

(vi) Insolence

(vii) Using of official position to intimidate or bargain for sexual favour

(viii) False claim against the university

(ix) Staff becoming sales agents for lecturers
(viii) An aggrieved employee who is not satisfied with the recommendation of the Management Disciplinary Committee as approved by the Committee shall have a right of appeal to the Vice-Chancellor through the Chairman of the Committee. Pending the determination of such an appeal, the decision of the Committee shall meanwhile remain in force, subject to approval by the Council.

(ii) Without prejudice to constitutional rights, an employee shall as much as possible exhaust all avenues provided in these regulations for redress before proceeding to court.

11.1 Disciplinary Procedures

11.1.1 Oral Warning

A Head of Department may warn an employee orally on minor shortcomings.

11.1.2 Written Query

(i) An employee, whose conduct or work is unsatisfactory, shall be given a written query by the Head of Department. If the employee's explanation is considered by the Head of Department as adequate, no further action shall be taken.

(ii) If his explanation is not accepted as satisfactory, the Head of Department shall forward a copy of the query and the employee's reply with his comments to the Registrar, who shall issue a written warning to the employee.

(iii) If the employee's work or conduct continues to be unsatisfactory, the Head of Department shall issue another query and if the employee's reply to the query is considered unsatisfactory, he shall advise the Registrar to issue a further warning. Such warning may incorporate a reminder to the employee of the probable consequence of his continued unsatisfactory performance, such as deferment of increment or termination of appointment.

3.7.7 Graduate Assistants/Research Assistants

A good University degree not below Second Class Hons (Upper Division), subject to the applicant showing adequate aptitude for teaching and research. In special circumstances, a candidate with a good Second Class Hons (Lower Division) with a minimum CGPA of 3.25 on a five-point scale or its equivalent may be considered.

NOTE: A candidate with Third Class or lower classification in first degree shall not be employed as an academic staff in the University of Calabar irrespective of subsequent remediation.

3.7.8 Part-Time/Adjunct Lecturers and Demonstrators

(i) The Departmental Appointments and Promotions Committee may recommend a candidate to the Faculty Appointments and Promotions Committee. The recommendation shall be accompanied by an up-to-date curriculum vitae of the candidate.

(ii) The decision of the Faculty Appointments and Promotions Committee in this matter shall be communicated immediately to the Vice-Chancellor through the Registrar with the request that an appointment be made. Relevant minutes of the Faculty Appointments and Promotions Committee must be quoted in each case.

3.7.9 Associate Lecturers

(i) Remuneration: The rate of remuneration for associate lecturers shall be stipulated from time to time. Associate lecturers may be appointed to any of the teaching Departments of the University.

(ii) Duties: Associate lecturers shall normally be required to deliver a minimum of 30 lectures in one Academic Year. Associate lecturers in the College of Medical Sciences shall normally be required to take one clinical week throughout the year and to deliver lectures as required up to a minimum of 30 credit hours a session.

(iii) Qualifications: Candidates must satisfy the requirements for appointment as a University teacher. Candidates who are certified by the appropriate Faculty authority as possessing special expertise or professional competence that the Departments need may also be appointed Associate Lecturers.

(iv) Appointing Authority: The appointment of Associate Lecturers shall be made in the first instance by the Appointments and Promotions Committee on the recommendation of the Head of Department and reviewed annually through the same procedure.

3.8.1 Declaration of Vacancies

Vacancies in the University shall be advertised. Staff with relevant qualifications may also apply. Any departure from this rule shall be subject to the approval of the Council in the case of non-teaching appointments and of the Senate in the case of academic appointments.
3.8.2 Notification of Vacancies
Department Heads should send a list of all positions approved in the estimates including likely resignations to the Registry between the months of November and December. All vacancies to be filled by advertisement shall be published in such a manner as to ensure adequate publicity.

In respect of any vacancy that is to be filled, the Head of Department shall submit through the Dean of the Faculty to the Registrar, a request for advertisement stating clearly the requirements for filling the post(s). All other procedures for appointment remain as specified in Section 3.1 above.

3.8.3 Advertisement
Advertisements of vacancies shall be made by the Registrar in the local dailies and the University website. The advertisement shall normally specify the manner of application, with such conditions, qualifications, etc., as are applicable to the vacant posts.

3.8.4 Processing of Applications
The Registrar shall, where applicable, forward a copy of every application to the Head of Department concerned through the Dean/Director as soon as possible after the closing date of the advertisement for shortlisting of candidates for interview. As much as possible, Provost, Deans and Heads of Departments should avoid being referees to applicants.

3.8.5 Shortlisting of Applicants
The shortlisting of all applicants shall be done by the Departmental A. & P.C., and the Registrar shall be informed thereafter. In the case of a professional post in a teaching unit of the University which has no Professor, the Dean/Director shall do the shortlisting. Where the Acting Dean is not a Professor, the shortlisting shall be done by the Vice-Counselor. The Vice-Chancellor shall approve the shortlists of candidates for the post of Reader or Professor as well as shortlists for administrative, technical and professional posts of equivalent salary grades, before the candidates are invited for interview.

Shortlisted candidates for posts above the grade of Senior Lecturer or equivalent shall be required to submit not less than three copies each of their publications or other evidence of research as may be required for the effective assessment of their applications.

3.8.6 Assessment of Publications
Candidates shall be expressly directed to note that the entry “further particulars” and “publications” mean materials published in recognized scholarly journals and by academically recognized publishers only.

3.9 Regularization, Probation and Confirmation of Appointments

3.9.1 Regularization
Professional appointments are tenable to retirement. All non-professional appointments of Nigerian nationals are tenable for two years in the first instance, but may be extended to such specific period as confirmed at the discretion of the Council, based on recommendation from the Appointments and Promotions Committee (Academic).

10.11.6 Overstaying of Leave
An employee who, without acceptable excuse, fails to resume duty after leave, shall be regarded as absent from duty without official permission and shall be dealt with as having committed misconduct.

11.0 DISCIPLINARY COMMITTEE
(i) There shall be a Management Disciplinary Committee constituted on a permanent basis by the Management, the membership of which shall consist of:

(a) The Registrar as Chairman,

(b) Three members, appointed by the Vice Chancellor,

(c) Two representatives of Workers Union appointed by the Union.

(d) An officer from the Establishments Division of the Registry shall be designated Secretary.

(ii) Membership of the Committee shall be for two sessions, except for the Registrar.

(iii) The Committee shall deal with disciplinary matters referred to it by the Registrar.

(iv) Whenever a matter referred to the Management Disciplinary Committee is expressly stated to be urgent, the Committee shall meet to consider such matter within a reasonable time of such reference.

(v) The recommendation of the Management Disciplinary Committee shall be subject to the approval of the Council Disciplinary Committee.

(vi) In exceptional cases the Chairman of the Management Disciplinary Committee may act on the recommendations of the Committee but he must report to the next regular meeting of the Committee for ratification.

(vii) Where the recommendation involves termination of appointment or dismissal from service it must be approved by Council.
10.11.2 Leave to Attend Sporting Events
i. The Registrar may grant an employee leave of absence to attend sporting events, on the recommendation of the Head of Department.

ii. The Registrar shall decide which sporting events are approved for the purpose of these regulations.

iii. An employee granted leave for sporting events shall not be eligible for any allowance or reimbursement of fare or other expenses, unless sponsored by the university.

10.11.3 Leave to Attend Trade Union Meetings or Conferences
The Registrar shall grant leave for an employee, who is an accredited official or delegate of a recognized trade union to attend an approved trade union meeting or conference, provided that such attendance does not involve the University in any form of expenditure.

10.11.4 Terminal Leave
An employee who resigns his appointment having given notice in accordance with these regulations or who retires from the service of the university shall be granted, as the case may be, full or pro-rata leave due to him: provided that he has completed a period of continuous service of not less than six months prior to termination.

10.11.5 Curtailment of Leave
i. On the request of the Head of Department, an employee may be required by the Registrar to return to duty before the expiration of his authorized leave. In requesting for such curtailment, the Head of Department shall state the circumstance that justifies the request.

ii. Any portion of leave so curtailed shall be taken at a later date in accordance with the provisions of regulation 10.3 (ii) above.

iii. When an employee is permitted by the Registrar at the employee’s own request to return to duty before the expiration of his leave, the portion of the leave thus forgone shall be forfeited.

All appointments of non-Nigerians, except in special cases, shall be on contract for a period not exceeding two years in the first instance and renewable on yearly basis subject to satisfactory evidence of continuing teaching ability and good conduct.

3.9.2 Probation
After the two years period of probation, the Head of Department may recommend confirmation or otherwise of the staff to the Chairman, Appointment and Promotions Committee through the Registrar.

3.9.3 Confirmation
All permanent appointments shall be for two years in the first instance, and shall be subject to confirmation. Confirmation in the age of retirement after the initial period of two years will be made, subject to the following conditions:

(i) On appointment staff shall be expected to submit copies of their credentials/certificates for verification or payment of a prescribed fee.

(ii) Satisfactory evidence of continuing research since appointment, and demonstration of good character.

(iii) Evidence of exceptional teaching ability and experience. For purposes of clarity, when a written work, whether published or not, is cited as evidence, copies should be deposited in the Registry at least seven days before the date of the meeting at which the recommendation is to be considered.

(iv) In the case of Graduate Assistant, confirmation shall be after two years, provided he/she has obtained a Master's degree. If he/she fails to obtain a Master's degree after four (4) years, the appointment of the said staff shall be terminated.

(v) Persons appointed to the Assistant Lecturer grade shall be on probation for a period of not more than two years.

(vi) Persons without postgraduate qualifications may be appointed Medical Research Training Fellows provided that such appointments shall not be confirmed, unless the candidate completes his programme within 10 years. If he/she fails to complete the programme within 10 years, his/her appointment shall be terminated.

(vii) Temporary service of a person appointed to an established post may count as part of a period of probation or of the initial period of tenure prescribed above, provided that such temporary service is relevant and has been in the same Department to which the person is being appointed.

(viii) Recommendations for confirmation of appointments by Heads of Departments shall be routed through the Deans of the Faculties/Directors of Institutes to the Registrar.

(ix) Where a person is not recommended for confirmation by the Head of Department, he or she shall have the right to appeal to the A & P C directly without recourse to the Dean of his Faculty/Director of Institute.

(x) Any staff whose appointment is not confirmed within the stipulated probationary period shall have his appointment terminated.
(xi) It shall be the duty of every staff to apply for confirmation of appointment at the expiration of the stipulated probationary period. The application shall be routed through the HOD and Dean of the Faculty/Director of Institute, to the Registrar.

(xii) Where confirmed, a tenure appointment shall continue until the retirement age as may be provided by law.

(xiii) Staff transferring from one special service are deemed as confirmed staff on transfer subject to previous confirmation.

3.10 Appointment to Headship of Departments, etc.

3.10.1 Eligibility
To be eligible for appointment as Acting Head of a Department, the candidate must be at least a Senior Lecturer in the Department concerned. Where there is no Senior Lecturer, a Lecturer I with Ph.D. may be considered. Only Professors shall be appointed as substantive Heads of Departments. Contract staff shall not be eligible for appointment to Headship except when an eligible permanent staff is not available.

3.10.2 Tenure
Appointment to the substantive Headship of a Department or Institute shall normally be for three years.

3.10.3 Rotation of Appointment
Appointment of Heads of Departments/Acting Heads of Departments shall be on rotational basis up to the rank of Senior Lecturer and above.

3.10.4 Acting Appointment
In the absence of a substantive Head of Department, the Vice-Chancellor shall appoint an acting Head of Department for a term of two years. In making acting appointments, the Vice-Chancellor shall follow the rule of seniority (going first by rank and length of service and then in that order) within the Department and Research Institute concerned. In exceptional cases, however, where the most senior academic member of staff in a Department or Institute has expressed his unwillingness to act as Head or the Vice-Chancellor is in doubt as to his suitability to act as Head, the Vice-Chancellor may, after appropriate consultation with the Dean/Director of the Faculty/Institute, appoint the next most senior person.

3.11 PROMOTIONS (ACADEMIC STAFF)

3.11.1 General
(i) Consideration of academic staff for promotion will be based on their contribution to the advancement of knowledge, and their service to the University. Emphasis shall be on quality of contribution.

(ii) There should be evidence of contribution to knowledge in the form of scholarly publications in reputable journals or other recognized media for the dissemination of the results of original research. Account may also be taken of published papers presented at Conferences of Learned Societies.

(iii) Staff are only eligible for promotion after confirmation of appointment.

ii. The university is under no obligation, to offer the employee a higher appointment should he, on successfully completing the course of study, decide to return to his work in the university. But the retention of his former post is guaranteed.

iii. The employee is under no obligation to return to the services of the university on completion of his course.

iv. Notional increments shall be allowed for the period covered by the study leave.

10.10 Part-Time Studies
A full-time staff willing to undertake part-time studies may be granted permission to do so provided the study time does not conflict with regular work hours. The University does not guarantee automatic upgrading based on the outcome of such part-time studies.

10.11 Categories of Leave and Guidelines

10.11.1 Leave of Absence
A staff may for special reasons, be granted unpaid leave of absence for up to a full year or more, on the approval of the Vice-Chancellor on the recommendation of the Registrar.

i. A staff on leave of absence shall return to the University on completion of such leave, provided he was not found guilty of a misdemeanor by court of competent jurisdiction.

ii. If a staff on leave of absence is indebted to the university by way of loans or advance, he shall liquidate such loan in a manner acceptable to the University.

iii. Staff granted leave of absence shall not be entitled to the following:

a. Salary throughout the period of absence unless reviewed by council.

b. Promotion.

c. University housing for a period beyond one year.
iii. The period of study leave shall not be leave-earning.

iv. Change of course must be recommended by the Head of Department and approved by the Committee. Any employee on study leave with pay that changes his course of study while on study leave without the approval of the committee automatically forfeits the study leave.

10.9.1 Study Leave with Pay

i. An employee on study leave with pay will continue to receive salary with the usual increment. But when he gets to the top of the scale and cannot move to the next scale without promotion, he remains on the scale until he returns.

ii. Study leave with pay shall not be granted to an employee unless he has been confirmed in his post. In exceptional circumstances, where it is in the interest of the university to do so, this requirement may be waived.

iii. The course of study must have relevance to the development of the university and it must be shown that the course will enhance the efficiency of his work on his return.

iv. An application for the study leave with pay must be recommended by the Head of Department.

v. An employee on study leave with pay will be required before proceeding on study leave to enter into a bond to serve the university for two years for every one year of training or part thereof. Notwithstanding anything in these regulations, the bond shall be the basis of agreement between the employee and the university.

vi. In the event of abandonment of the study programme, an employee shall be required to refund all expenses so far incurred on him by the university in connection with the study leave.

vii. The university shall be responsible for the employee's return trip to his place of study and for the courses' approved study materials and fees charged in the institution.

viii. An employee on study leave with pay shall not accept outside appointment during the period of the study leave other than temporary vacation job.

10.9.2 Study Leave without Pay

i. An employee who makes his own arrangement to undergo a course of study and is not sponsored by the university shall be granted study leave without pay provided that:

a. The employee shall have served the University for not less than one year.

b. His application is supported by his Head of Department.

c. The course of study proposed is in the employee's field of employment in the university.

(iv) Normally, not more than one promotion may be earned up to Lecturer I grade where a staff on study fellowship merits promotion.

(v) Staff on leave of absence shall be entitled to one promotion if qualified. Such staff must have served for two years after the last promotion before going on leave of absence.

(vi) Staff seeking promotion to the rank of Lecturer I and above must show evidence of having applied for external research grant.

(vii) There shall be a minimum waiting period of 3 years for all categories of Academic staff, i.e. from Assistant Lecturer to Professor.

3.11.2 Assessment of Performance

The assessment of the performance of a candidate for promotion shall be based on the outcome of the Departmental and Faculty A & P and student evaluation. The following ratings shall apply:

(i) Outstanding: Brilliant and has achieved a high and wide-spread reputation in his field.

(ii) Very Good: Standard of work goes far beyond the minimum expected of the grade and shows considerable promise for the future.

(iii) Satisfactory: Standard of work at least meets what is expected of the grade and may, to a limited extent, exceed it.

(iv) Unsatisfactory: Below the standard of work required of the staff of the grade but might be brought up to it.

(v) Poor: Unable to reach the required standard.

3.12 Mode of Appraisals for Promotion of Academic Staff

3.12.1 Departmental Appointments and Promotions Committee

(i) Appraisals for promotions shall be conducted once a year. In each Department, there shall be the Departmental Appointments and Promotions Committee (A & P) consisting of the following members:

(a) Head of Department (Chairman)

(b) All Professors

(c) All Readers

(d) Senior Lecturers

(e) Two Representatives of Lecturer I and below

(f) The most senior administrative staff of the department to serve as Secretary.
(ii) The Departmental Appointments and Promotions Committee (A & PC) shall consider promotions up to the professorial post provided that none of the members shall be a candidate for, or shall be lower in rank than the post in respect of which candidates are being considered for promotion.

(iii) The reports of the assessments of recognized publications of the candidate concerned shall be considered by the Committee and appropriate recommendations forwarded to the Faculty/College/Institute Appointments and Promotions Committee (A & PC) for a decision.

(iv) When a candidate is being assessed for a professorial post (Reader and Professor) and there is no full Professor or Reader as the case may be in the Department, the Provost/Dean/Director shall seek the opinion of two external experts in the field or subject in respect of his publications. In either case, the candidate concerned must satisfy the minimum requirements in terms of recognized publications (quantity and quality) and Minimum Overall Scores indicated in 3.6 above.

3.12.2 College/Faculty/Institute Appointments and Promotions Committee

(i) In the College/Faculty/Institute, there shall be the College/Faculty/Institute Appointments and Promotions Committee comprising the following members:

(a) Provost/Dean (Chairman)
(b) Professors
(c) Readers
(d) Heads of Departments
(e) Two Professors from cognate Faculties/Departments provided that none of the members shall be a candidate for, or shall be lower in rank than the post in respect of which candidates are being considered for promotion.
(f) College Secretary/Faculty Officer/Institute Officer to serve as Secretary.

(ii) The reports of the assessments of recognized publications of the candidate(s) concerned, shall normally be considered by the Committee and appropriate recommendations forwarded to the Central Appointments and Promotions Committee (Academic) provided the candidate(s) concerned satisfy the minimum overall scores indicated in 3.6 above.

(iii) For the avoidance of doubt, a candidate for a professorial post must satisfy the minimum requirements in terms of recognized publications (quantity and quality) particularly with regards to foreign publications and Minimum overall scores indicated in 3.6 above.

(iv) On this basis, the College/Faculty/Institute shall make a prima facie case to the Central Appointments and Promotions Committee (Academic) for external assessment of the candidate’s recognized publications.

(v) On approval by the Central Appointments and Promotions Committee (Academic), the candidate’s recognized publications shall be sent to three external assessors.

If in the opinion of the Director of Health Services, the sickness requires a longer period, the Registrar in consultation with the Vice- Chancellor may grant the employee a further period of sick leave with full pay up to an additional three months. If the illness continues a Medical Board as provided for in Regulation 10.8 (ii) shall be set up.

(iii) Medical Board: If at the end of a further period of sick leave referred to in Regulation 10.8 (ii) above, the illness still continues or if at any time the Head of Department reports that any employee's productivity is badly affected by his health, the Committee may require the Vice-Chancellor to appoint a Medical Board to consider whether or not the employee should be invalidated. If the Board does not recommend invalidation, the employee shall continue sick leave, with full pay, for up to a further period of three months after which he shall re-appear before the Medical Board for final assessment.

iv. A Medical Practitioner named by the staff’s Union shall represent the employee's interest on any Medical Board set up by the Vice-Chancellor under Sub-section 10.8(iii) above.

10.8.1 Sick Leave for Daily Rated Staff

On receipt of a certificate from the Director of Health Services covering absence from duty on grounds of ill health by a daily-rated employee, the Registrar may grant the employee sick leave as follows:

i. Two weeks on full pay.

ii. At the discretion of the head of department (depending on length and nature of service, etc) a further two weeks on half pay.

iii. At the discretion of the Registrar, a further period of not more than two weeks on half pay.

iv. Where the daily rated staff continues to be absent from duty after 14.9(iii) above, he shall be deemed to be unfit to serve and shall be paid one month salary and laid off.

10.9 Study Leave

i. All study leave will be for a period not exceeding two years in the first instance, renewable on application through the Head of Department and further consideration by the Committee of Deans.

ii. At the time of granting study leave, an employee may be granted his leave entitlement earned in accordance with these regulations.
10.4 Leave Days
The following Leave days shall be applicable to staff in the grades as specified:

(i) CONTISS 1-2 - 14 working days
(ii) CONTISS 3-5 - 21 working days

10.5 Casual Leave
An employee shall be entitled to casual leave of up to seven days in any leave year to enable him to attend to urgent private affairs. Casual leave in excess of seven days in any leave year may only be granted in exceptional circumstances and with the approval of the Registrar. Such casual leave in excess of seven days in any leave year shall be deducted from his annual leave if not already taken. If annual leave for that year has already been taken, the excess casual leave shall be subtracted from the leave days of the year.

10.6 Maternity leave
i. A female public servant who is pregnant is entitled to 16 weeks maternity leave with full pay. The annual leave for that year will however be regarded as part of the maternity leave. Where this annual leave has already been enjoyed before the grant of maternity leave, that part of the maternity leave, equivalent to the annual leave, shall form part of the leave for the subsequent year.

ii. A nursing mother on resumption of duty from maternity leave shall resume duty one hour later and close one hour earlier, provided that this concession shall not extend over a period of more than 16 weeks from the date of her resumption of duty.

iii. A new appointee who is found on medical examination to be pregnant will be given temporary appointment. A female staff will not be eligible for maternity leave within six months of assuming duty. Where such a staff is granted maternity leave, it shall be without pay for the entire 16 weeks.

10.7 Examination Leave
An employee may be granted leave with pay to go for examinations. The period of such leave shall be limited to the number of days the examinations are held. Application for examination leave shall be supported by examination timetable.

10.8 Sick Leave
i. An excuse duty certificate for illness not issued in the University Medical Centre shall not be entertained unless it has been endorsed by the Director of Health Services.

ii. Sick leave with full pay shall be granted by the Registrar to an employee for a continuous period of not more than three months, in any leave year on the production of medical certificate covering the period of sick leave from the Director of Health Services. Where this is not practicable, a report can come from a Medical Practitioner provided that it has been endorsed by the Director of Health Services.

(vi) In all cases of promotions and fresh appointments, the same criteria, as indicated thereof, shall be used for the determination of the rank (post).

(vii) Where an applicant fails at any level (Departmental/College/Faculty/Institute Appointments and Promotions Committee), the candidate concerned must be officially informed immediately by the Head of Department, Provost/Dean, Director, Registrar, whichever is applicable stating the reasons for failure.

3.13 Criteria for Assessment and Weighting
3.13.1 Criteria of Scoring
The following criteria shall be used for assessment and scoring of candidates:

(i) Academic/Professional Qualifications
(ii) Teaching and Professional (Technical) Experience/Clinical Workload.
(iii) Recognised Publications
(iv) Current Research
(v) Administrative Experience (Professorial Grade only)
(vi) Contribution to the University
(vii) Community Service.

3.13.2 Interview Performance
Assessment of interview performance shall only apply to fresh appointments but not to internal promotions.

3.13.3 Petitions Arising from Promotion
A candidate not recommended for promotion can petition at any point in the appraisal process in the manner prescribed below:

(i) Petition against Rejection at Departmental Level
(a) The petition shall be addressed to the Provost/Dean/Director of College/Faculty/Institute through the Head of Department.
(b) The petition shall first be discussed by the Departmental Appointments and Promotions Committee before being transmitted with appropriate comments to the Provost/Dean/Director by the Head of Department.
(c) The Provost/Dean/Director shall present the petition together with the comments of the Head of Department to the College/Faculty/Institute Appointments and Promotions Committee for a decision.

(ii) Petition Against Rejection at College/Faculty/Institute Level
(a) The petition shall be addressed to the Chairman of the Central Appointments and Promotions Committee (Academic) through the Provost/Dean/Director of College/Faculty/Institute and through the Head of Department.
(b) It shall first be discussed by the College/Faculty/Institute Appointments and Promotions Committee.

c) The comments together with the petition shall be forwarded to the Central Appointments and Promotions Committee (Academic) for a decision.

(iii) Petition against Decision of the Central Appointments and Promotions Committee (Academic): (a) The petition shall be addressed to the Chairman of Council through the Registrar and Secretary to Council;

(b) All candidates who are aggrieved with the outcome of decision at any level have a right to appeal. For the avoidance of doubt, appeals from Departmental Appointments and Promotions Committee lie with the College/Faculty/Institute Appointments and Promotions Committee; appeals from the College/Faculty/Institute Appraisal and Assessment Committees lie with Appointments and Promotions Committee (Academic); appeals from the Appointments and Promotions Committee (Academic) lie with the Governing Council of the University; appeals from the Governing Council of the University lie with the Visitor to the University.

3.14 Guidelines for Appointment of External Assessors for Readers and Professors

3.14.1 Procedure for Appointment of Assessors

(i) The nomination of assessors for candidates seeking promotion to the grades of Reader or Professor shall be made by the Dean of Faculty/Director of Institute in consultation with the appropriate Head of Department, or in the case of College of Medical Sciences, the Dean shall make the said nomination to the Provost.

(ii) Where the acting Head of Department is also a candidate for promotion, the nomination of assessors shall be made by the Dean of Faculty/Director of Institute in consultation with the Vice-Chancellor.

(iii) In all cases, a list of six assessors in respect of each candidate shall be sent to the Vice-Chancellor’s Office by the Dean of the Faculty/Director of the Institute concerned, or in cases of College of Medical Sciences, the Dean shall send the said list to the Provost. Out of this number, a minimum of three assessors shall be appointed by the Vice-Chancellor in respect of each candidate seeking promotion to either grade of Reader or Professor.

(iv) Heads of Departments or Deans of Faculties/Directors of Institutes are required to make brief statements on the recommendation for appointment as assessors with a view to justifying their nominations.

9.0 DEATH GRATUITY
Where a staff dies while in University service the legal personal representative(s) (chosen next-of-kin) shall receive death benefits and other entitlements in accordance with the provisions of the Pension Reform Act 2004.

10.0 LEAVE
10.1 Authority for Leave
The Leave shall be granted by the Registrar on the recommendation of the Head of Department.

10.2 Leave Year
The Leave year or leave earning period shall be the calendar year which begins on 1st January and ends on 31st December of each year.

10.3 Annual Leave for Established Staff
i. The duration of leave to be granted to established staff in any leave year shall be as approved by Registrar from time to time.

ii. Annual Leave to which an employee is entitled shall be taken within the leave year either in full or in instalments such that the whole leave shall be exhausted within the leave year. Any leave or part thereof not taken within the leave year shall lapse except where the Registrar approves the deferral in writing on the recommendation of the Head of Department that it is in the interest of the work of the Department.

iii. The actual time leave may be taken shall be determined by the Head of Department. Early in the year, the Head of Department shall prepare a leave roster for his Department, a copy of which shall be sent to the Registrar.

iv. An employee shall not normally be granted full annual leave unless he has completed not less than six months continuous service. An employee who joins the University service during the course of a year and has not served for a minimum period of six months during that leave year will not normally be granted vacation leave for that year. If however, under exceptional circumstances such an employee has been in the service of the University for up to four months, he may be allowed to take not more than 50% of the annual leave.

v. An employee who is promoted during a leave year to a post on a salary scale attracting leave at a higher rate may be granted leave at the higher rate provided that he had not taken his leave before promotion. Where an employee had already taken his leave for that year at the subsisting rate prior to his promotion, he shall not be granted any arrears of leave.
8.0 SALARIES AND WAGES

8.1 Salary Scales
(i) Salaries and wages of employees shall be in accordance with the rates approved from time to time by the Federal Government, and shall range within CONTISS 5.

(ii) Point of entry in the appropriate scale for an employee on first appointment shall be at the first point, except as provided for in Regulation (iii) below.

(iii) New appointees possessing relevant previous experience or special qualifications, may, on the recommendation of the selection panel, be allowed to enter the salary scale at a point higher than the initial step.

8.2 Wrongful Grading or Incorrect Placing On a Scale
(i) Where it has been found that an employee has been wrongly graded or placed on a wrong point in a salary scale, the error shall be rectified by administrative process as approved by the Registrar.

(ii) Where an employee considers on appointment or promotion that he has been wrongly graded or placed on the wrong point in a salary scale, he may appeal through his Head of Department to the Registrar who shall take appropriate action and report to the Committee.

(iii) An employee whose salary is altered as a result of rectification of error in his grading or error in his placement in a salary scale shall be eligible to receive such arrears as may be due to him, or may be required to refund any overpayment made to him in consequence of the error.

8.3 Annual Increments
An increment on salary shall normally be granted every year on 1st October to every employee whose service has been entirely satisfactory throughout the increment earning period and whose salary is on a scale with increments, provided that he has served six (6) months or more prior to 1st October and has not reached the last point in his salary scale.

8.4 Salary Payable on Upgrading Post
If the maximum salary of the lower scale is less than the minimum of the higher scale, the salary of the holder of the upgraded post shall be increased to the minimum of the higher scale. If the holder’s salary is equivalent to a point in the higher scale he will normally move to the next higher point on the new scale.

8.5 Overtime Pay
Overtime shall be paid to staff who qualify for payment of overtime at a rate approved by Government from time to time.

(v) The recommendation shall be made in absolute confidence to the Vice-Chancellor,

(vi) The Vice-Chancellor reserves the right to modify the list of assessors submitted to him.

3.14.2 Choice of External Assessors
(i) The nominees shall not be current External Examiners to the Department/Institute concerned nor a member of staff who had left the University in the past five years.

(ii) The three External Assessors must be selected from different Universities.

(iii) As much as possible, External Assessors shall be appointed on the basis of demonstrable scholarship in the relevant area of specialization of the candidate. They must be reputable and visible on internet database.

3.14.3 Dispatch of Publications to Assessors
(i) Successful candidates shall be required to submit to the Registrar’s office the required number of bound copies of reprints/photocopies of articles or other publications.

(ii) On the receipt of reprints/photocopies of articles or other publications from the Registrar’s Office, the Vice-Chancellor shall forward the publication(s) to three assessors in strict confidence.

3.14.4 Presentation of External Assessor’s Report

The Reports of the External Assessors and Interview Reports (for appointment only) shall be presented to the Central Appointment and Promotions Committee (Academic) for consideration before approval by Council.

3.14.5 Assessment of Clinical Workload
In the case of clinical teachers in the College of Medical Sciences, clinical workload such as ward rounds, clinic and theatre sessions, and laboratory assessment shall be made by the Departmental Ad Hoc based on the candidate’s hours of duty. The hours shall exclude the regular lecture and seminar periods and routine laboratory practical sessions.

3.14.6 Recognition for exceptional performance
A staff showing exceptional ability as teaching, research, clinical workload and Community Service may receive a letter of commendation from the Vice-Chancellor.

3.14.7 Unestablished Posts
Any appointment to an unestablished post shall be made personal to the incumbent.

3.15 Criteria for Appointment/Promotion of Academic Technologists

Applicants for Academic Technologist posts shall possess the qualifications indicated below in respect of each position:
3.15.1 Technologist II
The minimum qualification for appointment/upgrading to this position shall be HND or its equivalent. In addition, Associate Membership of Nigerian Institute of Science Technology shall be required.

3.15.2 Technologist I
The qualification for appointment or promotion to this position shall be HND/ANIST. The candidate must have served for three years as Technologist II. The candidate must have overall rating of very satisfactory and above from the Departmental and Faculty A&PC.

3.15.3 Senior Technologist
The qualification for appointment or promotion to this position shall be HND/ANIST. The candidate must have three years experience as Technologist I and must have an overall rating of very satisfactory and above from the Departmental and Faculty A&PC.

3.15.4 Principal Technologist
The qualification for appointment or promotion to this position shall be HND/ANIST. The candidate must have served for three years as Senior Technologist and must have overall rating of very satisfactory and above from the Departmental and Faculty A&PC.

3.15.5 Assistant Chief Technologist
The qualification for appointment or promotion to this position shall be HND/ANIST. The candidate must have served for three years as Principal Technologist and must have overall rating of very satisfactory and above from the Departmental and Faculty A&PC.

3.15.6 Chief Technologist
To be promoted to Chief Technologist, the candidate must have served normally for three years as an Assistant Chief Technologist.

3.15.7 Senior Chief Technologist
To be promoted to this position, the candidate must have served for three years as Chief Technologist. The candidate must possess a Master’s degree in relevant area of specialization or Fellowship of the relevant professional body.

3.15.8 Principal Chief Technologist
To be promoted to this position, the candidate must have served for three years as Senior Chief Technologist. The candidate must possess a minimum of a Master’s degree in relevant area of specialization or Fellowship of the relevant professional body.

3.16 EFFECTIVE DATE OF PROMOTION
Save in exceptional circumstances, promotion will not take effect earlier than the first day of October following the date on which the promotion was initiated.

7.3 Procedure for Promotion
(i) There shall be a Departmental Sub-Appraisal Committee to screen staff who have filled appraisal forms for promotion.

(ii) To be recommended by the Sub-Committee, a candidate must have satisfied the mandatory waiting period of three years or have been recommended as in 7.1(ii) above.

(iii) Score a rating of at least 75% overall based on the following assessment criteria:
   (a) Punctuality
   (b) Attendance at work
   (c) General behavior of the staff in relation to other staff and students.
   (d) Respect for and obedience to constituted authority
   (e) Willingness to accept responsibility
   (f) Interest in, and dedication to duty
   (g) Quality of job performance

(iv) The Committee shall normally consider only recommendation put forward and supported by the Head of Department.

(v) All recommendations for promotion from the Departmental Sub-Committee shall be forwarded by the Head of Department with his own comments to the Registrar, for the consideration of the Committee on CONTISS 5 and below.

(vi) An employee who has not been recommended by his Head of Department and who feels that he has thereby been unfairly treated, shall have the right to state his case in writing directly to the Registrar. The Committee’s decision on such a petition shall be final.

7.4 Accelerated Promotion
A staff showing exceptional ability in his work may be recommended for accelerated promotion by his Head of Department to the next level before three years from the first appointment or from previous promotion, at the annual promotion exercise.

7.5 Effective Date of Promotion
Promotions shall take effect on the first day of October of each year.

7.6 Point of Entry
An employee, on promotion to a higher scale, shall normally enter the new scale on the point which is immediately higher than the point he had reached on his previous scale.
(ii) An employee shall become eligible for confirmation of appointment at the end of his probationary period if there is a report of satisfactory work and conduct on him. Such report shall be submitted by the Head of Department to the Registrar at least one month before the end of the probationary period.

(iv) An employee whose appointment is not confirmed after two (2) years of probation shall have the right of appeal to the Registrar through his Head of Department for consideration by the Committee for staff on CONTISS 5 and below.

7.0 PROMOTION

7.1 Eligibility
(i) An employee shall not normally be considered for promotion until at least three years shall have elapsed from the date of the first appointment or of his last promotion.

(ii) Subject to (a) above, an employee shall be considered for promotion when he reaches the bar of the salary scale attached to his post, provided he has attained the relevant qualification needed for movement to another cadre.

(iii) An employee recommended for promotion must possess the qualification and the experience required for the higher post.

(iv) Notwithstanding (a) and (c) above, an employee who does not satisfy all the conditions stated above may be promoted provided he is so recommended based on exceptional performance or gallantry on the job as to have saved the University from embarrassment, loss of life or property. All such promotions shall first be approved by the Governing Council.

(v) No temporary employee shall be considered for promotion.

(vi) Promotion shall normally be effected only after confirmation of appointment.

(vii) To be promoted to any post on CONTISS 4 and above, a staff must have acquired a minimum qualification of 5 passes including credit in English Language at the SSCE or its equivalent, in not more than two sittings. The above requirement does not apply to skilled artisans.

7.2 Promotion Test
(i) Where the passing of a test or examination is required before promotion, no staff shall be promoted unless he has first passed the test.

(ii) Promotion to a higher post on passing of examination shall be subject to annual appraisal exercise.

(ii) In exceptional cases, where no provision exists in the estimates, promotion on ground of high personal merit or University interest shall be made subject to specific approval of Council.

CHAPTER FOUR

4.0 APPOINTMENTS, CONFIRMATIONS AND PROMOTIONS (ADMINISTRATIVE AND PROFESSIONAL STAFF)

4.1 Establishment
There shall be a standing Committee of Council known as Appointments and Promotions Committee (Administrative and Professional Staff).

4.1.1 Membership
The membership of the Committee shall be as follows:
(a) The Vice-Chancellor – Chairman
(b) The Deputy Vice-Chancellor (Administration)
(c) The Registrar
(d) The Bursar
(e) The University Librarian
(f) The Director of Health Services
(g) The Director of Works
(h) Two members of Council appointed by Council
(i) The Deputy Registrar (Senior Establishments Division) shall serve as the Secretary.

4.1.2 Quorum
(i) The quorum of the Committee shall be two thirds (2/3) of the members, provided that the Chairman and one Council member are present.

(ii) If for any reason, a vote has to be taken, the concurrence of simple majority of members of the Committee present shall be required to make a decision valid.

4.1.3 Terms of Reference
The terms of reference of the Committee shall be:
(i) to consider and make all appointments and promotions within the Administrative and Professional grades provided that the Vice-Chancellor in consultation with the appropriate Head of Department shall have power to make temporary appointments to the Administrative and Professional grade for a period not exceeding six (6) months;

(ii) to consider the appointment in the appropriate salary scale at which a member of the Administrative and Professional Staff shall be placed on first appointment or on promotion in accordance with the regulations approved from time to time by Council.

(iii) to consider the confirmation or extension of appointment of a member of the Administrative and Professional Staff on the expiration of his initial period of appointment and to decide whether or not the appointment be confirmed to retiring age or extended for any specific period.
(iv) to grant study leave to Administrative and Professional Staff in accordance with regulations from time to time by Council and

(v) to advise Council on any other matter relating to the Committee's terms of reference and procedure.

4.2 Appointments

(i) Subject to the provisions of Section 4.1.3 relating to the making of temporary appointments by the Vice-Chancellor, vacancies on the established staff list shall be advertised in at least two widely read newspapers in Nigeria, the University website and on notice boards in the University of Calabar, except where, for good reason, the Committee may authorize that any particular vacancy be filled without advertisement; provided that the candidates shall not be exempted from the usual assessments.

(ii) There shall be constituted a University Assessment, Interviewing and Regularization Committee which shall interview and assess candidates for appointment and make recommendation to the Appointments and Promotions Committee.

4.2.1 Composition of the Assessment and Interviewing Committee

There shall be constituted in respect of each appointment, a University Assessment, Interviewing and Regularization Committee which shall interview and assess candidates for appointment and make recommendations to the Appointment and Promotions Committee (Administrative and Professional). The Committee shall consist of:

a) The Vice-Chancellor
b) The Deputy Vice-Chancellor (Administration)
c) The Registrar
d) The Bursar
e) The University Librarian
f) Two representatives of the University Governing Council

g) One person knowledgeable in the subject or field in respect of which candidates are being assessed or interviewed.

b) The Deputy Registrar (Senior Establishments Division) shall serve as the Secretary.

4.3 Eligibility for Appointment

To be eligible for appointment to the service of the University as an administrative/professional staff, an applicant must:

(i) Not be less than 18 years and not more than 45 years of age;

(ii) Possess such minimum qualifications as are specified from time to time;

(iii) Be certified as sound in health and medically fit for service by the Director of the University Health Services or by a medical officer of any government health institution acceptable to him;

3.5 Established Provision

No appointments shall be made unless there are established provisions in the budget.

4.0 PROCEDURE FOR APPOINTMENT

i. All vacancies in the permanent establishment shall normally be advertised except where such vacancies are filled by promotion or interdepartmental transfer or through regularization of a temporary appointment.

ii. There shall be an Interviewing and Selection Committee which shall consist of:

a) The Registrar as Chairman
b) Head of Senior Establishments Division
c) One or more officers nominated by the Registrar.
d) The Head of Junior Establishments Division of the Registry shall serve as secretary.

iii. The Committee shall receive and interview short-listed applicants and make a recommendation to the Committee on CONTISS 5 and below.

4.1 Validity of Appointment:

An offer of appointment, whether tenure or temporary appointment, shall be in writing by the Registrar or his nominee on behalf of Council, and shall not be valid until it has been accepted in writing by the appointee.

4.2 Evidence of Age:

On first appointment to an established post, the appointee shall be required to produce a birth certificate or a statutory declaration of age.

4.3 Medical Examination:

Appointments to established posts shall be subject to a satisfactory medical report of fitness issued by the Director of Health Services, or in exceptional cases, issued by a Medical Practitioner, and approved by the Director of Health Services.

5.0 DESIGNATION AND POSTING

(i) The designation of the employees of the University shall be as shown in the establishment or as determined by Council from time to time.

(ii) An employee shall be posted to a Department to which he is appointed. Where the need arises, an employee may be transferred from one Department to another by the Registrar.

6.0 PROBATION/CONFIRMATION

(i) All persons appointed to the permanent establishment shall be on probation for two years. The period of probation may be extended for a further one year by the Registrar on the recommendation of the immediate supervisor.

(ii) The temporary service of a person subsequently offered regular appointment shall be counted as part of the period of probation.
3.0 APPOINTMENTS

3.1 Appointment of Temporary Staff
i. A temporary appointment to an established post shall be made by the Registrar at the request of the Head of Department in which the appointment is being made, on the prior approval of the Vice-Chancellor.

ii. A temporary appointment shall be for a period not exceeding 24 months (2 years).

iii. No temporary employee shall be appointed to the permanent establishment unless such employee has been regularized through an interview within six months of the temporary appointment.

3.2 Eligibility
To be eligible for appointment to the service of the University, all applicants must:
(a) Be 18 years and above;
(b) Possess such minimum qualification as are specified from time to time;
(c) Be certified as sound in health and medically fit for service by the Director of Health Services of the University or by a medical officer approved by, or accountable to, him;
(d) Possess a testimonial of good conduct from his last employer or, if not previously employed, from the last school or college he attended or from persons of proven integrity.

3.3 Disabilities for Appointment
A person who suffered any of the following penalties shall not be appointed by the University:
(a) A conviction for a criminal offence which has not been quashed on appeal.
(b) Dismissal from previous appointment outside the University.

3.4 Withdrawal of Appointments
An employee’s appointment shall be withdrawn on the following grounds:
(a) An employee whose appointment in the University has been terminated on grounds of misconduct or inefficiency.
(b) An employee who has secured appointment by false claims, e.g. claiming to have a certificate which he has not or to have held a post which he had not held or who, at the time of appointment deliberately withheld information regarding his previous conviction for a criminal offence or dismissal from a previous appointment.

(iv) Submit a letter of attestation of character from his last employer or, if not previously employed, from a person of proven integrity. The Head of Department shall not be referee for any candidate.

4.4 Categories of Appointments
4.4.1. Appointment of Principal Officers
Vacancies in the posts of principal officers: Vice-Chancellor, Deputy Vice-Chancellor(s), Registrar, Bursar and University Librarian, shall be filled by appointment as prescribed in the extant law.

4.4.2. Appointment of Key Officers
Appointment of key officers namely:
(a) Director of Works
(b) Director of Physical Planning
(c) Director of Health Services and
(d) Director of Internal Audit
(e) Chief Security Officer
shall be for four years in the first instance renewable for another four years and no more. These vacancies shall be filled by appointment.

4.4.3. Appointment of Deputies (Administrative and Professional)
Vacancies in the posts of Deputy Registrar, Deputy Bursar, Deputy University Librarian, and equivalents shall be filled by appointment. Vacancies in other administrative and professional offices shall be filled by promotion. A staff shall be eligible for appointment in any of those positions if he has stayed for a minimum of four years from the date of his last promotion, notwithstanding Section 4.7 of these regulations.

4.5 Procedure for Appointment
The procedure for appointments shall be as provided for in Section 3.8(3.8.1-3.8.6) of these regulations.

4.6 Regularization, Probation and Confirmation of Appointments
(i) Professional appointments are tenable to retirement. All Nigerian nationals appointed to the service of the University shall be on probation for two years in the first instance, after which they shall be eligible for confirmation. The appointment may be extended for one year or confirmed to retiring age at the discretion of Management.

(ii) Appointments to the grade of Administrative Cadre, or its equivalent, shall be for a probational period of two years in the first instance. Thereafter, the period of probation may be extended for one year, or the appointment confirmed to retiring age at the discretion of Management.
(iii) Where a staff is appointed before interview, such appointment should be regularized within six months.

(iv) On appointment, staff shall be expected to submit copies of their credentials/certificates for verification on payment of a prescribed fee.

(v) Confirmation to retiring age after the probationary period of two years shall be made on the grounds of satisfactory performance of duties and exhibition of ability and good character.

(vi) All appointments, except those in the grade of Deputy Registrar and above and their equivalents, shall be reviewed after two years of first appointment. If, by reason of adverse report, an appointment is not confirmed when it first falls due, Council may decide to terminate such appointment, or extend the probationary period for one year as may be deemed fit.

(vii) Where an appointment is not confirmed at the second review, such appointment shall be terminated.

(viii) Recommendation for confirmation of appointment shall be submitted by Heads of Departments to the Registrar for consideration by the Appointment and Promotions Committee (Administrative and Professional) or by the Vice-Chancellor on behalf of the Appointments and Promotions Committee (Administrative and Professional) where the A&P PC could not sit within three (3) months of the application.

(ix) An employee on transfer of service from the public sector whose appointment was already confirmed shall not be required to be confirmed again.

(x) Where a person is not recommended by his Head of Department for confirmation of appointment, such a person shall have the right to appeal to the Committee or the Vice-Chancellor.

4.7 Promotions

4.7.1. Eligibility for Promotion

(i) A confirmed Administrative and Professional staff in the service of the University shall be eligible for promotion at the end of three years up to CONTISS 13 subject to a thorough assessment and must score at least 75% on the appraisal form. Movement to CONTISS 14 is by appointment after an interview.

(ii) Subject to the provisions of these Conditions of Service, a staff shall be promoted having regard to the length and quality of his experience/service and satisfactory performance in a promotion assessment. Although the Committee shall normally consider only recommendations put forward and supported by the Head of Department concerned, a staff not recommended for promotion may forward a statement of his case through the Registrar, setting out his claims to be considered for promotion.

“Temporary Staff” means member of staff appointed to a post temporarily. It excludes daily rated staff.

“Tribunal” means the Tribunal of Enquiry established by the University Council.

“University” means the University of Calabar.

“Vice-Chancellor” means the Vice-Chancellor of the University of Calabar.

2.0 ESTABLISHMENT

There shall be a standing Committee of Council to be known as the Appointments and Promotions Committee (Junior Staff).

2.1 Membership

Membership of the Committee shall be as follows:

(i) Registrar (Chairman)
(ii) Bursar
(iii) Two Representatives of Council
(iv) Director of Works
(v) All Faculty/Institute Officers
(vi) Head of Senior Establishments Division
(vii) Head of Junior Establishments Division, to serve as Secretary

2.2 Quorum

The quorum of the Committee shall be 1/3 of the members, one of whom must be the Chairman or his representative.

2.3 Terms of Reference

i. To consider and make all appointments and promotions of staff on CONTISS 5 and below.

ii. To advise Council through the Vice-Chancellor on the ratification of all appointments and promotions of staff on CONTISS 5 and below.

iii. To give appropriate advice on the application of the regulations governing the Conditions of Service of staff on CONTISS 5 and below.

iv. To carry out any other function(s) that may fall due from time to time on matters relating to staff on CONTISS 5 and below.
4.7.2 Mode of Appraisal for Promotion

(i) There shall be in any given year a call for assessment by the Registrar.

(ii) Members of staff who consider themselves qualified for promotion in a given year shall so indicate by completing the Appraisal forms designed for that purpose and submitting same to their Heads of Departments through their appropriate unit heads.

(iii) All appraisals shall be considered, in the first instance, by the Departmental Appointments and Promotions Sub-Committee whose membership shall consist of:

(a) Head of Department - Chairman
(b) The most senior administrative staff of the Department, provided that he is not a candidate.
(c) The most senior technical/professional staff in the Department, provided that he is not a candidate.
(d) A senior administrative staff in the department will serve as Secretary provided that he is not a candidate.
(e) Administrative and professional staff in the Dean/Provost/ Director’s office will have to be assessed by the Provost Deans/Directors and assisted by the most senior administrative staff provided he is not a candidate.

4.7.3 Registry Sub-committee on Appointments and Promotions

(i) There shall be a sub-committee on Appointments and Promotions (Administrative and Professional) constituted by the Registrar to collate and assess appraisals received from all Units/Departments before forwarding to the Central A & P C (Admin & Professional).

(ii) Membership of the sub-committee shall be as follows:

(a) Registrar - Chairman
(b) All Deputy Registrars - Members
(c) A Principal Assistant Registrar to be appointed by the Registrar to serve as Secretary.
CHAPTER FIVE

5.0 GENERAL PROVISIONS

5.1 Tenure of Appointment
All Academic, Administrative and Professional appointments are tenable for two years in the first instance; provided that such appointments may be extended for specific periods or confirmed to retirement age at the discretion of Council.

5.2 Appointment of Non-Nigerians
All appointments of Non-Nigerians except in special cases shall be by contract for a period not exceeding two years in the first instance. Such appointments may be renewed on yearly basis subject to satisfactory performance of duty and medical fitness as certified by the Director of Health Services or a medical officer approved by him.

5.3 Married Women
Married women appointed as Senior Staff of the University shall have the same conditions of service as those of their male colleagues, on the condition that a family is not eligible to double emoluments in relation to housing. Provided that, in relation to medical benefits, passages, allowances and any other benefits accruing to staff of the University, each shall be treated as an individual. A non-Nigerian woman married to a Nigerian has the same contractual rights, obligations and privileges as applicable to a Nigerian member of staff.

5.4 Public Appointments
Members of senior staff holding full time teaching, research, or administrative posts shall not be permitted to hold more than one paid appointment in the Public Service of the Federation. The Vice-Chancellor may act on behalf of Council with regard to approval in cases of urgent requests for public appointments.

5.5 Outside Appointments
5.5.1 Categories of Appointments
The following are the usual categories of outside appointments which may be offered to senior staff of the University:

(i) Appointments requiring expertise in respect of which the appointee is already employed and paid by the University.

(ii) Appointments requiring expertise in respect of which the appointee is not directly employed and paid by the University.

(iii) Appointments which require no special expertise other than ordinary experience and public spirit.

(iv) Appointments which are in the nature of political patronage.

1.0 GENERAL

1.1 Title:
These Regulations may be referred to as Conditions of Service for Staff on CONTISS 5 and below of the University of Calabar.

1.2 Commencement:
These Regulations shall come into operation on 1st October, 2014.

1.3 Application:
These Regulations shall apply to all categories of staff of the University of Calabar on CONTISS 5 and below or other salary structures as Government may approve from time to time.

1.4 Interpretation:
The Registrar is empowered to interpret these Regulations. Where the person affected is dissatisfied with the interpretation, he shall have a right of appeal to the Vice-Chancellor.

1.5 Definitions:
In these Regulations, unless the context otherwise requires, the following expressions shall have the meanings indicated:

“Bursar” means the Bursar of the University of Calabar.

“Child” means biological child, a step child, or a legally adopted or married child of a member of staff who is below the age of 21 years or if above is in full-time attendance in an educational institution, is not in gainful employment, is unmarried, and is wholly dependent on the member of staff.

“Council” means the Council of the University of Calabar.

“Department” means any teaching, research, service or administrative unit, or any school, institute or other unit recognized as a Department by the Council.

“Director of Health Services” means the Director of the University of Calabar Health Services.

“Daily rated Staff” means an employee whose emoluments are calculated on the number of days actually worked.

“Established Staff” means member of staff, whether confirmed or not, holding a regular appointment in an established post.
5.5.2. Conditions for Acceptance of Outside Appointments
In all cases where the appointment has been offered by any of the Governments of
the Federation, a Public Corporation, Public Utility Company, Local Government
Council, a reputable religious organization, or any organization of a public nature,
the member of senior staff may be permitted to accept the offer if:

(i) The amount of time that will be spent by the officer in carrying out the functions of
the outside appointment or assignment is not such as will jeopardize the efficient
performance of the University duties of the member of senior staff, and

(ii) The effect of the acceptance is not in conflict with the interest of the University as an
institution of higher learning.

Where the offer of appointment has been made by a private company or
organization and it is not a Directorship with executive functions, then in addition to
the above, the remuneration should be taken into account in deciding whether or not
acceptance of the offer by the member of staff will jeopardize the efficient
performance of his duties in the University.

5.5.3 Procedure
(i) All applications for permission to take up an outside appointment or assignment
should be sent to the Registrar through the Head of the applicant's Department for
the consideration of the Appointments and Promotions Committee. Very urgent
cases requiring decision before the next meeting of the Appointments and
Promotions Committee shall be referred to the Registrar to the Vice-
Chancellor.

(ii) The Vice-Chancellor may act on behalf of the Appointments and Promotions
Committee with regards to approval in cases of urgent requests for public
appointments particularly during the vacation period.

(iii) Request for extension of periods of such leave of absence shall also be considered by
the Appointments and Promotions Committee. Each application for extension shall
be considered on its merit.

(iv) The periods of such leave of absence shall not be counted towards the confirmation
of appointment of the individual concerned, in view of the fact that it would be
difficult to assess such persons on the criteria normally used for confirmation of
appointments by the University.

(v) Such periods of leave of absence shall not normally exceed three years.

(vi) Any member of senior staff granted leave of absence for a period exceeding two
years, to serve in the public service, shall give up his right to University
accommodation.

(vii) Where the absence of a staff on Leave of Absence affects the effective operation of
the Department, the Head of Department shall apply to the Development
Committee for the creation of supernumerary post.
5.6 Discipline
Discipline of all senior staff shall be in accordance with Section 15 of the University of Calabar Act, 2004, which provides as follows:

5.6.1 Removal from Office
If it appears to Council that there are reasons for believing that any person employed as a member of the academic, administrative or professional staff of the University, other than the Vice-Chancellor, should be removed from his office or employment on the grounds of misconduct or inability to perform the functions of his office or employment, the Council shall:
(i) Give notice of those reasons in writing to the person in question;
(ii) Afford him an opportunity of making representation in person on the matter to the Council; and
(iii) If he or any three members of the Council so request within the period of one month beginning with the date of the notice, make arrangements:
   (a) for a joint committee of the Council and Senate to investigate the matter and to report on it to the Council and
   (b) for the person in question to be afforded an opportunity of appearing before and being heard by the investigating Committee with respect to the matter; and if the Council, after considering the report of the investigating committee, is satisfied that the person in question should be removed as aforesaid, the Council may so remove him by an instrument in writing signed on the directions of the Council.

5.6.2 Suspension from Office
The Vice-Chancellor may, in a case of misconduct by a member of the staff which in the opinion of the Vice-Chancellor is prejudicial to the interests of the University, suspend such member and any such suspension shall forthwith be reported to the Council.

5.6.3 Good Causes for Disciplinary Action
For good cause, any member of staff may be suspended from his duties or his appointment may be terminated by Council; and for the purposes of this subsection “good cause” means:
(i) Conviction for any offence which the Council considers to be such as to render the person concerned unfit for the discharge of the functions of his office; or
(ii) Any physical or mental incapacity which the Council, after obtaining medical advice, considers to be such as to render the person concerned unfit to continue to hold office; or
(b) The University will be responsible for all expenses in taking out the patent.
(c) The University Council will decide whether the staff shall be allowed a share of any royalties or commercial proceeds. Whether or not he is allowed controlling rights, the staff may apply to the Awards Committee for an award in respect of his invention.
(v) In fixing the amount of any award or share of commercial proceeds:
(a) Any reasonable expenses incurred by the staff in respect of his invention shall be taken into account.
(b) The reservation of the right of use, free of royalty by the University shall not be taken into account, but if and when the University exercises such right, a material change calling for modification of the award shall be deemed to have taken place.
(c) The Awards Committee will submit its recommendations for the Council’s approval.

12.3 SECURITY
Staff are required to observe any rules made by a competent authority regarding the security of persons or property on a University Campus, road traffic regulations, the custody of animals, etc.
CHAPTER TWELVE

12.0 PUBLICATIONS, INVENTIONS AND SECURITY

12.1 Publication

Senior staff are not restricted as to the publication of the results of their research work, or to expressing their views on matters of public concern but the following guidelines are provided for observance where appropriate:

(i) Where work is undertaken concerning the activities of Governments or public bodies in Nigeria the provisions of legislation relating to official secrets shall be applicable.

(ii) Matters of a confidential nature concerning the University shall not be published or disclosed to outside parties by staff, without the Vice-Chancellor’s approval.

12.2 Inventions

(i) A staff who has made an invention during the course of his work at the University shall immediately report it to the Vice-Chancellor. He shall, at his own expenses, or at the expense of the University if so required by the Vice-Chancellor, lodge an application for provisional protection of the patent.

(ii) The University Council shall appoint an Award Committee, including at least one qualified lawyer, to make investigations and recommendations in respect of inventions. The Awards Committee may make rules regulating its proceedings, but any staff involved in an invention shall be entitled to appear personally or be represented before the Committee.

(iii) As soon as practicable, the Awards Committee will recommend, and the Council will decide whether the staff will be allowed controlling rights in the patent. Pending the decision of the Council, the right shall be deemed to belong to and be held in trust for the University. Where an invention is in all reports alien to the employment of the staff, he will normally be granted the controlling right. If the staff is allowed the controlling rights the following provisions shall apply:

(a) The staff shall be responsible for all expenses for taking out the patent.

(b) The Council may attach to its decision such conditions as it may think fit and in particular, may reserve for the University a right of user of the invention free of royalty or may reserve the right to a share of any commercial proceeds.

(iv) Where the staff is not allowed controlling rights of the patent, the following provisions will apply:

(a) The staff shall assign all his rights in the invention to the University.
(ii) Membership of the Committee shall be for two sessions, except for the Chairman.

(iii) The Committee shall deal with disciplinary matters referred to it by the Vice Chancellor.

(iv) Whenever a matter referred to the Management Disciplinary Committee is expressly stated to be urgent, the Committee shall meet to consider such matter within a reasonable time of such reference.

(v) The recommendation of the Management Disciplinary Committee shall be subject to the approval of the Council Disciplinary Committee.

(vi) An aggrieved employee who is not satisfied with the recommendation of the Management Disciplinary Committee as approved by the Committee shall have a right of appeal to the Vice-Chancellor through the Chairman of the Committee. Pending the determination of such an appeal, the decision of the Committee shall remain in force, subject to approval by the Council.

(vii) Without prejudice to constitutional rights, an employee shall be as much as possible exhaust all avenues provided in these regulations for redress before proceeding to court.

5.6.7 Disciplinary Procedures

5.6.7.1 Oral Warning
A Head of Department may warn an employee orally on minor shortcomings.

5.6.7.2 Written Query
(i) An employee, whose conduct or work is unsatisfactory, shall be given a written query by the Head of Department. If the employee’s explanation is considered by the Head of Department as adequate, no further action shall be taken.

(ii) If his explanation is not accepted as satisfactory, the Head of Department shall forward a copy of the query and the employee’s reply with his comments to the Registrar, who shall issue a written warning to the employee.

(iii) If the employee’s work or conduct continues to be unsatisfactory, the Head of Department shall issue another query and if the employee’s reply to the query is considered unsatisfactory, he shall advise the Registrar to issue a further warning. Such warning may incorporate a reminder to the employee of the probable consequence of his continued unsatisfactory performance, such as deferment of increment or termination of appointment.

11.5 SENATE RESEARCH GRANT
(a) Eligibility
(i) Staff pursuing part time studies for higher degree under the University of Calabar Staff Development Programme.

(b) Academic staff undertaking approved research.

(c) Applicants shall show evidence of having expended and retired previous grants.

11.6 UNIVERSITY POST DOCTORAL FELLOWSHIP
Notwithstanding Section 11.3 above, the University Council shall introduce Post Doctoral Fellowship Leave with pay outside Nigeria as part of the University’s Staff Development Programme.
11.4 STAFF DEVELOPMENT (IN-SERVICE TRAINING)
This applies to a staff studying part time for higher degree in his discipline while still giving full time service to the University. Such a beneficiary must be bonded to the University.

(i) Entitlement
(a) Salary and allowance (including annual leave allowance)
(b) Tuition Fee Waiver
(c) Book allowance of N10,000.00 per session
(d) Dissertation Allowance (at appropriate rate)
(e) Postgraduate Studies Allowance of N6,000.00 per annum
(f) Research Grants – through the appropriate Committee.

5.6.7.3 Appearance before the Management Disciplinary Committee
(i) If an employee has been warned on two occasions on any misconduct and his unsatisfactory conduct continues or he commits a new offence, the Registrar shall refer the employee to the Management Disciplinary Committee for fair hearing on the matter. However where the offence involves a major or gross misconduct, the employee shall be referred to the Council Disciplinary Committee after being served with a letter of suspension without recourse to any warning. 

(ii) The decision of the Disciplinary Committee shall be communicated to the employee in writing.

5.7 CATEGORIES OF MISCONDUCT
The following shall constitute misconducts for which disciplinary measures can be taken against senior staff:

5.7.1 Minor Misconduct
(i) Absence from duty without permission
(ii) Lateness to work
(iii) Loitering
(iv) Truancy
(v) Trading during office hours
(vi) Quarreling
(vii) Any other minor misconduct not mentioned

5.7.2 Major Misconduct
(i) Insubordination
(ii) Fighting in the office
(iii) Negligence of duty
(iv) Drunkenness while on duty
(v) Loss/willful damage to university property
(vi) Insolence
(vii) Using of official position to intimidate or bargain for sexual favour
(viii) False claim against the university
(ix) Students becoming sales agents for lectures
(x) HODs who fail to present department results to their Academic Boards.

5.7.3 Gross Misconduct
(i) Fabrication of accounts/records
(ii) Conviction for a criminal offence
(iii) Gross insubordination
(iv) Stealing, corruption and dishonesty
(v) Aiding and abetting examination malpractice or leaking examination questions and results
(vi) Alteration of examination grades and results
(vii) Abandonment of duty
(viii) Forgery
(ix) Plagiarism
(x) Sabotage against the university
(xi) Disclosure of official information or documents from files without express permission
(xii) Students exploitation of any kind such as:

(i) Cruelty to students: any action taken to forestall the graduation of any student at his/her appropriate time of graduation such as: hiding or destroying students file/records/examination scripts, etc (all examination scripts must be returned to the HOD and safely kept for at least five years), or threatening a student that he/she will never graduate from this University.

(b) Financial exploitation of students: this includes coercing, compelling, cajoling students to buy books written by the lecturer and keeping a list of students who fail to do so, and submission of assignment with money ostensibly for typing or binding or both.

(c) Engaging any office assistant(s) not employed by the University as this has become a conduit for student exploitation

(d) Compelling students to pay for books yet to be published or not even in print. This amounts to trading on students.

(e) Giving mandatory assignments inside textbooks whether authored/co-authored by the lecturer or not.

(xiii) Failure to hand over all matters/materials meant to be handed over by outgoing officers to the in-coming ones within two (2) weeks of vacating an office. This applies to Examination Officers, Program Coordinators, HODs, and Deans and Directors, etc.

(xiv) An elected Dean or Director/Provost who is proceeding on Sabbatical must resign for a fresh election to be conducted. He/she must not handover to his/her favourite in the hope of resuming as Dean on resumption from Sabbatical. The handover must be to the newly elected Dean/Defector/Provost.

(xv) A staff exceeding his/her level of authority in the discharge of his/her duties is guilty of Gross Misconduct.

(xvi) Any staff/students involved in:

(a) NYSC racketeering;
(b) UNICAL Certificate sales/ racketeering;

(iii) Entitlement
A staff on Study Fellowship shall be entitled to the following:

i. Payment of Basic salary including all the approved allowances except:
   a. Excess work load
   b. Utility
   c. Examination supervision
   d. Project supervision
   e. Hazard Allowance

ii. Prescribed fees (including accommodation at the prevailing rate).

iii. Local transport allowance of N5,000.00 per session payable to those studying within and outside Calabar. A staff who undertakes his programme in the University of Calabar or within Calabar city shall be entitled to his normal transport and rent allowances per annum.

iv. Research Grant Award on application.

v. Book allowance of N10,000.00 per session.

vi. Dissertation. Allowance payable once only as follows:

- Doctorate programme - N10,000.00
- Master - N7,000.00
- First Degree - N3,500.00
- Diploma - N1,500.00

(iv) Accommodation:
A beneficiary who may retain his accommodation must be of the rank of Lecturer II and above, or its equivalent.

(v) Transportation:
Road transportation allowance to and from the institution of study and calculated at the prevailing rate will be provided. It is payable on commencement and after successful completion of studies.

11.3 Study Fellowship outside Nigeria
The University of Calabar, as a matter of policy, shall not sponsor staff outside the country for a course available in Nigerian Universities. A staff wishing to undertake such courses in Universities outside Nigeria will have to seek for external sponsorship.

Provided that, in special areas (even where courses are available in Nigerian Universities), the University may sponsor eligible staff for study outside Nigeria.
CHAPTER ELEVEN

11.0 POLICY ON STAFF DEVELOPMENT

11.1 Staff Development

(i) Definition
This means the provision of facilities that will enable staff on first appointment to
develop themselves professionally or academically in order to function more
efficiently in the discharge of their duties within the University system.

(ii) Background
Owing to the many changes which have taken place including the devolution of the
Naira, increasing demand for training and retraining since the last review of the staff
Development Policy of the University, a revision in the following components of staff
development shall henceforth take effect:

(a) Study Fellowship
(b) In-service Training
(c) Study Leave
(d) Leave of Absence
(e) Sabbatical Leave
(f) Conference Attendance, and
(g) Senate Research Grant

11.2 Study Fellowship

(i) Definition
This means University of Calabar sponsorship of a staff undertaking courses of study
related to their jobs within the University or in other institutions of higher learning
within or outside the Country.

(ii) Eligibility
i. To be eligible for consideration, an applicant must either be:

ii. A Graduate Assistant or
iii. Confirmed staff of other categories who has served the University for a minimum of
three academic sessions, and

iv. Must show evidence of admission into prospective full or part-time programmes at
the time of application.

v. must sign a bond to serve the University after the completion of programme.

(c) Selling/buying admission into UNICAL or involved in any form of admission
racketeering; these are severe cases of gross misconduct. Offenders in this category
will be further prosecuted.

5.8 Other categories
(i) Inefficiency
(ii) Incompetence

5.9 DISCIPLINARY MEASURES
The above misconducts shall attract the following disciplinary measures:

5.9.1 Minor Misconduct
(i) Warning
(ii) Suspension

5.9.2 Major Misconduct
(i) Deferral of increment
(ii) Deferral of confirmation
(iii) Suspension for a specific period with loss of pay for up to a period of four months in the
first instance and six months and 1 year subsequently.
(iv) Delay of promotion for specific period
(v) Loss of Headship or other administrative positions of honor and responsibility for
specific period
(vi) Downgrading by one, two or three official ranks.

5.9.3 Gross Misconduct
(i) Dismissal
(ii) Retirement from service
(iii) Termination of appointment
(iv) Prosecution

5.9.4 Other Categories
(i) Retirement
(ii) Termination of appointment.

5.10 Suspension
(i) If, in the opinion of the Head of Department, misconduct by an employee is such as to
warrant the employee's suspension, the Head of Department may recommend to the
Registrar that the employee be suspended;

(ii) If, in the opinion of the Registrar a prima facie case has been made against the employee
and it is necessary to investigate the matter further with a view to determining the guilt
or the appropriate disciplinary action, the employee may be suspended for a period not
exceeding six months in the first instance pending the determination of his case by the
Committee;
(iii) When an employee has been suspended, he shall thereon be forbidden to carry out his duties or visit his place of work without the written consent of the Registrar. He may also be called upon to surrender the account books and records and other property of the University in his charge to such other employee as the Head of Department will order.

(iv) While on suspension, the employee will be entitled to only half of his salary. The Management Disciplinary Committee shall consider the case against the employee and make its recommendation to the Council Disciplinary Committee;

(v) The Council Disciplinary Committee, after considering the recommendation of the Management Disciplinary Committee may:

(a) Reintroduce the employee (in which case, he shall be entitled to a refund of part of his salary that was withheld during the period of suspension); or

(b) Terminate his appointment or dismiss him (in which case he shall lose his withheld salary) subject to the approval of Council;

(c) Take any other disciplinary action it deems fit;

(d) The Council Disciplinary Committee shall consider the recommendations of the Management Disciplinary Committee and take a decision thereon as early as practicable provided that in some cases, such a decision shall not be delayed for more than six months from the date of the suspension.

5.11 Conditions for Staff seeking Redress in Court

(i) Without prejudice to constitutional rights, an employee shall as much as possible exhaust all avenues provided in these regulations for redress before proceeding to court.

5.12 Cease and Determination of Employment

The appointment of an employee may cease or be determined in any of the following ways:

(i) Death
(ii) Resignation
(iii) Termination by the University
(iv) Dismissal
(v) Retirement:

(a) Compulsory Retirement
(b) Voluntary Retirement, and
(c) Retirement on Medical Grounds

(vi) Withdrawal of Service

10.7 Contributory Pension Scheme (CPS)

This scheme is contributory in nature and it took effect in June, 2004 till date though there is an exemption period of 3 years. Retired within this period of June, 2004 to July, 2007 are exempted from the CPS and shall be treated under the Defined Benefits Old Scheme.

Under the CPS, there is a dual contribution of 10% of the basic to the Retirement Savings Account of staff. The employer of treasury funded MDA’s shall contribute 10% and the employee 8% respectively on a monthly basis.

The employee must open an RSA (Retirement Savings Account) with any PFA (Pension Fund Administrator) of their choice. The retirement age remains 65 for academic and non-academic and 70 for staff in the professorial cadre.
v. An employee may retire voluntarily at any time before he attains the age of 50 years, provided that no pension will be due until he reaches his 50th birthday. He must give a minimum of three months‘ notice of his intention to retire from the service of the University or pay one month’s salary in lieu of notice.

vi. An employee shall qualify for payment of gratuity after five years of service to the University by PTAD.

vii. A Professor shall retire from the University with full benefits which is dependent on years as a professor as provided by the Pension Reform Act 2014 as amended or such other relevant laws as may from time to time be in force.

viii. After a properly constituted Medical Board has pronounced that an officer is not suitable for further service on health grounds, his pension shall be processed as an involuntary retiree and paid PENCOM accordingly, at age 50 or 25% can be accessed and the full benefits at age 50, in accordance with the Pension Reform Act 2014 or such other relevant laws as may from time to time be in force.

10.2 Death Benefit
If an officer dies, his beneficiary shall be paid his death benefits and other entitlements as currently in operation in the Pension Reform Act 2014 or such other relevant laws as may from time to time be in force.

10.3 Injury Compensation
If an officer is permanently incapacitated through injury during the course of his employment and without own fault, he shall be granted compensation in accordance with the Workmen’s Compensation Act with effect from the date he sustained the injury.

10.4 Five Year’s Pension Guarantee after Retirement:
If an officer, who was entitled to Pension under the defined benefit scheme, dies within five years of his retirement, his designated survivor(s) (next-of-kin) shall proceed to PTAD for onwards enrolment and computation of death benefits due.

10.5 Payment of Benefits to Estate of Officers
Where within two years of the disappearance of an officer, a Board of Inquiry set up by the Council is able to conclude that the officer who is reported missing is dead, his estate may be paid the benefits approved by National Pension Commission (PENCOM) after documentation through the Probate, Pension Unit and PFA (Pension Funds Administrators).

10.6 Defined Benefit (Pay-As-You-Go)
This refers to pensioners under the old scheme before June, 2004. The role of the University towards the pensioners is simply documentary procedures only as computation and payment of all benefits is the responsibility of PTAD direct to the beneficiaries.

5.12.1 Death
A staff who has been confirmed dead shall cease to enjoy the rights and benefits accruing to serving staff. His next-of-kin shall, on application subject to the current pension law and certification, be paid the terminal benefits of the deceased staff as the case may be.

In addition to the terminal benefit, the next-of-kin of a deceased staff shall be paid a benevolence benefit, viz: N250,000.00 for Junior Staff and N300,000.00 for Senior Staff to facilitate the arrangement of a befitting burial. The University shall arrange a commendation service in honour of the deceased staff and present a condolence message to be read at the funeral.

The University shall foot the bill for embalming for a maximum of 28 days, provide an ambulance to convey the corpse and a bus to convey sympathizers to the funeral.

5.12.2 Resignation of Appointment (Academic Staff)

(i) A Professor, unless appointed for a specific contractual period, shall not resign his appointment earlier than the end of the academic session, after having given to the University not less than six months notice in writing of his intention to do so, unless the consent of the University is otherwise obtained.

(ii) An academic staff other than a Professor shall not resign his appointment earlier than the end of the academic session, after having given to the University through the Head of his Department at least three months’ notice in writing of his intention to do so, unless the consent of the University is otherwise obtained.

(iii) Where an appointment is for one year or less, the appointment may be terminated by either of the parties at anytime during the period on one month’s notice in writing. In the case of temporary appointments subsisting for more than one year, three months’ notice in writing shall be required unless otherwise stated in the letter of appointment.

(iv) The appointment of an academic staff on Doctoral Research Fellowship which is normally tenable for three years, may be terminated by either parties at any time during this period by three months’ notice in writing.

(v) The appointment of an academic staff on Medical Research Fellowship which is normally tenable for one year at a time, may be terminated by either parties at any time during this period by one month’s notice in writing.

5.12.3 Termination

(i) Grounds of Termination: An appointment may be terminated by the Council of the University on any of the following grounds:

(a) Misconduct, act of omission (inefficiency) or willful refusal to discharge his obligations or duties to the University.
(a) Incapacity arising from any infirmity, whether of body or mind, to render further efficient services to the University.

(i) Procedure for Termination:
In terminating the appointment of a staff, the following procedure shall apply:

(a) An employee shall be notified in writing of the grounds on which consideration is being given to the termination of his appointment.

(b) The employee has had an opportunity of replying to the allegation, if any, made against him or making any written or oral representation in respect thereof, and Council or any Committee to which Council may have delegated power in that regard, has considered such representations. For this purpose, the employee shall be given not less than 48 hours within which to reply or make his representations.

(c) The employee whose appointment is being considered for termination shall be given an opportunity of appearing in person to defend himself at the meeting of Council at which the termination of his appointment is to be considered. Where an appointment may be terminated in accordance with Section 5.7.3 (xii), Council may at its discretion and in lieu of termination, permit the employee to resign his appointment in accordance with the provisions of the Conditions of Service.

(d) Where an appointment is terminated in accordance with Section 5.7.3 (xii) of this section, the employee shall not, unless Council otherwise resolves, be entitled to receive accrued leave pay or traveling expenses.

(e) Where an employee resigns his appointment or has his appointment terminated, a sum not less than one month salary shall be withheld by the Bursary from his final entitlements, to defray any liability in respect of electricity bills, damage to property, etc. The balance from the amount so withheld, if any, shall be refunded to him within the month following, after all other deductions if any, had been made.

5.12.4 Dismissal
Where an employee is liable for gross misconduct which has been established by a Panel or Committee set up for the purpose, and which misconduct in the opinion of the Council is serious enough to demand greater disciplinary action than termination of his appointment, the Council may dismiss such an employee. An employee so dismissed shall lose his terminal benefits.

CHAPTER TEN

10.0 RETIREMENT, PENSION AND GRATUITY

10.1 Retirement
The University of Calabar shall cater for the retirement procedures only. Payments of retirement benefits shall be handled as follows:

(i) Old Scheme (Defined Benefits)
This applies to staff who retired on or before June 2004. Such category of staff shall receive their benefits through the Pension Transitional Arrangement Directorate (PTAD).

(ii) New Scheme (Contributory Pension Scheme - CPS)
This applies to staff on permanent appointment under the provisions of the Federal Government Pension Reform Act 2014 as amended or such other relevant laws as may from time to time be in force.

10.1.1 Retirement Age
(i) The compulsory age of retirement is 65 years for both academic and non-teaching staff except for Academic staff in the Professorial cadre ( Readers and Professors) who are to retire at the age of 70 years.

10.1.2 Contract Appointment
i. Contract appointment on retirement shall be available only to academic, technical and professional staff in areas of critical need.

ii. For academic staff, all applications for appointment on contract/renewal in areas of critical need must be exhaustively discussed at the Departmental and Faculty Boards and the recommendations routed through the Vice-Chancellor to Council for consideration. The applicant's Department must give convincing reason(s) for requiring the services of such an applicant;

iii. For technical staff and others in areas of critical need, application for contract appointment/renewal must be routed through their Heads of Departments to the Registrar for Council's consideration. Convincing reason(s) for requiring the services of such an applicant must be attached

iv. Contract appointment is not open to the following categories:
   a. Administrative staff of the University on retirement at age of 65 years
   b. Staff who retired from other government establishments
9.7 Occupation of Quarters While on Leave of Absence
(i) A staff shall not be permitted to sublet his house during any period of absence from the University.

(ii) A staff on leave of absence may be allowed to retain the University accommodation for not more than a period of two years in the first instance. (See Section 7.2.3)

(iii) A staff going on leave and who proposes to arrange privately that their house be temporarily occupied in their absence must seek and obtain the approval of the Housing Allocation Committee. Such staff must not later than three months prior to their departure on leave, apply to the Committee for approval on the appropriate form.

9.8 Exchange of Houses
A staff shall not be permitted under any circumstance to exchange houses/flats without the prior approval of the Housing Allocation Committee. All keys must be handed over to the Secretary, Housing Allocation Committee.

9.9 Vacation of Quarters
i. A staff resigning from the University must vacate quarters not later than the day on which his contract expires.

ii. A staff whose contract has expired and has not been renewed shall vacate his quarters at most two months from the date of expiration of the contract or made to pay rent for the period in excess of the two months.

iii. Any member of staff who has retired or been retired shall vacate his quarters not later than six months from the date of his retirement. During this period the University shall ensure that his gratuity or other entitlements are paid.

iv. Where a staff who is occupying University quarters dies in active service, the family of the deceased staff shall be given up to six months to vacate the quarters, provided that the terminal benefits of the deceased have been paid.

v. A penalty of N10,000.00 per month shall be imposed on any occupant who, without permission or lawful justification, exceeds the limit as spelt out in Section 9.9 (i-iv). The University shall cause such amount to be deducted from his terminal benefits at source.

5.12.5 Retirement
(i) Normal Retirement
An employee shall retire from the service of the University on his 65th birthday subject to existing law on retirement unless the University decides to extend his or her services for a longer period. Such extension shall be on contract. The extension of service after retirement shall only be approved if a University Medical Officer annually certifies the employee’s fitness to continue. The extension shall be on a year to year basis.

(ii) Voluntary Retirement
An employee may voluntarily retire at any time after 10 years of service before he attains the age of 50 provided that no pension will be due until he reaches his 50th birthday. An employee may retire from the service of the University at any time after reaching 50 years of age, on giving three months’ notice.

(iii) Retirement on Medical Grounds
An employee may be called upon by the Vice-Chancellor to retire with three months’ notice, if he is declared by the University Health Panel to be incapable of discharging his duties because of an ailment of body or mind which is likely to persist beyond the expiry of any sick leave which might be granted.

5.12.6 Withdrawal of Service
An employee who has successfully completed 5 years’ service but less than 10 years may withdraw his services and shall be entitled to one year salary as gratuity only. An employee who has served 10 years and above shall be entitled to receive gratuity and pension when he attains the age of 50.

5.13 Medical Care
(i) A staff shall be provided with free medical attention if and when the need arises including the provision, repairs or change of spectacles and crutches. This facility shall be extended to the immediate family, i.e. wife and children of the staff concerned.

(ii) Where a staff goes abroad for treatment on the advice of a medical doctor approved by the University, on the grounds that the appropriate treatment is not available in Nigeria, the medical expenses shall include the cost of maintenance in Hospital.

(iii) Without prejudice to the foregoing, a staff who, in accordance with his contract of service, incurs any expenditure in respect of medical treatment for himself or family outside Calabar may claim a refund of any such expenditure. Any such claim for a refund must be supported by proper receipts.

(iv) Free passage overseas on medical grounds cannot be granted without the approval of the Vice-Chancellor.
CHAPTER SIX

6.0 PASSAGES AND BAGGAGES

6.1 Definition
Passages are the expenses incurred by the University on transportation and baggage of staff and family on assumption of duty and when they finally leave service.

(i) A staff is required to declare his biological children and dependants with evidence at the time of assumption of duty or at any reasonable time for the purposes of payment of passages.

(ii) In the payment of passages and baggages, the University shall take into account the need to save costs.

6.2 Payment of Passages to Nigerians
(i) A member of Senior Staff recruited from overseas shall be entitled to appropriate class air passage or approved first class sea passage for himself, his wife and up to 4 children whose ages are not above 21 years, and a baggage allowance of 4 cubic metres per man and wife if travelling by sea and 200 kg each, if he is travelling by air in respect of his journey to Nigeria from his place of engagement on first appointment.

(ii) A Nigerian Senior Staff recruited within the country may be refunded his actual expenses on passage to the University in accordance with the existing schedule. A similar refund shall be made on final departure from the University to an employee domiciled in or going to a destination in Nigeria.

6.3 Expatriates
(i) A non-Nigerian member of Senior Staff recruited from overseas shall be entitled to appropriate class air passage or approved first class sea passage for himself, his wife and up to 4 children whose ages are not above 21 years, and a baggage allowance of 4 cubic metres each per man and wife if she is travelling by sea, and 200 kg each if he is travelling by air. Expatriate staff returning home on terminal leave or resuming duty on first appointment are entitled to a baggage allocation of 200 kg unaccompanied and 100 kg for accompanied baggage in addition to cost of transportation.

(ii) Where a member of the Senior Staff resigns while on overseas leave, he shall not be entitled to passages for himself, his wife and their children to return to Nigeria.

6.4 Passages for Non-Nigerian Senior Staff While on Leave
(i) Biennial Leave for Non-Nigerian Staff
Non-Nigerian staff are entitled to overseas leave upon the expiration of their two-year service contract provided that if the contract is renewed for another two-year period, the privilege of overseas leave is limited to a return fare to his destination. A staff arriving at any time up to January 31 of any year shall be entitled to this leave in the alternate long vacation.

(e) Length of service: Preference shall be given to the application with longest continuous service to the University.

(f) Length of occupancy of present quarters: Preference shall be given to the applicant with the longest stay in his present quarters.

(i) A staff to whom a house/flat has been allocated should take up occupation only if the house/flat is in a reasonable tenable condition.

Where the flat/house is not in tenable condition the University shall effect renovation or the staff shall on the approval of the Chairman of Housing Committee embark on renovation and submit bills for reimbursement.

9.4 Rents Payable by Staff

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Rent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>1st Grade House, Bungalow, 3 bedroom, a study, servant quarters, garage, 2 No. bath tub, 2 No. WC, Kitchen, Store</td>
<td>₦124,000.00</td>
</tr>
<tr>
<td>B</td>
<td>2nd Grade House, 2 bedroom, a study, servant quarters, garage, 2 No. bath tub, 2 No. WC, kitchen, store</td>
<td>₦80,000.00</td>
</tr>
<tr>
<td>C</td>
<td>3rd Grade House, Bungalow, and Duplex, Bungalow, 3 bedroom, servant quarters, 1 No. bath tub, 2 No. WC, kitchen</td>
<td>₦65,000.00</td>
</tr>
<tr>
<td>D</td>
<td>4th Grade House, 2 bedroom, bath tub, WC, kitchen</td>
<td>₦80,000.00</td>
</tr>
</tbody>
</table>

The above rates are subject to review from time to time by Council.

9.5 Electricity Bills
All staff resident in the University quarters shall pay their monthly electricity bills through the Bursary Department by appropriate deductions from their salaries.

9.6 Hotel Charges to Be Settled by University Staff
Where the University provides hotel accommodation for staff on assumption of duty, such staff will be responsible for all expenditure on drinks, laundry and other services which he must of necessity have carried out or received if he were to stay in his lodging.
iv. New staff who are allocated accommodation shall be notified to collect keys to the house from the Furniture Clerk in the Maintenance Office.

v. Any refusal of an allocation which meets the status requirements of the member of staff precludes any other application from him during the session.

vi. Any rejection of an allocation after it has been initially accepted precludes any other application from the staff for one year.

9.2.2 Allocation to Old Members/Change of Quarters

i. A staff wishing to change accommodation may complete an application form obtainable from the Secretary to the Housing Committee. Allocations shall be strictly on the basis of merit except that a new staff shall be given priority over all other applications.

ii. The Secretary shall maintain and make available to members an up-to-date list of staff housing position, to guide those who may wish to know the quarters, which are becoming vacant.

iii. Any allocation made and accepted by the applicant following the consideration of his application cannot be changed within the same academic session.

iv. The name of any staff who is found to have given false information aimed at misleading the Committee will be struck off the list of applicants for change of housing for two years.

v. For a tie, points will be resolved by elimination on the basis of the following factors in the order shown below:
   
   (a) If the house being considered has a study, preference will be given to academics,
   
   (b) Rank, being a broad reflection of salary and of rent payable; preference is given to applicants with the highest rank.
   
   (c) Need for moving: Preference shall be given to the applicant who has the greatest need for moving, i.e. the applicant who is currently least comfortably housed.
   
   (d) Number of children: Preference shall be given to the applicant with the largest number of children.

(iii) Vacation Leave in Nigeria

In any year when vacation leave in the case of non-Nigerians, or overseas study leave in the case of Nigerians is not taken, leave transport grant shall be paid. The rates of leave transport grants payable shall be 10% of basic annual salary or as may be revised by the Federal Government from time to time.

(iv) Passages for Children

Children of non-Nigerian staff below the age of 21, being educated overseas are entitled to one return economy class air fare under the student rebate per annum to enable them visit their parents in Nigeria. Their travelling shall be under the international rules for student rebate fares and no baggage allowance shall be paid.

(v) Passages on Special Grounds

(a) A staff shall be entitled to free passages, on medical grounds to countries overseas for medical attention. No other leave passages shall be claimed in respect of the same session or calendar year by the member of staff concerned.

(b) The wife of a staff who is not herself a staff of the University and is not engaged in financially remunerative employment, may not have passage other than that to be made at the expiration of the husband's next succeeding leave.

(c) Free passage to a country outside Nigeria on medical grounds shall be granted only on the recommendation of the University Medical Board.

(vi) Passages on Official University Business

Passages on official University business shall be authorized by the Vice-Chancellor on behalf of Council. There is no family or baggage allowance entitlement. Fares while on official University business in overseas countries shall be as follows:

   (a) Professors, Deans, Heads of Departments, Directors of Institutes and equivalent administrative grades shall have economy return tickets.

(vii) Passages for a Non-Nigerian Married to a Nigerian

Non-Nigerian woman married to a Nigerian has the same contractual rights, obligations and privileges as are applicable to a Nigerian member of staff. The husband's country of domicile is for purposes of these regulations, the same as the wife's.

A non-Nigerian woman married to a Nigerian shall not be entitled to overseas leave passage at the expense of the University except by virtue of the husband's contract.
6.5 Passages Entitlement on Resignation
If a senior teaching staff resigns other than on normal retirement at a time when he has not completed a full session, he shall not be entitled to both passage and baggage allowances.

6.6 Insurance
Staff and members of Council, except Government Officials of the Council and others covered by their employers’ Life Insurance, travelling on official University business shall be covered by a life insurance to the extent provided in the current University Insurance Policy.

6.7 Warm Clothing Allowance
A staff on official University business outside the tropics may claim a warm clothing allowance of K500 or its equivalent provided that such a claim has not been made in previous three (3) years.

6.8 Official Travels Overseas
Staff on official University business who travel overseas are entitled to approved Estacode allowance per day at the existing rate, after obtaining authorization to travel from the Federal Ministry of Education National Universities Commission.

6.9 Estacode Allowance while on Official Leave or University Business
The Estacode Allowance applicable to Senior Staff on official duties abroad shall be as provided in Chapter Eight of these regulations.

The above-stated allowance may be reviewed from time to time by the appropriate authority.

CHAPTER NINE

9.0 ACCOMMODATION
Subject to availability of accommodation, the University shall provide University-owned or rented quarters for employees entitled and willing to take the accommodation.

9.1 Allocation of Quarters
There shall be a Housing Allocation Committee comprised of the Deputy Vice-Chancellor (Administration) as Chairman and four other members including the Director of Estates who will serve as Secretary.

The Senior Establishments Division of the Registry shall keep the Housing Allocation Committee informed of all appointments to enable it compile an up-to-date list of staff, showing each member's points. Heads of Departments shall be responsible for making hostel reservation for temporary accommodation of all new appointees prior to allocation of quarters by the Committee.

Where University/hotel accommodation is not possible, Heads of Departments shall recommend new members of staff for payment of allowances in lieu of 28 days free accommodation, and on receipt of such recommendation from the Head of Department, the Registrar shall advise the Bursar to pay the said allowance. Application forms shall be made available to new members of staff by the Estate Unit. Applications shall be considered and allocations made to staff in order of merit.

9.2 Eligibility
Staff on CONUASS 5 and above, CONTISS 13 and above shall be qualified for accommodation, while other staff may in appropriate cases be considered.

9.3 Rules for Allocation of Houses

9.3.1 Allocation to New Staff
i. Application for housing shall be made on prescribed forms available from the Secretary of the Committee. Such application shall reach the Secretary of the Committee at least forty-eight hours before the next statutory meeting of the Committee.

ii. Persons to whom quarters have been allocated shall complete the acceptance form attached to the letter notifying them of the allocation and return same to the Secretary of the Committee within a week of receipt of the letter. If it is not returned after two weeks, the Committee will deem that such allocation has not been accepted.

iii. Once an allocation is accepted, an application for change of quarters will not, except in special circumstances, be considered within the next one year.
8.8.2 Occupational Hazard Allowance

(iii) Medical/Dental Practitioners - N10,000.00 p.a.
(iv) Nurses, Radiographers, Medical Laboratory Scientists, Technologists and Physiotherapists - N4,000.00 p.a.
(v) Other Cadres - The rate approved in Circular 1/99 shall continue to apply.

8.8.3 Inducement Allowance
Inducement allowance of N12,500 per annum shall be paid to the following:

(i) Medical/Dental Practitioners.

(ii) Psychiatric, Anesthetic and Theatre Nurses, Radiographers and Medical Laboratory Scientists/Technologists in the Basic Medical Sciences.

(iii) Basic Medical Science Lecturers;
The allowances shall be paid at the rate of 20% of basic salary to non medically qualified staff, and 75% of call duty to their medically qualified counterparts in the Basic Medical Science Faculty.

8.8.4 Journal and Learned Societies Allowance
Journal and Learned Societies Allowances shall be paid to Resident Doctors, Nurse Tutors, Technologists, Medical Laboratory Scientists and Physiotherapy Tutors, at the following rates:

(i) Journal Allowance - N10,000.00 p.a.
(ii) Learned Societies Allowance - N5,000.00 p.a.

8.8.5 Teaching Allowance
All Medical/Dental Practitioners and Health Professionals, including Resident Doctors, Nurse, Medical Laboratory Scientists, Technologists and Physiotherapy Tutors, who are engaged in teaching shall be paid Teaching Allowance at the rates specified in Circular 1/991, while rates of all other allowances not specified in this condition of service remain as in Circular 1/99 or as may from time to time be approved by the Governing Council.

8.8.6 Pre-Clinical Departments
Medical Doctors teaching in the Departments of Pharmacology, Radiology, Medical Laboratory Services, Anatomy, Physiology and Biochemistry shall be paid call duty allowance, in order to induce them to stay in these departments. All teachers in the Basic Medical Sciences shall also be paid inducement allowance.

CHAPTER SEVEN

7.0 LEAVE

7.1 Study Leave

7.1.1 Definition
This is leave granted to a staff to enable him undertake research or studies leading to higher qualification in an Institution outside the University of Calabar.

7.1.2 Eligibility

(i) An applicant must be a senior staff of the rank of at least a Graduate Assistant or its equivalent. Where the applicant is above the rank of Graduate Assistant or its equivalent, he shall not be eligible until he has served the University for a period of two years and his appointment is confirmed.

(ii) Such leave shall be granted taking into consideration the overall interest of the Department.

(iii) An applicant who had enjoyed Sabbatical Leave will not be entitled to study leave until after three years of continuous service to the University of Calabar.

7.1.3 Entitlements

(i) Each beneficiary shall be entitled to the salary and other allowances as stipulated in the conditions of service for his category.

(ii) The period of study leave shall be determined by the duration of the programme at the host institution except for research leave which shall normally not exceed six months.

(iii) A beneficiary shall be entitled to full transportation.

(iv) The leave period shall be counted normal service period of the employee for purposes of retirement benefits and promotion.

(v) A beneficiary shall be entitled to retain his University accommodation during the period of the study leave.

(vi) Senior Staff may in accordance with these rules be considered for study leave after two years of service subject to confirmation of appointment.

(vii) Recommendation for study leave shall be submitted by the appropriate Head of Department to the Registrar for consideration by the Committee of Deans. The recommendation must be accompanied by a statement outlining the proposed programme of work or study visit.

(viii) Study leave with pay may be granted to a confirmed Senior Staff for a period of six months for the purpose of:
(f) **Shift Duty, Overtime Work and Duty Tour**
Senior non-teaching staff who are involved in shift duty, overtime work and duty tour shall be paid allowances at prevailing government rate.

(ii) **NAAT**
(a) **Laboratory Student/Technologist Staff Ratio Supplementation**
1. From Technologist II to Principal Technologist - N2,000 per hour
2. From Asst Chief Technologist to Chief Technologist - N5,500 per hour

(b) **Student Work Experience Programme (SWEP)**
3. From Technologist II to Principal Technologist - N60,000 per annum
4. From Asst Chief Technologist to Chief Technologist - N80,000 per annum

(c) **Field Trip Allowance**
This shall be paid to those involved at the rate of N60,000.00 to N100,000.00 per annum as may be determined by Council.

(d) **Occupational Hazard Allowance**
Each University Academic Technologist shall be paid N360,000.00 per annum as Hazard Allowance

(e) **Call Duty Allowance**
This shall be paid to University Academic Technologists in accordance with the existing Federal Government circular on Call Duty

(f) **Sabbatical Leave**
University Academic Technologists shall enjoy sabbatical leave in line with the existing policy as may be determined by the University Council.

8.5 **PROTECTIVE WEAR**
A sum of N10,000.00 (Ten thousand Naira) per annum shall be paid to Lecturers and Technologists in Science-based disciplines.

8.6 **LOANS**
Senior staff shall be entitled to the following loans as may be approved by the relevant authorities:

(vi) The institution of training shall provide yearly reports on the progress of the trainee. Where such report is negative, the trainee may be withdrawn from the course.

(vii) Where a staff fails to return to duty on the completion of the study leave or on the expiration of the period of leave granted to him, he shall be liable to the termination of his appointment and a refund to the University of the salary paid to him during the period of absence, together with any allowance or other costs certified by the Bursar as having been incurred by the University for or on behalf of the staff concerned during the period in question.

(viii) An extension of study leave may be granted upon written application from the staff. Such application shall be considered on its own merit.

(ix) A staff on study leave may be promoted once while on the study leave.

7.1.5 **Obligation of Staff on Study Leave**
The staff who has been granted study leave shall accept in writing the award of the study fellowship.

7.2 **Leave of Absence**
7.2.1 **Definition**
This means leave without pay granted to a senior staff who has a legitimate reason to be absent from the University.

7.2.2 **Eligibility**
(i) Applicant must be a confirmed staff of University of Calabar.
(ii) Applicant who enjoyed sabbatical leave may not be allowed to enjoy leave of absence until after three years of continued service to the University.

7.2.3 **Entitlements**
(i) A person on leave of absence may be allowed to retain the University accommodation for not more than a period of two years in the first instance. This could be extended for another two-year period after which the staff shall be required to pay economic rent on the accommodation at the prevailing rate.

(ii) The period of absence shall be counted as continuous service for purposes of calculation of pension and gratuity; provided that the period does not exceed three years and the employee is still in the public service.

7.3 **Annual Leave**
(i) A Senior Staff shall take his vacation leave as soon as it falls due. Where a staff is unable to take his leave or part thereof due to exigency of service, the staff shall apply through his Head of Department to the Registrar for the leave to be deferred to a later date. Committal to cash shall apply only to principal officers.
(ii) Annual Leave shall be 30 working days in any Calendar year. A staff shall be eligible to Annual leave where he has served for a minimum period of six months in the year of his first appointment. Where a staff in his year of first appointment has served for less than six months, he shall be entitled to a pro-rata leave which shall be carried over to the following year. In exceptional circumstances, the staff may be allowed to proceed on annual leave, but shall not be entitled to leave transport grant where applicable. Except in the case mentioned above, leave or any part thereof shall not be carried forward from one Calendar year to the next, except by permission of the Vice-Chancellor on the recommendation of Heads of Department through the Registrar, where applicable.

(iii) The rate of leave transport grant payable shall be in accordance with the provisions of Chapter 6, Section 4(B) of these conditions of service.

(iv) A staff who overstays his leave, shall on his return to the University, be required to explain in writing within 48 hours why disciplinary action should not be taken against him. If the explanation is not satisfactory the Registrar shall issue a warning letter to such a staff on the recommendation of the Head of Department. Where a staff has been warned on two separate occasions, the Registrar on the recommendation of the Head of Department shall cause the employee to appear before the appropriate University Disciplinary Committee.

7.4 Research Leave
All academic staff are entitled to 26 working days research leave every year. This leave cannot be deferred, and it should be exclusively for research purposes.

7.5 Casual Leave
(i) A Senior Staff may be granted casual leave on the approval of his Head of Department, provided that, if the staff is permitted to leave the University on such casual leave, it shall be at his own expense. All such approvals shall be sent to the Registrar’s Office for record purposes.

(ii) Casual leave in excess of seven days in any leave year may not be approved without the specific consent of the Vice-Chancellor through the Registrar. Such approved leave in excess of seven days shall be deducted from staff annual leave days.

7.6 Compassionate Leave
Notwithstanding the provision in 7.5(B) above, a staff may be granted compassionate leave of a maximum of five days, where the staff had already enjoyed his annual and casual leave, in the event of the bereavement of the staff of his parents, spouse or children only.

8.3.11 Fringe Benefits
(i) Vehicle Loan/Car Refurbishing Loan
(a) Each academic staff who satisfies the conditions set for the loans by the Governing Council or the University Administration shall be entitled to a Vehicle Loan/Car Refurbishing Loan equivalent to his annual basic salary (CONUASS). This loan, which shall be repayable over a four year period with a 2% charge as administrative cost, is subject to review by Council.

(b) A Car Refurbishing loan of N500,000.00 shall be granted to any academic staff who desires to refurbish his old vehicles, subject to a 2% charge as administrative cost or such other charges as may be approved by Council.

(ii) Housing Loan
An academic staff may be granted a loan equivalent to at least, eight times his annual salary provided he meets the conditions for the granting of the loan, as may be stipulated in the relevant guidelines. The loan shall be repayable within the stipulated period at an interest rate to be determined by the Governing Council.

8.4 ALLOWANCES PAYABLE TO STAFF OF SSANU/NAAT
(As applicable in their current Federal Government Agreements)

The following allowances shall be payable:

(i) SSANU
(a) Excess Workload Allowances
This shall be paid to officers on CONTISS 13 and above at the rate of N3,500.00 per hour.

(b) Field Trip/Teaching Practice/Industrial Supervision
This shall be paid to those involved at the rate of between N60,000.00 to N100,000.00 per annum as the University Governing Council may determine.

(c) Laboratory/Workshop/Studio/Correlative/Corporate Allowance
Senior non-teaching staff who are regularly and routinely exposed to hazards in the Farms/Workshop/Studio/Correlative/Clinics shall be paid N50,000.00 per annum.

(d) Student Industrial Work Experience Scheme (SIWES) Allowance
Staff on the rank of Technical Officer and above, up to Chief Technical Officers, shall be paid the above allowance at the rate of between N60,000.00 to N100,000.00 per annum as the University Governing Council may determine.

(e) Sabbatical Leave
Senior non-teaching staff on CONTISS 9 and above shall be entitled to Sabbatical Leave, subject to the University Governing Council Regulation.
8.3.6 Honoraria for External/Internal Examiners (Postgraduates Thesis)
Honoraria for an External Examiner for a Post Graduation Thesis shall be as follows:

**External**
- Master's Degree - N80,000.00 per thesis
- Doctorate Degree - N105,000.00 per thesis

**Internal**
- Master's Degree - N45,000.00 per thesis
- Doctorate Degree - N65,000.00 per thesis

8.3.7 Honoraria for External Moderation of Undergraduate and postgraduate Examinations
External examiners shall be paid for the moderation of examination (undergraduate and graduate) as follows:

(i) **Undergraduate**
   - (a) Up to 50 candidates - N60,000.00
   - (b) More than 50 candidates - N80,000.00

(ii) **Postgraduate**
    - (a) Up to 10 candidates - N60,000.00
    - (b) More than 10 candidates - N80,000.00

8.3.8 Post Graduate Study Grant
In order to encourage young academics to obtain higher qualifications and remain on the job, each academic staff undergoing post graduate training shall be paid as follows:

i. Science based
   - Master's Degree: N350,000.00 per session
   - Doctorate Degree: N500,000.00 per session

ii. Non-Science based
    - Master's Degree: N250,000.00 per session
    - Doctorate Degree: N350,000.00 per session

8.3.9 External Assessment of Readers or Professors
An External Assessor shall be paid a minimum allowance of N200,000.00 per assessment for the position of Reader or Professor.

8.3.10 Call Duty/Clinical Duty/Clinic Hazard Allowance
The above allowances shall be paid to academic staff who are entitled as contained in the National Salaries, Incomes and Wages Commission (NSIWC) circular reference number SWC/S/04/S.309 of 18th February, 2007.

7.7 Maternity Leave
(i) Female staff who are pregnant are entitled to 16 weeks maternity leave with full pay beginning not later than four weeks from the expected date of delivery. A medical certificate indicating the expected date of delivery must be presented not less than two months before that date. Annual leave for that year shall be regarded as part of the maternity leave. Provided that where the annual leave has already been enjoyed before the grant of maternity leave, that part of the maternity leave equivalent to the annual leave shall be without pay.

(ii) A female staff who has served for less than six months in her year of first appointment shall not be eligible for maternity leave.

7.8 Sick Leave and Invalidation
(i) A staff shall be entitled to sick leave with full pay on production of a medical certificate issued by the Director of Health Services or a Medical Practitioner approved by the Director of Medical Services.

(ii) A sick leave report issued to any member of staff by any outside doctor shall be valid provided such sick leave does not exceed two days and the illness was not emergency or that it took place during the weekend where it may not have been possible for the staff to reach the Health Centre. Sick leave certificate issued by such doctor shall be submitted to the Director of Health Services for validation. The staff shall thereafter report to the Health Centre if further treatment is required.

(iii) On consideration of such report, the Vice-Chancellor may grant sick leave on full pay for up to six months from the date of incapacitation; provided that the duration of sick leave granted with full pay will not normally exceed six months in any period of 12 months.

(iv) After six months of an employee’s illness, the University or the Vice-Chancellor may require such employee to submit himself to the Medical Board for a medical examination with a view to determining the fitness or otherwise of that employee to continue in the service of the University.

(v) A staff who is incapacitated as a result of injury sustained in the course of his official duties shall be entitled to draw his full salary for the duration of his sick leave until he is permanently invalidated by the Medical Board.

(vi) The Registrar may grant an extension of leave to a staff on annual/casual leave who is prevented from resuming duty at the expiration of his authorized leave by reason of ill health, duly certified, or approved by the University Director of Health Services.

7.9 Examination Leave
(i) The period of leave allowed for the purpose of taking an examination within Nigeria will be limited to the shortest period which will allow the staff to reach the appointed place, sit for the examinations and return to his station. (Where the interval between the examination days is up to 5 working days, the staff shall write the examination and return to his duty post)
(ii) All applications for leave to take examination must be supported with acceptable evidence in the form of examination time table and individual admission notice to the said examination.

(iii) A staff may be allowed special leave with full pay with free transport facilities commensurate with his grade to take an examination the passing of which is not a condition for his current appointment, provided that his Head of Department certified to the Registrar that:

(a) is industrious and efficient in the performance of his duties.

(b) his general value to the Department justifies the occasion;

(c) the passing of the examination is likely to enhance his value to the service of the community.

(iv) Subject always to the limit specified in this section, leave on full pay in excess of ten days may be granted under this rule on condition that the period in excess of ten days be deducted from the officer’s subsequent annual leave.

(v) A staff may be allowed leave on full pay to take an examination the passing of which is not a condition for his current appointment, provided that the whole period is deducted from his subsequent annual leave. A staff granted leave under this rule shall not be eligible for transport at the University’s expense.

7.10 SABBATICAL LEAVE

7.10.1 Eligibility

A staff on salary grade level CONUASS 3 or CONUASS 9 and above shall be entitled to Sabbatical Leave.

(i) An applicant for sabbatical leave must be a confirmed staff who has put in six years of continuous service or has worked for six years after his last sabbatical leave.

(ii) An applicant must produce evidence of placement in a cognate institution.

(iii) A staff, as in 7.10.1 above who has been in the employment of the University for an unbroken period of six years, may apply for sabbatical leave of up to one year.

(iv) Notwithstanding the foregoing provisions, any period of relevant service in another Nigerian University or Institution of higher learning shall be taken into consideration if the staff transferred to the service of the University of Calabar from such other University or Institution.

(v) A staff shall not be eligible for sabbatical leave unless at least three years out of the total leave-earning period have been in the services of University of Calabar.

8.2.9 Overtime Allowance for Senior Non-Teaching Staff

Overtime allowance shall be payable to senior non-teaching staff on CONTISS 6-12 up to a maximum of 45 hours per month subject to review from time to time.

8.3 ALLOWANCES PAYABLE TO ACADEMIC STAFF

(As applicable to the current Federal Government of Nigeria Agreement).

8.3.1 Post Graduate Supervision Allowance

Postgraduate Supervision Allowance shall be paid to those entitled, as follows:

(i) Lecturer I - N15,000.00 per student per annum

(ii) Senior Lecturer - N20,000.00 per student per annum

(iii) Reader and Professor - N25,000.00 per student per annum

This allowance shall be paid to the entitled academic staff for a maximum of five students per annum.

8.3.2 Teaching Practice/Industrial Supervision/Field Trip Allowances

Teaching practice/Industrial supervision/Field Trip Allowances shall be paid as follows:

(i) Assistant Lecturer/Lecturer I - N60,000.00 per annum

(ii) Senior Lecturer - N80,000.00 per annum

(iii) Reader and Professor - N100,000.00 per annum

Where the work involves travelling out of town, the usual mileage and night allowances shall be paid in line with the existing Government regulations. Where a staff is involved in more than one of the above activities in a given year, he shall be remunerated separately for each activity.

8.3.4 Hazard Allowance

A hazard allowance of two thousand Naira (N2,000.00) per annum shall be paid to all academic staff.

8.3.5 Excess Work Load Allowance

An allowance for excess workload shall be paid to entitled academic staff as follows:

(i) Professor - N3,500.00 per hour

(ii) Reader - N3,500.00 per hour

(iii) Senior Lecturer - N2,500.00 per hour

(iv) Lecturer I - N2,000.00 per hour

(v) Lecturer II - N2,000.00 per hour

(vi) Assistant Lecturer - N2,000.00 per hour

(vii) Graduate Assistant - N2,000.00 per hour

Excess workload means workload over and above the normal workload (credit hours) determined by Universities in accordance with Full Time Equivalent (FTE).
(iv) Officers on CONUASS 1-5 & CONTISS 6-13 - N20,000.00
(v) Officers on CONTISS 1-5 - N10,000.00

8.2.2 International Conferences
(i) Definition
This means a conference organized by a recognized learned society or organization holding outside Nigeria.

(ii) Procedure for Application
Applications shall be in accordance with the provisions on local conference attendance contained in 8.2.1 “(c)” above.

8.2.3 Requirements for Attendance at International Conferences by Senior Staff
Attendance at International Conferences by members of the senior staff of the University shall be approved by the Vice-Chancellor on the recommendation of the Committee of Deans.

8.2.4 Full Financial Assistance
Full financial assistance shall be given to official University representatives at special conferences locally or overseas.

(i) Prior consideration shall be given to members presenting original papers and members of the learned societies organizing the conference to be attended.

(ii) An application to attend a conference locally or for a period not exceeding seven days may be considered by the Head of Department concerned and recommended through the Dean/Provo/Deans to the Vice-Chancellor for approval.

8.5.5 Transport
A senior staff shall be paid a transport allowance as may be approved from time to time by the University Council in line with existing Federal Government circulars.

8.2.6 Kilometre Allowance
A senior staff travelling on duty in his own car (except from home to the University and return) shall be paid allowance at the rate approved from time to time by the University as stipulated in Federal Government circulars.

8.2.7 Shift Duty Allowance
Shift duty allowance shall be payable to senior non-teaching staff at the rate of 6% of monthly consolidated salary as contained in NUC circular no. NUC/HRM/931 Vol. V dated 13th January, 2009, subject to review from time to time.

8.2.8 Examination Administration Allowance
Examination administration allowance shall be payable to senior non-teaching staff at the rate of 20% of their monthly basic salary as approved from time to time.

(vii) Sabbatical leave is intended primarily for the intellectual and professional renewal of the staff. It may be granted, therefore, only on the understanding that the employee intends to return to the service for at least one academic session on the completion of such leave.

(viii) In calculating the six years of continuous service that will make an applicant eligible for sabbatical leave, all periods of study leave granted to the applicant during the relevant period shall be excluded.

(viii) Staff on contract appointment shall not be entitled to sabbatical leave

7.10.2 Benefits/Entitlements
(i) Full salary and approved allowances.

(ii) Accommodation (to be retained).

(iii) The period of leave under this programme shall not normally extend one calendar year.

(iv) The period shall be counted as continuous service period of the employee for purposes of retirement benefits and promotion.

7.10.3 Obligation of Staff on Sabbatical Leave

A staff on sabbatical leave shall comply with the following regulations:

(i) Resume duty immediately at the expiration of the sabbatical leave.

(ii) Submit a formal report on work done during sabbatical leave to the Vice-Chancellor through the Head of Department.

(iii) Inform the Registrar through the Head of Department the date of return from leave to enable the Registrar authorize continued payment of his salary.

(iv) Serve the University for at least one year following the end of his sabbatical leave before disengagement from the University, unless otherwise permitted by the Vice-Chancellor.

(v) A staff who fails to return to the University at the expiration of the leave without prior authorization by the University, shall be regarded as having been absent from duty from the date of expiration of the leave, and shall have his appointment terminated by the Vice-Chancellor or the Council without notice.

(vi) The University shall recover all expenses incurred on the staff including salaries and allowances directly from the staff for the period of default after the said leave.
7.11 Training Leave
(i) A staff may apply for and be granted training leave for the purpose of acquiring professional qualification or to upgrade professional, technical or administrative competence appropriate to the nature of his employment with the University.

(ii) Only non-teaching Senior Staff who have been in the Service of the University for not less than two years shall be eligible to be considered for training leave.

(iii) Training leave shall be for a specified period approved for the purpose and shall not normally exceed three years.

(iv) A staff on training leave shall be entitled to the following:

(a) Full salary with increments at normal University rates.
(b) Continuation on the University Pensions Scheme.
(c) Maintenance and book allowances as approved by Council.
(d) Approved fees as prescribed by the training institution.
(e) Warm clothing allowance at the rate of N300.00
(f) Transportation at economy rate (if by air) to and from the institution for the trainee.
(g) Local Transport allowance of N20,000 per annum if the course is within the country but outside the trainee's station.
(h) Thesis allowance where applicable shall be as follows:
   - First Degree ... ... ... ... N15,000.00
   - Masters ... ... ... ... N40,000.00
   - Ph.D ... ... ... ... N50,000.00

(v) Obligations

A staff on training leave shall be required to:

(a) Deposit two copies of thesis with the Registrar on return.
(b) Return to the service of the University for a minimum of twice the period of training leave subject to a maximum of five years.

7.12 Special Leave
(i) Leave for medical treatment outside Nigeria may be granted to an employee, on the recommendation of the University Medical Board certifying that such treatment cannot be obtained within Nigeria. In such cases, the Vice-Chancellor may, on the recommendation of the Director of Health Services authorize the refund of the medical expenses of the staff.

8.2 Allowances Regarding Attendance at International and Local Conferences
8.2.1 Local Conferences

(i) Definition

This means a conference/seminar organized by a recognized learned society or organization holding in Nigeria.

(ii) Eligibility

(a) All academic staff.
(b) Non-teaching staff on grade level CONTISS 7 and above.
(c) A staff who has not been funded to attend a conference within 12 months preceding the date of the conference.
(d) Every staff shall be funded to attend one conference a year, either local or international. Staff are encouraged to utilize external funding opportunities.

(iii) Procedure for Application

(a) Each application shall be accompanied by the abstract of the paper(s) to be presented along with two photocopies of the letters of invitation from the organizers of the Conference. Staff shall be funded to attend professional meetings subject to availability of funds.

(b) Applications must be submitted well in advance of the Conference.

(c) There shall be no retrospective funding approval for any conference attendance.

(d) An applicant who has been funded to attend a conference shall be required to submit a report on the attendance including a full text of the paper(s) presented and the original receipt of the registration.

(iv) Entitlements

A staff who has been granted approval to attend a conference shall be entitled to the following allowances:

(a) Conference Registration Fee as charged by the organizers.
(b) Kilometer claim at the new rate of N40.00 per kilometer.
(c) Subsistence allowance for a maximum of 4 nights at the subsisting government rates, as follows:

   (i) Vice-Chancellor - N40,000.00
   (ii) Deputy Vice-Chancellor/Registrar/ Bursar/Librarian - N35,000.00
   (iii) Officers of CONTISS 6/7 & CONTISS 14/15 - N30,000.00
8.1.7 Annual Leave Allowance
A senior staff shall be entitled to annual leave grant payable at the rate approved by the Federal Government from time to time.

8.1.8 Rental and Housing Allowance
A senior staff of the University living in his own house shall be eligible to receive a rent allowance at the rate approved by the Federal Government from time to time; provided that the University's Governing Council shall charge rent for its houses on terms mutually agreed with the staff.

8.1.9 Local Transport/Travelling Allowance
(i) When traveling on University business within Nigeria, a senior staff, including the spouse and children where applicable, shall be entitled to such allowances as approved by the University from time to time.

(ii) Travelling allowances payable per night in lieu of hotel accommodation are as follows (as per NUC circular No. NUC/HRM/191/Vol.V of 15th January, 2009, subject to review from time to time):

(a) Vice-Chancellor - N40,000.00
(b) Deputy Vice-Chancellors/Registrar/ Bursar/Librarian - N35,000.00
(c) Officers on CONUASS 6 & 7 & CONTISS 14-15 - N30,000.00
(d) Officers on CONUASS 1-5 & CONTISS 6-13 - N20,000.00
(e) Officers on CONTISS 1-5 - N10,000.00

(iii) All officers shall be entitled to air fare depending on the exigencies of duty and with the approval of the Vice-Chancellor.

(iv) Transport Allowance shall be paid to all officers when travelling to towns and cities where air transport services do not exist and at the rate of N400.00 per kilometer.

(v) For local running, officers shall be entitled to 30% of Duty Tour Allowance (DTA) in addition to airport and taxi fare at the prevailing rates.

8.1.10 Non-Accident Bonus to Drivers, Transport Supervisors/Mechanics and Plant Operators
Transport Supervisors/Mechanics and Plant Operators shall be entitled to N2,500.00 per annum as bonus subject to review in order to encourage efficient handling of the University vehicles and plants. To be entitled to such a bonus, a claimant's application must be supported with a properly completed Non-Accident Certificate issued by the officer in-charge of the Transport Unit. The Officer in-charge of Transport Unit shall keep a full record of all accidents, in which drivers are involved whether or not they are at fault.

(iii) A staff finding it necessary whilst abroad, to undergo treatment by which he may seek a refund shall inform the University or its overseas representatives of the circumstances as soon as possible.

(iii) Refunds may be refused if the University is not satisfied from the medical report that the treatment was necessary.

7.13 Terminal Leave
A staff departing at the expiration of his final contract will be granted paid leave as follows:

(i) A confirmed staff of less than five years service - five working days.

(ii) A confirmed staff of five years but less than ten years service - fifteen working days.

(iii) A staff of over ten years service - thirty working days.

(iv) Any outstanding annual leave, the deferment of which was approved by the Vice-Chancellor.

7.14 Leave Entitlement to Expatriate Staff
(i) Home Leave
Expatriate staff on contract appointment shall be entitled to 30 working days home leave, every other session.

(ii) Local Leave
Expatriate staff on contract appointment shall enjoy 30 days local leave in the year they do not qualify for home leave. This does not attract any leave grant.
CHAPTER EIGHT

8.0 ALLOWANCES AND ADVANCES

The University shall pay certain categories of allowances to designated employees of the University. These allowances shall be in virtue of the National Pensions Act or such other extant law, constitute impositions for the purpose of pension, gratuities or other benefits (except as indicated and approved) and are subject to review or abolition by the Council.

8.1 Categories of Allowances

8.1.1 Responsibility Allowances

(i) There shall be responsibility allowance, payable as applicable to members of ASUU, SSANU and NAATS as follows:

(a) **ASUU**

<table>
<thead>
<tr>
<th>Position</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Vice-Chancellor/ Librarian</td>
<td>₦750,000.00 per annum</td>
</tr>
<tr>
<td>Provost/ Dean/Directors</td>
<td>₦500,000.00</td>
</tr>
<tr>
<td>Deputy-Vice/ Associate Dean or Provost</td>
<td>₦450,000.00</td>
</tr>
<tr>
<td>Head of Dept/ Sub-Dean</td>
<td>₦450,000.00</td>
</tr>
<tr>
<td>Faculty/ Dept/ Exam Officer</td>
<td>₦450,000.00</td>
</tr>
<tr>
<td>Hall Warden</td>
<td>₦450,000.00</td>
</tr>
<tr>
<td>All other Officers</td>
<td>₦450,000.00</td>
</tr>
</tbody>
</table>

(b) **SSANU**

<table>
<thead>
<tr>
<th>Position</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registrars and Bursars</td>
<td>₦750,000.00</td>
</tr>
<tr>
<td>Other Heads of Dept/ Units</td>
<td>₦450,000.00</td>
</tr>
</tbody>
</table>

(c) **NAATS**

<table>
<thead>
<tr>
<th>Position</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Co-ordinator of Labs/ Workshops/ Studies/ Equipment Maintenance Centre (EMC) and other Units</td>
<td>₦300,000.00</td>
</tr>
</tbody>
</table>

(ii) The above figures shall be subject to review from time to time as may be approved by Council.

(iii) The responsibility allowance payable to a hall master/mistress or hall warden, shall be additional to any other allowance that he may be entitled to by virtue of any other office held by him for the time being. Where the employee holds more than one office which attract responsibility allowances, he shall accordingly be entitled to draw allowances attached to the offices concerned.

(iv) A person appointed in an acting capacity to an office which attracts responsibility allowances shall be entitled to payment of the allowance.

8.1.2 Acting Appointment Allowance

(i) Where a Senior Staff is appointed in an acting capacity to a position which attracts a basic salary higher than that of his substantive post, he shall, where the higher post attracts a salary one grade level above his substantive post, draw an acting allowance equal to the difference between the substantive salary and the minimum salary of the post in which he is acting.

(ii) Where the employee is on a post which attracts salary up to more than salary grade level above his substantive rank, he shall be entitled to the full allowance attached to that office for as long as he remains in the office, regardless of his rank.

(iii) Minimum period which attracts allowance is three months.

8.1.3 Relief Allowance/Disturbance/Inconvenience Allowance

A staff who is posted on transfer from one duty station of the University to another, shall, if the period of such posting exceeds one month, be entitled to a relief allowance as applicable.

8.1.4 Warm Clothing Allowance

A staff on official University business outside the tropics shall be entitled to warm clothing allowance of ₦300.00 subject to the following conditions:

(a) The duty or course is undertaken during the period of the official’s normal vacation leave spent in a country with a cold or temperate climate.

(b) The duty or course is approved or authorized by the University or Government.

(c) The above allowance shall be payable at intervals of not more than once every three years.

8.1.5 Overseas Subsistence Allowance (Estacode)

Estacode shall be payable to officers as follows (in line with the NUC circular No: NUC/HR/691/15/1, V of 15th January, 2009, and subject to review from time to time by the Council):

(i) Vice-Chancellor - ₦600 per night
(ii) Professors/Directors - ₦425 per night
(iii) Readers/Deputy Registrars/Deputy Bursars/ Sr Lecturers and Equivalent - ₦381 per night
(iv) Others - ₦200 per night

8.1.6 Hospitality Allowance

A Senior Staff shall be entitled to hospitality allowance, if he accommodates a guest of the University such as external examiners, assessors, staff on first appointment or any other person certified by the Registrar as a University guest.