



VERITAS UNIVERSITY, ABUJA

GUIDELINES
FOR APPOINTMENT
AND PROMOTION OF
ACADEMIC STAFF

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Pope Francis I



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Archbishop of Benin
President, CBCN
Visitor to the University



His Grace
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Archbishop of Abuja
Chancellor, Veritas University, Abuja



His Lordship
Most Rev. Professor Geoffrey I. Onah
Bishop of Nsukka
Pro-Chancellor, Veritas University, Abuja

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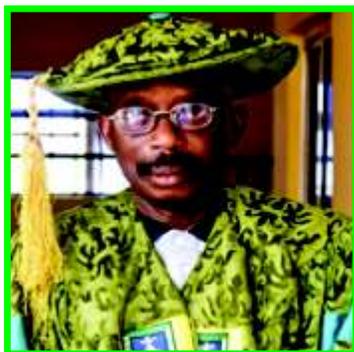
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Vice-Chancellor



Dr. Mrs. Stella Chizoba Okonkwo
Registrar



Mrs. Margaret Ejima Akoje
Bursar



Mr. Alafiatayo Benjamin
Representative of the University Librarian

Criteria for Assessment of Academic Works

- (i) the quality and originality of thought demonstrated or accomplished in each paper;
- (ii) the overall contribution and worth of the paper in the relevant discipline of the staff;
- (iii) level of research input;
- (iv) major weaknesses, if any;
- (v) in the case of a book, the academic level, content and standing of the book, with a possible classification into such categories as mainline book; well researched book; a side-line book; stating the strong and weak points of the book or books;
- (vi) relative standing of the journal or publisher in which the paper is published, indicating whether each publication is a major or minor article.

Items not Eligible for Academic Assessment

The following items are not to be used for purposes of academic assessment in Veritas University:

- (a) Theses and dissertations except when they are published as books or monographs in the manner described above.
- (b) Newspaper articles and magazine articles ;
- (c) Papers contributed or read at conference;
- (d) Unpublished manuscripts
- (e) classified documents
- (f) Unpublished manuals describing technical inventions.

CONCLUSION:

This document shall be subject to review as and when necessary.

Appendix

Acceptability of Books for purposes of Academic Assessment

For a book to be used for the purposes of academic assessment the following criteria must be fulfilled. For a mainline book or book in the area of the author's field of specialization

- The book must be published with authentic ISBN number and by a publisher with a track record in academic publishing.
- Should have a minimum of 50 pages
- An evidence that it was peer-reviewed prior to publication, by at least one recognized, senior academic or professional in the discipline of the author.
- It must be in the candidate's discipline/area of specialization
- It must be original, deeply researched, and suitable for undergraduate or postgraduate studies.

Books in this category may score up to the maximum points for books. Books that do not meet these minimum requirements shall be classified as Books of General interest. A book of general interest in this context is a book which has little or no relevance to the author's field of specialization. Such books may be regarded as 'minor' and should never be scored more than a C.

Monographs

A monograph is a **published treatise or thesis that embodies the results of substantial original, indepth research on the theme, generally used at postgraduate level. It must be peer reviewed and published by a reputable publisher and qualifies to be used for academic assessment of staff.**

Laboratory Manuals

For a laboratory manual to be used for the purposes of academic assessment it must be peer reviewed and published in the same way as a book or monograph described above.

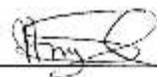
APPROVAL PAGE

The Governing Council of Veritas University, Abuja hereby approves the revised Guidelines for Appointment and Promotion of academic staff for use in the University with effect from October 1, 2021.



Most Rev Professor Godfrey Igwebuiké Onah
Pro-Chancellor and Chairman of Council

Date: October 1, 2021



Dr. (Mrs) Okonkwo Stella Chizoba
Registrar and Secretary to Council

Date: October 1, 2021

Index (b)		The construction of a document profile, which is a complete set of possible search keys that, involves familiarization with the document and conversion of concepts to index terms.
H-Index		The h-index is a measure of both the number and quality of publications reflecting the number of publications and number of citations per publication of the author's works.. For example, h-index of 4 implies that the author has published 4 papers each of which has been cited at least 4 times.
Journal		A periodical issued by a learned/professional society or institution and containing news, proceedings, transactions, researched reports of work, analytical, critical and creative work in a particular field. It can be classified as International or local and must have ISSN.
Manual		For the purpose of this document, Manual is the same as Guide
Monograph		A separate treatise on a single subject or class or subject or on one person, usually detailed in treatment but not extensive bibliographies, often published in series. In the context of this document, a monograph should be a refereed publication.
Musical Composition		Material written in musical symbols to be performed alone or to suit work for singing, Exhibition, Display or works of arts in two or three-dimensional forms for public appreciation. In the context of this document, such display will be subject to critical assessment by experts (internal and external) in the discipline, and will normally be expected to have some degree of documentation of the medium and style employed, as well as the social relevance of the works as a whole conceived from unifying them. The documentation together with photographs, preferably in colour, of the works displayed should be bound and made available for assessment.
Paper		For the purpose this document, paper is the same as article.

GLOSSARY

Accepted for Publication		This implies a manuscript that has been referred and adjudged definitive for publication. In the context of this document a letter of acceptance must indicate that all possible corrections have been carried out to the satisfaction of publishers and the manuscript is in the final form for publication. For the purpose of this document, a letter of acceptance shall normally be valid for a period of one year only.
Annotation		A short evaluation, description or summary of the subject content of an entry in a bibliography.
Anthology		A collection of choice texts, usually of poetry, or on one subject, from the writings of one author, or various authors and having a common characteristic such as subject matter of literary form.
Article		A contribution written by one or more persons and published in a journal.
Bibliography		A listing of all kinds of books and periodical articles by an Author or Authors or about subjects. This could be annotated.
Book		A referred published work with an independent physical existence. In the context of this document, it should normally be a contribution to knowledge at University level. It must have ISBN number and must not be less than 50 pages excluding preface and index.
Guide		A treatise or compendium on a special subject, often a simple but all-embracing treatment containing concise information, which serves to direct, show the way or conduct. It should be small enough to be held in hand, but strictly, a book of science or technology written primary for practitioners and serving as a book for constant revision or reference.
In Press		Works for which galley proofs are available.
Index (a)		A detailed alphabetical list or table of topic (names of person, places, etc) treated or mentioned in a book pointing out their exact location in the volume, usually by page number (sometimes with an additional symbol indicating a portion of a page) but often by section or entry jumper.

PREAMBLE

The following Guidelines and procedures shall be applied for the appointment and promotion of Academic Staff in Veritas University and shall take effect from **October 1, 2021**.

A. PROCEDURE:

1. Appointment to academic positions shall be made at any time of the year after normal processes of assessment and interview. However, the promotion process shall commence in April of every year. The Office of the Registrar shall send out a circular as well as the assessment format, announcing the commencement of the promotion exercise.
2. Appraisal for promotions shall begin within each academic Department. All papers for appraisal/assessment shall be submitted to the Departments. Recommendations and supporting documents from the Departments shall be forwarded to the Faculty Appointments and Promotions Committee after Departmental Appraisal/Assessment Committee should have met.
3. The Departmental Appraisal/Assessment Committee shall consist of the Head of Department (as Chairman), all Professors, Associate Professors and Senior Lecturers in the Department. The Secretary to the Committee shall be the Secretary to the Department or the Registrar's representative.
4. The Faculty/College Appraisal/Assessment Committee shall consist of the Dean (Chairman), Professors, and Heads of Departments and two representatives (of not less than Senior Lecturer rank) elected by the Faculty/College Board, and the Faculty Secretary/Faculty Officer as secretary.
5. After due consideration by the Faculty Appointments and Promotions Committee, recommendations from the Faculty/College shall be forwarded to the Central Appointment and Promotion Committee.
6. The Central Appointment and Promotion Committee shall consist of the following members:
 - i. The Vice Chancellor as Chairman
 - ii. The Deputy Vice-Chancellor
 - iii. The University Librarian
 - iv. The Deans of Faculties/Colleges

- v. Two (2) representatives of Senate
 - vi. The Head of Department concerned, if not already a member,
 - vii. Two (2) Council members
 - viii. Registrar shall serve as Secretary
7. In the event that an application fails either at the Department, Faculty/College Appraisal Committee or the Central Appointment and Promotions Committee level, the candidate concerned must be officially informed immediately by the Departmental or Faculty/College Appraisal Committee or by the Registrar in the case of the Central Appointments and Promotion Committee, stating why the application was unsuccessful.
 8. It is to be emphasized, however, that obtaining a pass mark in the point system in the manner prescribed in the guidelines merely qualifies the candidate to be considered by the various appraisal/assessment committees of the University. It does not automatically qualify the candidate for promotion or for appointment to a particular position. Whether a candidate gets promoted/appointed or not depends on the overall university assessment of the productivity, disposition and contributions of the individual to the healthy development of the university. In other words, adverse assessment beyond the point system from the Department or Faculty or the University could disqualify a candidate from being promoted though he/she may have scored enough points from the points system.
 9. Only serving members of staff that are confirmed are eligible for consideration for promotion. For the avoidance of doubt, the case of members of staff whose papers had been submitted and were being considered before such a member of staff proceeded on study leave with pay/sabbatical leave shall, however, be processed.
 10. The years of leave of absence or study leave without pay cannot be counted as earned periods for promotion.
 11. Internal assessment must be carried out for scoring candidates/members of staff according to the Guidelines for positions of Associate Professor and Professors, before reaching Central Appointments and Promotions Committee (Academic). This assessment must be put in writing for A & PC to consider.
 12. Appointment to academic positions must be predicated on the fact that the candidate must have obtained an honours degree not below

comments to the Faculty/College Appraisal/Assessment committee.

- c. The decision of the Faculty/College Appraisal /Assessment Committee shall be final.

iii. Petition against Rejection at Faculty/College Level:

- a. The petition shall be addressed to the Chairman of the Appointments and Promotions Committee (College) through the Dean of the Faculty/College.
- b. It shall first be discussed by the Faculty/College Appraisal Assessment Committee.
- c. The comments, together with the petition shall be forwarded to the Appointments and Promotions Committee (Faculty/College).
- d. The decision of the Appointments and Promotions Committee (College) shall prevail.

iv. Petition against Decisions of the Faculty/College

- a. The petition shall be addressed to the Chairman of A & PC (Central), through the Head of Department, through the Dean of Faculty/College.
- b. The comments and petitions shall be sent to Chairman A & PC (Central).
- c. The decision of the A & PC (Central) shall be final.

I. CHANGE OF CADRE

- i. Research Fellows who are converted from technology cadre must rise along their cadre to a peak position of Chief technologist or its lateral equivalent conversion. They cannot rise to be Research Associate Professor or Research Professor in Medicine, Surgery, Obstetrics and Gynaecology or any other subject in Medical Sciences or Pharmacy. Those who have professional qualifications or first degrees in Pharmacy or Medical Sciences before being appointed Research Fellows can rise to be Readers or Professor in those subjects, if they meet other criteria.

In general and for conventional universities like Veritas University, Abuja, candidates with an initial qualification in Technology such as the Higher National Diploma (HND) in place of Bachelor's Degree must rise along their cadre to the peak position in the Technology cadre. The academic equivalent of the Technology position is Senior Lecturer. Such candidates cannot rise to Associate Professor or Professor. In other words, a candidate cannot rise to Associate Professor or Professor without a Bachelor's Degree in the discipline in which he or she seeks to be an Associate Professor or Professor.

- ii. This is to prevent a converted Technologist being appointed a Professor or Surgeon or any other medical subject.
- iii. Research Fellows in research institutes of the University can rise up to Associate Professor, provided they obtain the appropriate first degrees in their disciplines. These are not converted Technologists.

J. PETITIONS

i. Guidelines for Handling Petitions Arising from Promotions.

A candidate not recommended for promotion can petition at any point in the appraisal process in the manner prescribed below:

ii. Petition against Rejection at Department level

The petition shall be addressed to the Dean of the Faculty/College through the Head of Department.

- a. The petition shall first be discussed by the Department Appraisal/Assessment Committee before being transmitted to the Dean by the Head of department with appropriate comments.
- b. The Dean shall present the petition together with the

second class lower division, and from a recognized University (or a higher institution of equivalent status). For Graduate Assistants, a minimum of Second Class Upper Division is required. The appointment of graduate assistants should be on temporary basis, renewable annually. The Graduate Assistant provides academic support services, such as delivery of tutorials, practical demonstration, technical/field assistantship, invigilation of examinations and other related functions that may be carried under the supervision of a superior. These assignments shall normally exclude the supervision of projects and seminars, setting of examination questions, grading of scripts etc.

13. Under no circumstance should a candidate with a first degree, be appointed to any position higher than Graduate Assistant, except, holders of MBBS/BDS who may be appointed as Lecturer II but will be required to obtain the Fellowship of the National Post Graduate Medical College of Nigeria and/or the West African College of Surgeons/Physicians before any further elevation beyond Lecturer II position. That is, before crossing to Lecturer I position. Holders of other professional qualifications such as B. Pharm, B.Eng., LLB, BL among others, should be appointed in accordance with their professional appointment criteria.
14. A person on promotion or re-grading shall enter the salary scale on a higher grade at the minimum point on that grade, but where he/she loses on promotion or re-grading from one grade level to another, he/she shall enter the higher step at a point that gives him/her an increment.
15. Promotions will not take effect earlier than the first day of October following the date on which the promotions are made, except in exceptional circumstances.
16. The promotion or annual increment of a staff whose character is reported to be unsatisfactory shall be delayed until such a staff is cleared after due investigation by a Disciplinary Committee. If misconduct is confirmed, such a staff will have his/her promotion stopped for one year before reconsideration, without backdating the promotion.
17. Annual appraisal shall be carried out for every member of staff on the relevant criteria appended below. This will be for purposes of record noting, reward, discipline or termination of appointment. Assessment shall take account of the totality of a candidate's

performance.

18. For any promotion from one level to another, however, there must be evidence of additional contribution since previous promotion. This applies to promotions up to Senior Lecturer as well as for establishing a prima facie case in respect of promotion to Professorial positions.

19. Librarians shall be graded according to the format that corresponds to their equivalent positions as academic staff.

20. **Teaching Experience at University Level:**

Teaching experience at University level shall be full-time teaching and shall include the period spent as an Assistant Lecturer provided that the Assistant Lecturer was engaged in full-time teaching and is a higher academic degree holder. Part-time teaching concurrent with research appointment shall be considered.

21. **Research:**

For the purpose of these Guidelines, Research means on-going or concluded research as well as studio projects.

The following shall be accepted as evidence of Research:

- a. Published paper(s) in a reputable Journal as adjudged by the relevant Faculty/College Appraisal Committee;
- b. Seminar papers based on long Term Research undertakings;
- c. Seminar papers based on on-going Research;
- d. Departmental occasional papers and research reports submitted to acceptable University bodies.
- e. Research reports submitted by Academic Staff of Research units should be given due consideration in appraising such a member of staff. For this purpose, completed Research should attract scores/points.

B. REQUIREMENTS FOR CONFIRMATION OF APPOINTMENT

In considering a member of staff for confirmation of appointment, the following criteria must be considered:

- i. Time-in Rank of 2 years of teaching in Veritas University, Abuja.
- ii. Satisfactory Report from the Head of Department as considered by the Departmental Appraisal/Assessment Committee.
- iii. Graduate

Should be Principal Author in at least 3 of the indexed journals and 50% of other joint publications

7. Professor/University Librarian

A minimum of 20 journal publications and 5 Conference Papers and a minimum score of 70. At least 8 of the journal publication must be Thompson Reuter's or Scopus/Scimago Indexed. He/she should be principal author in at least 4 of the indexed journal and 4 of the other journals.

Note: The Designation **Associate Professor** instead of **Reader** should be used in Veritas University, Abuja.

H. ADDENDUM ON OTHER CADRES

- i. All Research Fellows must publish and score 50% more publication points than their corresponding lecturer grades or positions when they are not teaching. When such research fellows are involved in teaching and other responsibilities, they should publish and score 25% more publications than their corresponding lecturer ranks or position. For this purpose Research units should be given preferential treatment on the allocation of research grant.
- ii. Librarians must publish and score the same number of publications and points as their corresponding lecturer ranks.
- iii. Graduate Assistants (Library) are appointable with a Bachelor's Degree (Second Class Upper) in any subject area. To become an Assistant Librarian, the candidate must acquire the Master's in Library Science Degree (MLS) as a specialization.

G. MINIMUM SCORE FOR APPOINTMENT/PROMOTIONS:

75% of total score for Professors and 70% for other posts.

1. Graduate Assistant 2 points from qualification
2. Assistant Lecturer/ Asst. Librarian A total minimum qualifying score of 4 points from qualification.
3. Lecturer II/Librarian II A minimum of 2 publications in circulation and 1 acceptance. A score of 3 points from Publication.
4. Lecturer I/Librarian I A minimum of five publications in circulation, and 2 acceptances, and a minimum score of 6 points from Publications.
5. Snr. Lecturer/Snr. Librarian A minimum of ten journal publications in circulation and two conference papers and at least a score of 35 points for publications. At least 4 of the journal papers must be published in either Thompson Reuters or Scimago/Scopus Index Journals; should be Principal Author in at least 2 of the Thompson Reuters 'or Scimago/Scopus indexed journals and 3 of the other journal publications.
6. Associate Professor/ Deputy A minimum of 16 journal publications in University Librarian circulation, plus four conference papers and atleast a score of 50 points from publication. At least 6 of these should be from Thompson Reuters or Scopus / Scimago Indexed Journals.

Assistants and their equivalent in the Research cadre must obtain a Master's Degree before confirmation can be considered.

C GENERAL QUALIFICATIONS FOR ASSESSMENT

All candidates, seeking for promotion, must meet the minimum qualifications set out before appointment or promotion to the respective ranks as indicated below:

- a. **Graduate Assistant**
 - i. First Degree (of Veritas University, Abuja or of any other recognized University) at performance level not below Second Class Honours, Upper Division.
 - ii. NYSC Certificate/Exemption. iii. A Graduate Assistant is required to obtain a Master degree within a maximum period of three (3) years after assuming duty in the University or else lose his/her appointment. Exceptional cases can be treated on their merit.

Note: Graduate Assistant is a training post.

- b. **Assistant Lecturer/Assistant Librarian**
 - i. Graduate Assistant who has acquired a Master's Degree.
 - ii. Any earned Master's Degree (of Veritas University, Abuja or of any other recognized University). The Master's Degree is the minimum requirement for appointment as Assistant lecturer.
 - iii. An Assistant Lecturer is expected to obtain his/her PhD within a maximum period of five (5) years after assuming duty or after last promotion or else lose his/her appointment.

Note: A staff on study leave/fellowship for PhD shall be required to obtain the PhD Degree within a maximum period of 5 years for full time and 7 years for part time or return to post. The period starts to count from the date of commencement of the study leave.

- c. **Lecturer II/Librarian II**
 - i. Earned PhD qualification recognized by Veritas University, Abuja.
 - ii. Has been Assistant Lecturer in the University for a minimum of three years, with at least two publications and one acceptance.
 - iii. At least eight points from publications if not a PhD holder.

d. Lecturer 1/Librarian I

- I. A PhD holder who has been lecturer II for at least three years at the University plus at least five (5) journal publications in circulation and two acceptances.
- ii. A holder of the Master's Degree with at least three years University teaching experience, as lecturer II and who has five publications in circulation and two acceptances.

e. Senior Lecturer/Senior Librarian

- i. A PhD holder.
- ii. A minimum of 35 points from publications in reputable journals and must have Google Scholar with H-index of 2 as evidence of the scholarly impact of his/her work.
- iii. Must have spent a minimum of three years as Lecturer I in a recognized University
- iv. Must demonstrate strong evidence of potential for continued research activity and academic leadership.
- v. For the promotion of any teaching staff to a level from the rank of Senior Lecturer, the publications of the said staff must include at least four (4) papers in either Thomson Reuters or Scopus/Scimago Indexed Journals and must be first named author in at least two of the four (4) indexed journal.
- vi. At least three (3) of the journal publications, being submitted for assessment to the rank of Senior Lecturer, must have been earned in the last 3 years, as evidence of continued research and scholarship.

f. Associate Professor/ Deputy Librarian

- i. A PhD holder with a minimum of nine years cognate teaching experience at the university level, three of which should have been served as a senior lecturer/senior research fellow.
- ii. Considerable background of research with a minimum of 18 publications in circulation in reputable journals, six (6) of which must be in either Thompson Reuter's or Scopus/Scimago Indexed journals, and must have Google Scholar with H-index of 3 as evidence of the scholarly impact of his/her work. .He/she must be first named author in at least three (3) of the six (6) publications in Indexed Journals.
- iii. Postgraduate Supervision of Masters, PhD or equivalent where such programmes exist.

ii. Weighting of Scores for Promotions

In Assessment for promotion, the minimum for publications must be met before further consideration for promotion.

S/NO	AREAS OF SCORING	ASSOCIATE PROFESSOR TO PROFESSOR	SNR. LECT. TO ASSOC. PROF.	LECT. I TO SNR LECT.	LECT II TO LECT. I	ASST LECT TO LECT II	GRAD. ASST. TO ASST. LECT	APPT. TO GRAD. ASST.
1.	Qualification: PhD Master's Degree by Research Master's in Veterinary Medicine M.Eng, M.Pharm, M.Arch, MFA Bachelor's Degree/Equivalent	10	10	15	----	----	----	---
					20	40	60	
					30	55	----	
					25	50	60	
					----	----	----	
2.	Publication (minimum)	70	50	35	10	8	-	
3.	H-Index (Google Scholar)	40 (Science) 10 (Non-Sci.)	30 (Science) 5 (Non-Sci.)	20 (Science) 3(Non-Sci.)				
4.	Teaching Experience	15	12	9	6	3	-	-
5	PG. Supervision (maximum score)							
	Successful Sup. Of PhD research Successful Sup. Of Master's research and dissertations for Nigerian or West African Fellowship examinations	10 (Major) 5 (Co-Supervisor)	10 (Major) 5 (Co-Supervisor)	10 (Major) 1 (Co-Supervisor)				
				10 (Major) 1 (Co-Supervisor)				
6	Academic Leadership/ Adm. (minimum score)	8	8	4	1	-	-	-
7	Community Service	2	2	2	2	-	-	-
8	Student Assessment	6	6	6	6			
9	Character/ Commitment to duty (maximum score)	6	6	6	6	6	6	6
	Total Score (minimum)	167	132	108	53	57	66	9
	Total minimum Qualifying Score	75%	70%	70%	70%	70%	70%	70%

Note: Three Referee Reports are needed. 1 point for one positive to a maximum of 3 points.

i. Weighting of Scores for Appointments:

S/NO	AREAS OF SCORING	PROFESSOR	ASSOCIATE PROFESSOR	SENIOR LECTURER	LECT. I	LECT II	ASST. LECT	APPT. TO GRAD. ASST.
1.	Qualification: PhD Master's Degree by Research Master's in Veterinary Medicine M.Eng, M.Pharm, M.Arch, MFA Bachelor's Degree/Equivalent First Class Upper Division	10	10	15	15 20 30 25 ----	15 40 55 50 ----	---- 60 ---- 60 ----	--- 3 2
2.	Publication (minimum)	70	50	35	10	----	-	-
3.	H-Index (Google Scholar)	40 (Science) 10 (Non-Sci.)	30 (Science) 5 (Non-Sci.)	20(Science) 3(Non-Sci.)				
4.	Teaching Experience	15	12	9	6	3	-	-
5.	PG. Supervision (maximum score)							
	Successful Sup. Of PhD research Successful Sup. Of Master's research and dissertations for	10 (Major) 5 (Co-Supervisor) 10 (Major) 1 (Co-Supervisor)	10 (Major) 5 (Co-Supervisor) 10 (Major) 1 (Co-Supervisor)	10 (Major) 5 (Co-Supervisor) 10 (Major) 1 (Co-Supervisor)				
	Nigerian or West African Fellowship examinations							
6	Academic Leadership/ Adm. (minimum score)	7	6	3	2	2	2	-
7	Community Service	2	2	2	2	-	-	-
8	Interview (maximum score)	17	17	17	17	17	17	17
9	Referees Report	3	3	3	3	3	3	3
10	Character/ Commitment to duty (maximum score)	6	6	6	6	6	6	6
	Total Score (minimum)	191	158	131	80	84	86	29
	Total minimum Qualifying Score	75%	70%	70%	70%	70%	70%	70%

Note: For a lecturer that was employed as Lecturer II, he/she needs only 3 years teaching experience to be promoted to Lecturer I.

- iv. Evidence of continued research activity and developing authority in area of specialization.
- v. Dissemination of knowledge through professional and academic activities i.e. teaching quality and quantity.
- vi. General Academic leadership and the ability to guide others. This may be in the form of Headship of an academic unit (Deanship, Directorship, Head of Department). It also includes Editorship of a recognized/registered journal, Member of Editorial Board of an International Journal, Principal Investigator in a grant supported research, Chairmanship of Conference Organization, and similar activities.
- vii. At least five (5) of the journal publications being submitted for assessment to the rank of Associate Professor must have been earned in the last three (3) years as evidence of continued research and scholarship.
- viii. Administrative ability and some administrative experience.
- ix. Favourable External Assessment.
- x. Show evidence of having attracted at least a research grant even in collaboration with other scholars.
- xi. For the promotion of any member of teaching staff to a level, from the rank of Senior Lecturer, the publications of the said staff must include a defined number of publications in either Thompson Reuters/Web of Science or Scopus/Scimago Indexed journal publications

g. Professor/ University Librarian

- i. A PhD holder with a minimum of twelve years cognate teaching experience at the University level, three (3) of which should have spent as an Associate Professor/Deputy librarian.
- ii. Widely published research with a minimum of 70 points in high quality reputable journals and must have Google Scholar with H-index of 4.
- iii. Continuous productive research activity with the achievement of the status of an acknowledged authority in area of specialization;
- iv. Dissemination of knowledge through academic and professional activities i.e. teaching quality and quantity.

- v. Postgraduate supervision of Masters, PhD or equivalent where such programmes exist.
- vi. Academic leadership defined as headship of an academic unit, conference organization, Editorship or Membership of Editorial Board of an academic journal, Principal Investigator in a grant supported project, external examiner in another university, and similar activities and the ability to attract and inspire others.
- vii. Administrative ability and experience. viii. Favourable external assessment.
- ix. Show evidence of attracting of at least two research grants.
- x. At least five (5) of the journal publications being submitted for assessment to the rank of Professor must have been earned in the last three (3) years as evidence of continued research and scholarship.

D. **PUBLICATIONS**

- a. **Definition of Publication:** An original work issued to the public for the advancement of knowledge in the following forms (See Appendix for definition of book and monograph for purposes of academic assessment)
- i. Articles published in refereed Journals;
 - ii. Research chapters in books relevant to the academic discipline and specialization;
 - iii. Accepted scholarly Articles or Books. These may be used for promotion to all grades but subject to a maximum of two (2) only on strict verification by Department/Faculty/College Appraisal Panels. A letter of Acceptance is only valid for 12 month and can be used for assessment up to Senior Lecturership but not valid for assessment beyond Senior Lecturership position, ;
 - iv. Published translation of full length articles or books;
 - v. Monographs, Research Reports, Book Review; (See Appendix)
 - vi. Project Design, Project Implementation/ Supervision and Technical Reports. (However, the

- 4 Academic/Administrative Leadership
 - a. Vice-Chancellor 3 points.
 - b. Deputy Vice-Chancellor or Provost 2 points.
 - of College/Dean of Faculty/Director of Institute/Director (including Acting appointments)
 - c. Deputy-Dean or its equivalent, 1 point.
 - Head of Department, Coordinator
 - d. Membership of Council 1 point.
 - e. Membership of a Council / a Senate 0.5 points up
 - to maximum of Committee 1 point.
 - f. Examination Officers/Level 1 point

Postgraduate Coordinators and Registration Officers

- g. Appointment as External Examiner 1 point.
- 5. University Community Service/Public Service
- a. Appointment as Hall Master, 0.5
- Deputy Hall Master, Hall Warden or Assistant Hall Warden
- b. Student Sporting activities such as 0.5
- involvement in coaching activities
- c. Part-time service on statutory or Ad- 0.5 points to
- a maximum of 1 hoc Boards of Government or other point.
- Non-Profit oriented bodies

F **WEIGHTING OF THE SCORING AREAS**

Assessment for Appointment and Promotion: any point(s) from a criterion, not applicable. should not be used in calculating the overall percentage score.

f. Successful supervision of Master's Maximum of 1 points as Major dissertations for the Nigerian or at 2 points per student and 1 West African Fellowship examinations point as Co-Supervisor at 1 point per student

3. Research and publications
(See Appendix 1 for criteria for assessment of publications)

- a. Articles in reputable peer reviewed journals.
3 points to refereed journals Single Author.
2- 4 Authors - 2 points each. 5 Authors and above - 1 point each.
A minimum of 10, 25 and 35 points must be earned from published major journal articles for senior lecturer, Associate Professor and Professor respectively
- b. Published Books (not printed) in the Candidate's area of specialization. (See Appendix 1 for criteria for assessment of books for purposes of 4 points. The points will be shared equally by all Authors e.g. 4 Authors get 1 point each promotion)

Note: Books written by authors below Senior Lecturer shall not be accepted for scoring under promotion except such books are co-authored by a senior academic/colleague.

c. Chapters in Published Book printed materials).
(not 2 points per Chapter to a maximum of 4 points per

Book and a maximum of 8 Points from Book Chapters.

- d. Reviewed Articles 2 points
- g. Book Review 1 point.
- h. Paper in Published Conference Proceedings. 1 point to a maximum of 4 points.
- i. Case Report 1 point
- h. Published full length translation of a Book or an Article (provided that they are in more than one Language by the same Author). 2 points
- i. Bibliographies 1 point.
- j. Indexes 1 point.
- k. Abstract 1 point.
- l. Research Reports 2 points.
- m. Editorship of Book/Journals 2 points maximum.

weighting of these in relation to conventional publications should be determined separately by relevant units and approved by A & PC).

- vii. Articles in published Conference Proceedings;
- Viii. Creative Works/Exhibitions.

b. Assessment of Publications

When publications are cited in support of a promotion, the Head of Department, subject to the provisions of Section C (iii), shall include in his/her recommendation an assessment of those publications and where necessary the opinion of another competent person who has read them. Only original copies and off prints of published papers are acceptable. Where a Head of Department is being assessed, a Professor in that Department or related Department must report on the assessment in writing.

c. Form and Status of Publications

- i. Publication-in-Press: No cognizance will be taken of any article cited as "accepted for publication" unless there is a letter from the Editor certifying that the paper has, in fact been accepted (not acknowledged) for publication in a Journal of unquestionable reputation. Letters of acceptances can only be valid for 1 year.
- ii. Books and Chapters in Books – will be acceptable only in the printed form. If they have not yet been published, they must be accompanied by a copy of the contract agreement with the Publisher or Editor (in the case of books). Only reputable Publishers, not Printers, will be acceptable to Veritas University, Abuja.
- iii. Authoritative Review Articles (including Book Review) especially by invitation from recognized sources (People, Organizations or Journals) will be accepted as publications if they appear in reputable refereed journals.
- iv. All contributions in the popular press and Newspapers/Magazines shall be regarded as "Community Service", and not counted as publications.
- v. Abstracts/Articles as part of the proceedings/reports of a Conference / Seminar/Symposium/Workshop shall be accepted

- only if the proceedings/reports are peer reviewed and published.
- vi. Multiple publications (in whatever different forms) of what is essentially the same material cannot be accepted more than once.
- vii. For the promotion of any teaching staff to a level beyond the rank of Senior Lecturer, the publications of the said staff must include one-third published materials in recognized international journals

E EXTERNAL ASSESSMENT

- I) For external assessment to Associate Professor and Professor, including Personal Chairs, the Provost/Dean after consultation with the Head of Department, provided he/she is a Professor, will recommend six (6) names that must be Professors to the Vice-Chancellor. The six (6) names should be of persons in the same field/specialization with the candidate.
- ii) The Vice-Chancellor shall select three names from the list for the purpose of the assessment.
- iii) The Vice-Chancellor should use the fastest means to obtain the consent in writing of the Assessors within four (4) weeks and the willingness of the Assessors to do the exercise within three months.
- iv) Each of the three External Assessors shall be sent the complete package of papers and the Curriculum Vitae (CV) of the candidate(s) and the University Guidelines on Appointment and Promotion of Academic Staff.
- v) External Assessors of Associate Professors and Professors are to be given three months within which to complete their assessment. Assessors shall be reminded by the Vice-Chancellor at the expiry of three (3) months; and if no response is received from any of them, another assessor shall be nominated to replace the assessor who fails to complete the assessment within three (3) months;
- vi) Absolute secrecy in dealing with external assessors should be maintained. Where there is an evidence of undue influence being exerted by any unauthorized party on the assessment, such exercise would be cancelled and the candidate(s) shall forfeit the right for that promotion year.
- vii) Members of staff with a prima-facie case for promotion to the post of Associate Professor or Professor should submit four (4) bound copies of their publications to the Vice-Chancellor within one

- viii) month of being written to. The Vice-Chancellor/Chairman of Appointment and Promotion Committee (A & PC) shall be required to give a progress report at each meeting of A & PC on the outcome of all External Assessments.
- ix) Extracts of Assessors' comments shall be made available by the Vice-Chancellor to the candidate while shielding the name of the Assessor.
- x) The External Assessor's reports shall be read to the A&PC of Council.

F SCORING SYSTEM

If a person scores the required points for Appointment/Promotion without meeting the required number of publications, he/she cannot be appointed or promoted.

1. **Qualification**
 - I. Bachelor's Degree

1st Class (Hons)	-	3 points
2nd Class (Hons) Upper Division	-	2 points
2nd Class (Hons) Lower Division	-	1 point
 - ii. Master's Degree by Research/M.Phil - 20(LI), 40(LII), 60 (AL)

Master's Degree Vet. Medicine	-	30(LI), 55(LII)
M.Eng, M.Pharm, M.Arch, MFA	-	25(LI), 50(LII), 60(AL)
 - iii. Earned Doctoral Degree, PhD. - 10 points
- Teaching/Research Experience at University Level.
- a. For each full year of teaching 1 point per year up to a maximum of 15 points.
 - b. Part-time teaching and /or research 0.5 points per year up to a in a University before joining maximum of 2 points. Veritas University, Abuja.
 - c. Teaching full-time in other relevant tertiary 0.25 points per year up to institutions such as college of technology, maximum of points college of education or research institutions
 - d. Assessment of Staff by Students 6 points
 - e. Successful supervision of PhD research 2 points for PhD (accomplished), up to maximum of 8 points.