



THOMAS ADEWUMI  
**UNIVERSITY**  
OKO, KWARA STATE

**CONDITIONS OF SERVICE**  
**FOR**  
**SENIOR STAFF**

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## FOREWORD

This Handbook is the property of the Thomas Adewumi University, TAU, Oko, Kwara State. The Rules and Regulations contained therein shall be cited as the Thomas Adewumi University, Oko, Rules and Regulations Governing Conditions of Service of Senior Staff. The Handbook is meant to provide information to all Senior members of staff about the Conditions of Service in the University, in addition to those enumerated in the letters of appointment.

These Rules and Regulations are meant to provide uniform, comprehensive and effective guiding principles and policies for personnel administration for the University, consistent with the provisions of the University Law. It attempts to spell out, as much as possible, the rights, duties, privileges and responsibilities of each member of staff.

Essentially, this handbook will serve as a general reference material for members of the University community. It helps to actualize the realization of the University's instrumentality of Conditions of Service that supports a dedicated, effective and disciplined workforce and promotes efficient and timely service delivery. Additionally, the document will help to guide Management in taking decisions on matters that affect Staff welfare and general conduct in the University.

In many respects, some of the provisions serve as a code of conduct for staff and broad principles of personnel policy for the University are outlined for the guidance of the University Management and Staff. Members of staff are therefore implored to study the Handbook carefully and take note of and be familiar with the provisions. Matters that may arise from the Regulations shall be referred to the Registrar for interpretation. On appeal against the Registrar's interpretation, such matters may be referred to the Governing Council for resolution.

The information provided in this book is not exhaustive and it is, therefore, subject to amendments as the need arises. The Council of the University has the mandate to waive, alter, add to or cancel any part of the terms and conditions of service as it deems fit. The University will endeavour to notify all employees of any changes as ignorance of the content or changes will not be a tenable excuse.

I therefore urge all members of Staff to study the Handbook carefully, take note of and be familiar with the provisions and acquaint themselves with these Rule and Regulations guiding conditions of service in Thomas Adewumi University, Oko to make your work and stay here enjoyable and rewarding.

Your appointment as a senior member of Staff of Thomas Adewumi University, Oko, is a privilege from God to fulfil His purpose for you and for this University. This opportunity places a great expectation on you for maximum productivity and achievement. I am sure that I can count on you for total support, commitment and sacrifice as we build this University together. I welcome you to a unique experience as you join the TAU Family and wish you a blessed working experience.

Sgd.

Kolade Luke Ayorinde

Vice - Chancellor

## CHAPTER ONE

### 1.1 PROPRIETORSHIP

The Proprietor of the University is Decrown West Africa Company Limited, a conglomerate of companies whose major business is engineering and construction in Nigeria and the West African sub-region. The company also ventured into education with the establishment of Prime-Time Nursery and Primary School in 1996 and Thomas Adewumi College, TAICO, in 1997.

The Promoter and Founder of the University is Engr Dr. J. B. O. Adewumi, The Asiwaju of Oko Irese.

### 1.2 PHILOSOPHY

The basic philosophy of the University is predicated on the belief that her central role is to educate and produce well rounded graduates. The University is also conceived as a centre of learning and research combining academic excellence with entrepreneurial/vocational skills acquisition, that will ensure an annual flux of creative graduates into the society who will continually refresh its technical excellence, economic, social and cultural vitality.

The overreaching philosophy of Thomas Adewumi University is excellence entrenched through education. TAU shall train students to imbibe and appreciate hard work, high moral standards and discipline. The overall philosophy is to produce men and women who shall be capable of making impact on and changing society for better and who shall be able to fulfil their aspirations in their chosen fields of study, while appreciating the principles of equity, justice and fairness.

The University was approved by the Federal Executive Council at their meeting held on 3<sup>rd</sup> February 2021 to:

- a) Provide a credible platform for qualified candidates to pursue a desired ideal University education,
- b) Build up responsible citizenry who shall be committed to justice, truth and honour,
- c) Develop students with proper or right qualities for leadership,
- d) Develop in its graduates positive attitudes and character, and
- e) Equip students of the University with capacity building, academic excellence and practical experience so as to enhance the employability status of Thomas Adewumi University graduates.

The University will develop, promote and be run as a unique institution with the following distinctive features:

- i) a strong culture for employability through embedding vocational skills in its curricula for the various programmes,
- ii) creation of challenging educational and cultural environment for students to refine their ability to reason and communicate freely to become responsible and ethically oriented individuals, and
- iii. engaging in critical thinking, teamwork, problem solving, project-based activities and work experience.

### 1.3 OBJECTIVES

The objectives of the University are to:

- i. Encourage the advancement of learning and to hold out to all persons without distinction of race, creed, sex or political conviction the opportunity of acquiring a liberal education at the tertiary level,
- ii. Provide sources of instruction and other facilities for the pursuit of learning in all its branches, and to make those facilities available on proper terms to such persons as are equipped to benefit from them,
- iii. Encourage and promote scholarship and conduct research in all fields of learning and human endeavour,
- iv. Evolve academic programs to suit the changing social and economic needs of society through continuous review of curricular and developments of new programmes through program structural flexibility to respond to societal and technological changes,
- v. Create and expand access and opportunities for education, attract and retain quality students, researchers and teachers, thereby assisting in developing human capital and mitigating the brain drain currently afflicting the Nation,
- vi. Produce internationally acceptable graduates that could compete favourably with their peers anywhere in the world,
- vii. Carry out basic and applied research leading to the domestication and application of new technology to the Nation through collaborative linkages with other academic and research institutions in Africa and the rest of the world,
- viii. Establish a Centre for Entrepreneurial Studies to stimulate job creation and innovative abilities in students from onset of their studies, in such a way that graduates shall be resourceful, self-reliant and job creators, and
- ix. Undertake other activities appropriate for teaching, research and community service as expected of a University of high standard.

### 1.4 VISION

The vision of the University is to provide excellent and suitable academic environment for the development of ideas and knowledge for the benefit of mankind'.

### 1.5 MISSION

The mission of the University is 'to be a Center of attraction for staff and students of the highest quality who are dedicated and attuned to the ideals of excellence, truth, progress and development'.

## 1.6 MOTTO

The motto for the University is 'Scientia Sermo, Sapientia Audio', which means 'Knowledge Talks, Wisdom Listens'. The motto connotes the notion that wisdom is built on sound knowledge and is acquired through hard work and dedicated scholarship. It is the wisdom that people have built through sound knowledge that enables them to be agents of change within their societies; and Thomas Adewumi University aspires to be the organ through which people acquire knowledge and wisdom.

## 1.7 UNIVERSITY LOGO

The logo of Thomas Adewumi University depicts a golden wreath enclosing a shield resting on a ribbon. The shield is divided into three parts. A set of three rotating wheels are enclosed in the left upper part of the shield, an academic cap is enclosed in the right upper part of the shield, and a scroll is enclosed in the lower part of the shield. The motto of the University is written within the ribbon on which rests the shield.

The golden wreath represents royalty and elegance, which the University hopes to impart in everyone it associates with. The shield in the logo represents protection, which the University hopes to provide its students against ignorance. The three rotating wheels in the logo represent science and technology as core values of the University and as the tools for the transformation of society. The academic cap and scroll represent excellent scholarship, which the University hopes to excel in and to impart to all who pass through it.

## 1.8 AUTHORITY

In exercise of powers conferred by the University Law and by virtue of all other powers enabling on that behalf, the following regulations are made for the appointment, promotion, general welfare and discipline of all Junior Staff in the University.

## CHAPTER TWO

### 2.0 TITLE, APPLICATION, INTERPRETATION AND DEFINITION

#### 2.1 TITLE

These regulations shall be cited as The Regulations Governing the Conditions of Service of Senior Staff of Thomas Adewumi University, Oko.

#### 2.2 APPLICATION

These regulations shall apply in respect of any office or employment in any Faculty, Department, Unit, Center or Service as may be designated as part of Thomas Adewumi University.

#### 2.2 INTERPRETATION AND RESOLUTION

In the event of any question regarding the interpretation of these regulations, except in financial matters, the question shall be referred in the first instance to the Registrar and then on appeal to the Vice Chancellor. In the case of financial matters, the question shall be referred to the Bursar and then to the Vice Chancellor. In either case, the final appeal shall be to the Governing Council.

#### 2.4 COMMUNICATION LINE

In order that communication within the University is effective and efficient, all official communications from a staff to the Vice Chancellor or Registrar shall be routed through the Heads of Department and the Deans of Faculty in the case of teaching staff, and in the case of non-teaching staff, such shall be through the respective Heads of Department or Unit.

All official communications made in the name of the University that may affect or in any way interfere with the University policy or have financial implication(s) shall be cleared with the Vice-Chancellor.

#### 2.5 DEFINITION OF TERMS

In these regulations, unless the context otherwise requires or permits, the following expressions shall have the following meanings:

2.5.1 Academic Staff means those members of staff whose primary functions and teaching, research and community services: including professional Librarians and Research Fellows.

2.5.2 Adjunct/Part-Time Staff means Lecturers from outside the Thomas Adewumi University engaged to teach or perform other duties.

2.5.3 Administrative Staff includes all persons holding appointments other than those enumerated in (i) above, who hold administrative, professional or technical post, designated as such by Council.

2.5.4 Associate Lecturer means Lecturer from a Department with Thomas Adewumi University engaged to teach course(s) in another Department or Programme within the University.

2.5.5 Bursar means the Bursar of the University.

2.5.6 Child means a biological or an adopted child of a staff who is under the age of 18.

2.5.7 Cognate means experience in a tertiary institution.

2.5.8 Committee means a body of persons set up for an assignment with specific term(s) of reference.

2.5.9 Confirmed Employee means an employee whose appointment has been confirmed by Council.

2.5.10 Congregation means a forum for all graduate members of staff to meet and express their views on all matters affecting their interest/welfare.

2.5.11 Contract staff means a staff who is not on a pensionable appointment

2.5.12 Convocation means a statutory forum of the University meant for the award of degrees, certificates, etc.

2.5.13 Council means the Governing Council of Thomas Adewumi University.

2.5.14 Date of Appointment means the date an employee assumed duty in the University.

2.5.15 Dean means the academic and administrative Head of a Faculty.

2.5.16 Department means any teaching, research, administrative or other unit approved by the Governing Council to be a constituent part of the University.

2.5.17 Deputy Vice-Chancellor means the Deputy Vice Chancellor of the University.

2.5.18 Faculty means Faculty as constituted and established by Senate and Council of the University.

2.5.19 Graduate means a person on whom a degree (other than honorary degree) has been conferred by the University.

2.5.20 Head of Department means the Officer of the University appointed by the Vice Chancellor to direct or supervise a Department (teaching or non-teaching).

2.5.21 Incremental Date means October 1 every year.

2.5.22 Management means the Vice-Chancellor and the Principal Officers

2.5.23 Notice means notice in writing



2.5.24 Medical Officer means a person registered as a medical practitioner under the Medical and Dental Practitioners Act Cap 221 (now Cap M8) Laws of the Federal Republic of Nigeria 1990.

2.5.25 Misconduct means any conduct, which is prejudicial to the good name and/or reputation of the University, and/or of discipline and proper administration of the business of the University. (See this as indicated in Chapter One of the Junior Staff Conditions of Service).

2.5.26 NHIS means National Health Insurance Scheme.

2.5.27 Notional Promotion means elevation to higher grade without immediate financial benefit; however, it allows for retention of seniority.

2.5.28 Permanent Employee means an employee on a pensionable basis whose appointment has been confirmed.

2.5.29 Postgraduate means a higher degree beyond the first degree.

2.5.30 Prescribed means prescribed by regulations.

2.5.31 Principal Officers mean the Chancellor, Pro-Chancellor, Vice-Chancellor, Deputy Vice-Chancellor, registrar, Bursar and Librarian.

2.5.32 Pro- Chancellor means the Chairman of the Council of the University.

2.5.33 Professor means a person designated as Professor of the University in accordance with provision made in that behalf by statute or by regulations.

2.5.34 Property include(s) rights, liabilities and obligations.

2.5.35 Proprietor means Decrown West Africa Company Limited.

2.5.36 Registrar means the Registrar of Thomas Adewumi University.

2.5.37 Regulations means regulations made by senate of the University.

2.5.38 Retiree means a person who has previously retired from the Public Service of the Federation, State or Local Government (of Nigeria) or any other service recognised and approved by Council.

2.5.39 Senate means the Senate of Thomas Adewumi University, Oko.

2.5.40 Session or Academic Year means the period of nine months which begins on 1<sup>st</sup> October and ends on 30<sup>th</sup> September of the following year or as may be decided by the Senate.

2.5.41 Semester means one half of the session, normally comprising a minimum of 17 weeks of academic work. Usually, a session has two semesters: First or Harmattan Semester and the Second or Rain Semester.

2.5.42 Statute means a statute made by the University under and in accordance with the University Law and as in force from time to time.

2.5.43 Student means an undergraduate and any person of such description as may be prescribed for the purpose of this University.

2.5.44 TAUNTSS means Thomas Adewumi University Non-Teaching Salary Scheme.

2.5.45 TAUTSS means Thomas Adewumi University Teaching Salary Scheme.

2.5.46 Teacher means any person holding a full- time appointment as a member of the teaching staff of the University.

2.5.47 Technical staff means those members of staff of the University other than academic and administrative staff, who hold technical posts with special skill or knowledge, especially of scientific, technical or mechanical in nature.

2.5.48 Temporary Employee means an employee who is not on permanent appointment.

2.5.49 Terminal Salary means the basic salary including all allowances paid to the employee at the date of his/her retirement or exit from the University.

2.5.50 University means the Thomas Adewumi University, Oko.

2.5.51 The University Law means the Law establishing Thomas Adewumi University.

2.5.52 The University Librarian means the head of the Library Services of the University.

2.5.53 Undergraduate means persons in statu pupillary at the University, other than a graduate and a person of such description as may be prescribed for the purposes of this definition.

2.5.54 Vice Chancellor means the Vice Chancellor of Thomas Adewumi University.

2.5.55 Visiting Staff means a Lecturer of at least Senior Lecturer status from another University or establishment appointed to work in TAU on sabbatical for a period of one year.

## CHAPTER THREE ORGANS AND ADMINISTRATIVE STRUCTURE

### 3.0 THE ORGANS OF THE UNIVERSITY

The University is governed by a hierarchy of Bodies, Principal and Frontline Officers with specific functions and responsibilities.

The Statutory Organs are the:

- a) Board of Trustees,
- b) University Governing Council,
- c) Senate,
- d) Congregation and
- e) Convocation.

### 3.1. THE BOARD OF TRUSTEES

The Board of Trustees which is headed by a Chairman is the supreme governing body of the University and is charged with the overall policy direction and financing of the University. It has a membership of five persons of proven integrity all of whom are appointed by the Proprietor.

The Pro-Chancellor and Chairman of the Governing Council is one of the five members of the Board of Trustees. The Board appoints its own Secretary. The main functions and responsibilities of the Board of Trustees are:

- a. to ensure that the overall development and operations of the University is in line with its vision, objectives and purposes,
- b. to ensure that the University achieves its objectives by creating an intellectual environment that will challenge and encourage accelerated development of the University,
- c. to promote the image of the University within and outside Nigeria,
- d. to hold legal title to all the property of the University,
- e. to appoint the Chancellor, Pro-Chancellor and external members of the University's Governing Council,
- f. to conduct a visitation to the University at least once in every five years, and
- g. to determine strategies and procedures for financing the University and ensure the availability of the financial and other resources necessary for the performance of the University's objectives.

### 3.2 THE UNIVERSITY GOVERNING COUNCIL

The University Governing Council is headed by a Chairman who is the Pro-Chancellor. It has a membership of fifteen, comprising the following:

- i. Pro-Chancellor and Chairman,

- ii. Vice Chancellor,
- iii. Deputy Vice-Chancellor (s),
- iv. Four persons appointed by the Board of Trustees representing a variety of interests including a woman,
- v. Two members representing the Senate who shall not be below the rank of a Professor,
- vi. One representative of National Universities Commission (NUC),
- vii. Two members representing the Congregation (one academic and the other administrative),
- viii. One member representing the Alumni/ae Association,
- ix. One representative of Kwara State Ministry of Education, and
- x. Registrar as Secretary.

### 3.3 THE SENATE

The Senate is the highest decision-making body on academic matters relating to the University. The Senate, with the approval of the Council and the National Universities Commission, can establish new Campus, Faculty, Department, School, Institute or other teaching and research units. The Vice Chancellor is the Chairman of the Senate while the Registrar is the Secretary.

### 3.4 THE CONGREGATION

The Congregation provides an opportunity for members to meet and express their views on all matters affecting the interest and welfare of the University and its members. The Vice Chancellor is the Chairman at all the meetings of the Congregation while the Registrar is the Secretary.

### 3.5 THE CONVOCATION

Convocation is one of the statutory organs of the University. The Chancellor is the Chairman at all meetings of Convocation.

### 3.6 PRINCIPAL OFFICERS OF THE UNIVERSITY

#### 3.6.1 PROPRIETOR

The Proprietor of Thomas Adewumi University is Decrown West Africa Company Ltd. The Proprietor appoints members of the Board of Trustees as provided for in the University Law. The Proprietor, through the Board of Trustees, has control over the property, the income and expenditure of the University.

#### 3.6.2 CHANCELLOR

The Chancellor is the highest Principal Officer of the University and takes precedence over all other members of the University. The Chancellor is the Chairman of Convocation ceremonies and other assemblies of the University held for the conferment of degrees, diplomas, certificates and other awards.

### 3.6.3 PRO-CHANCELLOR AND CHAIRMAN OF THE UNIVERSITY GOVERNING COUNCIL

The Pro-Chancellor takes precedence before all other members of the University except at Convocation where the Chancellor takes precedence. The Pro-Chancellor is the Chairman of the University Governing Council and he/she guides the institution towards full and continued development.

### 3.6.4 VICE - CHANCELLOR

The Vice- Chancellor has the general function, in addition to any other functions conferred or imposed upon him/her by the University Law, of directing the activities of the University and to the exclusion of any other power or authority. The Vice-Chancellor is the Chief Executive and Chief Academic Officer of the University and Chairman of the Senate. The Vice -Chancellor is specifically charged with the smooth running of the University. He/she also exercises general supervision over discipline, orderliness, productivity and efficiency in the University.

### 3.6.5 DEPUTY VICE- CHANCELLOR(S)

The Deputy Vice -Chancellor(s) shall assist the Vice- Chancellor in the performance of his/her functions and shall perform such other functions as the Vice- Chancellor or the Governing Council may from time to time assign to him/her.

### 3.6.6 REGISTRAR

The Registrar is the Chief Administrative Officer of the University and is responsible to the Vice - Chancellor for the day-to-day administrative activities of the University. The Registrar is the Secretary to the Governing Council, Senate and Congregation. He/she is the custodian of the seal and other legal documents of the University.

### 3.6.7 BURSAR

The Bursar is the Chief Finance Officer of the University and is responsible to the Vice- Chancellor for the administration and control of the financial affairs of the University.

### 3.6.8 UNIVERSITY LIBRARIAN

The University Librarian is responsible to the Vice- Chancellor for the administration of the library services in the University and for any other matters relating to the library.

### 3.7 OTHER KEY OFFICERS

#### 3.7.1 DEAN OF FACULTY

The Faculties of the University are supervised by Deans. The Dean of a Faculty shall normally be a Professor and he/she chairs all meetings of the Faculty Board.

#### 3.7.2 HEAD OF DEPARTMENT/UNIT

The University shall have Head of Department/ Acting Head who is responsible to the Vice- Chancellor, through the Dean of the Faculty for coordinating, guiding and supervising, teaching, examinations, research and other activities in the Department. Each Non-Teaching Department/unit shall also have a Head/Acting Head.

#### 3.7.3 DIVISIONAL HEAD

The University shall have Heads of Divisions or Units whose responsibilities are to man strategic arms and units of the University in the following areas: Works, Maintenance and Services; Health Services; Academic Planning, etc. The Heads of Division/Unit will be directly responsible to the Vice- Chancellor for the day-to-day administration of their Units/Departments.

## CHAPTER FOUR

### 4.0 THE THOMAS ADEWUMI UNIVERSITY CULTURE

Joining Thomas Adewumi University (TAU) Family is an honour that requires that everyone uphold the policies, regulations and guidelines established for Students, Faculty, Administration, Professional and other employees and the Law of Kwara State, and of the Federal Republic of Nigeria. Each member is required to adhere to and conform to the instructions and guidance of the Leadership of his/her respective Department or Unit.

Every staff is expected to abide and be guided by the following core values, moral principles and standards, among others, which form the rules and conditions for the day- to-day behaviour and decision in the discharge of duties to the University. These will help staff make decisions that are in line with the Vision, Mission, Motto and Philosophy of Thomas Adewumi University.

#### 4.1 GODLINESS

The University was founded as a response to the call of God for service to humanity. It is therefore expected that every staff of the University will be guided by Godly principles and behave and carry out their duties believing and respecting God and living a moral life based on love for others and the fear of God.

#### 4.2 GOOD CONDUCT AND RESPECT FOR OTHERS

Every staff is expected to admire the good qualities, feelings, opinions and achievements of others and be polite in dealing with everyone so as to promote peace and tranquility at the place of work. The opinions of others should be respected and taken into consideration in making decisions that will be beneficial to all. Members should therefore be polite in conducting themselves professionally and not insult or put others down. Harassment and exclusionary behaviours are not acceptable in the University and every member of the community should say no to threats of violence, insubordination, dissemination and sharing of sexually explicit or violent materials via electronic devices or other means.

#### 4.3 GOOD WORK HABIT

Reliability is expected of every worker of the University so that members can be trusted to do things well, truthfully, timely and correctly with minimal supervision. Every staff should exhibit positivity by thinking about the good or success of the University always. Teamwork and spirit, whereby members possess ability, desire and willingness to work together with or help others as a group for the advancement of the University, are desirable. Team members should be objective and base all actions on facts, and not personal feelings, desire or hearsay, to achieve the stated goals and aspirations of the University. Members of staff are expected to make service to humanity their watchword and be ready to be of help or use in faithfully discharging all assignments.

#### 4.4 BEHAVING WITH INTEGRITY

Every member of the TAU Family is expected to be honest and have strong moral principles. All staff should think and behave properly towards the University and others so as to portray strong positive intention towards them. Every staff should be reliable, dependable and possess the ability to keep information secret, where required to, in the interest of the University. No member of the TAU Family should be a member of any unrecognized associations, cults, secret societies. etc.

#### 4.5 SELF RESPECT

Each member of Thomas Adewumi University Family will exhibit a high degree of maturity and self-respect and foster an appreciation for other cultures, one's own cultural background, tribe and ethnicity, as well as the cultural matrix from which TAU was born. It is only through these appreciations that the future of our University can be sustained indefinitely.

#### 4.6 RESPECT FOR THE DIGNITY, FEELINGS, WORTH AND VALUES OF OTHERS

Each member of TAU Family will respect one another and visitors as if they were guests in their homes. Therefore, to accost, cajole, and proselytize students, Faculty, Staff, Parents and others, engage in gender and sexual harassment, use vile, obscene or abusive language or exhibit lewd behavior etc, are strictly prohibited as they are in direct violation of the Thomas Adewumi University code both on and off campus.

#### 4.7 RESPECT FOR THE RIGHT AND UNIVERSITY PROPERTY AND OF OTHERS

Every member will strive to preserve and protect University properties and those of others and treat them as they would their own. Each member of TAU Family will refrain from illegal activity both on and off campus, vandalism or illegal possession of the properties of the University or of others. and will be subject to all applicable provisions listed in the university Handbook, official staff Handbook and official students Handbook and the TAU Code.

#### 4.8 EQUAL RIGHT FOR ALL

Each member will support equal right and opportunities for all, regardless of Age, Sex, Ethnicity/Race, Religion, Disability, Ethnic heritage, Socio-Economic status, Political, Social or other affiliation or disaffiliation. The fundamental Human Rights of the Family, Friends and Associates must be respected and always upheld. Each member of the TAU family must be inclusive by welcoming and supporting people from other backgrounds.

#### 4.9 PROFESSIONAL RESPONSIBILITY, COMPETENCE AND BEHAVIOUR

Each member shall maintain high standards and show high level of ability, training or possession of required skills for discharging duties. High level of productivity, organizational skills and excellence are expected as every staff is expected to be



outstanding or very good in the discharge of daily duties. Members should always clearly express ideas and feelings or exchange ideas and information unambiguously.

#### **4.10 PERSONAL, PROFESSIONAL AND ACADEMIC INTERGRITY**

Personal, Professional and Academic Integrity is paramount to the survival and realization of the potential of TAU Family. Therefore, individuals found in violation of the TAU policies against lying, deceit, cheating, plagiarism or stealing are subject to disciplinary action which could possibly include dismissal from the University.

#### **4.11 ATTENDANCE AND PUNCTUALITY.**

It is expected that members shall be regular and punctual in attendance at work by being in the office or place of work and be ready to work, start work on time and shun absenteeism and any form of tardiness. Faithfulness and accountability are essential qualities required in every TAU worker.

#### **4.12 FOSTERING OF PERSONAL PROFESSIONAL WORK ETHIC WITHIN THE TAU FAMILY**

Each employee and student of TAU Family must strive for efficiency and job perfection. Every staff must exhibit a commitment to serve and job tasks must be executed in a humane and civil manner.

#### **4.13 FOSTERING AN OPEN, FAIR AND CARING ENVIRONMENT**

Each member of TAU Family is assured of equal and fair treatment on the adjudication of all matters. In addition, it is understood that intellectual stimulation is nurtured through the sharing of ideas; hence the University will maintain an open and caring environment. It is prohibited to possess weapons such as knives, cutlasses or firearms and membership of unrecognized associations, membership of cults, etc.

Every member of the TAU Family shall abide by the principles of environmental management and conservation. There should be proper care and respect of the entire University environment by avoiding ruination of the environment, unauthorized bush burning, felling of trees, hunting, farming, fishing, etc.

#### **4.14 NO TO SUBSTANCE ABUSE AND POSSESSION OF WEAPONS**

It is prohibited for any staff or student to possess weapons such as knives, cutlasses or firearms, or be involved in the manufacture, possession, use, distribution, purchase or sale of illegal and/or prohibited drugs within or around the University.

#### **4.15 UPHOLDING THE DRESSING CODE OF THOMAS ADEWUMI UNIVERSITY**

Appearing and dressing properly, apart from making one look responsible, uplifts the image of the service. A professional appearance is important, and every staff should be well groomed and dress appropriately. Therefore, every member of staff is expected to dress neatly, decently and corporately while on official duties, except as may be determined by the nature of duty or assignment.

#### **4.16 RESPONSIBILITY FOR UPHOLDING THE TAU CULTURE**

TAU desires to harness the differences and diversity of staff and students by welcoming and supporting people from various backgrounds and all ideas so we can build the strength and resources needed to develop the University of our dream. Each member of the TAU Family must therefore embrace all tenets of the code and is encouraged to report all code violators. Members should be always ready to protect the physical and intellectual assets and properties of the University, act with integrity and comply with the Laws of the University and uphold her culture.

## CHAPTER FIVE

### 5.0 COMMITTEES

#### 5.1.0 APPOINTMENTS, PROMOTIONS AND APPOINTMENTS, PROMOTIONS AND DISCIPLINARY COMMITTEE (ACADEMIC STAFF)

There shall be a Standing Committee of Council known as the Appointments, Promotions and Disciplinary Committee (Academic) with the following terms of reference:

- i. Consider all matters relating to appointments, confirmation of appointments, promotions and welfare of academic staff, except the Principal Officers.
- ii. Make recommendations to Council on any matter that will be in the interest of the proper appointment, promotion and discipline of members of academic staff of the University.
- iii. 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 to retiring age or extended for any specific period.
- iv. Investigate, consider and determine all disciplinary cases involving staff of the University except the Vice-Chancellor and the Deputy Vice- Chancellor, research leave, sabbatical exchange program leave to academic staff in accordance with recommendation made from time to time, by the Committee, and
- v. Grant studies leave, to academic staff in accordance with recommendations made from time to time, by the Committee, and
- vi. Report to Council from time to time.

#### 5.1.1 MEMBERSHIP:

a) The membership of the Committee shall be as follows:

- |  |   |          |
|--|---|----------|
| • Vice-Chancellor  | - | Chairman |
| • Deputy Vice-Chancellor(s)  | - | Member   |
| • Two Council members  | - | “        |
| • Bursar   | - | “        |
| • University Librarian   | - | “        |
| • Deans of Faculties   | - | “        |
| • Two Representatives of Senate  | - | “        |
| • Head of Department (When the cases of that Department are being taken) is to be in attendance. |   |          |
| • Registrar as member and Secretary  |   |          |

b) The Vice-Chancellor, or in his absence the Deputy Vice-Chancellor, shall be the Chairman of the Committee.

c) The Registrar or his/her representative shall be the Secretary of the Committee.

d) The quorum of the Committee shall be two-thirds (2/3) of membership of whom one must be a member of Council and one must be the Head of Department concerned or the person deputed by him when business relating to his department is being considered.

e) If, for any reason, a vote must be taken, the concurrence of votes of three quarters (75 percent) of the members of the Committee shall be required to make a decision valid.

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

#### 5.2.0 APPOINTMENTS, PROMOTIONS AND DISCIPLINARY COMMITTEE (ADMINISTRATIVE, PROFESSIONAL AND TECHNICAL STAFF)

a) There shall be a Standing Committee of Council known as Appointments, Promotions and Disciplinary Committee for Administrative, Professional and Technical Staff.

b) The terms of reference for the Committee are to:

- i. make recommendations to Council on any matter that will be in the interest of the appointments, promotions and discipline of Non-Teaching staff,
- ii. consider the confirmation or extension of appointment of a member of Non-Teaching 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
- iii. grant study sabbatical and exchange program leaves to Non-Teaching Staff in accordance with recommendations made from time to time by Non-Teaching Staff Appointments, Promotions and Disciplinary Committee.
- iv. report to Council from time to time.

#### 5.2.1 MEMBERSHIP

The membership of the Committee shall be as follows:

- Vice- Chancellor
- Deputy Vice- Chancellor
- Two Council Members
- Registrar
- Bursar
- University Librarian
- Head of Physical Planning Unit
- Director of Works
- Director of Medical Services
- Two Representatives of Senior Non- Teaching Staff

- Deputy Registrar (Establishments) as Secretary
  - a) The Vice-Chancellor, or in his absence the Deputy Vice- Chancellor, shall be the Chairman of the Committee.
  - b) The Deputy Registrar (Establishments) shall be the Secretary to the Committee.
  - c) Two- thirds of the Committee members shall form the quorum.

## CHAPTER SIX APPOINTMENTS

### 6.0.0 INTRODUCTION

A member of staff shall be in the employment of the University on such terms and conditions of service as may be set out or prescribed in any contract in writing between him and the University after due Council approval. Such contract being signed on behalf of the University by the Registrar or by any other persons as may be authorized for that purpose by the University, and any such contract shall obtain or deemed to obtain provisions that are therein specified as subject to the provisions of the Statutes, Ordinances and Regulations of the University.

6.0.1 Appointments and promotions are made by Council. Subject to the provision in the regulation relating to the making of temporary appointments by the Vice- Chancellor, all appointments to any established Senior Staff position shall normally be through advertisements and interviews. After obtaining the approval of Vice-Chancellor, the Registrar shall advertise accordingly in at least a local newspaper and the University Website.

6.0.2 The advertisements shall give details of such posts to be filled from time to time. Only shortlisted applicants shall then be formally interviewed. An appointment is finally made after approval by the Appointments, Promotions and Disciplinary Committee in respect of TAUNTSS 6-13/ TAUNTSS 1-5 positions; an appointment to a position on TAUNTSS 14-15/ TAUTSS 6- 7 requires the approval of Council.

6.0.3 An appointment shall not be valid until it has been accepted in writing. The appointment commences from the date of assumption of duty.

6.0.4 Every appointee shall, on assumption of duty, report to the Registrar and present valid and acceptable proof of age, marital status, medical report and academic and professional qualifications.

6.0.5 Appointments to other posts such as Deans, Provosts, Heads of Departments and Directors of Institutes and allied establishments shall follow the procedures set out for that purpose

6.0.6 All relevant sections/conditions relating to assessment for promotion of Academic, Senior Administrative, Professional and Technical staff shall be applicable for appointment purposes.

### 6.1.0 DISQUALIFICATION FOR APPOINTMENT

A conviction from criminal offence not quashed on appeal or dismissal or termination as consequence of disciplinary actions from previous post shall disqualify a person from being offered employment by the University. When an employee is found to have deliberately withheld such information from the University, he shall be liable to summary dismissal.

### 6.2.0 PROCEDURE FOR APPOINTMENT

The Vice-Chancellor's approval shall be required by the Deans of Faculties (in case of academic position) and by the Registrar (in case of non-academic position) in all matters of appointments.

- a. Deans of Faculties shall seek approval from the Vice-Chancellor to initiate processes to fill vacancies which exist in the Faculties.
- b. Registrar shall seek approval from the Vice-Chancellor to initiate processes to fill vacancies which exist in non-academic Departments/Units.
- c. In respect of any vacancy that is to be filled, the Dean of the Faculty shall submit a request for advertisement, clearly stating the requirements for filling the position(s).
- d. In respect of any vacancy that is to be filled in a non-academic department/unit, the Registrar shall submit a request for advertisement, clearly stating the requirements for filling the position(s).
- e. Where a Chair is vacant, the Dean of Faculty shall submit to the Vice-Chancellor a request for advertisement clearly stating the requirements for filling the position(s). The Registrar shall advertise accordingly in the local newspapers and the University Website.
- f. All vacant established posts shall normally be advertised locally and/or overseas and shall include the requirements for applicants to request their referees to send confidential reports in respect of themselves to the Registrar.
- g. After the closing date, the Registrar shall forward the applications to the Provost/Dean of the College/Faculty and ask him/her to prepare a shortlist of candidates for each vacant post from among those candidates who are qualified in terms of the requirements of the advertisements. The Dean is required to rely on the recommendations of Departmental Review Panel and Faculty Review Panel in the shortlist of candidates. List of shortlisted candidates shall be forwarded to the interviewing panels.
- h. Interviews may be arranged, where necessary for overseas candidates.
- i. The recommendations of interviewing panels and those of overseas agencies shall be put before the Appointments, Promotions and Disciplinary Committee for consideration and final decision.
- j. As soon as possible thereafter, and in any case not later than four weeks after the meeting of the "Appointments, Promotions and Disciplinary Committee" letters of appointment shall be issued in accordance with the decision of the Committee for TAUNTSS 6-13/ TAUTSS 1- 5 positions; its final decisions on positions on TAUNTSS 14-15/ TAUTSS 6 - 7 are forwarded to Council.
- k. No appointment shall be valid until it is offered and accepted in writing.
- l. Evidence of good health signed by the Medical Officer of the University or by a Medical Practitioner acceptable by the University
- m. Every employee shall produce acceptable evidence of his true age on first appointment.
- n. The commencement date of appointment is the date a member of staff assumes duty in the University.
- o. The University shall reserve the right to make such inquiries as may be necessary to confirm the eligibility or otherwise of a candidate.

### 6.3.0 AUTHORITY TO APPOINT AND PROMOTE

- 6.3.1 The Appointments, Promotions and Disciplinary Committee shall have responsibility for matters pertaining to the appointments of all categories of senior staff in the University; and make recommendations to Councils in the cases of appointment of

Officers in the categories of Reader, Deputy University Librarian and above and their equivalents in the Administrative, Professional and Technical cadres.

6.3.2 There shall be constituted in respect of each appointment, a University Interviewing Panel which shall interview and assess candidates for appointment, and make recommendations to the Appointments, Promotions and Disciplinary Committee.

6.3.3 The Dean of the Faculty, in consultation with the Head of the Department concerned, shall recommend the names of members of an Interviewing Panel, through the Provost of the College, where applicable, to the Registrar for the approval of the Vice-Chancellor.

6.3.4 The Vice-Chancellor shall have power to make appointments to senior staff positions for a period not exceeding one year in each case, during which time process must have been concluded for regularization or otherwise of such appointment.

#### 6.4.0 APPOINTMENT OF ACADEMIC STAFF

6.4.1 Every year, the Registrar shall request the Deans and Heads of Departments/Units to submit to the Registry their staff requirements for the subsequent academic year subject to budgetary provisions.

6.4.2 Heads of Departments shall consult with their respective Deans in all matters pertaining to appointments.

6.4.3 On creation of a vacancy either through the budget or resignation of a member of staff, the ahead of department concerned shall, in consultation with the Dean, where applicable, cause it to be advertised by the Registrar internally, and/or externally.

#### 6.5.0 COMPOSITION OF INTERVIEW PANEL FOR ACADEMIC STAFF

The composition of Interview Panel for Academic Staff shall normally be as follows:

(i) The Vice-Chancellor – Chairman

(ii) The Deputy Vice-Chancellor(s)

(iii) The Provost of the College, where appropriate

(iv) The Dean of the Faculty concerned

(v) The Head of Department concerned, except that if the Head of Department is himself a candidate, or the assessment is for a Professorial appointment and the Acting Head is not a Professor, he shall not serve on the panel.

(vi) At least one (1) external expert in the relevant discipline where the interview involves appointment to the rank of Professor or Reader or their equivalents in the Administrative, Professional or Technical Cadres.

(vii) Two (2) persons, at least one of whom must be from outside the Faculty, recommended by the Dean in consultation with the Head of Department, to the Provost, where applicable and approved by the Vice-Chancellor. Such persons must have knowledge of the subject or field in respect of which candidates are being assessed or interviewed and must not be of lower status than that of the post for which interview is being conducted.

(viii) Bursar

(ix) University Librarian

(x) The Registrar - Secretary

#### 6.6.0 PROFESSORIAL APPOINTMENTS

6.6.1 Interview for Professorship / Readership appointments shall take place only after shortlist of the applicants has been undertaken by the Provost/Dean of the



College/Faculty concerned in consultation with the Faculty Appointments and Promotions Review Panel.

6.6.2 The Interviewing Panel shall submit detailed reports on each of the candidates to the Appointments, Promotions and Disciplinary Committee.

6.6.3 Only candidates who are prima facie qualified shall have their publications sent by the Vice-Chancellor to external assessors after the Appointments, Promotions and Disciplinary Committee must have considered the relevant interview reports. Where there is only one vacancy, the papers of all recommended candidates shall be sent to the same External Assessors for the purpose of ranking.

6.6.4 If there are no external members on a Professorial/Readership Interviewing Panel, the interview shall be rescheduled soon thereafter.

6.6.5 The reports of the External Assessors on each candidate's publications shall be presented to the Appointments, Promotions and Disciplinary Committee for a final decision on the appointability of the candidate. No candidate shall be deemed appointable unless at least 2 out of 3 reports of the External Assessors are positive.

6.6.6 All appointments to the Professorial cadre shall be reported to Council for approval before the issuance of letter of appointment.

6.7.0 MINIMUM REQUIREMENTS FOR INTERNAL AND EXTERNAL CANDIDATES FOR PRIMA FACIE CASE FOR APPOINTMENT TO PROFESSORIAL POSITIONS

The following criteria shall be used with regards to scoring to establish prima facie for candidates seeking appointment to Professorial and Readership positions:

a) (i) Internal Assessment (as per Promotion Guidelines)

(ii) Interview Performance

(iii) Publications

b) Candidates must also obtain the minimum score of 80% for Professor and 70% for Reader/Deputy Librarian in each of the components in (a) i & ii and 40 and 35 points respectively in (iii) above to be considered prima facie for the posts of Professor and Reader/Deputy Librarian, respectively.

6.8.0 CONDITIONS FOR ACCEPTED PAPERS FOR PUBLICATIONS

Papers listed as accepted for publication, but which have not appeared in print for over a period of two years, shall not be countenanced for appointment and promotion.

6.9.0 PROCEDURE FOR THE APPOINTMENT OF EXTERNAL ASSESSORS IN RESPECT OF PROFESSORIAL POSTS

6.9.1 The Dean (or Provost, where applicable) in consultation with the Head of Department concerned, shall nominate Assessors for the posts of Reader and Professor.

6.9.2 The Provost of the College or Dean of Faculty as appropriate shall make brief statements on the academic qualities of the scholars recommended for appointment as assessors.

6.9.3 In respect of each candidate, a list of six Assessors shall be sent directly to the Vice-Chancellor by the Provost/Dean. Three Assessors shall be appointed by the Vice-Chancellor provided that the Vice-Chancellor may, where necessary, choose not more than one of the three Assessors from outside the list of six Assessors nominated by the Provost/Dean.

6.9.4 The recommendations shall be made in confidence directly to the Vice-Chancellor.

6.10.0 PROCEDURE FOR EFFECTING EXTERNAL ASSESSMENT OF PUBLICATIONS

6.10.1 The Registrar shall require a candidate to submit three sets of his/her publications for External Assessment within three weeks of being found prima facie qualified by the Appointments, Promotions and Disciplinary Committee.

6.10.2 The Provost/Dean shall submit the list of External Assessors as in paragraphs 6.6.3 and 6.6.4 above to the Vice-Chancellor within three weeks as in 6.7.1 above.

6.10.3 The Vice-Chancellor shall, on receiving the list of External Assessors, obtain the consent of the External Assessors. Thereafter, he shall forward the publications of the qualified candidates to the Assessors normally within two months of the date of the Appointments, Promotions and Disciplinary Committee's decision. The Assessors shall normally send their reports in strict confidence to the Vice-Chancellor within 90 days.

6.10.4 The process of assessment shall normally be concluded within two years; otherwise, the process shall be aborted.

#### 6.11.0 CRITERIA FOR APPOINTMENT OF EXTERNAL ASSESSORS

6.11.1 A person to be appointed as External Assessor must have attained eminence in the academic field/discipline concerned.

6.11.2 He must be involved in full-time teaching and/or research in a reputable University.

6.11.3 Scholars who had been on the staff of Thomas Adewumi University within the preceding five years shall not normally qualify for appointment as External Assessors.

6.11.4 Scholars who have had research collaboration resulting in joint publication(s) with the candidate concerned shall not be qualified for appointment as his External Assessors.

#### 6.12.0 ASSESSMENT OF PUBLICATIONS

The AP&DC shall from time to time provide guidelines for scoring publications by types and outlets (journals, books, chapters in books, conference proceedings, technical reports, creative works, etc.) for the use of Departmental Appointments and Promotion Review Panels and Faculty Appointment and Promotion Review Panels. The applicable maximum score shall range from 0 to 5 or as stated by Appointments and Promotions Committee.

##### 6.12.1 Choice of Assessor

On receipt of prints/photocopies of articles or other publications, the Registrar shall submit same to the Vice Chancellor who will consult with the relevant Dean before referring such publications to Assessors for evaluation.

##### 6.12.2 Guidelines to Assessors

The Assessor shall be advised of the guidelines used for internal assessment by the University but that he is free to use any other guideline he finds appropriate.

The Assessor shall be required to comment and give detailed assessment of each of the publications as prescribed from time to time by the Appointments, Promotions and Disciplinary Committee.

The contribution of each publication to knowledge and the relevance to positive societal transformation should be indicated. The quality of each publication shall be rated as follows:

A	=	Excellent
B	=	Very Good
C	=	Good
D	=	Fair
E	=	Poor

### 6.12.3 Assessor's Recommendations

The publications shall be forwarded to three Assessors who shall then be required to look at the publications of each applicant in their totality and decide whether these constitute sufficient basis for appointment to the professional post indicating the score by the candidate.

A maximum of 50 points have been allocated to publications and out of these, a Professor must obtain a minimum of 40 points and a Reader, a minimum of 35 points and as determined from time to time by the Academic Staff Appointments, Promotions and Disciplinary Committee.

### 6.13.0 GUIDELINES FOR THE SCORING OF PUBLICATIONS

Publications shall be assessed in respect of their contribution to knowledge in the relevant field and/or their usefulness to the profession concerned. Marks shall be awarded for each publication bearing in mind factors such as the over-all minimum a candidate must obtain to qualify for a position, the number of authors, its publishers, its originality and contribution to knowledge. Predatory outlets are not eligible for scoring. Candidates for the post of Professor, Reader, Senior Lecturer and Lecturer I must have a publication spread of at least 30, 20 and 10 and 0 percent and not more than 20, 30, 40 and 50 percent respectively.

#### 6.13.1 Assessment of Publications and Other Productive Works

##### a) Journals

Scoring: Where there is more than one author, depending on the category of the journal, the first author shall score the maximum of the total score given for the article while other authors shall score 70% each of what the lead author gets. Candidates applying for Senior Lecturer and above should be lead author in not less than 25% of joint authored publications. There should not be more than 20% of presented articles in any one specific journal. There should not be more than two articles in any single issue by the same author(s). Any article beyond two in a single issue shall not be considered. For Senior Lecturer and above, not more than 10% of the publications should be in journals that have not gone beyond three volumes, provided only one volume is published annually. Any other papers more than the said 10% shall not be scored. Journals based in Colleges of Education, Monothecnics and Polytechnics and other similar tertiary institutions are NOT acceptable for promotion purposes. Papers published online ahead of print (Online early) in Categories A and B journals shall be

scored as published papers provided, they have digital object identifier (DOI) numbers. When a candidate publishes the same material more than once, only one will be scored. Papers claimed to have been accepted but with no evidence of letter(s) of acceptance or those with letters of acceptance for up to two years but not yet in print shall not be scored. Not more than four accepted articles should be scored for any candidate.

Journals shall be scored 3.0 Excellent, 2.0 Very Good, 1.5 Good or 1.0 for Fair for single or lead authors and 70% of the article score for others in joint publications.

b) Book

A book is defined for the purpose of assessment of academic employment or promotion as a publication of more than 80 pages on 12 points or 100 pages on 14 points Times New Roman, single-line spaced, cover excluded. A book must have ISBN. A book to be considered must be published by a well-known academic publisher with evidence of peer review, and not just printed. Book must be in the author's discipline. A book shall be scored: 0-5.

c) Chapters in books

A chapter in book (as defined in (b) above) is eligible for scoring. Not more than two chapters should be assessed in a single book. A chapter in a book shall be scored between 0-2.0 points.

d) Conference Proceedings

Not more than one contribution in a particular conference volume produced by a recognised learned or professional body or association shall countenance. Not more than three conference proceeding papers should be scored in all. Each shall be scored between 0 - 1 point.

e) Creative Work

These are exhibitions, paintings, musical compositions and performances, play writing, directing and production, technical inventions including prototypes, products, all forms of original designs and constructions, etc. A maximum of three creative works should be scored. Each shall be scored between 0-1.5 Points

f) Patented Work

These are key contributions to policy and industry. Up to maximum of three patented works in respect of which candidate must show evidence of patent shall be scored. Each shall be scored between 0 – 2.5 points

g) Technical Report/Monograph

Up to a maximum of three technical reports shall be scored and candidate must provide letters of commission. Each shall be scored between 0 -1 Point

### 6.13.2 Minimum Requirements

Minimum score in respect of publications required for appointment to the following grades shall be:

Professor	- 40 points
Reader	- 35 points
Senior Lecturer	- 30 points
Lecturer I	- 20 points
Lecturer II	- 15 points or Ph.D.

#### 6.14.0 GUIDELINES FOR SCORING OF QUALIFICATIONS, ADMINISTRATIVE, TEACHING QUALITY/ EXPERIENCE ETC AND OVERALL TOTAL SCORE OF ACADEMIC STAFF

The appraisal and assessment of candidates shall be based on the under-listed criteria:

##### 6.14.1

Academic Qualification (Maximum 5 points). The minimum qualification for teaching staff shall normally be a Ph. D degree while for Library staff it shall be a first degree plus at least a professional qualification or Masters' degree in Library and Information Science or Library Science/Studies.

- a. A Doctorate Degree - 5 points
- b. A Master's Degree - 3 points
- c. A 1<sup>st</sup> Class Honours Degree - 2 points
- d. A 2<sup>nd</sup> Class Upper Honours Degree - 1.5 points
- e. A 2<sup>nd</sup> Class Lower Honours Degree - 1 point

6.14.2 Teaching and/or Professional Experience (Maximum: 10 points). One (1) point shall be awarded for each year of full time teaching or research in the grade of Assistant Lecturer or above in a University or ½ point per year in the case of other higher institutions and research institutes. A Professor must have a minimum of 10 years post-doctoral teaching experience while a Reader/Associate Professor shall have minimum of 8 years post-doctoral teaching experience

**6.14.3** Quality and Quantity of Teaching (Maximum: 5 points): Quality cannot be objectively determined especially for external candidates, but workload should be minimum of 16 Units per session. For Library staff, both workload and quality of professional duty are to be based on the Library Review Panel's assessment.

**6.14.4** Research Impact (Attraction of Grants, Research Leadership, Partnerships and Patents, Current Research) (Maximum: 5 points). There should be concrete evidence such as letter of award, progress report, etc.

**6.14.5** Supervision of Postgraduate Students (Completed and On-going) (Maximum: 5 points).

**6.14.6** Active Participation in Conferences (Maximum: 5 points) - ½ point per attendance in last 5 years.

**6.14.7** Administrative Experience and Civic Contribution (Maximum: 10 points) – at Departmental level, Faculty level, University level, National/International Level and Community service. Minimum score: Professor, Reader/Deputy UL – 6.5, Senior Lecturer/P. Librarian – 5.5, Lecturer I/Senior Librarian – 2 points.

Marks should be allocated to each criterion in accordance with the approved guidelines provided by the AP&C from time to time. For Academic staff, contribution to the Nation/International level shall include service on Public Bodies, Consultancies, Public Lectures, Textbook writing, service to Learned Societies and national and International organizations. For Library Staff contribution shall include service on Public Bodies, Service to State and National Professional Associations, Public Lectures, Textbook writing/Bibliographies/Bibliographic Indexes and abstracts, service to Learned Societies and National/International Organizations.

Contribution to the University include Committee work, Personal Leadership, Student Counselling, etc. for Library Staff, contributions to the University include Membership of Committees, Personal and Administrative Leadership, Readers Advisory, etc.

- 6.14.8 Academic/Professional Distinction (Maximum: 5 points).
- 6.14.9 Currency of Publications (Maximum: 5 points) – 1 point for every year that the candidate records at least an eligible publication in the last five years. A candidate who has not published in the last three years shall not be considered for appointment.
- 6.14.10 Intellectual Output and Contribution to Knowledge (Publications) (Maximum: 50 points).
- 6.14.11 Interview performance (Maximum: 10 points): Interview performance shall be assessed, weighted to 10 marks and taken into consideration before appointment.
- 6.14.12 The raw scores on publications (6.13.0) shall be converted to percentage (i.e. candidate's raw score as a percentage of 50 subject to a maximum of 100 i.e.  $P_x = 50$ ). This shall be a minimum of 40 points (80%) for Professor and 35 points (70%) for a Reader/Associate Professor.
- 6.14.13 The sum of raw scores on items 6.13.1-6.14.9 shall be converted to percentage of 50. This shall be a minimum of 80% for Professor and 70% for a Reader/Associate Professor.
- 6.14.14 The total raw scores in Interview as in item 6.14.11 shall be converted to percentage of 10. This shall be a minimum of 80% for Professor and 70% for a Reader/Associate Professor.
- 6.14.15** Overall total score in percentage shall be computed as  $0.5(\text{score in 6.14.12}) + 0.4(\text{score in 6.14.13}) + 0.1(\text{score in 6.14.14})$ . This shall be a minimum of 80% for Professor and 70% for a Reader/Associate Professor.
- 6.14.16** Reader or Professor shall be after the approval of a prima facie case by the AP&D Committee, on the recommendation of the Department through the Faculty. The ultimate approval/pronouncement shall be based on the totality of the assessment of, particularly, the candidate's intellectual contributions, by at least two of three internationally acclaimed External Assessors in the relevant field or discipline.
- 6.14.17 Senior Lecturers should be assessed to Readers/Associate Professors and not directly to Full Professors.
- 6.14.18 Assistant Lecturer: A candidate should possess a Masters' degree with a minimum CGPA of 3.5 on a 5-point scale or equivalent. While being on this appointment, which is a training position, the candidate would remain ineligible/ unqualified for the confirmation of appointment to the status of permanency until he or she obtains a Ph. D. On successful completion of the Ph. D., the candidate shall be upgraded to Lecturer II with effect from the date the Ph. D. degree is awarded by the Senate of a recognised University.
- 6.14.19 Minimum Overall Scores required for Promotion of Teaching/Research Staff as computed in 6.14.15 shall be:
- |                 |       |
|-----------------|-------|
| Professor       | - 80% |
| Reader          | - 70% |
| Senior Lecturer | - 60% |
| Lecturer I      | - 40% |
| Lecturer II     | - 30% |

Assistant Lecturer - Master's Degree with a minimum of CGPA of 3.5

Graduate Assistant - Bachelor's Degree with a minimum of CGPA of 3.5

#### 6.15.0 APPEAL FOR RECONSIDERATION OF DECISION ON STAFF ASSESSMENT

A member of staff who is dissatisfied with the decision of Departmental Appointments and Promotions Review Panel or of Faculty Appointments and Promotions Review Panel, or of the Appointments, Promotions and Disciplinary Committee may appeal to Appointments, Promotions and Disciplinary Committee requesting for a reconsideration and review of his/her case. The appeal shall be addressed to the Chairman, Appointments, Promotions and Disciplinary Committee and processed through his/her Head of Department and Dean of Faculty, who will comment on the merit or otherwise of the appeal.

#### 6.16.0 CATEGORIES OF APPOINTMENTS

##### 6.16.1 Tenure Appointment

- i. Only people below the age of, as applicable, 55 years for non-teaching and 60 years for academic staff are eligible for tenure appointment
- ii. A tenure appointment shall be on full-time basis and if confirmed, shall continue until the end of the academic year in which the member of staff reaches the retiring age of 70 years for academic staff and 65 years for non-teaching staff as applicable unless the appointment had earlier been terminated by either the Council or the member of staff concerned.

##### 6.16.2 Contract Appointment

- i. A person to be appointed on contract must be a person whose services are needed by the University but could not be employed as a tenured staff.
- ii. An appointment on contract shall be made on such terms as the Council may determine.
- iii. Normally, contract appointments shall be for two (2) years in the first instance and shall be renewable every year up to a maximum of 10 years for premature retirees and five years for mature retirees. This is however subject to satisfactory performance and the needs of the University or as deemed fit by the Vice – Chancellor and on the recommendation of the Appointments and Promotions Committee.
- iv. Renewal of appointment for Academic, Administrative, Technical and Professional staff on contract appointments shall not take effect until the expiration of their existing contracts.
- v. A staff member who retires from Thomas Adewumi University service at the compulsory age of the prescribed by the University may be eligible for contract appointment. However, a retired Thomas Adewumi University staff who takes up a contract appointment with Thomas Adewumi University shall have the monthly contributions to his contributory pension funds suspended by the Bursar for as long as his/her contract appointment lasted.
- vi. An appointment on contract may be terminated by due notice in writing given to the University in accordance with the University Regulations or the individual's terms of contracts.
- vii. An appointment on contract shall cease automatically on the agreed date unless a re-appointment has been offered and accepted.

- viii. Retired staff engaged on contract shall normally be appointed on a level lower than what they earned in their permanent appointments.

#### 6.16.3 Part-Time Appointment

- i. Part-time Lecturers are Lecturers of all grades appointed on contract for a limited period to take charge of regular courses for a fraction of their time. Conditions of appointment must include readiness to accept responsibility for full courses in the University. Unless it is necessary, part-time appointment shall normally not be made by the University.
- ii. There shall be two categories of Part-Time Lecturers: Associate Lecturers and Adjunct. In either case, none shall be below the rank of Lecturer Grade I.
- iii. Proposals for part-time appointment shall be made by the Head of Department, through the Dean and Provost, to the Appointments, Promotions and Disciplinary Committee.
- iv. Such proposals shall normally be accompanied by the candidate's curriculum vitae.
- v. In exceptional circumstances, the Vice-Chancellor may approve such appointment on behalf of the Appointments, Promotions and Disciplinary Committee.
- vi. Adjunct Staff are Lecturers appointed from outside Thomas Adewumi University to teach a number of courses in a semester, but such staff shall not normally be allowed to take more than two courses with a maximum of eight hours per week.
- vii. Any member of staff, whether academic or non-academic, who serves the University in any part-time capacity, shall normally be remunerated. Rates of payment shall be as approved from time to time. Remuneration of such part-time lecturer shall be paid after submission of scripts and marks and on the recommendation of the Head of Department, who shall maintain a register of attendance of part-time staff.

#### 6.16.4 Appointment of Associate Lecturer

- i. Associate Lecturers shall be appointed on yearly basis in the University from within staff in the University.
- ii. Candidates who are certified by the appropriate Department through the Dean/Provost as possessing special expertise or professional competence that the Department needs may be appointed Associate Lecturers provided not below the rank of Lecturer Grade I.
- iii. Associate Lecturers may be appointed to any of the teaching Departments of the University but shall not teach more than two courses in a semester. The rate of remuneration shall be as determined by the University from time to time, and shall be payable in two equal instalments, one at the end of each semester.
- iv. Associate Lecturers in Clinical Departments of the College of Medicine shall normally be required to deliver a minimum of thirty hours of lecture in one calendar year plus at least one clinic per week during the year.
- v. The appointment of Associate Lecturers shall normally be made by the Appointments, Promotions and Disciplinary Committee and renewed annually by the same Committee.
- vi. In exceptional circumstances, the Vice-Chancellor may approve such appointments on behalf of the Appointments, Promotions and Disciplinary Committee.
- vii. An associate Lecturer shall carry a minimum of two units or maximum of six units per semester.



- viii. The remuneration of Associate Lecturers shall be as determined from time to time by the University.

#### 6.16.5 Visiting Appointment

- i. To be eligible for a visiting appointment, the candidate must already have attained the status of at least Senior Lecturer in a recognized University or must have been appointed to such a status by this University, using normal procedures.
- ii. Visiting appointments shall be approved for one year in the first instance by the Vice-Chancellor on the recommendations made by Heads of Departments through the Deans/Provosts.
- iii. Extension of such appointments which shall not exceed one year shall only be on the approval of the Appointments, Promotions and Disciplinary Committee. Adjunct Lecturers/Professors shall be appointed where necessary.

#### 6.16.6 Temporary Appointment

- i. Upon recommendation by the appropriate Head of Department and Dean of Faculty, a temporary appointment to a Senior Staff position not exceeding one year, may be made by the Vice-Chancellor.
- ii. However, the process of regularization of such an appointment must be completed within the one-year appointment period. Also, any request for extension may be granted by the Vice-Chancellor. On no account shall temporary appointment normally be allowed to extend beyond two year's limits before regularization takes place.
- iii. All regularizations shall be backdated to the date of commencement of temporary appointments.
- iv. The temporary service of a person appointed to an established post (academic and non-teaching) may count as part of a period of probation or of the initial period of tenure, provided that the period of probation has been rendered in the same Department into which the person is being appointed, and the service is relevant to the Department.

#### 6.17.0 DUTIES OF ACADEMIC STAFF

The duties of academic staff shall include:

- a) Teaching, Research and other professional activities and community service in line with the academic programme of the recruiting Department and with the related administrative tasks.
- b) Giving lectures, tutorials, seminars and practicals and holding such discussions and carrying out such supervision of students as the Head of Department or Unit may from time to time determine.
- c) Formal appraisal of students' academic progress and consultation with students and colleagues at regular and reasonable intervals.
- d) Taking part in all such university examinations or other related activities as may be directed from time to time by the Senate or the Head of Department.

- e) Taking part in all other University activities as directed by the Vice-Chancellor.

#### 6.18.0 CRITERIA FOR APPOINTMENT OF NON-TEACHING STAFF

Appointment and Promotion of Administrative, Professional and Technical Staff shall be based on the criteria as provided in Section 7.11 – 7.13 of this Handbook.

#### 6.19.0 APPOINTMENTS INTO THE HEADSHIP OF DEPARTMENTS

6.19.1 To be eligible for appointment as Head of an academic Department or Director of an Institute, the candidate shall be a Professor. A Visiting Professor may be required to serve in this capacity. The appointments shall be made by the Vice-Chancellor on the recommendation of the Dean of the Faculty through the Provost of the College (where applicable).

6.19.2 Where there are more Professors than one, normally the most senior, unless he expressed in writing his unwillingness to serve, shall be appointed Head in the first instance, thereafter, appointment shall normally be by rotation and in order of seniority. Seniority shall be determined by the date of appointment as Professor in Thomas Adewumi University.

6.19.3 The Directors of Academic Units shall be appointed by the Vice-Chancellor from among the Professors in the University for a single term of three (3) years only.

6.19.4 Where a Visiting Professor is the Head of a Department, the Headship shall be limited to the tenure of the visiting appointment.

6.19.5 Where a Professor who is also a Head of Department or any Head of Department elects to go on Sabbatical Leave, Study Leave or Leave of Absence, the Headship shall be deemed to have lapsed at the commencement of the leave and another academic member of the Department shall be appointed Head/Ag. Head of that Department.

6.19.6 Where there are no other Professors in a Department or Institute, appointment to the Professorship shall normally imply concurrent appointment to the Headship/Directorship of that Department or Institute for three years in the first instance and with effect from the date of actual assumption of the responsibility of the office. On the directive of the Vice-Chancellor, the Registrar shall formally write to the new appointee inviting him to head the Department or Institute with effect from the date of actual assumption of responsibility of the office unless he has expressed, in writing, his unwillingness to serve in that capacity.

#### 6.20.0 THE RESPONSIBILITIES OF THE HEAD OF DEPARTMENT

- i. The Head of Department shall be responsible, through the Dean and Provost, to the Vice-Chancellor for the smooth running of his Department in particular.
- ii. S/he shall decide for the teaching and examining of all courses as well as for research programmes in his Department.
- iii. S/he shall make budgetary and other proposals for the needs of his Department to the Dean, and operate the budget approved for his Department.
- iv. S/he shall process papers from his Department, through the Dean and Provost for the Appointments and Promotions Committee, and
- v. S/he shall represent his Department at interviews for the appointment of staff of his Department and accompany the Dean to meetings as may be required.

6.20.1 An Acting Head of Department who becomes a substantive Head of Department during his tenure of office as Acting Head shall normally have the period of his Acting Headship counted as part of his statutory terms of not more than three years altogether.

#### 6.21.0 APPOINTMENT TO DIRECTORSHIP

6.21.1 Appointment as Director of an Institute/Academic Unit shall be made by the Vice-Chancellor normally for a term of three (3) years in the first instance and may be renewed for another three (3) years.

6.21.2 Director of a non-academic unit shall be made by the Vice-Chancellor for a period of five (5) years in the first instance and may be renewed for another five (5) years only.

#### 6.22.0 APPOINTMENT OF DEAN OF FACULTY AND PROVOST OF COLLEGE

6.22.1 There shall be a Dean of a Faculty who shall be the Head of the Faculty.

6.22.2 The Dean shall be a Professor elected by the Faculty Board and formally appointed by the Vice-Chancellor.

6.22.3 The Dean shall hold office for a term of two (2) years beginning from the 1st day of August of the year in which he is elected. He shall be eligible for re-election for a term of two (2) years after which he may not be elected again until two (2) years have lapsed.

6.22.4 Any Professor whose tenure of appointment is less than three years shall not be eligible for election as Dean.

6.22.5 Pursuant to 6.21.4 above, the Vice-Chancellor shall appoint for any Faculty where there is no Professor an Acting Dean for a term of one year in the first instance, renewable for another term of one year.

6.22.6 The Dean of a Faculty may be removed from office for good cause by the Faculty Board after a vote to that effect of not less than two-thirds of the total membership of the Board supporting the removal. Following the removal of a Dean as herein provided, and Acting Dean shall be appointed by the Vice-Chancellor, provided that at the next Faculty Board meeting an election shall be held for a new Dean. The normal term of a Dean so elected shall commence on 1st of August following the date of his election. The provision of this paragraph is without prejudice to the powers vested in the Vice-Chancellor by the Act or Statute(s) of the University.

6.22.7 There shall be a Provost of a College who shall be the Head of the College.

6.22.8 The Provost shall be a qualified Professor (in the case of College of Medicine, he should be a medically qualified person) elected by the Academic Staff Assembly of the College and formally approved by the Vice-Chancellor.

6.22.9 The Provost shall hold office for four (4) years beginning with the first day of August of the year in which he is elected. He shall thereafter not be eligible for re-election until at least four years have elapsed.

6.22.10 The Provost may be removed from office for good cause after a vote to that effect by not less than two-third of the entire Academic Staff Assembly. Following the removal of a Provost as herein provided, one of the Deans in the College shall be appointed the Acting Provost by the Vice-Chancellor, provided that at the next Academic Staff Assembly meeting an election shall be held for a new Provost. The normal term of a

Provost so elected shall commence on the 1st August following the date of his election. This provision is without prejudice to the power vested in the Council/Vice-Chancellor by Act or Statute(s).

#### 6.23.0 RESPONSIBILITIES OF DEAN

- 6.23.1 i) The Dean shall be Chairman at all meetings of the Faculty Board when he is present, and he shall be a member of all Committees and other Boards appointed by the Faculty.
- ii) In the absence of the Dean, the immediate past Dean, if present, shall normally preside, otherwise, the Board shall elect the Chairman from among the most senior members of staff present.
- iii) The Dean of a Faculty, where appropriate, shall exercise general superintendence over the academic and administrative affairs of the Faculty. It shall be the function of the Dean to present to Convocation for the conferment of degrees, persons who have qualified for the degrees of the University at examinations held in the branches of learning.
- 6.23.2 i) Notwithstanding anything to the contrary in any statute of the University and, without prejudice to the right of the Faculty Board to also exercise its power of removal of a Dean, any staff holding an elective or appointive academic post (other than his/her primary duties of research and teaching) may be removed from the said elective appointive academic post, by the Vice-Chancellor, Senate or Council.
- ii) Where a person who is holding an academic position is so removed by in pursuant to the provisions of 4.18.2(a), it shall be legitimate for the Vice-Chancellor to appoint another person in acting capacity for the post.
- iii) Any person so removed pursuant to the foregoing provisions, upon the appointment of an acting holder of the position, hand over all the perquisites of the office to the acting holder.
- 6.23.3 i) The removal of a Dean should be reported to Council within three months of such Removal.
- ii) Where the Council ratifies the action, the electing or appointing body shall be required to, not later than six months from the date of the removal, elect another person to fill the vacancy in an election at which the removed person shall not be eligible to contest.
- iii) Nothing in this section shall prevent the University or Council from exercising disciplinary action against a removed Officer. Where the Council does not approve the removal of a Dean, the electing or appointing body shall be required to, within four months of removal, appoint or elect the removed officer or any other qualified person it deems fit. Where the removed officer is re-appointed or re-elected, he shall be eligible to complete the residue of his tenure.

#### 6.24.0 RESPONSIBILITIES OF PROVOST

- i) The Provost shall be Chairman of all meetings of the Academic Staff Assembly of the College when he is present and shall be a member of all Committees and other Boards appointed by the College.

- ii) In the absence of the Provost, the immediate past Provost, if present shall normally preside, otherwise one of the Deans present shall preside.
- iii) The Provost shall exercise general superintendence over the academic and administrative affairs of the College. It shall be the function of the Provost to present to Convocation for the conferment of degrees of the University at examinations held in the branches of learning for which responsibility is allocated to the College.

#### 6.25.0 COMBINATION OF CERTAIN FUNCTIONS

No person shall hold more than one of the posts of Deputy Vice-Chancellor, Provost of a College, Dean of Faculty, Head of Department, Director of Institute or any other such post at the same time except for the purpose of meeting some specific needs with the approval of the Vice-Chancellor.

#### 6.26.0 TENURE OF APPOINTMENT

All appointments except already confirmed shall be made on probation for two (2) years in the first instance. After a review of performance, the appointment may be terminated or extended for specific periods or confirmed to the age of retirement by the Council following the recommendation of the Appointments and Promotions Committee

#### 6.27.0 MEDICAL FITNESS

All appointments shall be subject to successful medical examinations arranged by the University.

#### 6.28.0 EFFECTIVE DATE OF APPOINTMENT

The effective date of appointment shall be the date when the appointee assumes duty and notifies the Registrar.

#### 6.29.0 SALARY INCREMENTAL DATE

The salary incremental date shall be 1st October of each year for all members of staff.

#### 6.30.0 MARRIED WOMEN'S APPOINTMENT

Married women appointed to the Senior Staff cadre of the University have the same conditions of service as those of any other member of the Senior Staff. A family in which husband and wife are both employed by the University is not eligible to double entitlements, whatever the source, in relation to housing, children's allowance, medical benefits and passage allowances. In cases where both the husband and wife are each in positions to claim a right or privilege, only one of them can make the claim, and the decision as to which one shall make the claim is to be made by the family unit concerned and the Registrar informed of the decision.

#### 6.31.0 ISSUANCE OF APPOINTMENT LETTERS

- i. All letters of appointment must be signed on behalf of the University by the Registrar or by such other persons as may be authorized for that purpose by the University.

- ii. Such letters of appointment shall contain, or reference made to job descriptions, performance and professional expectations, and a provision that the terms and conditions of service therein specified are subject to the provisions of the University Law.

#### 6.32.0 VALIDITY OF APPOINTMENT

- i. An appointment shall not be valid until it has been accepted in writing.
- ii. The date of appointment shall be determined by the date of commencement of appointment according to the letter of offer or date of assumption of duty by the employee, whichever comes later.
- iii. Every employee shall, on appointment, show valid and acceptable proof of his/her age, marital status, medical fitness, academic and professional qualifications.

#### 6.33.0 CONFIRMATION OF APPOINTMENT

- i. Only members of staff who have completed the stipulated two (2) years probationary period may be recommended for the confirmation of their appointments.
- ii. Any member of staff whose appointment is not confirmed within a maximum of three (3) years on the ground of poor performance shall have the appointment terminated.
- iii. All appointments, other than those of Principal Officers and Professors, shall be reviewed for confirmation two (2) years from the date of first appointment, notwithstanding that the officer concerned may have moved either by appointment or transfer from one Department or level to another within the probationary period of two (2) years.
- iv. In the case of non-academic staff, confirmation of appointment shall be approved on the evidence of:
  - (a) competence and continued efficiency; and
  - (b) satisfactory conduct.
- v. In the case of academic staff, confirmation of appointment shall be approved on the following grounds: either
  - (a) evidence of satisfactory teaching ability and experience,
  - (b) satisfactory conduct of continuing research since appointment, and
  - (c) satisfactory conduct or
  - (d) in exceptional circumstances, confirmation in the Lectureship grade may be approved on the evidence and satisfactory conduct.
- vi. Two (2) copies of publications cited in support of recommendation for the confirmation of appointment in respect of academic staff shall be deposited in the Registry at least seven (7) days before the date of the meeting at which the recommendation is being considered.

#### 6.33.1 Academic Staff

- i. Confirmation of academic staff appointments shall be from Lecturer II and above to retiring age after the initial period of being on probation for two-years subject to the conditions or grounds stipulated in the next paragraph.
- ii. The appointment of an Assistant Lecturer and of a Graduate Assistant shall not be confirmed.
- iii. Confirmation to retiring age after an initial period of two years shall be made on the following grounds:

- Evidence of adequate teaching proficiency and commitment to duty,
- Satisfactory evidence of continuing research since appointment,
- Evidence of participation in the activities of the relevant professional bodies,
- Satisfactory conduct and character; and
- Evidence of medical fitness.

iv. At the expiration of the probationary period, an unconfirmed appointment shall be deemed to have lapsed. The affected member of staff shall immediately be informed accordingly.

iv. Candidates seeking confirmation of appointment shall be required to collect and complete the prescribed form and submit same along with current curriculum vitae to the Academic Staff Appointments, Promotions and Appointments, Promotions and disciplinary Committee through the Faculty Appointments, Promotions and Disciplinary Committee/Panel.

#### 6.33.2 Confirmation of Non-Teaching Staff

Confirmation shall be based on satisfactory performance and evaluation based on APER Form

#### 6.33.3 Confirmation of Staff on Staff Development Scheme

i. The appointments of members of staff who are on Staff Development Scheme shall be considered for confirmation as and when due.

ii. Recommendations for appointments shall be made by Heads of Departments and Units through Deans of Faculty/Provost of College to the Faculty Board/College Assembly/Panel and Report made to Appointments and Promotions Committee for approval.

iii. All decisions taken at the Faculty Level in respect of confirmation of appointments, whether favourable or not, shall be forwarded with appropriate recommendation to the Appointments, Promotions and Disciplinary Committee for consideration.

#### 6.33.4 Deferment of Confirmation

If confirmation of appointments is deferred, the person so affected shall be informed in writing of the reason(s) for that decision. Any confirmation approved subsequently shall take effect from a date determined by the Appointments, Promotions and Disciplinary Committee.

#### 6.34.0 PROCEDURE FOR TERMINATION OF APPOINTMENT

The appointment of a staff may be terminated in line with the provisions of Sections 6.2 and 6.3 of this Handbook or in the overall interest of the University.

#### 6.35.0 PROCEDURE FOR RESIGNATION OF APPOINTMENT

A staff wishing to resign his/her appointment shall follow the steps set out in Section 7.3 of this staff handbook.

## CHAPTER SEVEN PROMOTIONS

### 7.0.0 REGULATIONS FOR PROMOTION OF ACADEMIC STAFF

#### 7.1.0 GENERAL

- (a) The Academic Staff Appointments, Promotions and Disciplinary Committee shall normally consider only recommendations put forward and supported by the Head of Department/Dean concerned, or if there is no Head of Department, by the Dean of the Faculty concerned.
- (b) However, in exceptional cases, a member of staff who was not recommended for promotion may put him/herself forward by stating his/her case through the Head of Department and Dean of the Faculty to the Appointments, Promotions and Disciplinary Committee, setting out claims for promotion in accordance with approved appeal procedure.
- (c) Recommendation for promotion shall be based on the Guidelines Approved by the University and accompanied by the prescribed number of copies of the candidate's curriculum vitae and other relevant documents.
- (d) the appropriate criteria as stipulated in 6.14.1 – 6.14.10 above shall apply.

#### 7.2.0 ASSESSMENT OF PUBLICATIONS FOR PROMOTION OF ACADEMIC STAFF

- 7.2.1 Assessment for promotion shall be based on the quality of teaching, research and publications as well as administrative/internal and external community services.
- 7.2.2 The Head of Department shall present a written comprehensive assessment of the teaching and administrative abilities of each member of his staff which shall include result of students' evaluation.
- 7.2.3 Any work to be considered as publication must have either appeared in print or been accepted for publication within two (2) years of the date of acceptance. Not more than four accepted articles should be scored for any candidate.
- 7.2.4 Where there is more than one author, depending on the category of the journal, the first author shall score the maximum of the total score given for the article while other authors shall score 70% each of what the lead author gets.
- 7.2.5 Where the Head of Department or Dean of Faculty is not competent to evaluate the publications of a member of his staff, he may refer such publications for an external opinion.
- 7.2.6 Where publications are cited in support of promotion, the Head of Department making the recommendation shall convene Departmental Promotions Panel to assess and score the publications. The recommendation of Departmental Promotions Panel shall include a detailed assessment of those publications or if applicable, the opinion of another competent person who has read them. Where a publication is the result of a joint effort between the person recommended for promotion and others, there shall be a clear statement from either the Head of Department or someone in a position to know of the specific contribution of the candidate recommended for promotion. The score to be awarded to the candidate under assessment shall be in line with the guidelines of Appointments, Promotions and Disciplinary Committee (AP&DC) on that subject. However, in absence of the provision of such guidelines by AP&DC, the lead author shall score the maximum of the total score given for the publication while other authors shall score 70% each of what the lead author gets.



- 7.2.7 Scoring of the publications shall be as provided for under Section 6.13.0: "Guidelines for the Scoring of Publications" in this Handbook.
- 7.3.0 ASSESSMENT OF ON-GOING RESEARCH  
The Head of Department shall include, in his recommendation, an assessment by Departmental Promotions Panel of on-going research of the candidate as evidenced by papers presented at conferences, unpublished works, proposals etc.
- 7.4.0 CRITERIA FOR PROMOTION OF ACADEMIC STAFF
- 7.4.1 Assistant Lecturer  
A candidate appointed to the position of an Assistant Lecturer should possess a Masters' degree with a minimum CGPA of 3.5 on a 5-point scale or equivalent. While being on this appointment which is a training position, the candidate would remain ineligible/ unqualified for the confirmation of appointment to the status of permanent staff until he or she obtains a Ph. D. On successful completion of the Ph. D., the candidate shall be upgraded to Lecturer II with effect from the date the Ph. D degree is awarded by the Senate of a recognised University.
- 7.4.2 Promotion to Lecturer Grade II  
There shall be no promotion to this level but upgrading after obtaining Ph.D. in relevant discipline from a reputable University.
- 7.4.3 Promotion to Lecturer Grade I
- (a) A candidate for promotion to Lecturer I must have spent a minimum of 3 years as Lecturer Grade II and must have made substantial progress in terms of additional scholarly publications and or patents/inventions/designs since last appointment/promotion. At least 50% of the publications must be in National and or International outlets.
  - (b) In addition, candidate must have shown evidence of teaching proficiency and continuing research productivity and must have been of satisfactory conduct.
  - (c) To be eligible to be promoted to the rank of Lecturer I, the candidate must possess a Ph.D. degree in his field from a reputable University.
- 7.4.4 Promotion to Senior Lecturer Grade
- (a) A candidate for promotion to Senior Lecturer must have spent a minimum of 3 years as Lecturer Grade I and must have made substantial progress in terms of additional scholarly publications and/or patents/inventions/designs since last appointment/promotion.
  - (b) The candidate must also show evidence of teaching proficiency and continuing research productivity and must have been of satisfactory conduct. At least 10% of the publications must be in International outlets and not more than 40% in Local Journals, 50% in the candidate's area of discipline and be the Lead Author in at least 20% of the publications.
  - (c) In addition to (a) and (b), the publications of the candidate must be adjudged to be of sufficient merit by a Panel of competent Assessors.
  - (d) To be eligible to be promoted to the rank of Senior Lecturer, the candidate must possess a Ph.D. degree in his field from a reputable University.
  - (e) Senior Lecturers should be assessed to Readers/Associate Professors and not directly to full professors.

#### 7.4.5 Promotion to the Grade of Reader

- (a) A candidate for promotion to Reader must have spent a minimum of 3 years as Senior Lecturer and must have made substantial progress in terms of additional scholarly publications and or patents/inventions/designs since last appointment/promotion.
- (b) The candidate must also show evidence of teaching proficiency and continuing research productivity and must have been of satisfactory conduct. At least 20% of the publications must be in International outlets and not more than 30% in Local Journals, 60% in the candidate's area of discipline and be the Lead Author in at least 30% of the publications.
- (c) The totality of the publications presented by the candidate must be outstanding in quality and must make demonstrable contribution to knowledge in the candidate's field.
- (d) Candidate must show evidence of academic leadership.
- (e) Where the Academic Staff Appointments, Promotions and Disciplinary Committee is satisfied that there is a prima facie case for promotion based on internal assessment of the candidate's publications, the candidate's publications shall be subjected to assessment by three External Assessors appointed by the University.

#### 7.4.6 Promotion to the Grade of Professor

- (a) A candidate for promotion to the established position of Professor must have spent a minimum of 3 years as Reader and must have made substantial progress in terms of additional scholarly publications and or patents/inventions/designs since last appointment/promotion.
- (b) In addition, candidate must have shown evidence of teaching proficiency and continuing research productivity and must have been of satisfactory conduct.
- (c) The totality of the publications presented by the candidate must be outstanding and must make demonstrable contribution to knowledge in the candidate's field. At least 30% of the publications must be in International outlets and not more than 20% in Local Journals, 70% in the candidate's area of discipline and be the Lead Author in at least 40% of the publications.
- (d) Candidate must show evidence of academic and administrative leadership.
- (e) Where the Academic Staff Appointments, Promotions and Disciplinary Committee is satisfied that there is a prima facie case for promotion based on internal assessment of the candidate's publications, the candidate's publications shall be subjected to assessment by three External Assessors appointed by the University.

#### 7.5.0 SCORING SYSTEM FOR PROMOTION

The Academic Staff Appointments, Promotions and Disciplinary Committee shall determine from time to time, the scoring system for promotions. The Scoring system shall be same as that stated for appointments in Chapter Six of this Handbook.

#### 7.6.0 PROMOTION OF ACADEMIC MEMBERS OF THE LIBRARY STAFF

- 7.6.1 Assessment for the promotion of an academic member of the Library staff shall be based on professional competence, research/publications, administrative effectiveness and contribution to national and University development.

- 7.6.2 Professional competences shall be assessed in terms of performance on the job, including the quality and quantity of output as well as in terms of the effectiveness of the services rendered.
- 7.6.3 Any work to be considered as a publication must have actually appeared in print or been accepted for publication in accordance with Regulations in this handbook.
- 7.6.4 Where a publication is the result of a joint effort between the person recommended for promotion and others, the score to be awarded to the candidate under assessment shall be in line with the guidelines of Appointments, Promotions and Disciplinary Committee (AP&DC) on that subject. However, in absence of the provision of such guidelines by AP&DC, the lead author shall score the maximum of the total score given for the publication while other authors shall score 70% each of what the lead author gets.
- 7.6.5 The Head of Division in the Library or the University Librarian (in the case of an Acting Headship) shall, in his recommendation, indicate and comment upon the administrative experience and effectiveness of the member of staff concerned as well as on any contribution to national and/or University development by the member of staff.
- 7.7.0 ASSESSMENT AND WEIGHTING FOR PROMOTION (LIBRARY ACADEMIC STAFF)
- 7.7.1 A points system shall be used in the assessment and weighting of Library Academic Staff for promotion.
- 7.7.2 For such category of staff, the points shall be as follows:
- (i) Academic Qualification (Maximum 5 points)
    - a. A Doctorate Degree - 5 points
    - b. A Master's Degree - 3 points
    - c. A 1<sup>st</sup> Class Honours Degree - 2 points
    - d. A 2<sup>nd</sup> Class Upper Honours Degree - 1.5 points
    - e. A 2<sup>nd</sup> Class Lower Honours Degree - 1 point
  - ii) Professional Qualification – 5 points
  - iii) Length of professional experience – 10 points. 1 point shall be awarded for each year of full-time professional practice on the grade of Assistant Librarian or above in a University Library, or ½ point for each year of professional practice in other types of Libraries.
  - iv) Work-Load – 5 points
  - v) Quality of Service – 5 points
 

Evaluation of the quality of service shall be based on professional competence, dedication to duty, administrative effectiveness, and human relations as assessed by the appropriate Head of Divisions.
  - vi) Publications – 50 points
    - a.) As applicable to academic staff.
    - b.) Minimum of scores in respect of publications required for promotion or appointment to the following grades shall be:
 

University Librarian	- 40 points
Deputy University Librarian	- 35 points
Principal Librarian	- 30 points

Senior Librarian	- 20 points
Librarian I	- 15 points
viii) Administrative Experience/Service to Community	- 5 points
ix) Academic/Professional Distinction	- 5 points
x) Currency of Publications	- 5 points

#### 7.7.3 Minimum Percentage Score Required for Promotion/Appointment (Library Staff)

The sum of raw scores on items 6.14.1 -10 shall be converted to percentage of 50. The minimum percentage scores required in respect of criteria other than publications shall be same as applicable for equivalent grades of academic staff.

The minimum overall percentage scores required for promotion shall be same as applicable for equivalent grades of academic staff.

University Librarian	-	80%
Deputy University Librarian	-	70%
Principal Librarian	-	60%
Senior Librarian	-	40%
Librarian I	-	30%
Librarian II	-	20%
Assistant Librarian	-	15%

#### 7.7.4 The Post of University Librarian

The post of the University Librarian shall be filled by appointment only.

#### 7.7.5 Effective Date of Promotion

Save in exceptional circumstances, all promotions shall take effect from 1<sup>st</sup> October of the year which the exercise was intended.

### 7.8.0 GUIDELINES ON THE APPRAISAL OF CANDIDATES FOR PROMOTION

#### 7.8.1 Departmental Promotions Panel

##### (a) There shall be a Departmental Promotions Panel

The Panel shall be composed of:

- Head of the Department as Chairman provided, he is not a candidate.
- All Professors in the Department.
- All Readers and Senior Lecturers in the Department.

##### (b) Departmental Promotions Panel for Professors and Readers shall be composed of all Professors in the department chaired by the most senior Professor.

#### 7.8.2 Faculty Promotion Panel

##### (a) There shall be a Faculty Promotions Panel

##### (b) The Panel shall be composed of:

- Dean of the Faculty as Chairman.
- All Professors in the Faculty.
- All Heads of Department in the Faculty.
- Faculty Representative on Academic Staff Appointments, Promotions and Appointments, Promotions and Disciplinary Committee.
- Two elected members, not below the rank of Senior Lecturer.
- Faculty Officer as Secretary.

##### (c) The quorum shall be one-third of members including the Chairman

- (d) Members of the Panel who are not Professors shall not participate in the consideration of promotions to Readership or to full Professorship.
- (e) The functions of the Faculty Promotion Panel shall be:
  - To critically appraise all candidates being considered for promotion and make appropriate recommendations to the Academic Staff Appointments, Promotions and Appointments, Promotions and Disciplinary Committee.
  - In the case of Readership and Professorship, to recommend to the Academic Staff Appointments, Promotions and Appointments, Promotions and disciplinary Committee, whether or not there is a prima facie case for promotion.
- (f) The Faculty Promotions Panel shall constitute Assessment Panel for the promotion of all academic staff. Membership of the Assessment Panel may include persons in other Faculties who are knowledgeable in the field of the candidate being assessed.

### 7.8.3 External Assessment of Publications for Promotion to the Grades of Reader and Professor

- a. Upon request at the end of the appraisal exercise, the Dean shall, in consultation with the substantive Head of Department, submit to the Vice Chancellor, a list of six possible assessors in respect of each candidate for whom a prima facie case has been established and approved by the Academic Staff Appointments, Promotions and Appointments, Promotions. The Vice Chancellor shall select three Assessors from the list for each candidate.
- b. The candidate's publications as well as his list of publications and curriculum vitae shall be forwarded to the External Assessors.
- c. Where the candidate for promotion is also the Acting Head of the Department, he shall not be contacted by the Dean in the nomination of the External Assessors.
- d. The Dean of Faculty shall give a short-written statement of the distinguished academic qualities of each scholar recommended for appointment as an External Assessor.
- e. The nomination shall be made in strict confidence to the Vice Chancellor
- f. Each proposed External Assessor must be a Professor who is both a nationally and internationally recognised authority in the field of the candidate being assessed.
- g. A proposed External Assessor must have current teaching or research responsibilities in a reputable University or a similar institution.
- h. An individual shall not be eligible to serve as an External Assessor after three years of disengagement from the University system/Research Institutions.
- i. A person who left the services of the Thomas Adewumi University within the last five years shall not be eligible for appointment as External Assessor for a staff of Thomas Adewumi University.
- j. Upon receipt of the three External Assessors' reports, the Vice Chancellor shall obtain the consent of the External Assessor to serve before the candidate's publications and other relevant materials are sent to him.
- k. Final decision shall be predicated on the two unequivocally positive External Assessors' reports shall be required for promotion of a candidate.

## 7.9.0 GUIDELINES FOR EXTERNAL ASSESSORS

Guidelines for External Assessors with respect to the assessment and weighing of publications and other academic works shall be as determined from time to time by the Academic Staff Appointments, Promotions and Disciplinary Committee. The guidelines are the same as for appointments.

### 7.9.1 External Assessment

- i) The advice of three (3) Assessors shall be required where appointment is to the grade of Reader, Deputy University Librarian, Professor or University Librarian.
- ii) The procedure for the appointment of External Assessors as well as for the external assessment of publications shall be in accordance with the provisions of regulations in Chapter Six above, except that in the case of Library Academic Staff, the University Librarian shall perform the function of the Dean of Faculty (or Provost of a College) and if the post is that of a University Librarian, the Vice-Chancellor shall perform such function.

## 7.10.0 ADMINISTRATIVE AND PROFESSIONAL STAFF

7.10.1 There shall be separate promotions panel set up for the promotion of members of staff of the Registry, the Bursary, the Works Department and the Vice-Chancellor's Office. Each of such panel shall consist of the appropriate Head of Department as Chairman, his Deputies and/or Heads of the various Units or Division within the Department.

7.10.2 Each Promotion panel shall receive the assessment made by the Heads of the constituent Units or Divisions of the Department concerned as well as those made by Deans of Faculties, Provosts of Colleges and Heads of non-academic Departments. Employing the criteria set out in Regulations 7.11.0 and 7.12.0 below, it shall further make its own assessment of the suitability of each member of staff concerned for promotion.

## 7.11.0 ASSESSMENT FOR APPOINTMENT AND PROMOTION (ADMINISTRATIVE AND PROFESSIONAL STAFF)

7.11.1 Assessment of Administrative staff for promotion shall be based on qualification, experience, and annual performance evaluation report for the preceding three years, and performance at an evaluation examination. The Panelist for the promotion interview for non-teaching staff shall include an external expert in the relevant field of specialization and Representatives of the Registrar from Establishments Division.

7.11.2 Appointment to the post of Deputy Registrar and equivalent shall be based on qualification, experience, annual performance evaluation reports for the preceding three (3) years, and interview examination performance.

## 7.12.0 ASSESSMENT FOR APPOINTMENT AND PROMOTION OF TECHNICAL STAFF

7.12.1 Assessment of Technical staff for Appointment and Promotion shall be based on qualification, post-qualification experience and annual performance evaluation reports for the preceding three (3) years.

7.12.2 Practical contribution in the form of instrument repair/fabrication, design and improvisation shall constitute 50% of such an assessment.

7.12.3 Promotion to the post of Assistant Chief Technologist or Chief Technologist and their equivalent shall be based on criteria specified in sections 6.11.1 and 6.11.2 above as well as an interview/examination performance.

## 7.13.0 GENERAL CRITERIA FOR PROMOTION OF NON-TEACHING STAFF

#### 7.13.1 Academic Qualifications

Acceptable qualifications shall be as specified below or as specified from time to time by the University. However, no one shall be shortlisted for appointment or considered for promotion within the Administrative Cadre if he has less than Second Class Degree. Also, no one shall be appointed a Technologist with only an academic Degree without a professional degree.

In cases where a candidate/staff possesses more than one additional qualification, only the highest qualification will be scored.

#### 7.13.2 Other Requirements

The following criteria are applicable to promotions only and it shall be scored by the Head of Department, using the Annual Performance Evaluation Format of the University which considers the following:

- i. Foresight
- ii. Penetration
- iii. Judgement
- iv. Command of Language
- v. Human Relations
- vi. Sense of Responsibility
- vii. Reliability/Ability to work under pressure
- viii. Drive and Determination
- ix. Level of Efficiency and Effectiveness
- x. Leadership Qualities
- xi. Punctuality and Regularity at Work
- xii. Application of Professional/Technical Knowledge
- xiii. Language ability – Oral and written expression in the case of Executive cadre, etc
- xiv. Approved Training Programmes

#### 7.13.3 Written Examination Performance

#### 7.13.4 Interview Performance

- i) General Knowledge
- ii) Knowledge of Subject Matter
- iii) General Comportment, Mannerism, etc.

#### 7.13.5 Contributions to the Community/University

- i) Service to Public Bodies
- ii) Committee Work
- iii) Personal leadership
- iv) Contribution to Societies, Associations, Clubs, etc.
- v) Coordinating Activities

#### 7.13.6 Publication

Senior non-teaching staff should be seen to show some interest in the literature of their areas of interest e.g. University Administration, Guidance and Counselling, etc.

#### 7.14.0 SUBMISSION OF RECOMMENDATIONS FOR PROMOTION TO THE APPOINTMENTS, PROMOTIONS AND DISCIPLINARY COMMITTEE

7.14.1 Each appropriate Promotion Panel shall forward to the Appointments, Promotions and Disciplinary Committee for a final decision, its recommendations, whether positive or not, in respect of all members of staff considered.

7.14.2 Such recommendations shall be accompanied by the relevant curricula vitae where applicable.

7.15.0 APPEAL FOR RECONSIDERATION OF DECISION OF THE ACADEMIC STAFF APPOINTMENTS, PROMOTIONS AND DISCIPLINARY COMMITTEE

A member of staff who is dissatisfied with the decision of the Appointments, Promotions and Appointments, Promotions and Disciplinary Committee may appeal to the Committee. The appeal shall be processed through his/her Head of Department and Dean of Faculty, who will comment whether there is any new evidence to justify reconsideration. A candidate may have a final appeal to Council.



## CHAPTER EIGHT DISCIPLINE

### 8.0.0 APPOINTMENTS, PROMOTIONS AND DISCIPLINARY COMMITTEE

The University relies on the continuing and good sense and devotion of every employee to ensure that cases which may require disciplinary actions are reduced to the barest minimum. The power of exercise disciplinary control over staff members is vested in the University Council and the Vice-Chancellor. The Senior Staff Appointments, Promotions and Disciplinary Committee shall look into all cases of misconduct involving senior members of staff.

Nothing in the foregoing of the section shall prevent Council from making regulations for the discipline of all categories of staff and workers of the University as may be prescribed from time to time.

### 8.1.0 Membership

The membership of the respective committees for academic and Non-Teaching Staff are as stated in 5.1 and 5.2 of the Handbook.

The Terms of Reference shall be:

- i. to examine and consider any disciplinary case referred to the Committee based on the University Laws,
- ii. To examine and report to Council any case referred to it, and
- iii. To submit its report on its decision through the Vice-Chancellor to the Council for further consideration.

### 8.2.0 PROCEDURE

Disciplinary measures are evolved for the purpose of good conduct expected from members of staff of the University, having a codified disciplinary procedure and measures against erring members of staff as follows:

#### 8.2.1

Disciplinary proceedings shall be initiated in accordance with the provisions contained herein when allegation of act(s) of misconduct or general inefficiency is made against a member of staff or in cases where any of the provisions of the Conditions of Service is breached.

**8.2.2** Misconduct is a breach of values, ethics, cultural, and behavioural standard which the University stands for. It is a specific act of wrong-doing or an improper behaviour which is inimical to the image of the University and which can be investigated and proved. Such breach would invoke sanction. Gross misconduct is a serious breach of discipline and can lead to termination, summary dismissal or retirement. may be the only reasonable option. It includes but not limited to the following:

1. Scandalous conduct such as
  - i) Immoral behaviour,
  - ii) Unruly behaviour,
  - iii) Drunkenness,
  - iv) Foul Language,
  - v) Assault; and

- vi) Battering.
- 2. Refusal to proceed on transfer or to accept posting
- 3. Habitual lateness to work
- 4. Deliberate delay in treating official document
- 5. Failure to keep records
- 6. Unauthorized removal of public records
- 7. Corruption
- 8. Dishonesty
- 9. Negligence
- 10. Membership of Unregistered Association(s)
- 11. Sleeping on duty
- 12. Improper dressing while on duty
- 13. Hawking merchandise within the University premises other than residential areas
- 14. Refusal to take/carry out lawful instruction from superior officers
- 15. Malingering
- 16. Insubordination, and
- 17. Discourteous behaviour to the public.

**8.2.3** Serious misconduct is a specific act of very serious wrong-doing and improper behaviour which is inimical to the image of the University and which can be investigated and if proven, may lead to dismissal. It includes but not limited to the following:

- 1. Falsification of records
- 2. Suppression of records
- 3. Withholding of files
- 4. Conviction of a criminal charge (other than a minor traffic offence or the like)
- 5. Absence from work without leave
- 6. False claims against University Officials
- 7. Engaging in partisan politics
- 8. Bankruptcy/serious financial embarrassment

9. Unauthorized disclosure of official information
10. Unauthorized undertaking of any study programme without due approval
11. Corruption such as bribery, embezzlement, misappropriation, etc
12. Violation of Oath of Secrecy
13. Action prejudicial to the security of the University
14. Advance Fee Fraud
15. Holding employment other than in this University, without due approval
16. Nepotism or any form of preferential treatment
17. Divided loyalty
18. Sabotage
19. Wilful damage to University property
20. Sexual harassment, and
21. Any other act unbecoming of a staff of Thomas Adewumi University.

**8.2.4** It shall be the duty of the Heads of Department/Unit to first of all issue a query to the affected member of staff (as soon as practicable), preferably within twenty-four (24) hours of the offence becoming. The member of staff shall formally reply the query within twenty-four (24) hours of receipt of the query. Depending on the gravity of the offence and the response, the Dean of Faculty/Head of Department/Unit may decide to set up a three/five-man Panel (where applicable) normally within four (4) days of the receipt of the investigative report that is approved by the Dean of Faculty where applicable. The corresponding report will then be forwarded to the Registrar through the Dean of the Faculty (where applicable) normally within four (4) days of the commission of the offence

**8.2.5** The Registrar, on receipt of such a report, shall within forty-eight (48) hours, forward it to the Vice Chancellor with his/her own comments, and Vice Chancellor, after conducting preliminary enquiries as he/she may deem fit, refer the case to the Standing Senior Staff Appointments, Promotions and Disciplinary Committee, (SSDC) for appropriate action.

**8.2.6** Without prejudice to section (iii) above, the Vice Chancellor and/or the Registrar may issue a query directly to the member of staff after being in receipt of information on any misbehaviour concerning any member of staff.

**8.2.7** In the case of Senior and unconfirmed staff, (temporary, contract, casual appointments etc.), the Vice - Chancellor shall have the power to use his discretion, preferably after due consultation, depending on the gravity of the offence, to determine the appointment of such members of staff and then report to Council or Appointments, Promotions and Appointments, Promotions and Disciplinary Committee (AP&DC) for ratification of action taken.

- 8.2.8** Depending on the gravity of the offence, normally, all cases of misconduct against permanent and confirmed members of staff shall be forwarded to Senior Staff Appointments, Promotions and Disciplinary Committee (SSDC) for consideration and recommendation to the Vice- Chancellor.
- 8.2.9** Appearance before the Senior Staff Appointments, Promotions and Disciplinary Committee. (SSDC) shall be in person and not through representative(s).
- 8.2.10** All disciplinary cases referred to the Senior Staff Appointments, Promotions and Disciplinary Committee (SSDC) shall be determined within seven (7) days from the day of delivery of notice and the Vice Chancellor shall have the power to act on the recommendation of the Senior Staff Appointments, Promotions and Disciplinary Committee, (SSDC) or vary it and then report to Council or its Committee for ratification of the action taken.
- 8.2.11** If it appears to the Council that there are reasons for believing that any academic, administrative or professional staff other than the Vice-Chancellor should be removed from his employment on any ground of misconduct, the Council shall:
- (a) Give notice listing those reasons to the person in question, and
  - (b) Afford the person an opportunity of making representation in person on the matter to the relevant Committee of Council and also to the Council, if he so desires.
- 8.2.12** The Vice-Chancellor may, in a case of misconduct by a member of staff which, in the opinion of the Vice-Chancellor is prejudicial to the interest of the University, suspend such member and any such suspension shall within three months be reported to the Council.
- 8.2.13a.** A member of staff who has been charged with a criminal offence in a court of law or tribunal on a matter (other than a minimal traffic or sanitation offence) whether or not connected with the University shall be interdicted immediately by the Vice-Chancellor who shall report to Council thereafter.
- b. A formal notice of interdiction shall be issued to such member of staff and he shall be placed on suspension.
- c. Where the case is not disposed off within three (3) months, the appointment of the staff may be terminated. An officer on interdiction may not leave his station without the notice of the Vice-Chancellor.
- d. Where at the end of the proceedings, the member of staff is not found guilty of the criminal charge(s) levelled against him, he shall be reinstated to his duty post, upon evidence of being discharged and acquitted by the court and his salary shall be reinstated with effect from the date of interdiction. Where at the end of the proceedings, the member of staff is found guilty of the criminal charge(s) levelled against him, he shall be dismissed from the service of the University with effect from the date of the conviction.
- 8.2.14** For good cause, any member of Staff may be suspended from his duties or his appointment may be terminated by the Vice-Chancellor on behalf of Council; and for the purpose of the sub-section "good cause" shall include:

- a. Conviction for any offence which the Vice-Chancellor on behalf of Council considers to be such as to render the person concerned unfit for the discharge of the functions of his office; or
- b. Any physical or mental incapacity which the Vice-Chancellor, on behalf of Council, after obtaining medical advice from a recognized hospital, considers to be such as to render the person concerned unfit to continue to hold his office;
- c. Conduct of a scandalous or other disgraceful nature which the Vice-Chancellor, on behalf of Council, considers to be such as to render the person concerned unfit to continue to hold his office;
- d. Conduct which the Vice-Chancellor, on behalf of Council, considers to be such as to constitute failure or inability of the person concerned to discharge the functions of his office or to comply with the terms and conditions to maintain his service; or
- e. Any membership of secret cult that the Vice-Chancellor, on behalf of Council, considers to be such as to render the person belonging to such a secret cult unfit to hold his office.

#### 8.2.15

Any member of staff placed on suspension as a result of disciplinary action shall be deprived of his salary or part thereof for that period, and Vice-Chancellor, on behalf of Council, shall before the expiration of three (3) months after the date of suspension, consider the case against that person and may decide as to:

- a. Whether to reinstate such person in which case his full emoluments shall be restored to him, with effect from the date of suspension.
- b. Whether to determine the appointment of the person concerned, in which case such a person will not be entitled to the proportion of his emoluments withheld, during the period of suspension; or  
Whether to take such lesser disciplinary action against such person (including the restoration of such proportion of his emoluments that might have been withheld) as Vice-Chancellor may determine on behalf of Council.

8.2.16 (a) A member of staff who has been charged with a criminal offence in a court of law or tribunal on a matter (other than a minor traffic or sanitation offence), whether or not connected with the University, shall be interdicted immediately by the Vice Chancellor who shall report to Council thereafter.

- (b) A formal notice of interdiction shall be issued such member of staff and he shall be placed on suspension.
- (c) Where the case is not disposed of within three (3) months, the appointment of the staff may be terminated. An officer on interjection may not leave his station without the notice of the Vice Chancellor.
- (d) Where, at the end of the proceedings, the member of staff is not found guilty of the charge(s) levelled against him, he shall be reinstated to his duty post, upon evidence of being discharged and acquitted by the court and his salary shall be reinstated with effect from the date of interdiction. Where at the end of the proceedings, the member of staff is found guilty of the charge(s) levelled against him, he shall be dismissed from the service of the University with effect from the date of the conviction.

(e) For a good case, any senior member of staff may be suspended from his duties or his appointment may be terminated on the recommendation of the Senior Staff Appointments, Promotions and Disciplinary Committee, (SSDC) by Council.

### 8.3.0 GRADATION OF DISCIPLINE

Effective discipline is a tool for good management. It can take any of the following forms:

#### 8.3.1 Warning

A member of staff guilty of misconduct or inefficiency in the performance of duties may be queried and warned verbally or in writing by Head of Department/Unit. A copy of the written warning and a copy of the original query and his response thereto shall be forwarded to the Registrar for record purposes. Subsequent warning may lead to termination of appointment.

#### 8.3.2 Deferment of Increment

If the work and conduct of any employee are continually unsatisfactory such as to have warranted reprimand, the Vice-Chancellor may defer his annual increment.

The period of deferment may not normally last more than three months in the first instance. It may, thereafter, be extended for six months if there is a report of continued bad performance. A deferred annual increment for up to six months may not be earned again for that year.

#### 8.3.2 Withholding/Denial of Annual Increment

Annual increment may be withheld/denied because of an employee's shortcomings. If it is so decided, he shall cease to be eligible for it until his next incremental date. An increment that is withheld shall not be granted retrospectively because of an improved service later.

#### 8.3.4 Reduction in Rank

An employee may not continue in his present post if the Vice-Chancellor after considering the recommendation of the Head of Department/Unit/Dean and a Central Staff Disciplinary Committee agree that the employee be reduced in rank. Reduction in rank as a disciplinary measure shall apply to an employee in circumstances not considered to warrant termination or dismissal.

If an employee resigns his appointment as a result of being reduced in rank, he shall do so at the reduced rank.

Effective date of reduction in rank shall be the date the employee committed the act that led to his reduction in rank.

#### 8.3.5 Denial of Promotion

Promotion may be denied until there is evidence of improvement in quality of service delivery and character.

#### 8.3.6 Suspension

The Vice-Chancellor may, in case of misconduct by a member of staff which in the opinion of the Vice-Chancellor is prejudicial to the interest of the University, suspend such member of staff and any such suspension shall be reported to Council. Any member of staff suspended shall be on half pay (i. e. gross salary) and the Council shall before the expiration of a period of three months after the date of such suspension consider the case against that person and come to a decision as to

reinstate such a person, terminate the appointment or take less severe disciplinary action against such person.

#### **8.3.7 Compulsory Retirement**

A member of staff may be compulsorily retired from the service of the University on grounds of gross misconduct.

#### **8.3.8 Interdiction**

Where an employee has been charged with a criminal offence, whether or not connected with the University, the Vice- Chancellor may interdict him from duties forthwith and report to Council. Formal notice of interdiction shall be given to the employee concerned in writing stating the date from which the interdiction takes effect, duration and the reasons for such interdiction. Where any employee has been interdicted, he shall be entitled to half of his gross salary, shall handover all university properties in his care and shall be forbidden to carry out any University duties or visit his place of work. Where an employee under interdiction is not found guilty of all charges, he shall be reinstated and shall receive the balance of his salary for the whole period of his interdiction. Council may however review the circumstances of the case with a view to determining the desirability of the continuation in the service of the University, otherwise his appointment may be terminated forthwith. Where at the end of the proceedings, the staff is guilty of the criminal charges, he should be dismissed with effect from the date of his conviction and shall forfeit the balance of his emolument. Any employee under interdiction may not, without the permission of the Vice- Chancellor, leave his station during the period of interdiction. Any employee contravening this regulation renders himself liable to dismissal. If the employee's whereabouts remains unknown, his dismissal may be made without further formality.

#### **8.3.9 Termination**

A member of staff on contract, temporary and casual appointment and unconfirmed employee may have his appointment terminated in line with the conditions stated in his letter of appointment. Appointment of a confirmed member of staff may also be terminated subject to the provision of this chapter.

#### **8.3.10 Dismissal**

i. An employee who is found guilty of gross misconduct may be dismissed from the service of the University. No notice shall be given, or payment of salary in lieu of notice to any employee being dismissed from the service of the University. Dismissal shall take effect from the date on which the employee concerned is officially notified that he has been dismissed.

ii. An employee dismissed for misconduct shall not be eligible for leave and shall vacate University premises immediately.

iii. The above disciplinary measures do not preclude the University from evolving other disciplinary measures from time-to-time.

#### **8.4.0 PENALTY FOR LOSS OR DAMAGE TO UNIVERSITY PROPERTY**

If the Vice-Chancellor is satisfied that the University has sustained a loss by reason of neglect or fault of any employee of the University, he shall make such employee liable to make good the loss or damage to the University property. The employee may forfeit any monies due to him to the University in order to satisfy such loss or damage.

#### **8.5.0 GUIDELINES ON TERMINATION OF APPOINTMENT**

Before terminating appointments on ground of indiscipline, 'reasonable cause' other than on ground of infirmity of mind or body, the Staff Disciplinary Committee shall:

- a) Be satisfied that a prima facie case has been established by an Investigation Panel through the Vice – Chancellor;
- b) Notify the member of staff concerned in writing on the ground(s) on which the considered action is being given to the termination of his appointment and he is being considered for disciplinary action;
- c) Give the member of staff concerned opportunity of replying to the allegations levied against him;
- d) Give the member of staff whose case is being considered the opportunity to appear before the Staff Disciplinary Committee; and
- e) Make recommendations through the Vice-Chancellor to the appropriate Appointments and Promotions Committee which takes decision on behalf of Council.

#### 8.6.0 PROCEDURE FOR DISCIPLINARY ACTION

- a) When a report of an alleged case of fraudulent act or any other case requiring disciplinary action is received by the Registrar, an official query is caused to be issued to the affected staff;
- b) the alleged offender is required to respond to the query directly to the Registrar;
- c) The response is immediately forwarded on receipt to the Head of Department of the staff concerned, any other member(s) of staff who is/are mentioned as witness(es) in the response;
- d) All responses received are studied carefully and submission made to an Investigation Panel
- e) The Vice – Chancellor shall act within two (2) weeks by sending criminal case to the Legal Unit for submission to the Police, however, internal administrative procedure would continue to assist the Police, sending non-criminal but serious cases to an Investigation Panel or deciding on the appropriate disciplinary action on minor cases.
- f) The Vice – Chancellor shall constitute an Investigation Panel to determine whether or not a prima facie case has been established against any member of staff. The Panel shall submit its report to the Registrar.
- g) The Investigation Panel shall include representative of the category of staff being investigated
- h) The Registrar shall advise the Vice – Chancellor on the recommendations of the Investigation Panel based on the appropriate University Rules and Regulations.
- i) In cases where the Investigation Panel recommends the determination of the appointment of an offender, such a recommendation should be forwarded to the Staff Disciplinary and Promotions Committee which shall consider the totality of the report and uphold or amend the recommendations or in extreme cases, recommend a re-trial where deemed appropriate. In situation where recommendation for the determination of appointment is upheld, it shall be tabled before the subsequent meeting of Council.
- j) If it appears to Council that there are reasons for believing that any person employed as Junior member of staff should be removed from his office or employment on the ground of misconduct or of inability to perform the functions of his office or employment, the Council shall give notice of those reasons to the person in question,



afford him an opportunity of making representations in person on the matter, and after consideration of the report of the Staff Disciplinary Committee, if the Council is satisfied that the person in question should be removed as aforementioned, it may so remove him by an instrument in writing signed on the directive of the Council.

k) Nothing in the foregoing of the section shall prevent Council from making regulation for the discipline of all categories of staff and workers of the University as may be prescribed from time to time.

#### 8.7.0 RIGHT OF APPEAL

An employee dissatisfied with the disciplinary action taken against him under these regulations has the right of appeal to the Vice-Chancellor and if dissatisfied with the Vice-Chancellor's decision, to the University Governing Council.

- i. The appeal must be submitted in writing to the Registrar for transmission to the Vice-Chancellor within two weeks of being notified of the action taken against him/her.
- ii. The decision of the Vice-Chancellor on the appeal shall be conveyed to the petitioner by  
the Registrar.
- iii. Where the employee then requests that the appeal be submitted to the Council, he shall inform the Registrar within two weeks of the notification of the decision of the Vice-Chancellor who will then submit it together with all the concerned reports, papers and other materials to the Council for consideration.
- iv. The decision of the Council on such appeal shall be final.
- v. The right of appeal does not carry with it a right of personal appearance before the Vice-Chancellor or the Council.

## CHAPTER NINE

### CESSATION OF APPOINTMENT AND BENEFITS

#### 9.0.0 CESSATION OF APPOINTMENT

The methods by which an employee's appointment could cease or terminate are:

- a. Death
- b. Disciplinary Measures
- c. Resignation
- d. Withdrawal of Service
- e. Retirement

#### 9.1.0 DEATH

An employee who dies while in the service of the University ceases to be a staff from the date of his/her death.

#### 9.2.0 DISCIPLINARY MEASURE

- i. Dismissal: Where the Governing Council approves the dismissal of any staff on grounds of gross misconduct, such as employee ceases to be a staff of the University.
- ii. Termination: Where the Governing Council approves the termination of the appointment of an employee, such an employee ceases to be a staff of the University.

#### 9.3.0 PROCEDURE FOR RESIGNATION OF APPOINTMENT

- 9.3.1 A Professor shall not terminate his appointment until after having given to the Registrar, through his Head of Department, the Dean of his Faculty and the Provost of his College, six (6) months' notice in writing of his intention to do so. In extenuating circumstances, a waiver may be considered by the Vice-Chancellor.
- 9.3.2 Any other academic staff shall not terminate his appointment other than on the 30th September in any year, after having given to the Registrar, through the Head of his Department, the Dean of his Faculty, and the Provost of his College, three (3) months' notice in writing of his intention to do so. However, a waiver may be granted by the Vice-Chancellor in special cases.
- 9.3.3 Temporary appointment may be terminated in writing at any time during the period by giving one (1) month notice by either the staff or the University.
- 9.3.4 Post-Doctoral Research Fellowship appointments shall be tenable for two (2) years and may be terminated in writing at any time during that period by giving three (3) months' notice.
- 9.3.5 Medical Research Fellowship appointments shall be tenable for one year at a time and may be terminated in writing at any time during that period by giving one (1) month notice.
- 9.3.6 An Administrative or Professional staff may terminate his appointment at any time by one (1) month notice in writing.
- 9.3.7 Temporary Administrative and Professional staff appointments shall be tenable for one (1) year and may be terminated at any time by one (1) month notice in writing.
- 9.3.8 A Principal Officer other than the Vice-Chancellor may terminate his appointment only after giving six (6) months' notice in writing

9.3.9 A member of staff terminating his appointment may pay in lieu of notice a sum of money equivalent to the salary for the number of month(s) for which notice is required as specified above.

#### 9.4.0 WITHDRAWAL OF SERVICE

9.4.1 A confirmed employee other than a Professor or Principal Officer may withdraw his/her service from the University after giving three-month prior notice of his/her intention to do so or payment of three-month basic salary in lieu of notice.

9.4.2 The Registrar shall thereafter inform the employee in writing of the acceptance or rejection of notice of withdrawal of service.

9.4.3 Notice of withdrawal of Service shall be in writing addressed to the Registrar, following the approved channel of communication in the University. In the case of academic staff, the notice shall be given to expire normally at the end of the academic session. The Registrar shall communicate the same to the Vice Chancellor who shall decide where appropriate on behalf of the Governing Council.

#### 9.5.0 RETIREMENT

Retirement age for Academic Staff shall be 70 years, while the retirement for Non-Teaching Staff shall be 65 years, except in some special cases as directed by Council.

##### 9.5.1 Normal Retirement

A staff may retire from the services of the University on attaining the age of 70 (for academic staff) and 65 (for senior non-teaching staff).

##### 9.5.2 Voluntary Retirement

A staff may retire voluntarily after giving three months' notice or payment of 3-months basic salary in lieu of notice.

##### 9.5.3 Retirement on Health Grounds

a. If at any time during his/her service in the University, a staff is certified by the Medical Director (or Head of the University's Health Services) to be unfit and incapable of carrying out his/her duties, and the condition does not improve within 6 months, the Governing Council may accept his/her retirement or terminate his/her appointment on such terms as it thinks fit, fair and just.

b. Such staff shall be entitled to his/her full salary in the first 3 months, and to fifty percent of his full salary for the subsequent 3 months.

##### 9.5.4 Redundancy

The University Governing Council may terminate the appointment of an employee if the employee becomes redundant by reason of necessary reorganization in any Department or Unit of the University. Such employee shall be paid three (3) months' salary in lieu of notice.

A redundant staff is a person whose qualification and experience no longer fits into any established position in the University.

#### 9.6.0 TERMINAL BENEFITS

The University shall operate a Contributory Pension Scheme as may be approved by the Governing Council from time to time. Contributory Pension scheme is not applicable to temporary and casual Employees. The scheme covers permanent employees whose appointments are confirmed by the Governing Council. Such employees must be less than 60 years of age.

## CHAPTER TEN ANNUAL AND OTHER LEAVES

### 10.0.0 ANNUAL LEAVE ROSTER

To ensure that all employees are granted the appropriate leave for which they will be eligible during the leave year at the time most convenient to the service of the University, Heads of Department shall prepare and maintain leave rosters in respect of period of leave. Such leave rosters should be prepared during the first month of the leave year and copies forwarded to the Registrar.

### 10.1.0 ANNUAL LEAVE YEAR

All employees are entitled to annual leave. The leave year shall run with the academic year. As much as possible, annual leave shall be granted and taken during periods of light activity such as the University long vacations.

#### 10.1.1 Vacation Annual Leave for Academic Staff

- (a) Members of the academic staff shall take their leave during the long vacation.
- (b) The duration of vacation annual leave for the academic staff of the University shall be 30 working days.

#### 10.1.2 Annual Leave for Non-Teaching Staff

- (a) Members of the non-teaching staff shall take their annual leave at the discretion of their Heads of Department/Unit and upon authorization by the Registrar.
- (b) The duration of annual leave for non-teaching staff shall be as follows:
  - Teaching Staff and Staff on TAUNTSS 06 above - 30 working days
  - Staff on TAUNTSS 04 – 05 - 21 working days
  - Staff on TAUNTSS 01 – 03 - 14 working days

### 10.2.0 PRO RATA LEAVE

- (a) Leave in the first year of appointment shall be on pro-rata basis for six months or over, if served in the calendar year within which the date of assumption of duty falls.
- (b) A staff member who has served for less than 6 months in the first calendar year shall not be entitled to annual leave.
- (c) Permanent members of staff shall not be entitled to annual leave in the year of return from sabbatical/study leave or leave of absence.

### 10.3.0 DEFERMENT OF LEAVE

A leave or any part thereof, shall not be carried forward from one calendar year to the next; otherwise, it shall be forfeited. In exceptional circumstances, and when exigencies of service demand that a staff cannot proceed on annual leave during the year, an application for short-term postponement of the leave may be considered and approved by the Registrar

### 10.4.0 OTHER TYPES OF LEAVE

#### 10.4.1 Casual Leave

- (a) Staff members shall seek the Vice- Chancellor's approval in writing, whenever they have good reasons to be absent from the University for a period exceeding five (5) working days. Nevertheless, no staff may travel outside the country without the approval of the VC.

- (b) All staff members shall seek the approval of the Deans/Heads of Department in writing, whenever they have good reasons to be absent from the University for a period not exceeding five (5) working days.
- (c) A staff member who abuses the causal leave privilege shall forfeit his/her annual leave. The Registrar shall define what constitutes an abuse.

#### 10.4.2 Maternity Leave

All female officers on permanent employment who are pregnant are entitled to 12 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 will be without pay. Maternity leave with full pay can only be granted once in three (3) years

#### 10.4.3 Examination Leave

Application for examination leave shall be forwarded to the Registrar through the Head of Department. A maximum of 7 days off duty may be approved, subject to submission of acceptable evidence of participation in an examination e.g. Time Table. Any period more than 7 days may be deducted from the annual leave.

#### 10.4.4 Sick Leave

A member of staff may be absent from duty on the ground of ill-health provided such absence is prescribed by a proper medical authority. Medical certificate obtained from elsewhere must be certified by the University Clinic.

- (a) A member of staff on vacation leave, who is prevented from resuming duty at the expiration of his authorized leave by reason of ill-health duly certified by the University Clinic, may be granted sick leave.
- (b) The maximum aggregate sick leave which can be allowed a member of staff, who is not hospitalized, during any period of twelve calendar months, shall be six weeks. Where such a member of staff has been absent from duty on the ground of ill-health for an aggregate period more than six weeks within 12 calendar months, he shall be made to appear before a Medical Board set up by the University with a view to ascertaining whether he should be invalidated from services of the University. Any period of absence on the ground of ill-health more than the prescribed aggregate period will be without pay and will be reckoned with for purpose of increment or pension.
- (c) Paid sick leave for a member of staff who is hospitalized may be allowed for a period of up to three (3) months in the first instance if certified by the Director of the University Health Services. If at the end of that period he is still hospitalized, his Dean/Head of Department/Unit shall request the Director of the University Health Services to make arrangement for him to be examined by a Medical Board with a view to its being ascertained whether he should be invalidated from the services of the University or allowed further paid sick leave. Any such action shall be reported to Council.
- (d) A member of staff who is incapacitated because of an injury sustained in the course of his official duties shall be entitled to draw full salary until he is declared fit to return to duty or permanently invalidated.

- (e) A member of staff who is recommended by the Medical Board to be permanently invalidated will, forthwith, commence vacation leave if any, prior to retirement or determination of appointment in accordance with the Pension law.

#### 10.5.0 LEAVE OF ABSENCE

##### 10.5.1 Academic Staff

- (a) A member of the academic staff of the rank of Senior Lecturer and above shall be entitled to a leave of absence for the purpose of accepting an invitation to help develop academic programmes in other universities or to carry out a national assignment.
- (b) A leave of absence shall be granted for one (1) year in the first instance renewable for another year and no more.
- (c) Leave of absence shall be without pay.

##### 10.5.2 Non-Teaching Staff

- (a) A member of the non-teaching staff of the rank of Principal Assistant Registrar and above its equivalent shall be entitled to leave of absence for the purpose of accepting an invitation to help develop Administrative/Financial/Technical programmes in other Universities or to carry out national assignment.
- (b) & (c) As for academic staff in section 10.5.1.

#### 10.6.0 SABBATICAL LEAVE

##### 10.6.1 Academic Staff

- (a) A member of staff of the rank of Senior Lecturer and above or its equivalent shall be entitled to sabbatical leave of one (1) year after 6 years of uninterrupted service to the University.
- (b) Application for sabbatical leave shall be sent through the Head of Department and the Dean of the Faculty to the Registrar for consideration by the Appointments, Promotions and Disciplinary Committee. The application must be accompanied by a statement outlining the academic and research programmes and specifying the place of study. A letter of acceptance from the place the leave is intended to be spent must be attached to the application.
- (c) Sabbatical leave will not necessarily be granted to every member who has completed six years of service to the University. Before any application is considered, evidence shall be afforded the Committee that the applicant can be spared from his duties and that no additional expenses will be incurred by the University if leave is granted.
- (d) A member of staff on a sabbatical leave shall be entitled to his salary during the period.
- (e) A member of staff on sabbatical leave shall forfeit his annual leave allowance at the end of the academic year during which he has taken the sabbatical leave.

##### 10.6.2 Non-Teaching Staff

A member of the non-teaching staff of the rank of Principal Assistant Registrar or its equivalent and above shall be entitled to sabbatical leave of one (1) year after 6 years of uninterrupted service to the University.

#### 10.7.0 STUDY LEAVE

##### 10.7.1 Academic Staff

The University shall not normally grant study leave with pay to academic staff.

### 10.7.2 Non-Teaching Staff

The University shall not normally grant study leave with pay to non-teaching staff.

### 10.8.0 STAFF DEVELOPMENT

In exceptional conditions and subject to availability of funds, the University may provide financial and related support to staff pursuing higher degrees. Staff members with fully sponsored external fellowship/grant for higher degree programmes would be given priority. Similarly, the University shall encourage, through financial support, staff attendance at short-term refresher and skills-upgrading courses. Staff making request for assistance under this head shall apply to the Vice-Chancellor through his/her Head of Department and Dean. Each case shall be treated on its individual merit.

### 10.9.0 CONFERENCE ATTENDANCE

Grant for attending a learned conference may be made to a staff; priority shall be given to a staff that is presenting a paper at the conference. Acceptance of abstract will serve as evidence of invitation. A copy of the presented paper should be deposited with

the directorate of Academic planning on return from the conference. Staff making request for assistance under this head shall apply to the Vice-Chancellor through his/her Head of Department and Dean. Applicable rates shall be as approved by council from time to time.

### 10.10.0 RESIGNATION DURING APPROVED SPECIAL LEAVE

- (a) A member of staff shall not resign his appointment or retire from the service of the University during the period of approved special leave (i.e. sabbatical leave/study leave/leave of absence, etc.).
- (b) A member of staff who intends to take any of the actions listed in (a) above must first return and fulfil the conditions stipulated in the instrument of approval.
- (c) A member of staff who contravenes (b) above shall be liable for breach of contract and shall be treated accordingly.

## CHAPTER ELEVEN

### 11.0.0 ADVANCES AND ALLOWANCES

#### 11.1.0 SALARY ADVANCE

On first appointment, an advance not exceeding one month's salary may be approved by the Vice - Chancellor to a member of staff upon request. Such an advance shall be refunded in not more than three consecutive monthly instalments deducted from his salary. The first instalment shall be in the month in which the allowance was granted.

#### 11.2.0 OUT OF STATION ALLOWANCE FOR STAFF ON OFFICIAL DUTY (LOCAL)

- (a) A member of staff on official duty outside the University for a period exceeding one (1) day shall be paid allowances to cover transport (where official transport is not provided), boarding and incidentals.
- (b) A staff may be paid overnight allowance in lieu of boarding and accommodation at a rate determined from time to time by Council.
- (c) A staff on official duty outside the University for a period exceeding one day shall be paid allowances to cover accommodation and incidentals only, where official vehicle is provided.
- (d) A staff on official duty outside the university shall be entitled to travelling advance that would be retired with receipted expenses in respect of transportation, and if applicable, boarding and accommodation. Alternatively, such a staff may opt for millage claims and accommodation allowances in lieu of hotel accommodation. The applicable rates for travelling allowance, accommodation allowance, millage claims and allowances in lieu of hotel accommodation by category of staff are as may be approved from time to time by Council.

#### 11.3.0 OUT OF STATION ALLOWANCE FOR STAFF ON OFFICIAL DUTY (OUTSIDE THE COUNTRY)

- (a) A member of staff on official duty outside the country shall be paid allowances to cover transport (local run and international), boarding, accommodation and incidentals at the rate determined by Council.
- (b) The University may pay overnight allowance in lieu of boarding and accommodation.

#### 11.4.0 ACTING ALLOWANCE FOR NON-TEACHING MEMBER OF STAFF

- (a) A member of Non-teaching staff who is on Acting appointment shall be paid the next incremental step on his/her salary grade as responsibility allowance.
- (b) To benefit from that allowance, the appointment must be approved by Council.



## CHAPTER TWELVE STAFF WELFARE

### 12.0.0 MEDICAL CARE

Medical treatment has been monetized and is being paid along with the emoluments.

(a) A member of staff, the spouse and up to four (4) children or dependents under the age of 18 shall normally be entitled to medical treatment and within the capacity of the University Health Centre. Staff member, the spouse and up to 4 children shall not pay for consultation but shall be responsible for the cost of drugs and dressings

(b) Where, in the opinion of the Director of Health Centre, the facilities at the University Hospital seem inadequate for a particular case, referral may be made to the nearest Specialist Hospital and paid for by the staff.

(c) Treatment obtained outside the involvement of the Director of Health Centre, unless otherwise specially approved by the Vice Chancellor, shall be at the expense of the member of staff concerned.

(d) Members of staff are required to enroll in any Health Insurance Scheme of their choice and inform the Director of Health Centre appropriately.

### 12.1.0 STAFF DEVELOPMENT

The University, as a policy, shall not operate and fund a staff development programme for acquisition of higher degrees. However, the University shall encourage:

- Short term refresher and skills-upgrading courses for staff members.
- Staff members with fully sponsored external fellowship/grant for higher degree programmes.

### 12.2.0 TAU Development & Endowment Fund

The Governing Council of Thomas Adewumi University (TAU) will establish a Fund known as TAU Development Fund. All staff of the University shall contribute 1% of their monthly gross salary and allowances to this fund. The Fund shall be used for Capital Development Project of the University in line with approval of the Governing Council.

### 12.3.0 Staff Welfare Fund

Thomas Adewumi University shall establish a Fund to be known as as Staff Welfare Fund. A Committee of Deans of Faculties under the Chairmanship of the Vice Chancellor shall administer the Fund. The Fund shall be domiciled in the Bank approved by the Chancellor in an interest yielding account.

This account shall be funded from the following sources:

- i. From all Staff: Monthly deduction of 0.5% of all employees' monthly gross salary.
- ii. From TAU: Payment of 2.5% of donations to the University.
- iii. From TAU: Payment of 2.5% of budgetary Surplus of the University

This Fund shall be used by the University to provide financial assistance to University Staff in case of accident, illness and final disengagement from TAU.

The Bursar shall submit to the Vice Chancellor and the Chancellor of the University details of the contribution and usage of the Fund

## 12.2 Staff Awards and Incentives

Thomas Adewumi University shall establish staff awards with the aim of motivating employees in the performance of their duties and use their talent and resources in the development of the University towards achieving the goals and objective of the University.

TAU Employee incentives are rewards and privileges that motivate employees to meet business goals of TAU. The Governing Council shall provide monetary or non-monetary incentives through an employee incentive program to encourage employees to uphold excellent behaviour, honesty, productivity and job performance.

The Governing Board shall institute the following awards:

- a TAU performance related bonus,
- b TAU Staff-of –the Year awards in each Department
- c TAU innovation award

### 12.3.1 Innovation Awards

The goal is to make TAU the best among the 20 New Universities approved by Federal Government on 3<sup>rd</sup> February 2021 within the first three years and among the first ten private Universities in Nigeria before year 2030. To achieve this status, **innovative ideas** in all sectors of TAU operation is paramount.

TAU plans to be a leading University in the areas of research and innovation. The **TAU innovation award** shall be given to TAU staff or group who develops softwares, techniques, procedures and or machines that improves quality of life in home, office, and society in general.

## CHAPTER THIRTEEN

### 13.0.0 CAREER STRUCTURE

#### 13.1.0 GENERAL GUIDELINES

The Thomas Adewumi University has put together the career structure herein having taken into consideration the general structure applicable in the Nigerian University System. It has also ensured that its peculiarities are in the interest of the University and its staff. The major guidelines on this career structure are as follows:

- (i) All appointments are made with reference to basic qualifications and experience considered essential for the performance of the jobs assigned to each position.
- (ii) Promotion of non-teaching staff comprising administrative, technical and professional staff shall normally be based on a minimum of at least 3 years on a grade except where otherwise specified.
- (iii) All Officers with the same basic requisite qualifications shall normally be elevated in the same progression and terminate at the same salary level except where there are additional qualifications or Council's directives provide otherwise.
- (iv) Positions on TAUNTSS 14 and 15 shall be by appointment subject to vacancy.
- (v) Position on TAUNTSS 13 for all officers whose career structure terminates on TAUNTSS 13 shall be by appointment subject to vacancy.
- (vi) Where additional professional/academic qualification is required for progression in any cadre, the onus rests on the officer to acquire such additional qualification(s).
- (vii) Conversion for senior staff from one cadre to another shall be by appointment and subject to vacancy.
- (viii) All appointments shall be advertised internally and/or externally.
- (ix) For appointments to positions on TAUNTSS 14, a higher degree shall be required except in the professional cadres which require professional qualifications.

13.2.0 CAREER PROGRESSION: ADMINISTRATIVE, PROFESSIONAL AND TECHNICAL STAFF

**A. ACADEMIC PLANNING OFFICER CADRE**

S/N	POST	BASIC ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT GRADE
1.	Academic Planning Officer II	By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus B.A/B.Sc./B.Ed. degree in Mathematics, Statistics, Economics, and Educational Management with a bias in Mathematics/Statistics/Economics.	Assisting in collection and analysis of data on staff and students and other duties as assigned by the Director of Academic Planning.	TAUNTSS 07	Academic Planning Officer I
2.	Academic Planning Officer I	By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus B.A/B.Sc./B.Ed. degree in Mathematics, Statistics, Economics, and Educational Management with a bias in Mathematics/Statistics/Economics with at least 3 years cognate experience.  2. By promotion of a confirmed and suitable Planning Officer II who has spent at least three (3) years on the post.	1. Assisting in collection and analysis of data on staff and students and other duties as assigned by the Director of Academic Planning.  2. Assisting in the Computation of the FTEs for course and non-course systems and other duties as assigned by the Director of Academic Planning.	TAUNTSS 08	Senior Academic Planning Officer
3.	Senior Academic Planning Officer	(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus B.A/B.Sc./B.Ed. degree in Mathematics, Statistics, Economics and Educational Management with a bias in Mathematics/Statistics/Economics with at least six (6) years' cognate experience.  (2) By promotion of a confirmed and suitable Planning Officer I who has spent at least three (3) years	1. Collection, compilation and analysis of statistical data on staff and students.  2. Computation of the FTEs for course and non-course systems and other duties as assigned by the Director of Academic Planning.	TAUNTSS 09	Principal Academic Planning Officer

		on the post.			
4.	Principal Academic Planning Officer	<p>(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus B.A/B.Sc./B.Ed. degree in Mathematics, Statistics, Economics and Educational Management with a bias in Mathematics/Statistics/Economics with at least nine (9) years' cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Senior Planning Officer who has spent at least four (4) years on the post.</p>	<p>1. Compilation and analysis of statistical data, including the digest of statistics, for use in planning, Budgeting, sundry management requirements and repository.</p> <p>2. Preparation of Academic Briefs for Internal and External purpose.</p> <p>3. Monitoring Resource Allocation and utilization in line with the plans of the University and reporting observation on a monthly basis to the Director.</p> <p>4. and other duties as directed by the Director of Academic Planning</p>	TAUNTSS 11	Assistant Deputy Director of Academic Planning
5.	Assistant Deputy Director of Academic Planning	<p>(1) By Appointment of a suitable candidate possessing 5 O' Level credits (WASSCE/NECO) including English Language and Mathematics plus B.A/B.Sc./B.Ed. degree in Mathematics, Statistics, Economics and Educational Management with a bias in</p>	<p>1. Compilation and analysis of statistical data for use in planning, Budgeting, Sundry management requirements and repository.</p> <p>2. Preparation of Academic Briefs. Resource allocation</p>	TAUNTSS 12	Deputy Director of Academic Planning II

		<p>Mathematics/Statistics/ Economics and a postgraduate degree with at least twelve (12) years cognate experience in the planning unit of a university.</p> <p>(2) By promotion of a confirmed and suitable Principal Planning Officer who has spent at least four (4) years on the post.</p>	<p>and utilization analysis.</p> <p>3. Preparation of self-study forms for programme accreditation.</p> <p>4. Generating information on equipment needs of component Departments of the University.</p> <p>5. and other duties as directed by the Director.</p>		
6.	Deputy Director of Academic Planning II	<p>(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus B.A./B.Sc./B.Ed. degree in Mathematics, Statistics, Economics and Educational Management with bias in Mathematics/ Statistics/ Economics and a postgraduate degree with at least fifteen (15) years' cognate experience in the planning unit of a university.</p> <p>(2) By promotion of a confirmed and suitable Assistant Deputy Director of Academic Planning who has spent at least four (4) years on the post</p>	<p>1. Preparation of Academic Brief for the University.</p> <p>2. Preparation of self-study forms for institutional accreditation.</p> <p>3. Development of Resource Allocation parameters.</p> <p>4. Determination of manpower needs, control and staff development;</p> <p>5. Training of University System Annual Review (USARM)/Recurrent Budget Estimates for submission to National Universities Commission (NUC;</p> <p>6. Attending to request for information from Federal Government, National and International Organisations and Development partners.</p> <p>7. Other duties as directed by the Deputy Director of Academic Planning I</p>	TAUNTSS 13	Deputy Director of Academic Planning I

7.	Deputy Director of Academic Planning I	<p>(1) By Appointment of a suitable candidate who must possess a good Masters' degree in Mathematics, Statistics, Economics, and Educational Management with a bias in Mathematics/ Statistics/ Economics with at least eighteen (18) years cognate experience in the planning unit of a university.</p> <p>(2) By promotion of a confirmed and suitable Deputy Director of Academic Planning II who has spent at least four (4) years on the post</p>	<p>1. Assisting the Director of Academic Planning in: Creating University-wide awareness on the on the requirements of the Benchmark minimum Academic Standards (BMAS).</p> <p>2. Creating a high level of productivity, accurate data base for processing, storage and retrieval.</p> <p>3. Coordination of accreditation programmes in the University.</p> <p>4. Coordination and analysis of tender documents and recommendation of contractors for bids on teaching and research equipment.</p> <p>5. Allocation of human and material resources to Departments and Centres in the University.</p> <p>6. Creating a high level of compliance of the University with enrolment norms, annual growth rates, etc.</p> <p>7. Creating efficient and effective resource management in the University.</p> <p>8. and other duties as may be directed by the Director of Academic Planning.</p>	TAUNTSS 14	Director of Academic Planning
9.	*Director of Academic	By Appointment of a suitable candidate who must possess a good Masters' degree in any of the	The Director is to assist the Vice Chancellor in	TAUNTSS 15*	Terminal Point

<p>Planning</p>	<p>following fields: Mathematics, Statistics, Economics, and Educational Management with bias in Mathematics/Statistics/Economics with a minimum of twenty-two (22) years cognate experience in the Planning Unit of a University. A doctorate degree would be an added advantage.</p>	<p>coordinating the academic planning activities of the University and see to the day to day running of the Unit, guiding the University Management in decision making; Liaising with the National Universities Commission (NUC) and relevant bodies on behalf of the University, and preparing the University's Annual Report; Creating awareness and ensuring that academic Departments and Units of the University conform to the Benchmark Minimum Academic Standards (BMAS). Ensuring a high level of productivity, accurate data base for processing, storage and retrieval and developing operating plans for the University. Coordinating accreditation activities in the University and ensuring that departments conform to the demands of accreditation. Ensuring orderly development of Academic programmes in the University. Advising the Vice</p>		
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			<p>Chancellor and providing necessary information to guide policy formulation and decision making by Management.</p> <p>Ensuring a high level of compliance of the university with norms and parameters as may be dictated by regulatory bodies.</p> <p>Other duties as may be directed by the Vice Chancellor.</p>		
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\*By Appointment only

### B. AGRICULTURAL/FARM MANAGEMENT OFFICER CADRE

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Assistant Agricultural Officer	By Appointment of a suitable candidate who must possess 5 O' Level credits pass WASSCE/NECO/ GCE) including English Language and Mathematics, plus a National Diploma (ND) in Agriculture/Animal Health/Forestry/Fishery or its equivalent.	<ol style="list-style-type: none"> <li>Supervising the activities of several junior workers within a defined area.</li> <li>Taking charge of an agricultural project or operation.</li> <li>Assisting Senior Officers in carrying out specified assignments.</li> </ol>	TAUNTSS 06	Agricultural/ Farm Officer
2.	Agricultural/ Farm Officer	<p>(i) By Appointment of a suitable candidate who must possess 5 O' Level credits pass (WASSCE/NECO/ GCE) including English Language and Mathematics plus Degree/HND in Agriculture/Fisheries management or its equivalent</p> <p>(ii) By promotion of a confirmed and suitable Assistant Agricultural Officer who has spent at least three (3) years on the grade and must have obtained a degree or an HND</p>	<ol style="list-style-type: none"> <li>Supervising and training agricultural extension workers.</li> <li>Taking charge of an agricultural project or operations requiring no supervision.</li> <li>Assisting Higher Agricultural/Farm Officer in carrying out specified assignments.</li> </ol>	TAUNTSS 07	Higher Agricultural/ Farm Officer

3.	Higher Agricultural/ Farm Officer	(i) By Appointment of a suitable candidate who must possess 5 O' Level credits pass (WASSCE/NECO/ GCE) including English Language and Mathematics plus Degree/HND in Agriculture Management with six (6) years relevant experience. (ii) By promotion of a confirmed and suitable Agricultural/Farm Officer who has spent at least three (3) years on the grade.	1. Supervising the activities of a number of junior officers in a project or extension service. 2. Taking charge of a large of agricultural project or operation.	TAUNTSS 08	Senior Agricultural/ Farm Officer
4.	Senior Agricultural/ Farm Officer	(i) By Appointment of a suitable candidate who must possess 5 "O" Level credits pass (WASSCE/NECO/ GCE) including English Language and Mathematics plus Degree/HND in Agriculture Management with nine (9) years relevant experience. (ii) By promotion of a confirmed and suitable Higher Agricultural/Farm Officer who has spent at least three (3) years on the grade.	1. Managing a large agricultural project. 2. Any other work that may be assigned to him.	TAUNTSS 09	Principal Agricultural Officer/Far m Manager
5.	Principal Agricultural Officer/Far m Manager	(i) By Appointment of a suitable candidate who must possess 5 "O" Level credits pass (WASSCE/NECO/ GCE) including English Language and Mathematics plus Degree/HND in Agriculture Management with twelve (12) years cognate experience. (ii) By promotion of a confirmed and suitable Senior Agricultural/ Farm Officer who has spent at	1. Co-ordinating the activities of Agricultural Superintendents on a number of projects. 2. Supervising and Co-ordinating the operations in large extension service areas.	TAUNTSS 11	Assistant Chief Agricultural/ Senior Farm Manager

		least four (4) years on the grade.			
6.	Assistant Chief Agricultural Officer/Senior Farm Manager	(i) By Appointment of a suitable candidate who must possess 5 "O" Level credits pass (WASSCE/NECO/GCE) including English Language and Mathematics plus a Degree/HND in Agriculture Management with sixteen (16) years' cognate experience. (2) By promotion of a confirmed and suitable Principal Agricultural/Farm Officer who has spent at least four (4) years on the grade.	1. Assisting in the administration of the section. 2. Organising training programmes for Agricultural Personnel and extension services workers.	TAUNTSS 12	Chief Agricultural Officer/ Principal Farm Manager
7.	Chief Agricultural Officer/ Principal Farm Manager *	By Appointment of a suitable candidate who must possess Masters' Degree in Agriculture Management or related discipline with twenty (20) years' cognate experience and must have served as Assistant Chief Agricultural/Senior Farm Manager and spent at least four (4) years on the grade. Subject to Vacancy.	1. Taking charge of the administration of the section. 2. Directing and Coordinating the activities of a number of Agricultural Superintendents and other extension service workers in a specified area.	TAUNTSS 13	Terminal Point

\*By Appointment only

### C. BURSARY

#### C i. ACCOUNTANT CADRE

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Accountant II	By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus a degree in Accounting or degree in other relevant discipline with a minimum of Second Class Lower	(1) Reconciliation of Bank Statements (2) In charge of creditors' ledger. (3) Keeping of all project registers and production of fixed assets schedules. (4) Any other duties that may be assigned by the Bursar.	TAUNTSS 07	Accountant I

		Division.			
2.	Accountant I	<p>(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus a degree in Accounting or other relevant discipline with a minimum of Second Class Lower Division plus at least 3 years' post qualification cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Accountant II after spending at least 3 years on the post with satisfactory service.</p>	<p>(1) Being in charge of Pension and Insurance matters.</p> <p>(2) Keeping of research grants records.</p> <p>(3) Serving as immediate reference officer for Accountant II</p> <p>(4) Any other duties that may be assigned by Bursar</p>	TAUNTSS 08	Senior Accountant
3.	Senior Accountant	<p>(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus a degree/HND in Accounting or other relevant discipline plus any of the following professional qualifications: (i) Institute of Chartered Accountants of Nigeria (ICAN). (ii) Association of Certified and Corporate Accountants (ACCA) (iii) ANAN etc. With at least six (6) years post qualification cognate experience</p> <p>(2) By promotion of a confirmed and suitable Accountant I who has spent at least three (3) years on the post.</p>	<p>(1) Being in charge of Loans and Advances.</p> <p>(2) Being in charge of Debtor's Ledger.</p> <p>(3) Supervising ITF and NYSC staff that may be posted to the department.</p> <p>(4) Any other duties that may be assigned by the University/Bursar.</p>	TAUNTSS 09	Principal Accountant

4.	Principal Accountant	<p>(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus a degree/HND in Accounting or other relevant discipline plus any of the following professional qualifications: (i) Institute of Chartered Accountants of Nigeria (ICAN). (ii) Association of Certified and Corporate Accountants (ACCA). (iii) ANAN etc. With at least ten (10) years post qualification cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Senior Accountant who has spent at least four (4) years on the post and must have possessed professional qualifications</p>	<p>(1) Being in charge of payroll.</p> <p>(2) Being in charge of final accounts and reports.</p> <p>(3) Being in charge of part time Programmes and endowments/nominal accounts.</p> <p>(4) Being in charge of students accounts.</p> <p>(5) Any other duties that may be assigned by the</p>	TAUNTSS 11	Chief Accountant
5.	Chief Accountant	<p>(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus a degree/HND in Accounting and Masters' degree in the relevant discipline including any of the following professional qualification: (i) Institute of Chartered Accountants of Nigeria (ICAN). (ii) Association of Certified and Corporate Accountants (ACCA) (iii) ANAN etc. with fourteen (14) years' experience.</p>	<p>(1) In charge of investments.</p> <p>(2) In charge of Treasury/Finance activities.</p> <p>(3) Performs supervisory roles for the officers below him/her.</p> <p>(4) Any other duties that may be assigned by the Bursar.</p>	TAUNTSS 13	Deputy Bursar

		(2) By promotion of a suitable and confirmed Principal Accountant who has served for at least four (4) years on the post satisfactorily and must possess a professional qualification.			
6.	*Deputy Bursar	(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus degree in Accounting or other relevant discipline, and Masters' degree in relevant discipline including any of the following professional qualifications: (i) Institute of Chartered Accountants of Nigeria (ICAN). (ii) Association of Certified and Corporate Accountants (ACCA) (iii) ANAN etc. With eighteen (18) years' experience (2) Subject to vacancies and satisfactory service record.	(1) Coordinating budget preparation of the University. (2) Being responsible to the Bursar. (3) Supervising the sectional heads. (4) Signing official documents as may be directed by the Bursar. (5) Attending committee meetings or others that may be required of him by the University or Bursar. In fact, all the above-mentioned Officers may participate in any of the meetings that may be required of them by the Bursar.	TAUNTSS 14	Terminal Point
7.	*Bursar (By appointment)	Appointment by Council			

\*By appointment only.

Note: All Officers in the ACCOUNTANT CADRE must be computer literate and be proficient in at least one Accounting Package

#### C ii. EXECUTIVE CADRE (ACCOUNTS)

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Executive Officer (Accounts)	(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics with ND in	(1) Reconciling of Statement (2) Entering of transactions into Cashbooks (3) Preparing of Vouchers for loans and advances	TAUNTSS 06	Higher Executive Officer (Accounts)

		Accounts, Financial Studies. (2) By promotion of an Assistant Executive Officer (Accounts) after three (3) years of satisfactory service, plus ND in Accounts or Financial Studies			
2.	Higher Executive Officer (Accounts)	(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics with HND Accounts or Financial Studies, plus three (3) years' experience.  (2) By promotion of a confirmed and suitable Executive Officer (Accounts) with HND and must have spent at least three (3) years on the grade.	(1) Making record in receipt and payment cash books. (2) Raising/Preparing transfer vouchers (TV's) for various accounts for posting into the computer. (3) Posting of transfer Vouchers into the computer, extraction of trial balances and production of draft accounts.	TAUNTSS 07	Senior Executive Officer (Accounts)
3.	Senior Executive Officer (Accounts)	(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics with HND in Accounts and Finance plus six (6) years' experience. (2) By promotion of a confirmed and suitable Higher Executive Officer (Accounts) with HND and must have spent at least three (3) years on the post satisfactorily.	(1) Supervising the recording of receipts and payments in cash books. (2) Preparation of relevant transfer vouchers (TV's) (3) Keeping and updating the following registers – investment register, subvention register and other incomes endowment registers and CPES Account. (4) Any other duties that may be directed by the Bursar.	TAUNTSS 08	Principal Executive Officer II (Accounts)
4.	Principal Executive Officer II (Accounts)	(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English	(1) Supervising the recording of receipts and payments in cash books. (2) Preparing of relevant transfer	TAUNTSS 09	Principal Executive Officer I (Accounts)

		Language and Mathematics with HND plus nine (9) years' experience (2) By promotion of a confirmed and suitable Senior Executive Officer (Accounts) with HND and must have spent at least three (3) years on the post satisfactorily.	vouchers (TV's) (3) Keeping and updating the following registers – investment register, subvention register and other incomes endowment registers and CPES Account. (4) Any other duties that may be directed by the Bursar.		
5.	Principal Executive Officer I (Accounts)	(1.) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics with HND plus Masters' degree (professional) in related discipline with not less than 12 years post qualification cognate experience. (2) By promotion of a confirmed and suitable Principal Executive Officer II (Accounts) with HND and who has spent at least four (4) years on the post satisfactorily.	(1) Supervising Principal Executive officer II (2) Checking the Tax Schedules raised. (3) Taking care of Staff Claims. (4) Any other duties that may be assigned by the Bursar.	TAUNTSS 11	Assistant Chief Executive Officer (Accounts )
6.	Assistant Chief Executive Officer (Accounts)	1.By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics with HND plus Masters' degree (professional) in related discipline with not less than 16 years' post qualification cognate experience. 2. By promotion of a confirmed and suitable Principal Executive Officer I (Accounts) with HND and who has spent at least	(1) Supervising the financial clerks and makes sure that receipt and lodgements are properly recorded as well as disbursements. (2) Obtaining proper authorization for disbursement of petty cash. (3) Any other duties that may be assigned by the Bursar.	TAUNTSS 12	Chief Executive Officer (Accounts )



		four (4) years on the post satisfactorily.			
7.	Chief Executive Officer (Accounts)	(1) By Appointment of a suitable candidate who must possess an HND plus a Masters' degree (professional) in related discipline with not less than 20 years post qualification cognate experience. (2) By promotion of a confirmed and suitable Assistant Chief Executive Officer (Accounts) with an HND and must have spent not less than four (4) years on the post satisfactorily.	(1) Handling the petty cash. (2) Checking the works of all other staff under him/her. (3) Any other duties that may be assigned by University Bursar.	TAUNTSS 13	Terminal Point

Note: All Officers in this category must be computer literate.

FOOTNOTE An Executive Officer (Accounts) who is already on ground and has a degree certificate or has been appointed into the Executive Cadre with a degree certificate is eligible for promotion with the certificate.

### C iii. CENTRAL STORE CADRE

S/N	RANK	ENTRY QUALIFICATION	DUTY	SALARY SCALE	NEXT RANK
1.	Store and Supplies Officer	(1) By Appointment of a suitable candidate who must possess five O' Level Credits in WASSCE/NECO/ GCE/SSCE including English Language and Mathematics plus ND in Purchasing and Supply, Marketing or Business Admin. (2) By promotion of a confirmed and suitable Assistant Store Officer with ND Certificate in relevant field who must have spent at least three (3) satisfactory years of service on the post.	(1) Supervising a store. (2) Making local purchase of approved materials and equipment. (3) Checking stock in stores. (4) Carrying out any duties as may be assigned.	TAUNTSS 06	Higher Store and Supplies Officer

2.	Higher Store and Supplies Officer	<p>(1) By Appointment of a suitable candidate who must possess Degree/HND in Purchasing and Supply, Marketing, Business Admin or other similar qualification with three (3) years working experience.</p> <p>(2) By promotion of a confirmed and suitable Store and Supplies Officer who possess Degree / HND in relevant field and must has spent at least three (3) satisfactory years of service on the post.</p>	<p>(1) Raising stores certification of items supplied.</p> <p>(2) Receiving supplies and issuing same to departments, units/sections.</p> <p>(3) Raising transfer vouchers for posting into various relevant accounts.</p> <p>(4) Performing other duties that may be assigned by Head of Unit.</p>	TAUNTSS 07	Senior Stores and Supplies Officer
3.	Senior Store and Supplies Officer	<p>(1) By Appointment of a suitable candidate who must possess Degree/HND in Purchasing and Supply, Marketing, Business Admin or other relevant professional qualifications plus at least six (6) years relevant experience.</p> <p>(2) By promotion of a confirmed and suitable Higher Store and Supplies Officer with Degree/HND in relevant field who must have spent at least three (3) satisfactory years of service on the post.</p>	<p>(1) In charge of the physical store.</p> <p>(2) Checking the transfer vouchers raised.</p> <p>(3) Making sure that the stores records are properly made.</p> <p>(4) Performing any duties that may be assigned by the Head of the Unit.</p>	TAUNTSS 08	Principal Store and Supplies Officer II
4.	Principal Stores and Supplies Officer II	<p>(1) By Appointment of a suitable candidate who must possess Degree/HND in Purchasing and Supply, Marketing, Business Admin or other relevant professional qualifications plus at least nine (9) years relevant experience.</p> <p>(2) By promotion of a confirmed and suitable Senior Store and</p>	<p>(1) In charge of the physical store.</p> <p>(2) Checking the transfer vouchers raised.</p> <p>(3) Making sure that the stores records are properly made.</p> <p>(4) Performing any duties that may be assigned by the Head of the Unit.</p>	TAUNTSS 09	Principal Stores and Supplies Officer I

		Supplies Officer with Degree/HND in relevant field who must have spent at least three (3) satisfactory years of service on the post.			
5.	Principal Stores and Supplies Officer I	(1) By Appointment of a suitable candidate who must possess Degree/HND in Purchasing and Supply, Marketing, Business Admin or other relevant professional qualifications plus at least twelve (12) years relevant experience. (2) By promotion of a confirmed and suitable Principal Stores and Supplies Officer II with Degree/HND in relevant field who must have spent at least four (4) satisfactory years of service on the post.	(1) Processing the Suppliers papers for payment. (2) Checking the stock items for obsolete ones that must be removed. (3) Participating in boarding materials that are no more required by the University. (4) Performing any other duties that may be assigned.	TAUNTSS 11	Assistant Chief Stores and Supplies Officer
6.	Assistant Chief Stores and Supplies Officer	(1) By Appointment of a suitable candidate who must possess Degree/HND in Purchasing and Supply, Marketing, Business Admin or other relevant professional qualifications plus at least sixteen (16) years relevant experience. (2) By promotion of a confirmed and suitable Principal Store and Supplies Officer I with Degree/HND in relevant field who must have spent at least four (4) satisfactory years of service on the post.	(1) Responsible to Chief Stores and Supplies Officer (2) Assisting in procurement. (3) In charge of writing reports concerning the general condition of the store and stock to the Chief Stores and Supplies Officer. (4) Attending to complaints about general conduct of the activities of the store.	TAUNTSS 12	Chief Store and Supplies Officer
7.	*Chief Store and Supplies Officer *Subject to	(1) By Appointment of a suitable candidate who must possess a good Masters' Degree in Purchasing and Supply,	(1) General overseer/Coordinator of the store activities. (2) Procurement of goods.	TAUNTSS 13	Terminal Point

	Vacancy	Marketing, Business Admin or other relevant professional qualifications plus at least twenty (20) years relevant experience. (2) By promotion of a confirmed and suitable Assistant Chief Store and Supplies Officer with Degree/HND in relevant field who must have spent at least four (4) satisfactory years of service on the post subject to vacancy.	(3) Responsible to the Bursar. (4) Performing any other duties assigned duties by the Head of Unit/University		
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Note: All Officers in this category must be computer literate

C iv. PROCUREMENT OFFICER CADRE

S/ N	RANK	BASIC ENTRY QUALIFICATION	DUTY	SALARY SCALE	NEXT GRADE
1	Procurement Assistant	By Appointment of a suitable candidate who must possess 5 O' Level credits WASSCE/NECO/GCE) including English Language and Mathematics plus any of the following qualifications: ND in Purchasing and Supply / Business Administration / Statistics/ Financial Studies/ Computer Sciences/ Accounting /Economics/Engineering/ Technology/Marketing/ Insurance/Quantity Survey and other relevant discipline.	1. Collecting of bid/tender documents from would-be suppliers and contractors. 2. Creating a record of bid/tender document submitted in respect of each contract or supplies. 3. Assist in stacking, arrangement and safekeeping of Opened/analysed Bid/tender documents for future references. 4. Generating a database of all contractors and suppliers. 5. Carrying out any other duties as may be directed by a superior officer.	TAUNTSS 6	Procurement Officer II

2	Procurement Officer II	<p>(1) By Appointment of a suitable candidate who must possess Degree/HND in Purchasing and Supply/ Business Administration / Statistics/ Financial Studies/</p> <p>/Computer Sciences/Accounting /Economics/Engineering/ Technology/Marketing/ Insurance/Quantity Survey and other relevant discipline.</p> <p>(2) By promotion of a confirmed and suitable Procurement Assistant who has spent three (3) years on the grade and possessing HND/B.Sc. in Purchasing and Supply etc.</p>	<ol style="list-style-type: none"> <li>1. Implementing existing Procurement procedures and making recommendations.</li> <li>2. Implementing indenting procedures.</li> <li>3. Preparing questionnaires for market survey.</li> <li>4. Undertaking constant market research.</li> <li>5. Rendering monthly returns.</li> <li>6. Performing any other duties as may be assigned by the superior Officer from time to time.</li> </ol>	TAUNTSS 7	Procurement Officer I
3	Procurement Officer I	<p>(1) By Appointment of a suitable candidate who must possess Degree/HND in Purchasing and Supply/ Business Administration/ Statistics/ Financial Studies/</p> <p>Computer Sciences/ Accounting/Economics/ Engineering/Technology/ Marketing/Insurance/ Quantity Survey and other relevant discipline plus six (6) years cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Procurement Officer II who has spent at least three (3) years on the grade.</p>	<ol style="list-style-type: none"> <li>1. Performing the duties of Procurement Officer II at a higher level of responsibility.</li> <li>2. Supervising new officers on the job.</li> <li>3. Interpreting and analyzing all buying policies.</li> <li>4. Updating market research and pricing policies.</li> <li>5. Rendering monthly and regular reports and returns.</li> </ol>	TAUNTSS 8	Senior Procurement Officer

4	Senior Procurement Officer	<p>(1) By Appointment of a suitable candidate who must possess Degree/ HND in Purchasing and Supply /Business Administration/ Statistics/Financial Studies/ /Computer Sciences/ Accounting/Economics/ Engineering/ Technology/ Marketing/Insurance/ Quantity Survey and other relevant discipline plus nine (9) years cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Procurement Officer I who has spent at least three (3) years on the grade.</p>	<p>1. Maintaining and keeps procurement records.</p> <p>2. Reviewing the Market Survey Questionnaires.</p> <p>3. Collecting materials requirements from the user departments.</p>	TAUNTSS 9	Principal Procurement Officer
5.	Principal Procurement Officer	<p>(1) By Appointment of a suitable candidate who must possess Degree/ HND in Purchasing and Supply /Business Administration/ Statistics/Financial Studies/ /Computer Sciences/ Accounting/Economics/ Engineering/ Technology/ Marketing/Insurance/ Quantity Survey and other relevant discipline plus twelve (12) years cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Senior Procurement Officer who has spent at least four (4) years on the grade.</p>	<p>1. Carrying out vendor expediting duties.</p> <p>2. Ensuring effective and careful examination of products pricing data for efficiency and cost savings.</p> <p>3. Updating procurement data</p>	TAUNTSS 11	Chief Procurement Officer

6.	Chief Procurement Officer	<p>(1) By Appointment of a suitable candidate who must possess Degree/ HND in Purchasing and Supply /Business Administration/ Statistics/Financial Studies/</p> <p>/Computer Sciences/ Accounting/Economics/ Engineering/ Technology/ Marketing/Insurance/ Quantity Survey and other relevant discipline plus sixteen (16) years cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Principal Procurement Officer who has spent at least four (4) years on the grade.</p>	<p>1. Updating procurement data</p> <p>2. ensuring Due Process in line with Federal Government's extant laws</p>	TAUNTSS 13	Deputy Director, Procurement
7.	Deputy Director, Procurement Subject to vacancy	<p>(a) By direct appointment of a Chief Procurement Officer with the following:</p> <p>(i) 5 years cognate experience on the grade.</p> <p>(ii) Masters' degree in relevant field.</p> <p>(iii) Membership of a relevant professional body</p> <p>(b) By direct appointment as in Procurement Officer II including the following:</p> <p>(i) 20 years cognate experience.</p> <p>(ii) Masters' degree in relevant field.</p> <p>(iii) Membership of a relevant professional body</p>	<p>1. Implementing all procurement policies.</p> <p>2. Ensuring Due Process in line with Federal Government's extant laws.</p> <p>3. Liaising with and advising Management on procurement-related issues</p>	TAUNTSS 14	Director, Procurement

8.	Director, Procurement  Subject to vacancy	Shall be by appointment by Appointments and Promotions Committee for a period of three (3) years, renewable for maximum period of another three (3) years.		TAUNTSS 15	terminal
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#### D. HEALTH SERVICES

##### D i. MEDICAL OFFICER CADRE

S/N	RANK	ENTRY QUALIFICATION	DUTY	SALARY SCALE	NEXT RANK
1.	Medical Officer	By Appointment of a suitable candidate who must possess 5 "O" Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus a Degree in Medicine and evidence of registration with the Medical and Dental Council of Nigeria and a minimum of three (3) years post registration experience.	Being responsible to the Chief Medical Officer/Director of Health Services for: (1) Carrying out General Medical duties in the University Health Centre. (2) Giving Health Education and Counselling (3) Taking Calls i.e., work outside normal working hours and during weekends. (4) Conducting Medical registration for new Staff and new Students. (5) Carrying out other responsibilities that may be assigned by the Director of University Health Services.	TAUNTSS 10/ TAUMESS 2	Senior Medical Officer
2.	Senior Medical Officer	(1). By Appointment of a suitable candidate who must possess the above qualification of Medical Officer and a minimum of seven (7) years post registration cognate experience.  (2). By promotion of a confirmed and suitable Medical Officer who has	Responsible to the Chief Medical Officer/Director of University Health Services for: (1) Carrying out General Medical duties in the University Health Centre. (2) Giving Health Education and Counselling.	TAUNTSS 11/ TAUMESS 3	Principal Medical Officer II



		spent at least four (4) years on the grade with evidence of current registration with MDCN.	(3) Taking Calls i.e. work outside normal working hours and during weekends. (4) Conducting Medical registration for new Staff and new Students. (5) Visiting and Counselling patients referred to other Hospitals. (6) Supervision of junior Doctors in the Department. (7) Carrying out other responsibilities that may be assigned by the Director of University Health Services.		
3.	Principal Medical Officer II	(1) By Appointment of a suitable candidate who must possess the above qualification of Medical Officer and a minimum of Eleven (11) years post registration cognate experience. 2. By promotion of a confirmed and suitable Senior Medical Officer who has spent at least four (4) years on the grade with evidence of current registration with MDCN.	Being responsible to the Chief Medical Officer/Director of University Health Services for: (1) Carrying out General Medical duties in the University Health Centre. (2) Giving Health Education and Counselling (3) Taking Calls i.e. work outside normal working hours and during weekends. (4) Conducting Medical registration for new Staff and new Students. (5) Visiting and Counselling patients referred to other Hospitals. (6) Supervision of junior Doctors in the Department. (7) Carrying out other responsibilities that may be assigned by the Director of	TAUNTSS 12/ TAUMESS 4	Principal Medical Officer

			University Health Services.		
4.	Principal Medical Officer I	<p>(1) By Appointment of a suitable candidate who must possess the above qualification of Medical Officer with a Masters' degree in relevant discipline and a minimum of fifteen (15) years post registration cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Principal Medical Officer II who has spent at least four (4) years on the grade with evidence of current registration with MDCN.</p>	<p>Being responsible to the Chief Medical Officer/Director of University Health Services for:</p> <p>(1) Carrying out General Medical duties in the University Health Centre.</p> <p>(2) Giving Health Education and Counselling.</p> <p>(3) Taking Calls i.e. work outside normal working hours and during weekends.</p> <p>(4) Conducting Medical registration for new Staff and new Students.</p> <p>(5) Visiting and Counselling patients referred to other Hospitals.</p> <p>(6) Supervision of junior Doctors in the Department.</p> <p>Carrying out other responsibilities that may be assigned by the Director of University Health Services.</p>	TAUNTSS 13/ TAUMESS 5	Deputy Chief Medical Officer
5.	Deputy Chief Medical Officer	<p>By promotion of a candidate who must possess the above qualification of Medical Officer with a Masters' degree in relevant discipline and a minimum of nineteen (19) years post-registration cognate experience and must have spent at least four (4) satisfactory years on the post of Principal Medical Officer I</p>	<p>Being responsible to the Chief Medical Officer/Director of University Health Services for:</p> <p>(1) Carrying out General Medical duties in the University Health Centre.</p> <p>(2) Giving Health Education and Counselling.</p> <p>(3) Taking Calls i.e. work outside normal working hours and during weekends.</p> <p>(4) Conducting medical</p>	TAUNTSS 14/ TAUMESS 6	Chief Medical Officer

			examination for both new staff/student.		
6.	Chief Medical Officer	By promotion of a candidate who must possess the above qualification of Medical Officer with a Masters' degree in relevant discipline and a minimum of twenty-three (23) years post-registration cognate experience and must have spent at least four (4) satisfactory years on the post of Deputy Chief Medical Officer.	Responsible to the Chief Medical Officer/Director of University Health Services for: (1) Carrying out General Medical duties in the University Health Centre. (2) Giving Health Education and Counselling. (3) Taking Calls i.e. work outside normal working hours and during weekend (4) Supervision of junior Doctors in the Dept. (5) Carrying out other responsibilities that may be assigned by the Chief Medical Officer/Director of University Health Services.	TAUNTSS 15/ TAUMESS 7	*Director University Health Services (By appointment only)
7.	*Director University Health Services (By appointment only)	By Appointment of a suitable Chief Medical/Dental Officer who has additional qualification preferably a Masters' degree in relevant field to medicine or a candidate possessing the Fellowship of Nigerian Postgraduate Medical College or its equivalent plus at least twenty- seven (27) satisfactory years post-qualification cognate experience and must have spent at least four (4) satisfactory years on the post of Chief Medical Director.	Being responsible to the Vice-Chancellor for: (1) General supervision of all activities in the University Health Services Department i.e. supervision of Doctors and supervision of activities in the Nursing, Pharmacy, Medical Laboratory, Maternal and Child Health, Public Health, Medical Records and X-Ray Sub-Units. (2) Involved in the Appointments, Promotions and Discipline of Staff. (3) Involved in policy making and in the	TAUNTSS 15/ TAUNMESS 7	

			<p>implementation of laid down policies for the University Health Services.</p> <p>(4) Representing the interest of the University Health Services on University Board and Committees.</p> <p>(5) Liaising with Ministry of Health (State and Federal), Non-Government Organizations and other University Health Centres.</p> <p>(6) Advising the University Administration on health related matters</p> <p>(7) Member, Health Services Management Board.</p>		
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\*By Appointment only.

#### D ii. PHARMACIST CADRE

S/N	RANK	ENTRY QUALIFICATION	DUTY	SALARY SCALE	NEXT RANK
1.	Intern Pharmacist	(1) By Appointment of a suitable candidate who must possess 5 "O" Level Credits (WASSCE/NECO/GCE) including English Language and Mathematics plus a degree in Pharmacy with evidence of registration with the Pharmacist Council of Nigeria plus at least three (3) years cognate experience.	<p>i. Responsible to the Chief Pharmacist.</p> <p>ii. Supervising the Pharmacy in the Health Centre.</p> <p>iii. Dispensing prescription to in-and-out patients and keeping the prescription records as required by Law.</p> <p>iv. Preparing simple Pharmaceuticals such as mixtures, lotions and Syrups, etc.</p> <p>v. Maintaining Stores and keeping relevant Store records.</p>	TAUNTSS 08	Pharmacist

			<ul style="list-style-type: none"> <li>iv. Providing technical information and advice to professional staff of the Health Centre.</li> <li>v. Controlling and issuing of drugs.</li> <li>vi. Carrying out routine analysis of drugs.</li> </ul>		
2.	Pharmacist	<p>(1) By Appointment of a suitable candidate who must possess the qualifications of an Interim Pharmacist plus at least six (6) years post qualification cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Intern Pharmacist who has spent at least three (3) years on the post.</p>	<p>(Being responsible to the Chief Pharmacist.</p> <p>Performing inspection (duties as provided under the Poison and Pharmacy Act, the Dangerous Drugs Act and the Food and Drugs Decree.</p> <p>Making sample drug analysis and making the result available to the Police for prosecution purposes.</p>	TAUNTSS 09	Senior Pharmacist
3.	Senior Pharmacist	<p>(1) By Appointment of a suitable candidate who must possess the qualifications of an Interim Pharmacist plus additional qualification with ten (10) years post qualification cognate experience or M.Sc. degree with eight (8) years postgraduate cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Pharmacist who has spent at least four (4) years on the post.</p>	<p>(Responsible to the Chief Pharmacist.</p> <p>Taking charge of the preparation of certain (sterile products such as transfusion solutions, ophthalmic drugs and ointment.</p> <p>Manufacturing drugs and pharmaceutical such as sterile products, tablets and lozenges, external preparations and mouth washes on a large scale.</p> <p>Supervising the training programme of staff.</p>	TAUNTSS 11	Principal Pharmacist

4.	Principal Pharmacist	<p>(1) By Appointment of a suitable candidate who must possess degree in Pharmacy with evidence of registration with the Pharmacist Council of Nigeria with additional qualification plus fourteen (14) years post-graduation cognate experience, or holders of M.Sc. degree with twelve (12) years post-graduation cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Senior Pharmacist who has spent at least four (4) years on the post.</p>	<p>(i) Being responsible to the Chief Pharmacist.</p> <p>(ii) Taking charge of indents and controlling the Health Centres, Medical Stores and ensuring proper maintenance of Stock of all medical stores required by the Health Centre.</p> <p>(iii) Controlling the activities of the Central Drug Store.</p>	TAUNTSS 12	Chief Pharmacist
5.	* Chief Pharmacist	<p>(1) By Appointment of a suitable candidate who must possess a good Masters' degree in Pharmacy with evidence of registration with the Pharmacist Council of Nigeria with additional qualification plus sixteen (16) years post-graduation cognate experience,</p> <p>(2) By promotion of a confirmed and suitable Principal Pharmacist who has spent at least four (4) years on the post subject to vacancy.</p>	<p>(1) Being responsible to the Deputy Director, Pharmaceutical Service:</p> <p>(2) Performing all the duties of the Deputy Director, Pharmaceutical Services whenever he/she is not around.</p> <p>(3) Performing any role assigned by the Deputy Director, Pharmaceutical Services.</p>	TAUNTSS 13	Deputy Director (Pharmaceutical Services)
6.	Deputy Director Pharmaceutical Services * (By appointment)	By Appointment of a suitable candidate who must possess the qualification of a Chief Pharmacist plus a minimum of eighteen (18) years post-	(1) Being responsible to the Director, Pharmaceutical Services in Coordinating day-to-day activities of Pharmacy Unit.	TAUNTSS 14	Director Pharmaceutical Services

		graduation cognate experience.			
7.	Director Pharmaceutical Services *(By appointment)	By Appointment of a suitable candidate who must possess the qualification of a Chief Pharmacist plus a minimum of eighteen (18) years post-graduation cognate experience.	(1) Being responsible to the Vice-Chancellor in Coordinating day-to-day activities of Pharmacy Unit.	TAUNTSS 15	NIL

\*By Appointment only

### D iii. STAFF NURSE/STAFF MIDWIFE CADRE

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1	Staff Nurse/Staff Midwife	(1) By Appointment of a suitable candidate who must possess five (5) O' Level credits (WASSCE/NECO/GCE ) including English Language and Mathematics, plus possession of NRN or the NRM or its equivalent qualification who has registered with the Nursing and Midwife Council of Nigeria (NMCN)	(1) Managing patients by assessing his history, interviewing him and his family members. (2) Carrying out examination on the patient, utilizing all senses, aids and equipment. (3) identifying patient's problems and needs e.g. physical, psychological, social and economic (nursing diagnosis) (4) Creating a therapeutic environment. (5) Organising community nursing services. (6) Providing technical nursing care e.g. injection, wound dressing, medication etc. (7) Supervising junior staff e.g. Cleaners/Wards aids. (8) Keeping adequate records of patients, drugs instruments and equipment. (9) Maintaining and	TAUNTSS 06	Nursing Sister/ Nursing Superintendent/ Midwife Sister

			evaluating the effectiveness of care given to the patient/client		
2	Nursing Sister/ Nursing Superintendent/Midwife Sister	(1) By Appointment of a suitable candidate who must possess five (5) O' Level credits (WASSCE/NECO/GCE ) including English Language and Mathematics, plus possession of NRN plus NRM who has registered with the Nursing and Midwife Council of Nigeria (NMCN) and obtained at least three (3) years' post qualification cognate experience. (2) By promotion of a confirmed and suitable Staff Nurse/Staff Midwife who has spent at least three (3) years on the post.	(1) Providing technician Nursing care as injection wound dressing medication etc. (2) Supervising Junior staff. (3) Collecting and distributing data base of physiological, emotional, sociological, cultural, psychological and spiritual needs, from available resources. (4) Identifying and documenting charges in health status. (5) Establishing a nursing diagnosis based on client's needs. (6) Developing individual nursing care plans based upon nursing diagnosis. (7) Identifying needs and establishing priorities for nursing. (8) Carrying out individualized plans of care in conjunction with other nursing staff. (9) Monitoring and evaluating nursing care. (10) Identifying alternate methods of meeting clients' needs, modifying plans of care if necessary and documenting changes. (11) Establishing follow up care of clients on discharge.	TAUNTSS 07	Senior Nursing Sister /Senior Nursing Superintendent
3	Senior Nursing Sister/Senior Nursing Superintendent	(1) By Appointment of a suitable candidate who must possess the NRN and NRM who has registered with the Nursing and Midwife Council of Nigeria (NMCN) and obtained	(1) Coordinating the activities of subordinate nurses. (2) Assisting and setting nursing care priorities for individual and group of clients. (3) Ensuring proper care	TAUNTSS 08	Matron Grade II/ Principal Nursing Superintendent Grade II



		<p>at least six (6) years' post qualification cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Nursing Sister/ Nursing Superintendent/Midwife Sister who has spent at least three (3) years on the grade and obtained dual qualification of NRN and NRM.</p>	<p>is given to patients.</p> <p>(4) Ensuring availability and proper use of equipment and instruments.</p> <p>(5) Supervising and ensuring proper record keeping.</p> <p>(6) Liaising with the training schools in-respect of the nurse deployed for clinical experience.</p> <p>(7) Supervision and ensuring proper record keeping.</p> <p>(8) Organising orientation courses for nurses and educating them on new trends in nursing practice.</p> <p>(9) Appraising the performance of nurses in the ward.</p> <p>(10) Establishing and maintaining inventory for audit purpose.</p>		
4	Matron Grade II/Principal Nursing Superintendent Grade II	<p>(1) By Appointment of a suitable candidate who must possess the NRN and NRM who has registered with the Nursing and Midwife Council of Nigeria (NMCN) and obtained at least nine (9) years' post qualification cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Senior Nursing Sister/ Nursing Senior Superintendent who has spent at least three (3) years on the grade.</p>	<p>(1) Diagnosing and treatment of minor ailment.</p> <p>(2) Setting up intravenous infusion, suturing of lacerations and wounds, incision of superficial abscesses.</p> <p>(3) Serving as communicator.</p> <p>(4) Education of patients/clients on promotion and maintenance of good health.</p> <p>(5) Management of patients/clients care.</p> <p>(6) Counselling and giving of psychotherapy care to patients/clients and relatives</p> <p>(7) Supervision of the activities of subordinates.</p> <p>(8) Managing a ward.</p>	TAUNTSS 09	Matron Grade I/ Principal Nursing Superintendent Grade I

			<p>(9) Assessment and setting nursing care priorities for individuals and group of clients by:</p> <p>(a) Providing clients care utilizing resource</p> <p>(b) Using nursing theory in making decision on nursing practice.</p> <p>(b) Using nursing practice in getting data for refining and development.</p> <p>(10) Assisting in the formulation of policies on nursing matter.</p> <p>(11) Assisting in organising training programme/ orientation and refresher course, seminars, conferences, workshops for the nursing staff.</p> <p>(12) Assisting in supervising the kitchen.</p>		
5	Matron Grade I/Principal Nursing Superintendent Grade I	<p>(1) By Appointment of a suitable candidate who must possess the NRN and NRM who has registered with the Nursing and Midwife Council of Nigeria (NMCN) and obtained at least twelve (12) years' post qualification cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Matron Grade II/Principal Nursing Superintendent Grade II who has spent at least four (4) years on the post.</p>	<p>(1) Assisting in the formulation of policies and curriculum development</p> <p>(2) Compiling and maintaining accurate statistic of nursing personnel.</p> <p>(3) Assisting in supervising the Junior staff.</p> <p>(4) Assisting in organising orientation and training staff for continuing education.</p> <p>(5) Assisting in identifying and making recommendations for the procurement of hospital equipment.</p> <p>(6) Assisting in preparing financial estimates for the section.</p> <p>(7) Liaising with central administration in matters affecting staff.</p> <p>(8) Supervising the</p>	TAUNTSS 11	Senior Matron /Assistant Chief Nursing Superintendent

			kitchens and catering arrangements in the hospital.		
6	Senior Matron /Assistant Chief Nursing Superintendent	(1) By Appointment of a suitable candidate who must possess the NRN and NRM who has registered with the Nursing and Midwife Council of Nigeria (NMCN) and obtained at least fifteen (15) years' post-qualification cognate experience. (2) By promotion of a confirmed and suitable Matron Grade I/Principal Nursing Superintendent Grade I who has spent at least four (4) years on the post.	(1) Supervising general nursing activities. (2) Assisting in the administration of nursing services. (3) Advising on the purchase of hospital equipment and appliances. (4) Assisting in the inspection of hospital, health centres, and training schools for practice, and writing and submitting report on them. (5) Assisting in organising the training programme of staff. (6) Collation of estimates on his/her section. (7) Assisting in formulating of policies by examining and writing memo.	TAUNTSS 12	Chief Matron / Chief Nursing Superintendent
7	Chief Matron/ Chief Nursing Superintendent	1) By Appointment of a suitable candidate who must possess the NRN and NRM who has registered with the Nursing and Midwife Council of Nigeria (NMCN) and obtained at least eighteen (18) years' post qualification cognate experience. 2) By promotion of a confirmed and suitable Senior Matron/Assistant Chief Nursing Superintendent who has spent at least four	(1) Taking charge of a section. (2) Supervising the subordinate staff. (3) Participation in the formulation of general nursing policies. (4) Relating with the appropriate authorities on nursing service aspect of primary health care. (5) Participating in the preparation of standard procedure patterns for health institution.	TAUNTSS 13	Deputy Director, Nursing Services

		(4) years on the post.			
8.	Deputy Director, Nursing Services*	<p>1) By Appointment of a suitable candidate who must possess the NRN and NRM who has registered with the Nursing and Midwife Council of Nigeria (NMCN) and obtained at least twenty-one (21) years' post qualification cognate experience.</p> <p>2) By promotion of a confirmed and suitable Chief Matron/Chief Nursing Superintendent who has spent at least four (4) years on the post.</p>	<p>1) Evaluating performance for promotion or transfer purposes.</p> <p>(2) Participating in the employment of new staff.</p> <p>(3) Assisting in organising workshop and seminars etc.</p> <p>(4) Participating in the reviewing departmental functions and activities to achieve goals.</p> <p>(5) Participating in the administration of the Hospital.</p> <p>(6) Liaising with the hospital administration on the supply and replacement of equipment and uniforms etc.</p> <p>(7) Being responsible to the University Director of Health Services in Coordinating the day-to-day activities of the Health Centre.</p>	TAUNTSS 14	Terminal

\*(By appointment)

#### D iv. MEDICAL LABORATORY SCIENTIST CADRE

S/N		ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1	Medical Laboratory Scientist II	<p>a) By Appointment of a candidate who must possess 5 "O" Level Credits Pass (WASSCE/NECO/GCE) including English Language and Mathematics plus a good honours degree in Medical Laboratory Science from a recognised institution plus Associate registration with the Nigeria Institute of Medical Laboratory Science (AIMLS)/Council.</p> <p>(b) Conversion avenue for Chief Medical Laboratory Technician with a good honours degree in Medical</p>		TAUNTSS 7	Medical Laboratory Scientist I

		Laboratory Science			
2	Medical Laboratory Scientist I	(a). By direct appointment as in Medical Laboratory Scientist II plus three (3) years cognate experience or a Masters' degree (b) By promotion of a Medical Laboratory Scientist II who has spent at least 3 years on the post		TAUNTSS 8	Senior Medical Laboratory Scientist
3.	Senior Medical Laboratory Scientist	(a) By direct appointment of a Fellow of the Institute of Medical Laboratory Science (FMLS) with at least 6 years cognate experience (b) By promotion of a Medical Laboratory Scientist I who has spent at least 3 years on the post.		TAUNTSS 9	Principal Medical Laboratory Scientist
4.	Principal Medical Laboratory Scientist	(a) By direct appointment of a Fellow of the Institute of Medical Laboratory Science (FMLS) with at least 9 years cognate experience (b) By promotion of a Senior Medical Laboratory Scientist who has spent at least four (4) years on the post.		TAUNTSS 11	Assistant Chief Medical Laboratory Scientist
5	Assistant Chief Medical Laboratory Scientist	(a) By direct appointment of a Fellow of the Institute of Medical Laboratory Science (FMLS) with at least 12 years cognate experience. (b) By promotion of a Principal Medical Laboratory Scientist who has spent at least four (4) years on the post.		TAUNTSS 13	Deputy Chief Medical Laboratory Scientist
6.	Deputy Chief Medical Laboratory Scientist	(a) By direct appointment as in Medical Laboratory Scientist II with the following: (i) 16 years cognate experience. (ii) Master's degree in Medical Laboratory Science - related field. (iii) Fellow of the Institute of Medical Laboratory Science (FMLS). (b) By direct appointment of an Assistant Chief Medical Laboratory Scientist with the		TAUNTSS 14	Chief Medical Laboratory Scientist

		<p>following:</p> <p>(i) 5 years' experience on the post.</p> <p>(ii) Master's degree in Medical Laboratory Science - related field.</p> <p>(iii) Fellow of the Institute of Medical Laboratory Science (FMLS).</p>			
7.	Chief Medical Laboratory Scientist *Subject to Vacancy	By direct appointment as in Deputy Chief Medical Laboratory Scientist (b) above but with twenty (20) years cognate experience.		TAUNTSS 15	NIL

#### D v. MEDICAL TECHNICIAN CADRE

S/N	RANK	ENTRY QUALIFICATION	DUTY	SALARY SCALE	NEXT RANK
1.	Pharmacy/ Science Laboratory /Medical Laboratory Technician	<p>(1) By Appointment of a candidate who must possess 5 O' Level Credits Pass (WASSCE/NECO/GCE) including English Language and Mathematics plus a relevant diploma in relevant discipline from a recognized institution and also obtained the registration of the relevant professional bodies for Technician Cadre.</p> <p>(2) By promotion of a confirmed and suitable Technician II.</p>	<p>i. Dispensing prescribed drugs under the supervision of a Pharmacist from the Central Store.</p> <p>ii. Maintaining the cleanliness of the Pharmacy equipment.</p> <p>iii. Performing other duties as may be assigned</p>	TAUNTSS 06	Higher Pharmacy/ Laboratory/ Medical Laboratory Technician
2.	Higher Pharmacy/ Science Laboratory /Medical Laboratory Technician	<p>(1) By Appointment of a suitable candidate who must possess the qualification specified in Pharmacy Technician above plus six (6) years post qualification cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Pharmacy/Science Lab/ Med. Lab. Technician who has spent at least three (3) years on the grade and has</p>	<p>i. Assisting the Pharmacist in the preparation of Stock mixtures, lotions and Syrups.</p> <p>ii. Assisting in the supervision of a number of Pharmacy Technicians and other junior staff of the Pharmacy Unit.</p> <p>iii. Assisting in the manufacture of drugs. Performing other duties</p>	TAUNTSS 07	Senior Pharmacy/ Science Laboratory/ Medical Laboratory Technician

		the prescribed certificate from School of Health Technology or as appropriate.	as may be assigned		
3.	Senior Pharmacy/ Science Laboratory /Medical Laboratory Technician	<p>(1) By Appointment of a suitable candidate who must possess the qualification specified in Pharmacy Technician above plus nine (9) years post qualification cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Higher Pharmacy/Science Lab/ Med Lab. Technician who has spent at least three (3) years on the grade and has the prescribed certificate from School of Health Technology or as appropriate.</p>	<p>i. Taking charge of the Dispensary.</p> <p>ii. Keeping proper record of drugs in Pharmacy Unit.</p> <p>iii. Ensuring adequate care of Drug Laboratory.</p> <p>iv. Supervising the duties of subordinate staff in the Pharmacy.</p> <p>v. Performing other duties as may be assigned</p>	TAUNTSS 08	Principal Pharmacy/ Science Laboratory/ Medical Laboratory Technician

4.	Principal Pharmacy/ Science Laboratory /Medical Laboratory Technician	<p>(1) By Appointment of a suitable candidate who must possess the qualification specified in Pharmacy Technician above plus twelve (12) years post qualification cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Senior Pharmacy/Science Lab/ Med. Lab. Technician. who has spent at least three (3) years on the grade and has the prescribed certificate from School of Health Technology or as appropriate.</p>	<p>Preparing simple dilution of Stock mixtures for use in the Health Centre's Pharmacy.</p> <p>Controlling and Supervision of subordinate staff.</p> <p>Ensuring that equipment used in the Pharmacy are in good working condition and stored properly.</p> <p>Performing other duties as may be assigned</p>	TAUNTSS 09	Assistant Chief Pharmacy/ Science Laboratory/ Medical Laboratory Technician
5.	Assistant Chief Technician	<p>(1) By Appointment of a suitable candidate who must possess the qualification specified in Pharmacy Technician above plus fifteen (15) years post qualification cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Principal Pharmacy Technician/ Sci. Lab/Med Lab who has spent at four (4) years on the grade.</p>	<p>Ensuring the proper care and replenishment of drugs at the Health Centre's Pharmacy.</p> <p>Maintaining the general supervision and control of staff.</p> <p>Performing other duties as may be assigned</p>	TAUNTSS 11	Chief Pharmacy Technician
6.	*Chief Technician  *Subject to Vacancy	<p>(1) By Appointment of a suitable candidate who must possess the qualification specified in Pharmacy Technician above plus eighteen (18) years post qualification cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Assistant Chief Pharmacy Technician/ Sci. Lab/Med</p>	<p>Assisting in the general administration of Pharmacy Unit in the University Health Centre.</p> <p>Coordinating the activities of a number of Pharmacy Technicians.</p> <p>Assisting the Pharmacist in the Central Medical Store</p>	TAUNTSS 12	Terminal Point



		Lab who has spent at least four (4) years on the grade, subject to vacancy.	or Laboratory. Performing other duties as may be assigned		
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## E. ICT RESOURCES CENTRE

### E i. DATA PROCESSING OFFICER CADRE

S/N	RANK	ENTRY QUALIFICATION	DUTY	SALARY SCALE	NEXT RANK
1.	Data Processing Officer	(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/ GCE) including English Language and Mathematics with ND in relevant discipline with professional training in Data Processing. (2) By promotion of a confirmed and suitable Data Processing Assistant I who has spent at least three (3) years on the grade with ND in related field.	Coordinating the activities of a number of subordinate Assistants in the Unit. Checking all tabulated data and machines to ensure the accuracy of end production. (3) Keeping on inventory of stationery to ensure that prescribed levels are maintained.	TAUNTSS 06	Higher Data Processing Officer
2.	Higher Data Processing Officer	(1) By Appointment of a suitable candidate who must possess 5 O' Level credits WASSCE/NECO /GCE) including English Language and Mathematics plus HND/Degree in relevant discipline with professional training in Data Processing. (2) By promotion of a confirmed and suitable Data Processing Officer who had spent at least three (3) years on the grade with HND/Degree in related field.	Supervising the different sections in the Data Processing Unit. Providing Data Processing Officer with working materials. Taking of Inventory of Data Processing Materials in the Department/Unit.	TAUNTSS 07	Senior Data Processing Officer

3.	Senior Data Processing Officer	<p>(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in relevant discipline with professional training in Data Processing with at least three (3) years cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Higher Data Processing Officer who has spent at least three (3) years on the grade with HND/Degree in related field.</p>	<p>Keeping records of equipment and hardware.</p> <p>Enforcing production schedule.</p> <p>Training subordinate staff</p>	TAUNTSS 08	Principal Data Processing Officer II
4.	Principal Data Processing Officer II	<p>(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in relevant discipline with professional training in Data Processing with at least six (6) years cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Senior Data Processing Officer who has spent at least four (4) years on the post with HND/Degree in related field.</p>	<p>Supervising and coordinating the activities of the Data Processing Unit/Dept.</p> <p>Reviewing performance of equipment and subordinate staff.</p> <p>Preparing Data Processing equipment budget.</p>	TAUNTSS 09	Principal Data Processing Officer I
5.	Principal Data Processing Officer I	<p>(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in relevant discipline with professional training in Data Processing with at least ten (10) years cognate experience.</p> <p>2) By promotion of a confirmed and suitable</p>	<p>Supervising and coordinating the activities of the Data Processing Unit/Dept.</p> <p>Reviewing performance of equipment and subordinate staff.</p> <p>Preparing Data Processing equipment budget.</p>	TAUNTSS 11	Deputy Chief Data Processing Officer

		Principal Data Processing Officer II who has spent at least four (4) years on the post with HND/Degree in related field.			
6.	Deputy Chief Data Processing Officer	<p>1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/ GCE) including English Language and Mathematics plus HND/Degree in relevant discipline with professional training in Data Processing with at least fourteen (14) years cognate experience.</p> <p>2) By promotion of a confirmed and suitable Principal Data Processing Officer I who has spent at least four (4) years on the post.</p>	(2) Coordinating computer and data control and data preparation operations. Initiating development of job procedures and scheduling. Training operational staff.	TAUNTSS 12	Chief Data Processing Officer
7.	*Chief Data Processing Officer *Subject to vacancy	<p>1) By Appointment of a suitable candidate who must possess Masters' Degree in relevant discipline with professional training in Data Processing with at least eighteen (18) years' cognate experience.</p> <p>2) By promotion of a suitable Assistant Chief Data Processing Officer who has spent at least four (4) years on the post and subject to vacancy.</p>	(1) Coordinating development of operating methods, standards for computer operation and data preparation. Specifying equipment and personnel time recording procedures. Investigating re-occurring operating problems.	TAUNTSS 13	Terminal Point

E ii. PROGRAMMER ANALYST CADRE

S / N	RANK	ENTRY QUALIFICATION	DUTY	SALARY SCALE	NEXT RANK
1	Programmer	(1) By Appointment of a	(1) Writing and	TAUNTSS	Programmer

	II	suitable candidate who must possess 5 "O" Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus a Degree /HND in Computer Science/ Information Technology and other related discipline	testing simple program (2) Preparing flowcharts and test date (3) Designing and producing computer Input/Output format and supervising and giving junior staff on-the-job training (4) Any other duties that may be assigned.	07	I
2	Programmer I	(1) By Appointment of a suitable candidate who must possess 5 "O" Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus Degree/ HND in Computer Science or Information Technology and other related discipline plus three (3) years' experience. (2) By promotion of a confirmed and suitable Programmer II who has spent at least three (3) years on the post.	(1) Co-ordinating systems planning and design (2) Supervising and programming and operating activities (3) Undertaking programming writing codes to produce an output report.	TAUNTSS 08	Senior Programmer
3	Senior Programmer	(1) By Appointment of a suitable candidate who must possess 5 "O" Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus Degree/HND in Computer Science or Information Technology and other related discipline plus six (6) years cognate experience. (2) By promotion of a confirmed and suitable Programmer I who has spent at least four (4)	(1) Carrying out on the spot systems investigation and finalizing detailed layout. (2) Studying systems and analyzing the existing systems. (3) Evaluating new system design and design and migrating into old System. (4) Any other duties that may be assigned.	TAUNTSS 09	Principal Programmer

		years on the post			
4	Principal Programmer	(1) By Appointment of a suitable candidate who must possess degree in Computer Science or Information Technology and other related discipline plus ten (10) years cognate experience. (2) By promotion of a confirmed and suitable Senior Programmer who has spent at least four (4) years on the post plus recognised professional qualifications.	(1) Coordinating the activities of a number of Programmers in his Unit. (2) Assigning system study data and evaluating reports. (3) Evaluating programme efficiency and scheduling system study flow.	TAUNTSS 11	Assistant Chief Programmer
5	Assistant Chief Programmer	(1) By Appointment of a suitable candidate who must possess degree in Computer Science or Information Technology and other related discipline plus fourteen (14) years cognate experience. (2) By promotion of a confirmed and suitable Principal Programmer who has spent at least four (4) years on the post plus recognised professional qualifications.	(1) Coordinating the activities of a number of Programmers in his Unit. (2) Assigning system study data and evaluating reports. (3) Evaluating programme efficiency and scheduling system study flow.	TAUNTSS 12	Chief Programmer
6	Chief Programmer	(1) By Appointment of a suitable candidate who must possess a good Masters' degree in Computer Science or Information Technology and other related discipline plus eighteen (18) years cognate experience. (2) By promotion of a confirmed and suitable Assistant Chief Programmer who has spent at least four (4) years on the post plus recognised professional qualifications	(1) Maintaining existing and new programming/system and direct corrective actions. (2) Taking charge of a section. (3) Compiling and presenting report on project plan.	TAUNTSS 13	Assistant Director (Programming)

7	*Assistant Director (Programming)	(i) By Appointment of a suitable candidate who must possess a good Masters' degree with 22 years' post qualification cognate experience. In both cases candidates must be a member of a registered professional body and must have spent at least four (4) years on the post of Chief Programmer.	(1) Taking care of a branch. (2) Assisting in the administration of the Department. (3) Coordinating the training programme of staff. (4) Performing any other duties assigned.	TAUNTSS 14	Director, ICT
8	*Director, ICT and Media Services	(i) By Appointment of a suitable candidate who must possess a good Masters' degree with 26 years post qualification cognate experience. In both cases candidates must be a member of a registered recognized professional body.	1) Taking care of a branch. (2) Overseer in the administration of the Department. (3) Coordinating the training programme of staff. (4) Performing any other duties assigned by the Vice -Chancellor.	TAUNTSS 15	Terminal Point

\* By appointment only.

### Eiii. SYSTEMS ANALYST CADRE

S/N	RANK	ENTRY QUALIFICATION	DUTY	SALARY SCALE	NEXT RANK
1.	System Analyst II	1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/ Degree in related field, plus at least three (3) years cognate experience.	(1) Examining existing IT systems and business models. (2) Analysing systems requirements. (3) Undertaking product development. (4) Implementing, Configuring and testing feasible solutions; and (5) Any other duties that may be assigned.	TAUNTSS 07	System Analyst I
2.	System Analyst I	(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in related	(1) Performing analysis and makes recommendations in areas that require a high level of technical competency. (2) Designing data bases and data dictionary criteria.	TAUNTSS 08	Senior Systems Analyst

		<p>field plus at least six (6) years cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Systems Analyst II who have spent at least three (3) years on the post.</p>	<p>(3) Performing a variety of complex programming tasks, such as designing, documenting, and coding program logic.</p> <p>(4) Performing as a project lead and directs systems analysts. Provides leadership and coordination on projects assigned to systems analysts; and</p> <p>(5) Any other duties that may be assigned.</p>		
3.	Senior System Analyst	<p>(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in related field plus at least ten (10) years cognate experience with professional qualifications</p> <p>(2) By promotion of a confirmed and suitable Systems Analyst I who have spent at least three (3) years on the post with professional qualification.</p>	<p>(1) Assisting to prepare detailed System Requirements documents incorporating system impact analysis as well as use cases.</p> <p>(2) Conducting reviews with systems analyst team along with entire interested parties.</p> <p>(3) Supervising quality plus progress of documents developed by other analysts.</p> <p>(4) Upgrading regularly on technical knowledge to ensure solutions meet long-term objectives; and</p> <p>(5) Any other duties that may be assigned.</p>	TAUNTSS 09	Principal Systems Analyst
4.	Principal Systems Analyst	<p>(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in related field plus at least fourteen (14) years cognate experience with professional qualification.</p> <p>(2) By promotion of a confirmed and suitable</p>	<p>(1) Providing day-to-day project management of the analysis, design, coding, testing, release, and maintenance of approved corporate software applications.</p> <p>(2) Determining skills and other personnel resource needs to implement project plans and coordinates participation with other teams, other system building groups.</p>	TAUNTSS 11	Assistant Chief System Analyst

		Senior System Analyst who have spent at least four (4) years on the post with professional qualification.	(3) Leading and guiding team members in trouble shooting and resolving problems on on-going projects or already implemented applications systems. (4) Working within a team concept to develop and implement ways to improve the efficiency, effectiveness, and quality of the products and/or services provided to ITMS; and (5) Any other duties that may be assigned.		
5.	Assistant Chief Systems Analyst	(1) By Appointment of a suitable candidate who must possess a good Masters' Degree in related field plus at least eighteen (18) years cognate experience with professional qualification. (2) By promotion of a confirmed and suitable Principal Systems Analyst who have spent at least four (4) years on the post with professional qualification.	(1) Conducting feasibility studies for the development of new computer systems to meet the information and operational needs of the university. (2) Directing staff engaged in the review and analysis of business operations and the development of new or enhanced computer systems. (3) Ensuring preparation of detailed program documentation for future reference. (4) May attend conferences to keep abreast of changes in information technology; and (5) Any other duties that may be assigned.	TAUNTSS 13	Deputy Director
6.	Deputy Director* (subject to vacancy)	1) By Appointment of a suitable candidate who must possess a good Masters' Degree in related field plus at least twenty-two (22) years cognate experience with professional qualification.	(1) Planning, implementing and monitoring changes in infrastructure configurations. (2) Installing new servers and configure hardware. (3) Developing and maintain system	TAUNTSS 14*	Director



			standards. (4) Developing best practices and written documentation for all server maintenance; and (5) Any other duties that may be assigned.		
7.	Director* IT and Media Services (subject to vacancy)	(1) By Appointment of a suitable candidate who must possess a good Masters' Degree in related field plus at least twenty-six (26) years' cognate experience with professional qualification including at least 2 years administrative experience in running a Computer installation.	(1) Directs and manages all functions of the Information Technology department. (2) Responsible for management of projects, supervision of departmental staff members and recommendations to Administration regarding IT policy and procedures. (3) Provide overall IT governance for the university. (4) Manage hardware and software vendor relationships; and (5) Any other duties that may be assigned.	TAUNTSS 15**	Terminal Point

\*By appointment only.

E vi. WEBMASTER NETWORK ANALYST

S/ N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
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1.	Webmaster II	By Appointment of a suitable candidate who must possess 5 O' Level Credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/ Degree in Computer Science/ Informatics or related discipline or equivalent professional qualifications,	<ul style="list-style-type: none"> <li>i. Installing and supporting LANs, WANs, network segments, Internet, and intranet systems.</li> <li>ii. Install and maintain network hardware and software.</li> <li>iii. Analyzing and isolate issues.</li> <li>iv. Monitor networks to ensure security and availability to specific users.</li> <li>v. Evaluate and modify system's performance.</li> <li>vi. Creating valuable content, simplifying navigation and ensuring fast, secure access and optimal availability; and</li> <li>vii. Any other duties as may be assigned.</li> </ul>	TAUNTSS 07	Webmaster I
2.	Webmaster I	<p>(1) By Appointment of a suitable candidate who must possess 5 O' Level Credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Computer Science/ Informatics or related discipline or equivalent professional qualifications plus three (3) years' post-qualification cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Webmaster II who has spent at least three (3) years on the post.</p>	<ul style="list-style-type: none"> <li>i. Network monitoring.</li> <li>ii. Testing the network for weakness.</li> <li>iii. Keeping an eye out for needed updates.</li> <li>iv. Installing and implementing security programs.</li> <li>v. E-mail and Internet filters.</li> <li>vi. Evaluating implementing network management software; and</li> <li>vii. Any other duties as may be assigned.</li> </ul>	TAUNTSS 08	Senior Webmaster

3.	Senior Webmaster	<p>(1) By Appointment of a suitable candidate who must possess HND/Degree in Computer Science/Informatics or related discipline or equivalent professional qualifications, plus six (6) years post qualification cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Senior Telecoms/ Webmaster/Network Analyst/Administrator who has spent at least four (4) years on the post.</p>	<p>i. Determining network and system requirements.</p> <p>ii. Designing and deploy networks.</p> <p>iii. Performing network address assignment.</p> <p>iv. Assigning routing protocols and routing table configuration.</p> <p>v. Assigning configuration of authentication and authorization of directory services.</p> <p>vi. Administering servers, desktop computers, printers, routers switches firewalls, phones, personal digital assistants, Smart phones, software deployment security updates and patches; and vii. Any other duties as may be assigned.</p>	TAUNTSS 09	Principal Webmaster
4.	Principal Webmaster	<p>(1) By Appointment of a suitable candidate who must possess HND/Degree in Computer Science/Informatics or related discipline or equivalent professional qualifications, plus ten (10) years post-qualification cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Principal Telecoms /Webmaster/Network Analyst/ Administrator who has spent at least four (4)</p>	<p>i. System configuration and support.</p> <p>ii. System design and architecting.</p> <p>iii. Supporting of design and expansion of data archiving systems.</p> <p>iv. Supporting of backup infrastructure and execution.</p> <p>v. Management of computer server infrastructure including EDA tools and licensing, database servers, web, FTP and application</p>	TAUNTSS 11	Assistant Chief Webmaster

		years on the post.	servers, Subversion and other revision control systems, VOiP and PBX systems; and vii. Any other duties as may be assigned.		
5.	Assistant Chief Webmaster	<p>By Appointment of a suitable candidate who must possess a good Masters' degree in Computer Science/ Informatics or related discipline or equivalent professional qualifications, plus fourteen (14) years post-qualification cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Principal Webmaster who has spent at least four (4) years on the rank.</p>	<p>i. Plans and organizes workloads and staff assignments.</p> <p>ii. Reviews progress and directs changes as needed.</p> <p>iii. Assigns duties and inspects work for exactness, neatness, and conformance to policies and procedures to establish and maintain excellent standards of performance.</p> <p>iv. Creates, changes, implements, and manages written IT policies and procedures to establish and maintain excellent standards of performance.</p> <p>v. Management of computer server infrastructure including EDA tools and licensing, database servers, web, FTP and application servers, Subversion and other revision control</p>	TAUNTSS 13	Deputy Director Webmaster

			systems, VOiP and PBX systems; and vii. Any other duties as may be assigned.		
6.	*Deputy Director Webmaster Subject to vacancy	By Appointment of a suitable candidate who must possess a good Masters' degree in Computer Science/Informatics or related discipline or equivalent professional qualifications, plus eighteen (18) years post-qualification cognate experience in telecoms/webmaster/network including experience in computer applications.	<ul style="list-style-type: none"> <li>i. Planning, implementing and monitoring changes in infrastructure configurations.</li> <li>ii. Installing new servers and configure hardware.</li> <li>iii. Developing and maintain system standards.</li> <li>iv. Performing daily backup operations.</li> <li>v. Developing best practices and written documentation for all server maintenance; and</li> <li>vi. Any other duties as may be assigned.</li> </ul>	TAUNTSS 14*	Director Webmaster

7.	*Director, IT and Media Services (By appointment only)	By Appointment of a suitable candidate with a good Masters' degree in Computer Science/Informatics or related discipline or equivalent professional qualifications, plus twenty-two (22) years post-qualification cognate experience in webmaster including experience in computer applications. Subject to vacancy.	<ul style="list-style-type: none"> <li>i. Directing and manages all functions of the Information Technology department.</li> <li>ii. Being responsible for management of projects, supervision of departmental staff members and recommendations to Administration regarding IT policy and procedures.</li> <li>iii. Providing overall IT governance for the university.</li> <li>iv. Managing the financial aspect of IT development; and</li> <li>vii. Any other duties as may be assigned.</li> </ul>	TAUNTSS 15*	Terminal Point
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## F. INTERNAL AUDITOR

### F i. INTERNAL AUDITOR CADRE

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Internal Auditor II	By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus degree with minimum of Second Class Lower in Accountancy or any other relevant discipline.	<ul style="list-style-type: none"> <li>(1) Checking payment vouchers/ doing prepayment audit.</li> <li>(2) Checking revenue receipts.</li> <li>(3) Doing Stock verification.</li> <li>(4) Performing any other duties that may be assigned.</li> </ul>	TAUNTSS 07	Internal Auditor I

2.	Internal Auditor I	<p>(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO /GCE) including English Language and Mathematics plus degree with minimum of Second Class Lower in Accountancy or other relevant discipline plus a professional certificate e.g. ACA, ACCA, ANAN etc. with at least three (3) years post qualification cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Internal Auditor II who has spent not less than three (3) years on the grade with membership of relevant professional bodies.</p>	<p>(1) Inspection of materials purchased/supplied.</p> <p>(2) Checking retirement papers of the advances taken and the certification (from the stores) of the items supplied.</p> <p>(3) Checking the advances ledger to ensure that records are properly made.</p> <p>(4) Performing any duties that may be assigned.</p>	TAUNTSS 08	Senior Internal Auditor
3.	Senior Internal Auditor	<p>(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus degree/ HND in Accountancy or any other relevant discipline plus professional certificate e.g. ACA, ACCA, ANAN etc. with at least six (6) years post qualification cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Internal Auditor I who has spent not less than three (3) years on the grade with membership of relevant professional bodies e.g. ACA, ACCA, ANAN, etc.</p>	<p>(1) In charge of checking the pay slips and other papers that have to do with pay rolling.</p> <p>(2) Checking the staff claims papers.</p> <p>(3) Checking the payment &amp; receipts cash books making sure that records are properly made and are up to date.</p> <p>(4) Performing any other duties that may be assigned.</p>	TAUNTSS 09	Principal Internal Auditor

4.	Principal Internal Auditor	<p>(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus degree/ HND in Accountancy or any other relevant discipline with professional qualification e.g. ACA, ACCA, ANAN etc. plus at least ten (10) years post qualification cognate experience and three (3) years post professional qualification experience.</p> <p>(2) By promotion of a confirmed and suitable Senior Internal Auditor who has spent at least four (4) years on the post satisfactorily with membership of relevant professional bodies e.g. ACA, ACCA, ANAN etc.</p>	<p>(1) Checking sites of physical development.</p> <p>(2) Processing contract papers for payment.</p> <p>(3) Carrying out periodic verification of prices of items purchased in various places.</p> <p>(4) Performing other any duties that may be assigned.</p>	TAUNTSS 11	Chief Internal Auditor
5.	Chief Internal Auditor	<p>(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus Masters' Degree in relevant discipline with professional qualification e.g. ACA, ACCA, ANAN etc. plus at least fourteen (14) years post qualification cognate experience and six (6) years post professional qualification experience.</p> <p>(2) By promotion of a confirmed and suitable Principal Internal Auditor who has spent at least four</p>	<p>(1) Doing comprehensive checks on the books of accounts.</p> <p>(2) Writing periodic reports on the findings and present to the Deputy Director, Internal Audit.</p> <p>(3) Preparing Audit guides.</p> <p>(4) Carrying out high level investigations and audit enquiries, monitoring and evaluation of contract performance.</p> <p>(5) Performing any other duties that may be assigned.</p>	TAUNTSS 13	Deputy Director, Internal Audit



		(4) years on the post satisfactorily with membership of relevant professional bodies e.g. ACA, ACCA, ANAN etc.			
6.	*Deputy Director, Internal Audit	By appointment of a suitable candidate who must not be below the rank of Chief Internal Auditor with the following: (a) Degree in accounting with minimum of Second Class Lower plus Masters' Degree in relevant discipline. (b) four (4) years on the post of Chief Internal Auditor (c) Membership of relevant professional bodies ACA, ACCA, ANAN etc. plus at least eighteen (18) years post qualification cognate experience and eight (8) years post professional qualification experience. (d) subject to vacancy	(1) Supervision of the subordinate staff. (2) Preparing reference sheets and performing other duties connected with the writing of annual reports. (3) Carrying out periodic checks on the payrolls by insisting on prompt payment of any month that may be chosen. (4) Responsible to the Director, Internal Audit. (5) Performing any other duties that may be assigned.	TAUNTSS 14	

7.	*Director Internal Audit  subject to vacancy	By Appointment of a suitable candidate with Degree in Accounting with minimum of Second Class Lower plus Masters' Degree in relevant discipline and any of the following ACA, ACCA ANAN etc. with at least twenty-two (22) years post qualification cognate experience in higher institution of learning and ten (10) years post professional qualification experience.	(1) The Overseer/ Coordinator of Internal Audit Department.  (2) Responsible to the Vice-Chancellor.	TAUNTSS 15	Terminal Point
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\* By appointment only.

F ii. EXECUTIVE OFFICER (AUDIT) CADRE

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Executive Officer (Audit)	(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics with ND in Finance, Accountancy or Business Administration. (2) By promotion of a confirmed and suitable Assistant Executive Officer (Audit) who has spent at least 3 years on the grade.	(1) Checking Payment Vouchers (PVs) assigned. (2) Participating in investigation duties. (3) Serving as a training officer for the subordinates.	TAUNTSS 06	Higher Executive Officer (Audit)
2.	Higher Executive Officer (Audit)	1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics with HND in Finance, Accountancy or Business Administration with three (3) years post qualification cognate experience. 2) By promotion of a confirmed and suitable Executive Officer (Audit) who has spent not less than 3 years on the post and has obtained Higher National Diploma in relevant accounting subjects.	(1) Checking Payment Vouchers (PVs) assigned. (2) Serving as a training officer for the subordinates. Participating in investigation duties. Performing any other duties that may be assigned by the Director, Internal Audit or the University.	TAUNTSS 07	Senior Executive Officer (Audit)

3.	Senior Executive Officer (Audit)	<p>(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics with Higher National Diploma in relevant accounting subjects plus at least three (3) years post qualification cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Higher Executive Officer (Audit) with HND and must have spent not less than 3 years on the grade.</p>	<p>(1) Assisting in writing reports as may be required by the Senior Officers.</p> <p>(2) Supervising some subordinate staff.</p> <p>(3). Assisting in investigation duties.</p> <p>(4). Taking charge of stock verification of some sections, units or departments.</p>	TAUNTSS 08	Principal Executive Officer II (Audit)
4.	Principal Executive Officer II (Audit)	<p>1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics with Higher National Diploma in the relevant accounting subjects plus at least six (6) years post qualification cognate experience.</p> <p>2) By promotion of a confirmed and suitable Senior Executive Officer (Audit) with an HND and must have spent not less than 3 years on the grade.</p>	<p>(1) Assisting in writing reports as may be required by the Senior Officers.</p> <p>(2) Supervising some subordinate staff.</p> <p>(3). Assisting in investigation duties.</p> <p>(4). Taking charge of stock verification of some sections, units or departments.</p>	TAUNTSS 09	Principal Executive Officer I (Audit)

5.	Principal Executive Officer I (Audit)	<p>1) By Appointment of a suitable candidate who must possess a Higher National Diploma in the relevant accounting subjects plus a Masters' degree (professional) with not less than 10 years post-qualification cognate experience.</p> <p>2) By promotion of a confirmed and a suitable Principal Executive Officer II (Audit) with an HND and must have spent not less than 4 years on the grade.</p>	<p>1) Assisting in organizing training programmes for the staff.</p> <p>2) Participating in investigation duties.</p> <p>3) Taking charge of audit activities of the units/sections/departments that may be assigned.</p> <p>4) Performing any other duties as may be assigned.</p>	TAUNTSS 11	Assistant Chief Executive Officer (Audit)
6.	Assistant Chief Executive Officer (Audit)	<p>1) By Appointment of a suitable candidate who must possess a Higher National Diploma in the relevant accounting subjects plus a Masters' degree (professional) with not less than 14 years post-qualification cognate experience.</p> <p>2) By promotion of a confirmed and suitable Principal Executive Officer I (Audit) with an HND and must have spent not less than 4 years on the grade.</p>	<p>i. Assisting in conducting high level audits and enquiries.</p> <p>ii. Assisting in coordinating training programmes for Junior/ subordinate staff.</p> <p>iii. Assisting in compiling reports from various areas of charge.</p> <p>iv. Assisting in supervising audit teams formed for various units etc.</p> <p>v. Performing any other duty as may be assigned by the University/Director, Internal Audit.</p>	TAUNTSS 12	Chief Executive Officer (Audit)
7.	Chief Executive Officer (Audit)	(1) By Appointment of a suitable candidate who must possess a Higher National Diploma in the	<p>i. Responsible to the Director, Internal Audit.</p> <p>ii. Assisting in preparing audit guide.</p>	TAUNTSS 13	Terminal Point

	relevant accounting subjects plus professional Masters' degree with not less than 18 years' post qualification cognate experience.	iii. Assisting in issuing audit inspection reports. iv. Performing other duties that may be assigned by the Director, Internal Audit.		
	(2) By promotion of a confirmed and suitable Assistant Chief Executive Officer (Audit) with an HND and must have spent not less than 4 years on the grade, subject to vacancy.			

FOOTNOTE: An Executive Officer (Audit) who is already on ground and has a degree certificate is eligible for promotion with the certificate.

## G. LIBRARY

### G i. LIBRARY OFFICER EXECUTIVE CADRE

S/N	RANK	ENTRY QUALIFICATION	DUTY	SALARY SCALE	NEXT RANK
1.	Library Officer	(1) By Appointment of a suitable candidate who must possess five O' Level credits in WASSCE/NECO/ GCE/ including English Language and Mathematics plus a recognized Diploma in Library Studies/Library Science. (2) By promotion of a confirmed and suitable Principal Library Assistant who must have spent at least three (3) satisfactory years of service on the post.	(i) Accessing of New books in the Register (ii) Recording of over-night loans (iii) Charging and discharging of books to students and staff (iv) Perform any other duties assigned.	TAUNTSS 06	Higher Library Officer
2.	Higher Library Officer	(1) By Appointment of a suitable candidate who must possess five O' Level Credits in WASSCE/NECO/ GCE/SSCE including English Language and Mathematics plus Degree	(i) Accessing of New books in the Register (ii) Recording of over-night loans (iii) Charging and discharging of books to students and staff (iv) Perform any other duties assigned.	TAUNTSS 07	Senior Library Officer

		<p>in Library Studies/Library Science.</p> <p>(2) By promotion of a confirmed and suitable Library Officer who possesses Degree in Library Studies/Library Science and must have spent at least three (3) satisfactory years of service on the post.</p>			
3.	Senior Library Officer	<p>(1) By Appointment of a suitable candidate who must possess five O' Level Credits in WASSCE/NECO/ GCE/SSCE including English Language and Mathematics plus a Degree in Library Studies/Library Science with three (3) years of post-qualification experience.</p> <p>(2) By promotion of a confirmed and suitable Higher Library Officer who possesses Degree in Library Studies/Library Science and must have spent at least three (3) satisfactory years of service on the post.</p>	<p>(i) Receiving of New books from suppliers</p> <p>(ii) Supervision of photocopying services to students and staff</p> <p>(iii) Shelving and Shelf Reading</p> <p>(iv) Carrying out other duties as may be assigned.</p>	TAUNTSS 08	Principal Library Officer II
4.	Principal Library Officer II	<p>(1) By Appointment of a suitable candidate who must possess five O' Level Credit in WASSCE/NECO/ GCE/SSCE including English Language and Mathematics plus Degree in Library Studies/Library Science plus six (6) years of post-qualification experience.</p> <p>(2) By promotion of a confirmed and suitable Senior Library Officer who possesses Degree in Library Studies/Library</p>	<p>(i) Writing of over-due notices to students and staff</p> <p>(ii) Maintenance of 'New Arrival' shelves</p> <p>(iii) Maintaining catalogue</p> <p>(iv) Carrying out other duties as may be assigned</p>	TAUNTSS 09	Principal Library Officer I

		Science and must have spent at least three (3) satisfactory years of service on the post.			
5.	Principal Library Officer I	(1) By Appointment of a suitable candidate who must possess five O' Level Credits in WASSCE/NECO/ GCE/SSCE including English Language and Mathematics plus Degree in Library Studies/Library Science plus ten (10) years post qualification experience. (2) By promotion of a confirmed and suitable Principal Library Officer II who possesses Degree in Library Studies/Library Science and must have spent at least four (4) satisfactory years of service on the post.	(i) Shifting Heads and reporting on all members of the shift (ii) Cataloguing of books (iii) Recording of new journals into the Kadex. (iv) Carrying out other duties as may be assigned.	TAUNTSS 11	Assistant Chief Library Officer
6.	Assistant Chief Library Officer	1) By Appointment of a suitable candidate who must possess five O' Level Credits in WASSCE/NECO /GCE/SSCE including English Language and Mathematics plus Degree in Library Studies/Library Science plus fourteen (14) years post qualification experience. 2) By promotion of a confirmed and suitable Principal Library Officer I who has spent at least four (4) years on the grade on the post.	(1) Shifting Heads and reporting on all members of the shift (2) Book selection from Publishers' catalogues (3) Cataloguing of books (4) Classification of books (5) Carrying out other duties as may be assigned.	TAUNTSS 12	Chief Library Officer
7.	*Chief Library Officer *Subject to Vacancy	1) By Appointment of a suitable candidate who must possess a good Masters' Degree in Library Studies/Library Science plus eighteen (18) years post	(1) Cataloguing of books (2) Answering Reference questions (3) Classification of books (4) Supervision of the unit in the absence of	TAUNTSS 13	Terminal Point



	qualification experience. 2) By promotion of a confirmed and suitable Assistant Chief Library Officer who has spent at least four (4) years on the grade in the University, subject to vacancy.	the Unit Head (5) Carrying out other duties as may be assigned.		
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## H. PHYSICAL PLANNING AND WORKS DEPARTMENT

Note: The Professional Cadre covers positions of Engineers, Architects, Surveyors, and Planners. All Officers in this category must be computer literate and proficient in at least one Professional Engineering Package.

### H i. ENGINEER CADRE

S/N	RANK	ENTRY QUALIFICATION	DUTY	SALARY SCALE	NEXT RANK
1.	Pupil Engineer	By Appointment of a suitable candidate who must possess 5 O' Level credits (WASC/NECO/GCE) including English Language and Mathematics plus degree in a related field with a minimum of Second Class Lower and membership of NSE; COREN etc.	(1) Providing basic engineering designs. (2) Serving as Project Engineering and supervising all engineering services and elements on projects. (3) Carrying out other duties as may be assigned and providing professional and community services.	TAUNTSS 07	Engineer I
2.	Engineer I	By Appointment of a suitable candidate who must possess 5 O' Level credits (WASC/NECO/GCE) including English Language and Mathematics plus degree in a related field with a minimum of Second Class Lower plus three (3) year post qualification cognate experience and membership of relevant professional bodies e.g. NSE; COREN. etc. (2) By promotion of a confirmed and suitable Pupil Engineer who has spent at least three (3) years on the grade.	(1) Providing basic engineering designs. (2) Serving as Project Engineering and supervising all engineering services and elements on projects. (3) Carrying out other duties as may be assigned and providing professional and community services.	TAUNTSS 08	Senior Engineer

3.	Senior Engineer	<p>(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASC/NECO/GCE) including English Language and Mathematics plus degree in a related field with a minimum of Second Class Lower plus six (6) years post qualification cognate experience and membership of relevant professional bodies e.g. NSE; COREN etc</p> <p>(2) By promotion of a confirmed and suitable Engineer I who has spent at least three (3) years on the grade.</p>	<p>(1) Performing basic engineering designs, serve as project engineer and supervising all engineering services and elements on projects.</p> <p>(2) Assessing engineering designs for adequacy and standards as well as monitoring and controlling execution of engineering projects.</p> <p>(3) Carrying out other duties as may be assigned and providing professional and community service.</p>	TAUNTSS 09	Principal Engineer II
4.	Principal Engineer II	<p>(1) By Appointment of a suitable candidate who must possess 5 O' level credits (WASC/NECO/GCE) including English Language and Mathematics plus degree in a related field with a minimum of Second Class Lower plus ten (10) years post qualification cognate experience and membership of relevant professional bodies e.g. NSE; COREN etc.</p> <p>(2) By promotion of a confirmed and suitable Senior Engineer who has spent at least four (4) years on the grade.</p>	<p>(1) Carrying out engineering and project planning, basic engineering designs and serving as Project Engineer.</p> <p>(2) Supervising all engineering services and elements on projects and assessing engineering design for adequacy and standards; monitoring and controlling execution of engineering projects in a cost-effective manner.</p> <p>(3) Carrying out other duties as may be assigned and provide professional and community services.</p>	TAUNTSS 11	Principal Engineer I
5.	Principal Engineer I	<p>(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASC/NECO/GCE) including English Language and Mathematics plus degree in a related field with a</p>	<p>(1) Carrying out engineering and project planning, basic engineering designs and serving as Project Engineer.</p> <p>(2) Supervising all engineering services and elements on</p>	TAUNTSS 12	Chief Engineer

		<p>minimum of Second Class Lower degree plus fourteen (14) years post qualification cognate experience and membership of relevant professional bodies e.g. NSE; COREN etc.</p> <p>(2) By promotion of a confirmed and suitable Principal Engineer II who have spent at least four (4) years on the grade.</p>	<p>projects and assessing engineering design for adequacy and standards; monitoring and controlling execution of engineering projects in a cost-effective manner.</p> <p>(3) Carries out other duties as may be assigned and provide professional and community services.</p>		
6.	Chief Engineer	<p>(1) By Appointment of a suitable candidate who must possess a good Masters' degree in related discipline with eighteen (18) years post qualification cognate experience and membership of relevant professional bodies e.g. NSE; COREN etc.</p> <p>(2) By promotion of a confirmed and suitable Principal Engineer I who has spent at least four (4) years' on the grade.</p>	<p>(1) Performing same duties as specified in sub – paragraph 2.4.2 above.</p> <p>(2) Participating in the preparation of annual capital estimates and budgetary allocation for all engineering projects and services.</p> <p>(3) Carrying out other duties as may be assigned and providing professional and community services.</p>	TAUNTSS 13	Deputy Director
7.	*Deputy Director	<p>By appointment of a confirmed and suitable Chief Engineer with the following:</p> <p>(a) Masters' degree in related discipline with twenty-two (22) years' cognate experience.</p> <p>(b) Four (4) years on the post of Chief Engineer</p> <p>(c) Membership of relevant professional bodies eg COREN; MNSE etc.</p> <p>(d) Subject to vacancies and satisfactory service record</p>	<p>(1) Providing professional advice and participating on the rehabilitation, maintenance and care of the existing and other infrastructural facilities ensuring cost effectiveness.</p> <p>(2) Providing effective supervision of other professionals in the Division.</p> <p>(3) Responsible for planning, design, construction, monitoring and supervision of new facilities, ensuring cost effectiveness.</p> <p>(4) Participating in the preparation and updating of the University Master plan</p>	TAUNTSS 14	Director

			and environmental policy. (5) Carrying out other duties as may be assigned and providing professional and community service.		
8.	*Director	(1) By Appointment only of a suitable candidate possessing a good Masters' degree in the relevant field plus twenty-four (24) years experience and registered with COREN.	(1) Being responsible for the physical development, maintenance and care of the University estate, rehabilitation of existing facilities and development of new ones, including roads, water, electricity, vehicles equipment and Furniture in academic and residential areas ensuring cost effectiveness. (2) Being preparing and maintaining University fixed assets register and making periodic reports to Senate Council on physical state of the University. (3) Responsible for coordination and control of the Works Department activities. (4) Carrying out other duties as may be assigned and providing professional and Community service.	TAUNTSS 15	Terminal Point

\*By appointment only.

#### H ii. PHYSICAL PLANNING CADRE (URBAN & REGIONAL PLANNING)

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Physical Planning Officer II	By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus first Degree/HND in Urban	i) Providing relevant preliminary works on new physical development projects. ii) Facilitating the development of design briefs in liaison with user departments. iii) Participating in the	TAUNTSS 07	Planning Officer I

		&Regional Planning or a related field registered with TOPREC.	implementation of the physical development master plan. iv) Performing other duties as may be assigned and providing professional and community services.		
2.	Physical Planning Officer I	By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus first Degree/HND in Urban & Regional Planning or a related field registered with TOPREC and with three (3) years cognate experience. ii) By promotion of a confirmed and suitable Planning Officer II who has spent at least three (3) years on the grade.	i) Providing relevant preliminary works on new physical development projects. ii) Facilitating the development of design briefs in liaison with user departments. iii) Participating in the implementation of the physical development master plan. iv) Performing other duties as may be assigned and providing professional and community services.	TAUNTSS 08	Senior Planning Officer
3.	Senior Physical Planning Officer I	By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus first Degree/HND in Urban &Regional Planning or a related field registrable with TOPREC with six (6) years cognate experience. ii) By promotion of a confirmed and suitable Planning Officer I who has spent at least three (3) years on the grade.	i) Providing relevant preliminary works on new physical development projects. ii) Facilitating the development of design briefs in liaison with user departments. iii) Participating in the implementation of the physical development master plan. iv) Performing other duties as may be assigned and providing professional and community services.	TAUNTSS 09	Principal Planning Officer II
4.	Principal Planning Officer II	By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English	i) Providing relevant preliminary works on new physical development projects. ii) Facilitating the development of design	TAUNTSS 11	Principal Planning Officer I

		<p>Language and Mathematics plus first Degree/HND in Urban &amp; Regional Planning or a related field registrable with TOPREC with ten (10) years cognate experience.</p> <p>ii) By promotion of a confirmed and suitable Senior Planning Officer who has spent at least four (4) years on the grade.</p>	<p>briefs in liaison with user Departments.</p> <p>iii) Participating in the implementation of the physical development master plan.</p> <p>iv) Performing other duties as may be assigned and providing professional and community services.</p>		
5.	Principal Planning Officer I	<p>By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus first Degree/HND in Urban &amp; Regional Planning or a related field registrable with TOPREC with fourteen (14) years cognate experience.</p> <p>ii) By promotion of a confirmed and suitable Principal Planning Officer II who has spent at least four (4) years on the grade.</p>	<p>i) Providing relevant preliminary works on new physical development projects.</p> <p>ii) Facilitating the development of design briefs in liaison with user Departments.</p> <p>iii) Participating in the implementation of the physical development master plan.</p> <p>iv) Performing other duties as may be assigned and providing professional and community services.</p>	TAUNTSS 12	Chief Physical Planning Officer
6.	Chief Physical Planning Officer	<p>By Appointment of a suitable candidate who must possess a good Masters' degree in Urban &amp; Regional Planning or a related field registrable with TOPREC with eighteen (18) years cognate experience.</p> <p>ii) By promotion of a confirmed and suitable Principal Planning Officer II who has spent at least four (4) years on the grade.</p>	<p>i) Coordinating development control measures in a timely, effective and efficient manner.</p> <p>ii) Coordinating the activities of all Consultants o University physical development projects.</p> <p>iii) Scrutinizing project designs conformity with original briefs to satisfy users' requirements.</p> <p>iv) Participating in the preparation of capital estimates and budgetary allocation for</p>	TAUNTSS 13	Deputy Director, Physical Planning

			physical development projects. v) Performing other duties as may be assigned and providing professional community services.		
6	*Deputy Director, Physical Planning	By Appointment of a suitable candidate who must possess a good Masters' degree in Urban & Regional Planning or a related field registrable with TOPREC with twenty-two (22) years cognate experience.	i) Coordinating development control measures in a timely, effective and efficient manner. ii) Coordinating the activities of all Consultants o University physical development projects. iii) Scrutinizing project designs conformity with original briefs to satisfy users' requirements. iv) Participating in the preparation of capital estimates and budgetary allocation for physical development projects. v) Performing other duties as may be assigned and providing professional community services.	TAUNTSS 14	Director Physical Planning
7.	*Director, Physical Planning	By Appointment of a suitable candidate who must possess a good Masters' degree in Urban & Regional Planning or a related field registrable with TOPREC with twenty-six (26) years cognate experience.	i) Being responsible for the overall physical development and aesthetic state of existing campus facilities and development of new ones. ii) Responsible as Chief adviser on all project activities, including planning, sitting, estimates, designs/drawings execution, scheduling, supervision and commissioning. iii) Responsible as Chief liaison officer with the National Universities	TAUNTSS 15	Terminal Point

			<p>Commission (NUC) on all University physical development projects submissions and budgets in consonance with NUC minimum requirements.</p> <p>iv) Responsible for overall superintendent over physical planning activities and staff development for effective and efficient service delivery.</p> <p>v) Performing other duties as may be assigned and providing professional community services.</p>		
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\* By appointment

### H iii. QUANTITY SURVEYOR CADRE

S/N	RANK	ENTRY QUALIFICATION	DUTY	SALARY SCALE	NEXT RANK
1.	Quantity Surveyor II	By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Quantity Surveying registrable with QSRBN.	<p>(1) Assisting in the preparation of bills of quantities and estimates of proposed works.</p> <p>(2) Carrying out valuation for interim certificates of payments.</p> <p>(3) Carrying out other duties as may be assigned and providing professional and community service.</p>	TAUNTSS 07	Quantity Surveyor I
2.	Quantity Surveyor I	<p>(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Quantity Surveying registrable with QSRBN with at least three (3) years cognate experience</p> <p>(3) By promotion of a confirmed and suitable</p>	<p>(1) Assisting in the preparation of bills of quantities and estimates of proposed works.</p> <p>(2) Carrying out valuation for interim certificates of payments.</p> <p>(3) Carrying out other duties as may be assigned and providing professional and community service.</p>	TAUNTSS 08	Senior Quantity Surveyor



		Quantity Surveyor II who has spent at least three (3) years on the post.			
3.	Senior Quantity Surveyor	<p>(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Quantity Surveying registrable with QSRBN with at least six (6) years cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Quantity Surveyor I who has spent at least three (3) years on the post with satisfactory record of service.</p>	<p>(1) Preparing bills, quantities and estimates of proposed works.</p> <p>(2) Carrying out valuation for interim certificates of payments and serve as Quantity Surveyor and Cost Planner on major projects and control costs of construction works.</p> <p>(3) Carrying out other duties as may be assigned and provide professional and community service.</p> <p>(4) Participating in the preparation of bills, quantities and estimates of proposed works.</p> <p>(5) Carrying out valuation for interim certificates of payments and serve as Quantity Surveyor on medium projects.</p> <p>(6) Carrying out other duties as may be assigned, and provide professional and community service.</p>	TAUNTSS 09	Principal Quantity Surveyors
4.	Principal Quantity Surveyors	<p>(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Quantity Surveying registrable with QSRBN with at least ten (10) years cognate experience</p> <p>(2) By promotion of a confirmed and suitable Senior Quantity Surveyor who has spent at least</p>	<p>(1) Same as specified in S/N 3 above.</p> <p>(2) Assessing financial implications of project proposals and advise on cost decisions.</p> <p>(3) Carrying out other duties as may be assigned.</p>	TAUNTSS 11	Assistant Chief Quantity Surveyor

		four (4) years on the post.			
5.	Assistant Chief Quantity Surveyors	(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Quantity Surveying registrable with QSRBN with at least fourteen (14) years cognate experience (2) By promotion of a confirmed and suitable Principal Quantity Surveyor II who has spent at least four (4) years on the post.	(1) Same as specified in S/N 3 above. (2) Assessing financial implications of project proposals and advise on cost decisions. (3) Carrying out other duties as may be assigned.	TAUNTSS 12	Chief Quantity Surveyor
6.	Chief Quantity Surveyor Subject to vacancy	1) By Appointment of a suitable candidate who must possess a good Masters' Degree in Quantity Surveying registrable with QSRBN with at least eighteen (18) years cognate experience (2) By promotion of a confirmed and suitable Assistant Chief Quantity Surveyor who has spent at least four (4) years on the grade.	(1) Preparing bill of quantities and estimates of proposed works and carry out valuation for interim certificates of payment. (2) Serving as Quantity Surveyor and Cost Planner, or Major Projects and control cost of construction works. (3) Assessing financial implications of project proposals and advising on cost decisions and assist in annual capital estimates preparations review of rolling plans and updating fixed assets register. (4) Carrying out other duties as may be assigned and providing professional and community service.	TAUNTSS 13	Terminal point

## I. CORPORATE AFFAIRS UNIT (DIRECTORATE OF PUBLIC RELATIONS)

### I i. PUBLIC RELATIONS/INFORMATION/PROTOCOLS/COMMUNICATIONS OFFICER CADRE

S/N	RANK	ENTRY QUALIFICATION	DUTY	SALARY SCALE	NEXT RANK
1.	Public Relations/ Information /Protocol/ Communications Officer II	(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Mass Comm. Arts, Journalism and other relevant discipline.	(i) Assisting in editing, monitoring, evaluating and documenting publication/current affairs relating to the University. (ii) Linking the University with the mass media and other similar organizations and agencies. (iii) Carrying out other duties as may be assigned and provide professional and community service.	TAUNTSS 07	Public Relations/ Information/ Protocol/ Communications Officer I
2.	Public Relations/ Information/ Protocol/ Communications Officer I	(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Mass Comm. Arts, Journalism etc. with three (3) years cognate experience.  (2) By promotion of a confirmed and suitable Public Relations/ Information/ Protocol/Communications Officer II who has spent at least three (3) years on the grade.	(i) Assisting in editing, monitoring, evaluating and documenting publication/current affairs relating to the University. (ii) Linking the University with the mass media and other similar organizations and agencies. (iii) Carrying out other duties as may be assigned and provide professional and	TAUNTSS 08	Senior Public Relations/ Information/ Protocol/ Communications Officer

			community service.		
3.	Senior Public Relations/ Information/ Protocol/ Communications Officer	<p>(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Mass Comm. Arts, Journalism etc. with six (6) years cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Public Relations/ Information/ Protocol/Communications Officer I who has spent at least three (3) years on the grade.</p>	<p>(i) Assisting in editing, monitoring, evaluating and documenting publication/ current affairs relating to the University. (ii) Linking the University with the mass media and other similar organizations and agencies. (iii) Carrying out other duties as may be assigned and provide professional and community service.</p>	TAUNTSS 09	Principal Public Relations/ Information/ Protocol/ Communications Officer

4.	Principal Public Relations/ Information/ Protocol/ Communications Officer	<p>(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Mass Communication, Arts, Journalism etc. with ten (10) years cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Senior Public Relations/Information/ Protocol/Communications Officer who has spent at least four (4) years on the grade.</p>	<p>(1) Participating in providing leadership in editing, monitoring, evaluating and documenting University publication.</p> <p>(2) Undertaking publicity, advertisement and press liaison duties for University and participating in organizing and managing publications.</p> <p>(3) Carrying out other duties as may be assigned and providing professional and community service.</p>	TAUNTSS 11	Deputy Director II (Public Relations/ Information/ Protocol/ Communications
5.	Deputy Director II (Public Relations/ Information/ Protocol/ Communications	<p>(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus HND/Degree in Mass Comm. Arts, Journalism etc. with fourteen (14) years cognate experience.</p> <p>(3) By promotion of a confirmed and suitable Principal Public Relations/ Information/Protocol/ Communications Officer who has spent at least</p>	<p>(1) Playing a major role in providing leadership in editing, monitoring, evaluating, and documenting of University publications.</p> <p>(2) Undertaking publicity, advertisement and press liaison duties for University and participating in</p>	TAUNTSS 13	Deputy Director I (Public Relations/ Information/ Protocol/ Communications

		four (4) years on the grade	organizing and managing publications.  (4) Carrying out other duties as may be assigned and providing professional and community service.		
6.	*Deputy Director I (Public Relations/ Information/ Protocol/ Communications  Subject vacancy to	(1) By Appointment of a suitable candidate who must possess a good Masters' degree in Mass Comm. Arts, Journalism etc. with eighteen (18) years cognate experience and must have spent at least four (4) years on Deputy Director II (Public Relations/ Information/Protocol/ Communications	(1) Providing leadership in organizing and managing documents and publications, publicity, advertisement and press liaison for University.  (2) Serving as Secretary to Editorial Board and providing leadership in the training of editorial staff and other activities.  (3) Carrying out other duties as may be assigned and providing professional and community service.	TAUNTSS 14	Director (Public Relations/ Information/ Protocol/ Communications

7.	*Director (Public Relations/ Information/ Protocol/ Communications Officer)  Subject vacancy to	1) By Appointment of a suitable candidate who must possess a good Masters' degree in Mass Comm. Arts, Journalism etc. with eighteen (22) years cognate experience and must have spent at least four (4) years on Deputy Director I (Public Relations/ Information/Protocol/ Communications	(1) Providing leadership in organizing and managing documents and publications, publicity, advertisement and press liaison for University.  (2) Serving as Secretary to Editorial Board and providing leadership in the training of editorial staff and other activities.  (3) Carrying out other duties as may be assigned and providing professional and community service.	TAUNTSS 15	Terminal Point
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\* By appointment

I ii. GRAPHIC ARTIST CADRE

S/N	RANK	ENTRY QUALIFICATION	DUTY	SALARY SCALE	NEXT RANK
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1.	Graphic Artist	By Appointment of a suitable candidate who must possess 5 "O" Level credits (WASSCE/NECO/GCE) including English Language and Mathematics with National Diploma (ND) in Fine Arts or equivalent qualification plus at least 2 years post-qualification experience.	<ul style="list-style-type: none"> <li>i. Assisting in the teaching of graphic arts and crafts to junior staff</li> <li>ii. Assisting in the planning and supervision of artistic exhibition.</li> <li>iii. Taking care and maintaining Graphic Arts equipment and materials</li> <li>iv. Taking charge of organization of Arts Units in the field</li> <li>v. Taking responsibility for dark-room and offset work to finished stage</li> </ul>	TAUNTSS 06	Higher Graphic Artist
2.	Higher Graphic Artist	<p>(1) By Appointment of a suitable candidate who must possess 5 O' Level credits pass (WASSCE/NECO/GCE) including English Language and Mathematics with Higher National Diploma Fine Arts (HND) or equivalent qualification plus at least four (4) years post-qualification experience.</p> <p>(2) By promotion of a confirmed and suitable Graphic Artist who has spent at least three (3) years on the grade with HND.</p>	<ul style="list-style-type: none"> <li>i. Planning and supervising artistic exhibitions Designing publicity posters, advertisements, symbols, emblems and crests.</li> <li>ii. Training junior staff, making typography, book and magazine designs.</li> <li>iii. Taking charge of dark-room and offset work to furnished stage</li> </ul>	TAUNTSS 07	Senior Graphic Artist



3.	Senior Graphic Artist	<p>(1) By Appointment of a suitable candidate who must possess 5 “O” Level credits (WASSCE/NECO/ GCE) including English Language and Mathematics with Higher National Diploma Fine Arts (HND) or equivalent qualification plus at least seven (7) years post-qualification experience.</p> <p>(2) By promotion of a confirmed and suitable Higher Graphic Artist who has spent at least three (3) years on the grade with HND.</p>	<p>i. Visualising and originating ideas for artistic work</p> <p>ii. Taking charge of the organization of Arts Unit</p> <p>iii. Organising training programmes for junior staff</p>	TAUNTSS 08	Principal Graphic Artist II
4.	Principal Graphic Artist II	<p>(1) By Appointment of a suitable candidate who must possess 5 “O” Level credits (WASSCE/NECO/ GCE) including English Language and Mathematics with Higher National Diploma Fine Arts (HND) or equivalent qualification plus at least ten (10) years post-qualification experience.</p> <p>(2) By promotion of a confirmed and suitable Senior Graphic Artist who has spent at least four (4) years on the grade with HND.</p>	<p>i. Designing and laying out security and classified work</p> <p>ii. Preparing general designs and layout typography</p> <p>iii. Supervising the activities of a number of junior staff</p>	TAUNTSS 09	Principal Graphic Artist I

5.	Principal Graphic Artist I	<p>(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/ GCE) including English Language and Mathematics with Higher National Diploma Fine Arts (HND) or equivalent qualification plus at least fourteen (14) years post-qualification experience.</p> <p>(2) By promotion of a confirmed and suitable Principal Graphic Artist II who has spent at least four (4) years on the grade with HND.</p>	<p>i. Coordinating the activities of Graphic Arts Staff</p> <p>ii. Supervising the activities of a number of junior staff</p>	TAUNTSS 11	Deputy Graphic Artist
6.	Deputy Chief Graphic Artist	<p>(1) By Appointment of a suitable candidate who must possess 5 "O" Level credits (WASSCE/NECO/ GCE) including English Language and Mathematics with Higher National Diploma Fine Arts (HND) or equivalent qualification plus at least eighteen (18) years post-qualification experience.</p> <p>(2) By promotion of a confirmed and suitable Principal Graphic Artist I who has spent at least four (4) years on the grade with HND.</p>	i. Assisting in the administration of the Graphic Arts Section.	TAUNTSS 12	Chief Graphic Artist

7.	Chief Graphic Artist	<p>1) By Appointment of a suitable candidate who must possess a good Masters' degree in related discipline with at least twenty-two (22) years' post-qualification experience.</p> <p>2) By promotion of a confirmed and suitable Deputy Chief Graphic Artist who has spent at least four (4) years on the grade. Subject to Vacancy.</p>	i. Taking charge of the organization, planning and execution of artistic work in the different arms of the Unit	TAUNTSS 13	Terminal Point
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I iii. EDITORIAL STAFF CADRE

S/N	POST	BASIC ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT GRADE
1.	Assistant Editor	By Appointment of a suitable candidate who must possess 5 O' level credits (WASSCE/NECO / GCE) including English Language and Mathematics plus BA/B.Sc. in Journalism Mass Comm., English Language., Arts, Marketing and Business Administration.	Substantive editing, Copy editing, proof-reading, Manuscript supervision, Indexing, liaising with authors and production unit.	TAUNTSS 07	Editor Grade II

2.	Editor Grade II	<p>(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NEC O/ GCE) including English Language and Mathematics plus BA/B.Sc. in Journalism, Mass Comm., English Language, Arts, Marketing and Business Admin. with a minimum of three (3) years cognate experience in Editorial work.</p> <p>(2) By Promotion of a confirmed and suitable Assistant Editor who has spent at least three (3) years on the post.</p>	<p>Substantive editing, Copy editing, proof-reading, Manuscript supervision; Indexing, liaising with authors and production unit.</p>	TAUNTSS 08	Editor Grade I
3.	Editor Grade I	<p>(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus BA/B.Sc. in Journalism Mass Comm., English Lang., Arts, Marketing and Business Admin. with a minimum of six (6) years' cognate experience in Editorial work.</p> <p>(2) By Promotion of a confirmed and suitable Editor II who has spent at least three (3) years on the post.</p>	<p>Substantive editing, Copy editing, proof-reading, Manuscript supervision, Indexing, liaising with authors and the production unit.</p>	TAUNTSS 09	Senior Editor

4.	Senior Editor	<p>(1) By Appointment of a suitable candidate who must possess B.A./B.Sc. in Journalism, Mass Comm., English Language, Arts, Marketing and Business Admin. with a minimum of ten (10) years cognate experience in Editorial work with a professional qualification.</p> <p>(2) By Promotion of a confirmed and suitable Editor I who has spent at least four (4) years on the post.</p>	<p>Substantive editing, Copy editing, proof-reading, Manuscript supervision, Indexing, liaising with authors and the production unit.</p>	TAUNTSS 11	Principal Editor
5.	Principal Editor	<p>(1) By Appointment of a suitable candidate who must possess B.A./B.Sc. in Journalism, Mass Comm., English Language, Arts, Marketing and Business Admin. with a minimum of fourteen (14) years cognate experience in Editorial work with professional qualification.</p> <p>(2) By Promotion of a confirmed and suitable Senior Editor who has spent at least four (4) years on the post.</p>	<p>Substantive editing; Copy editing, proof-reading, Manuscript supervision; Indexing, liaising with authors and production unit.</p>	TAUNTSS 12	Chief Editor

6.	Chief Editor	(1) By Appointment of a suitable candidate who must possess a good Masters' degree in Journalism, Mass Comm., English Lang., Arts,	Substantive editing; Copy editing; proof-reading. Manuscript supervision; Indexing; liaising with authors and production unit.	TAUNTSS 13	Deputy Director
		Marketing and Business Admin. with a minimum of eighteen (18) years cognate experience in Editorial work with professional qualification.  (2) By Promotion of a confirmed and suitable Principal Editor who has spent at least with four (4) years on the post with professional qualification, subject to vacancy.	Coordinating the activities of the Editorial Unit.		
7.	*Deputy Director	By Appointment of a suitable candidate who must possess a good Masters' degree in Journalism, Mass Comm, English Language, Arts, Marketing and Business Admin. with a minimum of twenty-two (22) years cognate experience in publishing and must have spent at least four (4) years on the post of Chief Editor with professional qualification, subject to vacancy.	Substantive editing, Copy editing, proof-reading. Manuscript supervision; Indexing, liaising with authors and production unit.  Assisting the Director in the day-to-day operations of the Press.	TAUNTSS 14	Director

8.	*Director	By Appointment of a suitable candidate who must possess a good Master degree in Journalism, Mass Comm., English Lang., Arts, Marketing and Business Admin. with a minimum of twenty-six (26) years cognate experience in publishing and must have spent at least four (4) years on the post of Deputy Director, subject to vacancy.	Substantive editing, Copy editing, proof-reading, Manuscript supervision, Indexing, liaising with authors and production unit.  Management of the Press.	TAUNTSS 15	Terminal Point
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\* By appointment.

#### I iv. STUDIO OFFICER (TECHNICAL) CADRE

S/N	RANK	ENTRY QUALIFICATION	DUTY	SALARY SCALE	NEXT RANK
1.	Studio Officer II	By Appointment of a suitable candidate possessing 5 O' Level credits in (WAEC/NECO/GCE) including English Language and Mathematics plus HND/Degree in Engineering or in the relevant field.	(i) To undergo on-the-job training in the recording/editing of programmes for transmission. (ii) To undergo on-the-job training in the maintenance of the studio equipment.	TAUNTSS 07	Studio Officer I
2.	Studio Officer I	(1) By Appointment of a suitable candidate possessing 5 "O" Level credits (WAEC/NECO/GCE) including English Language and Mathematics. plus HND/Degree in Engineering or in the relevant field with three (3) years cognate experience (2) By promotion for a confirmed and suitable Studio Officer II who has spent at least 3 years on the post.	(i) He sees to the smooth running of the programmes to be edited. (ii) Recording and editing all programmes for transmission. (iii) Maintaining the studio equipment. (iv) Being in charge of the studio equipment and also sees to from time-to-time servicing of the equipment.	TAUNTSS 08	Senior Studio Officer
3.	Senior	(1) By Appointment of a	(i) Seeing to the smooth	TAUNTSS	Principal

	Studio Officer	<p>suitable candidate who must possess 5 O' Level credits (WAEC/NECO/GCE) including English Language and Mathematics plus HND/ Degree in Engineering or in the relevant field with six (6) years cognate experience</p> <p>(2) By promotion for a confirmed and suitable Studio Officer I who has spent at least 3 years on the post.</p>	<p>running of the programmes to be edited.</p> <p>(ii) He is to record and edit all programmes for transmission.</p> <p>(iii) He maintains the studio equipment.</p> <p>(iv) He is in charge of the studio equipment and also sees to from time-to-time servicing of the equipment.</p>	09	Studio Officer
4.	Principal Chief Studio Officer	<p>(i) By Appointment of a suitable candidate who must possess 5 "O" Level credits (WAEC/NECO/GCE) including English Language and Mathematics plus HND /Degree in Engineering or in the relevant field with Ten (10) years post qualification experience and must be a registered member of relevant professional body.</p> <p>(ii) By promotion for a confirmed and suitable Senior Studio Officer who has spent at least four (4) years on the post.</p>	<p>(1) Being Head of technical and is in charge of the technicians and the Studio.</p> <p>(2) Seeing to the smooth running of the programmes to be edited by the Studio Officers.</p> <p>(3) Maintaining the Studio equipment.</p> <p>(4) Being in charge of the Studio equipment and also sees to time-to-time servicing of the equipment.</p> <p>(5) Reporting any technical fault to the Station Head of Engineering.</p>	TAUNTSS 11	Deputy Chief Studio Officer
5.	Assistant Chief Studio Officer	<p>(1) By Appointment of a suitable candidate who must possess 5 "O" Level credits (WAEC/NECO/GC E) including English Language and Mathematics plus HND/ Degree in Engineering or in the relevant field with fourteen (14) years post qualification</p>	<p>(1) Being Head of technical and is in charge of the technicians and the Studio.</p> <p>(2) Seeing to the smooth running of the programmes to be edited by the Studio Officers.</p> <p>(3) Maintaining the Studio equipment.</p> <p>(4) Being in charge of the Studio equipment and also sees to time-</p>	TAUNTSS 12	Chief Studio Officer



		<p>experience with a bias for editing experience. Good knowledge of studio equipment. Must be a registered member of relevant professional body.</p> <p>(2) By promotion for a confirmed and suitable Principal Chief Studio Officer who has spent at least four (4) years on the post.</p>	<p>to-time servicing of the equipment.</p> <p>(5) He is to report any technical fault to the Station Head of Engineering.</p>		
6.	Chief Studio Officer	<p>(1) By Appointment of a suitable candidate who must possess a good Masters' Degree in Engineering or in the relevant field with eighteen (18) years post qualification experience with a bias for editing experience. Good knowledge of studio equipment. Must be a registered member of relevant professional body.</p> <p>(2) By promotion for a confirmed and suitable Assistant Chief Studio Officer who has spent at least four (4) years on the post of, subject to vacancy.</p>	<p>(1) Being Head of technical and is in charge of the technicians and the Studio.</p> <p>(2) Seeing to the smooth running of the programmes to be edited by the Studio Officers.</p> <p>(3) Maintaining the Studio equipment.</p> <p>(4) Being in charge of the Studio equipment and also sees to time-to-time servicing of the equipment.</p> <p>(5) Reporting any technical fault to the Station Head of Engineering.</p>	TAUNTSS 13	Terminal Point

J. REGISTRY DIRECTORATE

J i. ADMINISTRATIVE OFFICERS' CADRE

S/N	RANK	ENTRY QAULIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Administrative Officer II	By Appointment of a suitable candidate who must possess 5 O' Level credits including English Language plus BA/B.Sc./B.Ed./B.Tech. in the relevant field with a minimum of Second Class Lower Division).	<p>(1) Assisting in Management of matters relating to the general administration of the University.</p> <p>(2) Carrying out other administrative duties as may be assigned.</p>	TAUNTSS 07	Admin. Officer I

2.	Administrative Officer I	(1) By Appointment of a suitable candidate who must possess 5 O' Level credits including English Language plus BA/B.Sc./B.Ed./B.Tech. and in the relevant field with a minimum of second class lower plus three (3) years' post-qualification cognate experience (2) By promotion of a confirmed and suitable Administrative Officer II who has spent at least three (3) years on the post.	(1) Assisting in Management of matters relating to the general administration of the University. (2) Carrying out other administrative duties as may be assigned.	TAUNTSS 08	Assistant Registrar
3.	Assistant Registrar	(1) By Appointment of a suitable candidate who must possess 5 O' level credits including English Language plus BA/B.Sc./B.Ed./B.Tech. and in the relevant field with a minimum of second class lower plus six (6) years post qualification cognate experience. (2) By promotion of a confirmed and suitable Administrative Officer I, who has spent at least three (3) years on the post.	(1) Making submissions and preparing draft letters on specific matters. (2) Participating in the general administration of the University. (3) Performing other administrative duties as may be assigned.	TAUNTSS 09	Senior Assistant Registrar
4.	Senior Assistant Registrar	(1) By Appointment of a suitable candidate who must possess five (5) O' Level credits including English Language plus B.A./B.Sc./B.Ed./B.Tech. with a minimum of Second class lower plus ten (10) years post qualification cognate experience and evidence of membership of a relevant professional body such as ANUPA, NIM, CIPM, AUA etc. (2) By promotion of a confirmed and suitable Assistant Registrar who is	(1) Participating in the general leadership of the general administration of the University. (2) Supervising and coordinating routine administrative functions of a unit. (3) Carrying out other duties as may be assigned.	TAUNTSS 11	Principal Assistant Registrar

		a registered member of a relevant professional body and has spent at least four (4) years on the post.			
5.	Principal Assistant Registrar	(1) By Appointment of a suitable candidate who must possess five (5) O' Level credits including English Language plus BA/B.Sc./ B.Ed./B.Tech. with a minimum of Second class lower plus fourteen (14) years' post qualification cognate experience and evidence of membership of a relevant professional body such as ANUPA, NIM, CIPM, AUA etc. (2) By promotion of a confirmed and suitable Senior Assistant Registrar who has spent at least four (4) years on the post and has shown evidence of membership of a relevant professional body such as ANUPA, NIM, CIPM, AUA etc.	(1) Assisting in providing leadership in the general administration of the University. (2) Interpreting and applying University rules and regulations and other instruments relating to the administration of the University. (3) Supervising and coordinating day-to-day administration of a Division/Section of the University. (4) Carrying out any other duties that may be assigned.	TAUNTSS 13	Deputy Registrar
6.	*Deputy Registrar	(1) By Appointment of Principal Assistant Registrar with Masters' degree plus a minimum of 18 years' post-qualification cognate experience and evidence of membership of a registered professional body e.g. ANUPA, NIM, CIPM, AUA etc (2) Subject to vacancy and satisfactory service record.	(1) Providing leadership in the management of the University. (2) Advising on general administrative matters. (3) Interpreting and applying the University Laws and other related rules and regulations and procedures including personnel management. (4) Performing any other duties as may be assigned.	TAUNTSS 14	
7.	*Director, General Administration	(1) By Appointment of Deputy Registrar with Masters' degree plus a minimum of twenty-two (22) years post-qualification cognate experience and evidence of membership of a	Providing leadership in the management of the University. (2) Advising on general administrative matters. (3) Interpreting and applying the University Laws and other related	TAUNTSS 15	Terminal Point

		registered professional body e.g. ANUPA, NIM, CIPM, AUA etc (2) Subject to vacancy and satisfactory service record.	rules and regulations and procedures including personnel management. (4) Performing any other duties as may be assigned.		
8.	*Registrar	By appointment by Governing Council			

\*By appointment only.

#### J ii. EXECUTIVE CADRE

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Executive Officer	(1) By Appointment of a suitable candidate who must possess five O' Level credits in WASSCE/NECO/GCE including English Language plus and ND certificate with a minimum of a Lower Credit in relevant field. (2) By promotion of a confirmed and suitable Assistant Executive Officer/Assistant Chief Clerical Officer who has spent at least 3 years on the post and possess National Diploma.	(1) Supervising subordinate staff. (2) Taking charge of a small Registry (Correspondence or Records). (3) Training subordinate staff. (4) Maintaining discipline among subordinate staff among other duties as may be assigned.	TAUNTSS 06	Higher Executive Officer
2.	Higher Executive Officer	(1) By Appointment of a suitable candidate who must possess five O' Level credits in WASSCE/NECO/GCE including English Language, plus HND. (2) By promotion of a confirmed and suitable Executive Officer/Chief Clerical Officer with HND Certificate and must have spent at least three (3) satisfactory years of service on the post.	(1) Taking charge, under supervision, of specified assignment within a Section of the University and applying rules and regulations. (2) Carrying out other administrative duties as may be assigned.	TAUNTSS 07	Senior Executive Officer

3.	Senior Executive Officer	(1) By Appointment of a suitable candidate who must possess five O' Level Credit pass in WASSCE/NECO/GCE including English Language plus HND three (3) years post qualification cognate experience respectively. (2) By promotion of a confirmed and suitable Higher Executive Officer with HND Certificate and must have spent at least three (3) satisfactory years of service on the post.	(1) Taking charge of specified subjects within a Unit of the University. (2) Supervising the work of a number of officers in a Unit. (3) Carrying out other duties as may be assigned.	TAUNTSS 08	Principal Executive Officer II
4.	Principal Executive Officer II	(1) By Appointment of a suitable candidate who must possess five O' Level Credits in WASSCE/NECO/GCE including English Language plus HND with six (6) years post qualification cognate experience respectively. (2) By promotion of a confirmed and suitable Senior Executive Officer with HND Certificate and must have spent at least four (4) satisfactory years of service on the post.	(1) Taking charge of specified subjects within a Unit of the University. (2) Supervising the work of a number of officers in a Unit. (3) Carrying out other duties as may be assigned.	TAUNTSS 09	Principal Executive Officer I
5.	Principal Executive Officer I	(1) By Appointment of a suitable candidate who must possess five O' Level Credits in WASSCE/NECO/GCE including English Language plus HND with ten (10) years post qualification cognate experience respectively. (2) By promotion of a confirmed and suitable Principal Executive Officer II with HND Certificate and must have spent at least four (4) satisfactory years of service on the post.	(1) Taking charge of specified subject(s) or assignment with little or no supervision in a Unit. (2) Assisting in the establishment and maintenance of accurate staff information system. (3) Carrying out any other administrative duties as may be assigned.	TAUNTSS 11	Asst. Chief Executive Officer
6.	Assistant Chief Executive Officer	1) By Appointment of a suitable candidate who must possess Masters' degree (Professional) with fourteen (14) years	(1) Assisting in the preparation of manpower budget. (2) Coordination, supervision and execution of specific	TAUNTSS 12	Chief Executive Officer

		post qualification cognate experience. 2) By promotion of a confirmed and suitable Principal Executive Officer I with HND Certificate and must have spent at least four (4) years on the post.	programmes. (3) Carrying out administrative and other duties as may be assigned.		
7.	Chief Executive Officer	(1) By Appointment of a suitable candidate who must possess Masters' degree (Professional) with eighteen (18) years post qualification cognate experience. (2) By promotion of a confirmed and suitable Assistant Chief Executive Officer with HND Certificate and must have spent at least four (4) years on the post.	(1) Supervising and coordinating the activities of subordinate staff. (2) Assisting in the preparation and coordination of annual manpower budgets. (3) Carrying out administrative and other duties as may be assigned.	TAUNTSS 13	Terminal Point

FOOTNOTE: An Executive Officer/ Chief Clerical Officer who is already on ground and has a degree certificate or has been appointed into the Executive Cadre with a degree certificate is eligible for promotion with the certificate.

### J iii. SECRETARIAL CADRE

S/N	RANK	ENTRY QUALIFICATION	DUTY	SALARY SCALE	NEXT RANK
1.	Confidential Secretary II	(1) By Appointment of a suitable candidate who must possess five O' Level Credits in WASSCE/NECO/GCE including English Language plus ND/Degree in Secretarial Studies, Office Management with a minimum of a Lower Credit. (2) By promotion of a confirmed and suitable Confidential Secretary III who has spent at least 3 years of satisfactory service on the post.	(1) Providing secretarial assistance such as taking dictation in shorthand and reproducing them in typed scripts. (2) Receiving visitors, enquiries and telephone calls on behalf of the Officer to whom he/she is attached. (3) Performing office routine associated with the duties indicated above. (4) Carrying out administrative and other duties as may be assigned.	TAUNTSS 06	Confidential Secretary I
2.	Confidential Secretary I	(1) By Appointment of a suitable candidate who must possess five O' Level	(1) Carrying out secretarial duties, including typing, shorthand and word-	TAUNTSS 07	Personal Secretary

		<p>Credits in WASSCE/NECO/ GCE including English Language plus HND/Degree in Secretarial Studies, Office Management with three (3) years' cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Confidential Secretary II who must possess Degree/ HND in Secretarial Studies or Office Management with at least three (3) satisfactory years of service on the post.</p>	<p>processing.</p> <p>(2) Assisting the leadership of unit in day-to-day workforce and other administrative duties including cleanliness of the unit, taking minutes of meetings and keep custody of unit records and office equipment.</p> <p>(3) Carrying out other duties as may be assigned and providing some professional and community service.</p>		
3.	Personal Secretary	<p>(1) By Appointment of a suitable candidate who must possess five O' Level Credits in WASSCE/NECO/GCE including English Language, plus Degree/ HND in Secretarial Studies, Office Management with six (6) years' cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Confidential Secretary I who must possess Degree/HND in Secretarial Studies or Office Management with at least three (3) satisfactory years of service on the post.</p>	<p>(1) Providing secretarial services including word processing and assist the leadership of unit in the routine administrative and other duties.</p> <p>(2) Keeping proper custody of records and office equipment and supervising subordinates to ensure efficient running and cleanliness of the unit.</p> <p>(3) Carrying out other duties as may be assigned and providing professional and community service.</p>	TAUNTSS 08	Senior Personal Secretary II
4.	Senior Personal Secretary II	<p>(1) By Appointment of a suitable candidate who must possess five O' Level Credits in WASSCE/NECO/GCE including English Language, plus Degree/HND in Secretarial Studies, Office Management with nine (9) years cognate experience.</p> <p>(2) By promotion of a</p>	<p>(1) Performing at higher level, the same duties as specified above.</p> <p>(2) Ability for effective coordination and supervision.</p> <p>(3) Having high sense of responsibility and initiative.</p> <p>(4) Carrying out administrative and</p>	TAUNTSS 09	Senior Personal Secretary I

		confirmed and suitable Personal Secretary who must possess Degree/HND in Secretarial Studies or Office Management with at least three (3) satisfactory years of service on the post.	other duties as may be assigned.		
5.	Senior Personal Secretary I	(1) By Appointment of a suitable candidate who must possess five O' Level Credits in WASSCE/NECO/GCE including English Language, plus Degree/HND in Secretarial Studies, Office Management with thirteen (13) years cognate experience. (2) By promotion of a confirmed and suitable Senior Personal Secretary II who must possess Degree/ HND in Secretarial Studies or Office Management with at least four (4) satisfactory years of service on the post.	(1) Performing at higher level, the same duties as specified above. (2) Ability for effective coordination and supervision. (3) Having high sense of responsibility and initiative. (4) Carrying out administrative and other duties as may be assigned.	TAUNTSS 11	Principal Personal Secretary
6.	Principal Personal Secretary	By promotion of a confirmed and suitable Senior Personal Secretary I who must possess Degree/ HND in Secretarial Studies or Office Management with at least four (4) satisfactory years of service on the post.	(1) Performing at higher level, the same duties as specified above. (2) Ability for effective coordination and supervision. (3) Having high sense of responsibility and initiative. (4) Carrying out administrative and other duties as may be assigned.	TAUNTSS 12	Chief Personal Secretary
7.	Chief Personal Secretary	(1) By Appointment of a suitable candidate who must possess five O' Level Credits in WASSCE/NECO/GCE including English Language, plus a good Masters' degree in	(1) Performing at higher level, the same duties as specified above. (2) Ability for effective coordination and supervision. (3) Having high sense	TAUNTSS 13	Terminal Point



		<p>Secretarial Studies, Office Management or its equivalent with twenty-one (21) years cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Principal Personal Secretary who must possess Degree /HND in Secretarial Studies or Office Management with at least four (4) satisfactory years of service on the post.</p>	<p>of responsibility and initiative.</p> <p>(4) Performing other duties as may be assigned.</p>		
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#### J iv. PORTER CADRE

S/ N	RANK	ENTRY QUALIFICATION	DUTY	SALARY SCALE	NEXT RANK
1.	Supervisor (Porter)	<p>(1) By Appointment of a suitable candidate who must possess 5 O' Level Credits (WASSCE/NECO/GCE) including English Language and Mathematics plus NCE/National Diploma</p> <p>(2) By promotion of a confirmed and suitable Assistant Supervisor who has NCE/ND or its equivalent plus three (3) years' experience.</p>	<p>(1) Supervising subordinate staff.</p> <p>(2) Responsible for the control and custody of all keys used within the Halls of Residence</p> <p>(3) To accept, record and keep in safe custody any found property and carry out University procedure before handing them over to the security guards.</p> <p>(4) Reporting cases of missing items.</p>	TAUNTSS 06	Senior Supervisor or (Porter)
2.	Domestic Warden	<p>(1) By Appointment of a suitable candidate who must possess 5 O' Level Credits (WASSCE/NECO/GCE) including English Language and Mathematics plus Degree/HND in relevant discipline with three (3) years cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Supervisor (Porter) who has spent three (3) years on the post.</p>	<p>(1) To handle day to day hostel administration.</p> <p>(2) To monitor the maintenance of the hostel.</p> <p>(3) Liaising with all service departments in the University to ensure that adequate services are rendered to students residing in the Hall.</p> <p>(4) To assist in enforcing code of conduct for students living in the Hall.</p>	TAUNTSS 07	Senior Domestic Warden

3.	Senior Domestic Warden	(1) By Appointment of a suitable candidate who must possess 5 O' Level Credits (WASSCE/NECO/GCE) including English Language and Mathematics plus Degree/HND in relevant discipline with six (6) years cognate experience. (2) By promotion of a confirmed and suitable Domestic Warden who has spent three (3) years on the post.	(1) Supervising subordinate staff.  (2) Offering general and/or specific advice to the Hall Master/Mistress in matters of welfare of students in the Hall  (3) To ensure safety and security of the students in the Hall  (4) Enforcing code of conduct for students living in the Hall.	TAUNTSS 08	Principal Domestic Warden
4.	Principal Domestic Warden	(1) By Appointment of a suitable candidate who must possess 5 "O" Level Credit (WASSCE/NECO/GCE) including English Language and Mathematics plus Degree/HND in relevant discipline with nine (9) years cognate experience. (2)By promotion of a confirmed and suitable Senior Domestic warden who has spent four (4) years on the post and must have Degree/HND.	(1) Supervising subordinate staff.  (2) Educating students in the Hall on the rules, regulations and policy of the University.	TAUNTSS 09	Chief Domestic Warden
5.	Chief Domestic Warden	By promotion of a confirmed and suitable Principal Domestic Warden who has spent four (4) years on the post and must have Degree/HND.	(1) Supervising subordinate staff.	TAUNTSS 11	Terminal Point

S/ N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Counselling Psychologist II	(1) By Appointment of a suitable candidate who must possess 5 "O" Level credits (WASSCE/NECO/GCE) and a good Degree in Guidance and Counselling, Psychology or a related discipline	Giving orientation to new and transferred students.	TAUNTSS 07	Counselling Psychologist I
2.	Counselling Psychologist I	(1) By Appointment of a suitable candidate who must possess 5 "O" Level Credits (WASSCE/NECO/GCE) and a good Degree in Guidance and Counselling, Psychology or related discipline with three (3) years' experience. (2) By promotion of confirmed and suitable Counseling Psychologist II who must have served satisfactorily for 3 years on the post.	Providing students with skills for adjustment to school environment, teaching and self management academically, socially and economically.	TAUNTSS 08	Senior Counselling Psychologist
3.	Senior Counselling Psychologist	(1) By Appointment of a suitable candidate who must possess a Masters' Degree in Guidance and Counselling and must have satisfactorily served as a Counseling Psychologist in a School setting or related field for a minimum period of six (6) years. In addition, candidate must be of good conduct.  (2) By promotion of confirmed and suitable Counselling Psychologist I who must have satisfactorily served for 3 years on the post, in addition to the academic requirement for the post and must be capable of developing and supervising junior staff and student characters and needs.	Providing students with skills for adjustment to a school environment, teaching and self management academically, socially and economically.	TAUNTSS 09	Principal Counseling Psychologist II

4.	Principal Counseling Psychologist II	<p>(1) By Appointment of a suitable candidate who must possess a Masters' Degree in Guidance and Counselling and must have satisfactorily served as a Counseling Psychologist in a School setting or related field for a minimum period of ten (10) years. In addition, candidate must be of good conduct.</p> <p>(2) By promotion of a confirmed and suitable Senior Counseling Psychologist who must have served for four (4) years on the post in addition to the academic requirement for the post and must be capable of supervising junior staff and student characters and needs.</p>	<p>Providing career and vocational counseling by arranging career talks, workshops and vocational trips.</p> <p>Promoting vocational clubs and updating students in various vocation/occupations.</p> <p>Guiding parents/students on choice of subjects and courses.</p>	TAUNTSS 11	Principal Counseling Psychologist I
5.	Principal Counselling Psychologist I	<p>1) By Appointment of a suitable candidate who must possess a Degree in Guidance and Counselling and has satisfactorily served as a Counsellor in a school setting or related field for fourteen (14) years.</p> <p>2) By promotion of a Principal Counselling Psychologist II who must have satisfactorily served for four (4) years. In addition to the academic requirements for the post, the candidate must have the ability to direct the academic, professional and philosophy of Counselling services operation in the Centre. Must be able to coordinate recruitment, training, supervision and development of professional and supportive staff members and to provide Counselling information to</p>	<p>Providing personal-social, psychological counseling.</p> <p>Handling cases of truancy, reproductive health counseling, Personal social matters, parental problems, cases of stress, academic problems, placement and vocational skills.</p> <p>(iii)Assisting job seekers i.e Industrial Training jobs.</p> <p>(iv) Referring students to other professionals for best services</p>	TAUNTSS 12	Assistant Chief Counselling Psychologist

		the management, student faculties and the general public, and conduct assessment and evaluation of Counseling programmes.			
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6.	Assistant Chief Counselling Psychologist	<p>(1a) By Appointment of a suitable candidate who possesses a Masters' Degree in Guidance and Counselling or related discipline</p> <p>(b) Must have satisfactorily served as a Counsellor in a School setting or related field for at least 18 years.</p> <p>(c) Must demonstrate competence in planning projects and carrying out research to address student's problems.</p> <p>(d) Must also have leadership qualities and be of good conduct.</p> <p>(2) By promotion of a confirmed and suitable Principal Counseling Psychologist I who must have satisfactorily served for four (4) years in addition to the academic requirement on the post. Must be able to coordinate and supervise the activities of the Centre. Must also be able to conduct assessment and evaluation of programmes of the Centre. subject to vacancy.</p>	<p>Coordinating orientation of new and transferred students</p> <p>Providing academic/ educational counseling</p> <p>(iii) Providing career/ Vocational counseling</p> <p>(iv) Providing personal – social and psychological counseling using tests.</p> <p>(iv) Referring students to other professionals as the situation demands.</p> <p>(v) Be involved in University policy formation of programme development particularly where understanding reactions to stress situation and personal problems is needed. Must have the ability to develop programmes to meet students need and to make linkage by networking with the management, faculties, parents, religious bodies, governmental organization and Non-governmental organizations as the need arises and to render</p>	TAUNTSS 13	Chief Counseling Psychologist
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			<p>consultancy services,</p> <p>(vi) Giving vocational skills, streaming into classes/ departments.</p> <p>(vii) Overseeing self-help literacy projects of computer literacy in and outside school.</p> <p>(viii) Fellowshipping with students by arranging alumni association and encouraging them to contribute to the progress and growth of the Alma Mater.</p>	
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7.	*Chief Counselling Psychologist	<p>(1a) By Appointment of a suitable candidate who possesses a Masters' Degree in Guidance and Counselling or related discipline</p> <p>(b) Must have satisfactorily served as a Counsellor in a School setting or related field for at least 22 years of experience.</p> <p>(c) Must demonstrate competence in planning projects and carrying out research to address student's problems.</p> <p>(d) Must also have leadership qualities and be of good conduct.</p> <p>Subject to vacancy.</p>	<p>Coordinating orientation of new and transferred students</p> <p>Providing academic/ educational counseling</p> <p>(iii) Providing career/Vocational counseling</p> <p>(iv) Providing personal, social and psychological counseling, using tests.</p> <p>(v) Referring students to other professionals as the situation demands.</p> <p>(vi) Giving vocational skills, streaming into classes/ departments.</p> <p>(vii) Overseeing self help literacy projects of Computer literacy and outside school.</p> <p>(viii) Fellowshipping with students by arranging alumni association and encouraging them to contribute to the progress and growth of their Alma Mater</p>	TAUNTSS14	Terminal Point
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K. SCIENCE LABORATORY AND STUDIO



K.i. TECHNOLOGIST CADRE

S/ N	RANK	ENTRY QUALIFICATION	DUTY	SALARY SCALE	NEXT RANK
1.	Senior Assistant Technologist	(1) By Appointment of a suitable candidate who must possess 5 "O" Level credits (WAEC/NECO/GCE) including English Language and Mathematics and a good HND in relevant discipline not below lower credit level, plus Associate membership of relevant professional body – NIST, NATE, COREN MiSTc etc. and relevant bodies.	(i) Undergoing on-the-job training in the preparation of technical materials, chemicals, reagents, sample specimens, etc. for practical classes. (ii) Undergoing on-the-job training in the preparation of experimental set ups and calibration of instruments required for practical classes and research projects. (iii) Undergoing on-the-job training in servicing and maintenance of scientific instruments and equipment used in teaching and research programmes (iv) Assisting in the preparation of orders for the supply of equipment, techno-materials and consumables required for teaching and research. (v) Assisting in maintenance of proper inventory of techno-materials, equipment, chemicals consumables etc. required for teaching and research.	TAUNTS S 06	Technologist II
2.	Technologist II	(1) By Appointment of a suitable candidate who must possess 5 "O" Level credits (WAEC/NECO/GCE) including English Language and Mathematics and a good HND in relevant discipline not below lower credit level, plus Associate membership of relevant professional body –	(i) Undergoing on-the-job training in the preparation of technical materials, chemicals, reagents, sample specimens, etc. for practical classes. (ii) Undergoing on-the-job training in the preparation of experimental set ups and calibration of instruments required for	TAUNTS S 07	Technologist I

		<p>NIST, NATE, COREN MiSTc etc. and relevant bodies.</p> <p>(2) By promotion of a confirmed and suitable Senior Assistant Technologist with Higher National Diploma (HND) who has spent at least three (3) years on the grade and Associate membership of relevant professional bodies.</p>	<p>practical classes and research projects.</p> <p>(iii) Undergoing on-the-job training in servicing and maintenance of scientific instruments and equipment used in teaching and research programmes.</p> <p>(iv) Assisting in the preparation of orders for the supply of equipment, techno-materials and consumables required for teaching and research.</p> <p>(v) Assisting in maintenance of proper inventory of techno-materials, equipment, chemicals consumables etc. required for teaching and research.</p> <p>(vi) Assisting in other technical and administrative duties as may be assigned.</p> <p>(vii) Providing relevant professional and community services.</p>		
3.	Technologist I	<p>(1) By direct appointment of a candidate who must possess the qualifications specified in Technologist II above plus three (3) years post-qualification experience</p> <p>(2) By promotion of a confirmed and suitable Technologist II who has spent at least three (3) years on the post.</p>	<p>(i) Assisting in the preparation of technical materials, equipment, instruments, chemical reagents and sample specimens for student Practical Classes.</p> <p>(ii) Assisting in the preparation of experimental set-ups and assemblies for student practicals.</p> <p>(iii) Assisting in the organization and supervision of student practical classes and research.</p> <p>(iv) Assisting in the servicing and calibration of instruments required for student practical classes.</p>	TAUNTS S 08	Senior Technologist

			<p>(v) Assisting in the preparation of orders for supply of technical materials, equipment and consumables required for student practical classes and research.</p> <p>(vi) Assisting in experimental aspects of Departmental and postgraduate research programmes.</p> <p>(vii) Assisting final year students in their experimental research projects.</p> <p>(viii) Ensuring proper maintenance and servicing of utilities services, building, furnishing and other facilities connected with teaching and research programmes.</p> <p>(ix) Carrying out other technical and administrative duties as may be assigned.</p> <p>(x) Providing relevant professional and community services.</p>		
4.	Senior Technologist	<p>1) By Appointment of a suitable candidate who must possess the qualifications specified in Technologist II above plus six (6) years post-qualification experience.</p> <p>(2) By promotion of a confirmed and suitable Technologist I who has spent at least three (3) years on the post.</p>	<p>(i) Preparation of Technical materials, specimens, chemical reagents, equipment etc. for student experiments as well as for experimental research projects.</p> <p>(ii) Preparation of experimental set up and assemblies for student practical classes and research project.</p> <p>(iii) Assisting in the development of new experimental methods and techniques for use in practical classes and research projects.</p> <p>(iv) Assisting in the</p>	TAUNTS S09	Principal Technologist

			<p>experimental research project works both for postgraduate and departmental research.</p> <p>(v) Assisting final year students in their experimental research project work.</p> <p>(vi) Preparation of orders for supply of technical materials, equipment and consumables.</p> <p>(vii) Periodic maintenance servicing and calibration of instruments used for teaching and research.</p> <p>(viii) Maintenance of proper inventory of technical materials, equipment and consumables required for teaching and research.</p>		
5.	Principal Technologist	<p>(1) By Appointment of a suitable candidate who must possess the qualifications specified in Technologist II above plus:</p> <p>(a) fourteen (14) years post-qualification experience OR</p> <p>(b) M.Sc./Professional Qualification in the same discipline with a minimum of seven years post qualification experience.</p> <p>(2) By promotion of a confirmed and suitable Senior Technologist who has spent at least four (4) years on the post.</p>	<p>(i) Training and supervising Junior Technical Staff level and Technologists on the job.</p> <p>(ii) Taking charge of the Technical Section (or Unit) of an Academic Department</p> <p>(iii) Preparation of Technical materials, specimens, chemical reagents, equipment, etc. for student for practical classes and research projects.</p> <p>(iv) Organising and supervision of student practical classes.</p> <p>(v) Taking part in experimental research projects for both postgraduate and departmental research.</p> <p>(vi) Preparation of orders for supply of</p>	TAUNTS S 11	Assistant Chief Technologist

			<p>technical materials, equipment, consumables, etc. for teaching and research.</p> <p>(vii) Developing of new experimental methods and techniques for use in practical classes and research projects.</p> <p>(viii) Periodically maintaining, servicing and calibration of instrument and equipment for teaching and research.</p> <p>(ix) Maintaining of proper inventory of technical material, equipment and consumables required for teaching and research.</p> <p>(x) Carrying out other technical and administrative duties as may be assigned.</p> <p>(xi) Provide relevant professional and community services.</p>		
6.	Assistant Chief Technologist	<p>(1) By Appointment of a suitable candidate who must possess the qualifications specified in Technologist II above plus:</p> <p>(a) eighteen (18) years post-qualification experience OR</p> <p>(b) M.Sc./Professional Qualification in the same discipline with a minimum of seven years post qualification experience.</p> <p>(2) By promotion of a confirmed and suitable Principal Technologist who has spent at least four (4) years on the post plus professional registration.</p>	<p>(i) Providing on-the-job training and supervise Junior Technical Staff and other lower-level Technologists.</p> <p>(ii) Taking charge of a Technical Section (Unit) of an Academic Department.</p> <p>(iii) Organizing and supervising students' practical classes.</p> <p>(iv) Developing new experimental methods and technique for use in students' practical classes.</p> <p>(v) Preparation of technical materials, specimens, chemical reagents, equipment, etc. required for students' practical</p>	TAUNTS S 12	Chief Technologist

			<p>classes and research projects.</p> <p>(vi) Preparation of orders for supplies of technical materials, equipment, consumables, etc. for research and teaching programmes.</p> <p>(vii) Periodic maintenance, servicing and calibration of instruments and equipment for teaching and research.</p> <p>(viii) Providing specialized technological leadership in a small to medium size academic department.</p> <p>(ix) Carrying out other technical and administrative duties as may be assigned.</p> <p>(x) Performing relevant professional and community services.</p>		
7.	<p>*Chief Technologist</p> <p>*Subject to Vacancy</p>	<p>(1) By Appointment of a suitable candidate possessing qualification specified in Technologist II above plus:</p> <p>(a) M.Sc./Professional Qualification in the same discipline with a minimum of twenty-two (22) years post-qualification experience.</p> <p>(3) By promotion of a confirmed and suitable Assistant Chief Technologist with a minimum of four (4) years' experience as Assistant Chief Technologist plus professional registration, subject to vacancy.</p>	<p>(i) Providing technical leadership in a medium-to-large size academic department.</p> <p>(ii) Organizing and supervise student practical classes.</p> <p>(iii) Developing new experimental methods and techniques for use in student practical classes.</p> <p>(iv) Preparation and processing of orders for supply of technical materials, equipment, chemicals, consumables, etc. for research and teaching programmes.</p> <p>(v) Planning and organizing periodic maintenance, servicing and calibration of</p>	TAUNTS S 13	Terminal Point

			<p>teaching and research equipment and instruments.</p> <p>(vi) Maintenance of proper inventory for technical materials, instruments, equipment, consumables used for teaching and research programmes.</p> <p>(vii) Carrying out other specialized technical and administrative duties as may be assigned.</p> <p>(viii) Performing relevant professional and community services.</p>		
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K iii. PHOTOGRAPHER CADRE

S/N	RANK	ENTRY QUALIFICATION	DUTY	SALARY SCALE	NEXT RANK
1.	Photographer	(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE including English Language and Mathematics plus ND in Photography and other relevant discipline.	<p><b>i)</b> Supervising the training of junior staff and advising on their deployment.</p> <p><b>ii)</b> Coordinating the activities of junior staff.</p> <p><b>iii)</b> Maintaining photographic equipment.</p>	TAUNTSS 06	Higher Photographer
		(2) By promotion of a confirmed and suitable Assistant Photographer who has spent at least three (3) years on the rank.	iv) Keeping photographic record and material.		

2.	Higher Photographer	<p>(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE including English Language and Mathematics plus Degree/ HND in Fine Arts, Photography and other relevant discipline plus three (3) years cognate experience.</p> <p>(3) By promotion of a confirmed and suitable Photographer who has spent at least three (3) years on the rank.</p>	<p>i) Supervising the training of junior staff and advising on their deployment.</p> <p>ii) Coordinating the activities of junior staff.</p> <p>iii) Maintaining photographic equipment.</p> <p>iv) Keeping photographic record and material.</p> <p>v) Covering important assignment such as arrivals, departures and other activities of VIPs.</p>	TAUNTSS 07	Senior Photographer
3.	Senior Photographer	<p>(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus Degree/ HND in Fine Arts, Photography and other relevant discipline plus six (6) years cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Higher Photographer who has spent at least three (3) years on the rank.</p>	<p>i) Assisting in training junior staff.</p> <p>ii) Supervising the Film Negatives Library.</p> <p>iii) Maintaining and running a photographic studio.</p> <p>iv) Undertaking colour photograph and any other duties assigned.</p>	TAUNTSS 08	Principal Photographer II



4.	Principal Photographer II	<p>(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE including English Language and Mathematics plus Degree/ HND in Fine Arts, Photography and other relevant discipline plus nine (9) years cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Senior Photographer who has spent at least three (3) years on the rank.</p>	<p>i) Supervising photographic production.</p> <p>ii) Taking general portrait and passport of VIPs.</p> <p>iii) Training junior staff and any other duties assigned.</p>	TAUNTSS 09	Principal Photographer I
5.	Principal Photographer I	<p>(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English</p>	<p>i) Taking and processing top quality colour photography.</p> <p>ii) Requisitioning and supervising</p>	TAUNTSS1 1	Assistant Chief Photographer
		<p>Language and Mathematics plus Degree/HND in Fine Arts, Photography and other relevant discipline plus thirteen (13) years cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Principal Photographer II who has spent at least four (4) years on the rank.</p>	<p>photographic stores and equipment.</p> <p>iii) Coordinating the activities of a number of subordinate staff.</p>		

6	Assistant Chief Photographer	<p>(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus Degree/HND in Fine Arts, Photography and other relevant discipline plus seventeen (17) years cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Principal Photographer I who has spent at least four (4) years on the rank.</p>	<p>i) Indenting and ordering photographic equipment and materials.</p> <p>ii) Taking charge of photographic stores.</p>	TAUNTSS 12	Chief Photographer
7.	Chief Photographer Subject to vacancy	<p>1)By Appointment of a suitable candidate who must possess a good Masters' degree in Fine Arts, Photography and other relevant discipline plus twenty-one (21) years cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Assistant Chief Photographer who has spent at least four (4) years on the rank.</p>	<p>i) Taking charge of the administration of the Section.</p> <p>ii) Taking charge of photographic Section.</p> <p>iii) Advising on photographic matters.</p>	TAUNTSS1 3	Terminal point

L. SPORTS CENTRE

L i. SPORTS COACH CADRE

S/N	RANK	ENTRY QUALIFICATION	DUTY	SALARY SCALE	NEXT RANK
1.	Coach II	By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus B.Ed.	<p>(i) Assisting in coordinating the activities of zonal offices and states sports councils.</p> <p>(ii) Assisting in the organization of workshops, seminars</p>	TAUNTSS 07	Coach I

		in PHE/Human Kinetics or other relevant discipline and not below Second Class Lower	and courses. (iii) Assisting in collating quarterly reports on sports development. (iv) Assisting in coordinating the activities of the national federations/ associations. (v) Collecting data. (vi) Assisting in sports development at the grassroots.		
2.	Coach I	(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus B.Ed. in PHE/Human Kinetics or other relevant discipline with at least three (3) years cognate experience 2) By promotion of a confirmed and suitable Coach II who has spent at least three (3) years on the rank.	(i) Assisting in the implementation of sports programmes. (ii) Collating reports from the states council and zonal offices. (iii) Liaising with the zonal offices and national associations. (iv) Assisting in organizing and maintaining sports camps/centres. (v) Assisting in organizing workshops, seminars and courses.	TAUNTSS 08	Senior Coach
3.	Senior Coach	(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus B.Ed. in PHE/Human Kinetics or other relevant discipline with at least six (6) years cognate experience	(i) Collating and assisting in analysing reports from zonal offices and state sports councils. (ii) Monitoring and evaluating programmes of national associations to ensure harmonized execution. (iii) Assisting in organizing national workshops and	TAUNTSS 09	Principal Coach

		(2) By promotion of a confirmed and suitable Coach I who has spent at least three (3) years on the rank.	seminars on sports. (iv) Assisting in the organization of international sports exchange programmes. (v) Supervising the activities of subordinates.		
4.	Principal Coach	(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus B.Ed. in PHE/Human Kinetics or other relevant discipline with at least ten (10) years cognate experience (2) By promotion of a confirmed and suitable Senior Coach who has spent at least four (4) years on the rank.	(i) Assisting in administering grants to voluntary sports organizations. (ii) Coordinating institutional sport programmes in the country. (iii) Identifying the sports needs of various associations and making necessary recommendations. (iv) Compiling and analyzing progress reports from zonal offices and national associations. (v) Assisting sectional heads in organizing seminars and conferences. (vi) Supervising junior staff in the section. (vii) Assisting in conducting research	TAUNTSS 11	Assistant Chief Coach
5.	Assistant Chief Coach	(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus B.Ed. in PHE/Human Kinetics or other relevant	(i) Assisting in the administering of a Section. (ii) Coordinating the activities in sports development in a defined area. (iii) Taking charge of planning and production of technical literatures	TAUNTSS 12	Chief Coach

		discipline with at least fourteen (14) years cognate experience plus professional qualification. (2) By promotion of a confirmed and suitable Principal Coach who has spent at least four (4) years on the rank.	and publicity materials. (iv) Assisting in organization of training programmes for staff. (v) Monitoring sport programmes and activities at the grassroots. (vi) Coordinating the activities of several junior officers.		
6.	Chief Coach	(1) By Appointment of a suitable candidate who must possess a good Masters' degree in PHE/Human Kinetic or other relevant discipline with at least eighteen (18) years cognate experience plus professional qualification. (2) By promotion of a confirmed and suitable Assistant Chief Coach who has spent at least four (4) years on the rank.	(i) Taking charge of a section. (ii) Supervising inter-state planning, research and training activities. (iii) Serving on national and inter-ministerial committees on sports matters. (iv) Organizing national workshops and seminars. (v) Organizing training programmes for staff. (vi) Coordinating activities in a number of specified areas. (vii) Coordinating research into sports. (viii) Taking responsibility for the administration of grant to sports organizations i.e. WAUG, NUGA, NIPOGA, ANISONMG.	TAUNTSS 13	Deputy Director (Sports)
7.	*Deputy Director of Sports	By Appointment of a suitable candidate with a good Masters' degree in Human Kinetics, PHE in relevant discipline plus twenty-two (22) years cognate experience and must have spent Four (4)	(i) Taking charge of a Division/ Department. (ii) Taking responsibility for sports development planning. (iii) Assisting in the general administration of the Department.	TAUNTSS 14	Director, Coach

		years on the post of Chief Coach	(iv) Participating in policy formulation.		
8.	*Director of Sports	By Appointment of a suitable candidate with a good Masters' degree in Human Kinetic, PHE in relevant discipline plus twenty-six (26) years cognate experience and must have spent Four (4) years on the post of Deputy Director of Sports.	(i) Being responsible to the Chairman, sports council and Vice-Chancellor for the day-to-day administration of the Sports Council. (ii) Advising on the formulation, execution and review of policies and programme on sporting matters. (iii) Liaising with local and international organizations/ institution on Sports Development.	TAUNTSS 15	Terminal Point

Footnote: Computer literacy and professional qualification are required to move from TAUNTSS 09.

\* By appointment only.

#### M. WORKS AND SERVICES DEPARTMENT

M i. ARTISAN WORKSHOP CADRE (MASON, CRAFTSMAN, ELECTRICIAN, PLUMBER, MECHANIC, CARPENTER/JOINER)

S/N	RANK	ENTRY QAULIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Workshop Supervisor/ Senior Foreman	(a) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) with Trade Test I, plus at least 5 years' experience after obtaining Test III OR National Craft Technical Certificate plus eight (8) years' experience. (b) By Promotion for a confirmed and suitable Foreman who has spent three (3) years on the post.	i. Preparing estimate of simple installation cost. ii. Training of junior staff attached to him/her	TAUNTSS 06	Senior Workshop Supervisor
2.	Senior Workshop	(a) By Appointment of a suitable candidate who	i. Preparing elementary bills of quantity.	TAUNTSS 07	Principal Worksho

	Supervisor	must possess 5 O' Level credits (WASSCE/NECO/GCE) with Trade Test I, plus at least eight (8) years' experience after obtaining Trade III OR National Craft Technical Certificate plus eleven (11) years' experience. (b) By Promotion for a confirmed and suitable workshop Senior Foreman supervisor/who has spent three (3) years on the post.	ii. preparing estimate of simple installation cost. iii. Supervising the activities of number of junior staff.		Supervisor
3.	Principal Workshop Supervisor	By Promotion for a confirmed and suitable Senior workshop supervisor who has spent three (3) years on the post.	i. Coordinating the activities of staff under him. ii. Assisting in training of the staff.	TAUNTSS 08	Terminal Point

#### M ii. TECHNICAL ASSISTANT CADRE

S/N	RANK	ENTRY QUALIFICATION	DUTIES	SALARY SCALE	NEXT RANK
1.	Technical Officer	(1) By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics and a good National Diploma (ND) in relevant discipline. (2) By promotion of a confirmed and suitable Assistant Technical Officer with a minimum of three (3) years satisfactory service on the post and possession	(1) To undergo on-the-job training in various aspects of specialized technical duties of the profession for a period of two years. (2) Assisting in the proper maintenance of equipment used in various aspects of specialized technical duties of the profession. (3) Assisting in the maintenance of proper record of jobs done, supplies and orders, etc. (4) Assisting in other technical and	TAUNTSS 06	Higher Technical Officer

		of ND in relevant discipline.	administrative duties as may be assigned. (5) Providing relevant professional and community services.		
2.	Higher Technical Officer	(1) By Appointment of a suitable candidate who must possess 5 "O" Level credits (WASSCE/NECO/GCE) including English Language and Mathematics and a good Higher National Diploma (HND) not below lower credit in relevant discipline. (2) By promotion of a confirmed and suitable Technical Officer with at least HND in relevant discipline with a minimum of three (3) years satisfactory service on the post as Technical officer.	(1) To undergo on-the-job training in various aspects of specialized technical duties of the profession for a period of two years. (2) Assisting in the proper maintenance of equipment used in various aspects of specialized technical duties of the profession. (4) Assisting in the maintenance of proper record of jobs done, supplies and orders etc. (5) Assisting in other technical and administrative duties as may be assigned (6) Providing relevant professional and community services	TAUNTSS 07	Senior Technical Officer
3.	Senior Technical Officer	(1) By Appointment of a suitable candidate who must possess any of the following qualifications: (i) a good HND in relevant discipline with minimum of three (3) years post qualification experience; OR (ii) M. Tech. in relevant discipline. (2) By promotion of a confirmed and suitable Higher Technical Officer with at least HND in relevant discipline plus a minimum of three years'	(1) Assisting in various aspects of specialized technical duties related to the profession (2) Assisting in the maintenance of proper record of jobs done, inventory of equipment, orders and supplies of technical materials, equipment and consumables used in various professional duties. (3) Maintenance servicing of equipment used in various	TAUNTSS 08	Principal Technical Officer II



		experience on the post.	professional duties (4) Assisting in the training of junior technical staff and lower level technologist (5) Carrying out other technical and administrative duties as may be assigned (6) Providing relevant professional and community services.		
4.	Principal Technical Officer II	(1) By Appointment of a suitable candidate who must possess any of the following qualifications: (i) a good HND in relevant discipline with minimum of six (6) years post qualification experience; OR (ii) M Tech. in relevant discipline. (2) By promotion of a confirmed and suitable Senior Technical Officer with HND in relevant discipline plus a minimum of three (3) years' experience on the post.	(1) Assisting in various aspects of specialized technical duties related to the profession (2) Assisting in the maintenance of proper record of jobs done, inventory of equipment, orders and supplies of technical materials, equipment and consumables used in various professional duties. (3) Maintenance servicing of equipment used in various professional duties (4) Assisting in the training of junior technical staff and lower level technologist (5) Carrying out other technical and administrative duties as may be assigned (6) Providing relevant professional and community services.	TAUNTSS 09	Principal Technical Officer I
5.	Principal Technical Officer I	(1) By Appointment of a suitable candidate possessing any of	(1) Planning and supervising on the-job training for junior Technical staff and	TAUNTSS 11	Assistant Chief Technical Officer

		<p>the following qualifications: (i) a good HND in relevant discipline with minimum of nine (9) years post qualification experience; OR (ii) M. Tech. in relevant discipline.</p> <p>(2) By promotion of a Principal Technical Officer II with at least HND and a minimum of four (4) years' experience on the post.</p>	<p>lower level technical officers.</p> <p>(2) Taking charge of the technical section (or unit) of a professional department</p> <p>(3) Organizing and supervise various aspects of specialized technical duties connected with the profession.</p> <p>(4) Ensuring proper inventory of jobs done, orders and supplies made, professional equipment and consumables used.</p> <p>(5) Ensuring proper maintenance servicing of equipment, techno-materials utilities, building and sites used in professional practices.</p> <p>(6) Carrying out other technical and administrative duties as may be assigned</p> <p>(7) Providing relevant professional and administrative services.</p>		
6.	Assistant Chief Technical Officer	<p>(1) By Appointment of a suitable candidate possessing any of the following qualifications: (i) a good HND in relevant discipline with minimum of thirteen (13) years post qualification experience; OR (ii) M. Tech. in</p>	<p>(1) Providing effective leadership to the technical Department of a small to medium size professional organization.</p> <p>(2) Planning and supervises on-the-job training of lower-level technical officers and junior technical staff.</p> <p>(3) Planning, organizes and supervises various</p>	TAUNTSS 12	Chief Technical Officer

		<p>relevant discipline.</p> <p>(2) By promotion of a confirmed and suitable Principal Technical Officer I with at least HND plus a minimum of four (4) years' experience on the post plus professional registration.</p>	<p>aspects of specialized technical connected with the profession.</p> <p>(4) Ensuring proper inventory of jobs done, order/supplies made, professional equipment and consumables used etc.</p> <p>(5) Ensuring proper maintenance servicing of equipment, techno-materials, utilities, buildings and furnishing and sites used in professional practice</p> <p>(6) Carrying out other technical and administrative duties as may be assigned</p> <p>(7) Providing relevant profession and community service</p>		
7.	Chief Technical Officer	<p>(1) By Appointment of a suitable candidate possessing any of the following qualifications: (i) a good HND in relevant discipline with minimum of eighteen (18) years post qualification experience; OR (ii) M. Tech. in relevant discipline.</p> <p>(2) By promotion of a confirmed and suitable Assistant Chief Technical Officer with at least HND who has spent at least four (4) years on the post, plus professional registration, subject to vacancy.</p>	<p>(1) Providing effective leadership to a technical section of a medium to large size organization</p> <p>(2) Planning, organizing and supervising on-the-job training for the various categories of technical staff.</p> <p>(3) Planning, organizing and supervising various aspects of specialized technical duties connected with the profession.</p> <p>(4) Ensuring proper inventory of jobs done, orders and supplies made, professional equipment and consumables used etc</p> <p>(5) Ensuring proper</p>	TAUNTSS 13	Terminal Point

			<p>maintenance servicing of equipment, techno-materials, utilities, buildings and furnishing and sites used in professional practice</p> <p>(6) Drawing up annual budget and expenditure of funds within the section.</p> <p>(7) Carrying out other technical and administrative duties as may be assigned</p> <p>(8) Providing relevant professional and community services</p>		
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M iii. TRANSPORT SUPERVISOR CADRE

S/ N	RANK	ENTRY QUALIFICATION	DUTY	SALARY SCALE	NEXT RANK
1.	Transport Supervisor	By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO GCE) plus Driver/ Mechanic Trade Test Grade III Certificate plus 5 years cognate experience	<p>i. Driving with care and caution.</p> <p>ii. Keeping an accurate and up to date logbook.</p> <p>iii. Ensuring the security of the vehicle.</p>	TAUNTSS 06	Higher Transport Supervisor
2.	Higher Transport Supervisor	<p>(1) By Appointment of a suitable candidate who must possess 5 O' level credits (WASSCE/NECO /GCE) plus Driver/ Mechanic Trade Test Grade III Certificate plus 8 years cognate experience</p> <p>(2) By Promotion for a confirmed and suitable Transport Supervisor who has spent three</p>	<p>i. Driving with care and caution.</p> <p>ii. Keeping an accurate and up to date logbook.</p> <p>iii. Ensuring the security of the vehicle.</p> <p>iv. Understanding minor maintenance and repairs of motor vehicles.</p> <p>v. Taking prompt action on accident cases.</p>	TAUNTSS 07	Senior Transport Supervisor

		(3) years on the post.			
3.	Senior Transport Supervisor	By Promotion for a confirmed and suitable Higher Transport Supervisor who has spent three (3) years on the post.	<ul style="list-style-type: none"> <li>i. Driving with care and caution.</li> <li>ii. Keeping an accurate and up to date logbook.</li> <li>iii. Ensuring the security of the vehicle.</li> <li>iv. Understanding minor maintenance and repairs of motor vehicles.</li> <li>v. Taking prompt action on accident cases.</li> <li>vi. Supervision and disposition of the staff and vehicles in the transport unit.</li> </ul>	TAUNTSS 08	Principal Transport Officer
4.	Principal Transport Officer	By Promotion of a confirmed and suitable Senior Transport Supervisor who has spent three (3) years on the post plus Diploma/ND in relevant discipline.	<ul style="list-style-type: none"> <li>i. Driving with care and caution.</li> <li>ii. Keeping an accurate and up-to date logbook.</li> <li>iii. Ensuring the security of the vehicle.</li> <li>iv. Understanding minor maintenance and repairs of motor vehicles.</li> <li>v. Taking prompt action on accident cases.</li> <li>vi. Supervision and disposition of the staff and vehicles in the transport unit.</li> <li>vii. Taking prompt action on</li> </ul>	TAUNTSS 09	Terminal Point

			particulars/maintenance of all the vehicles in the transport unit.		
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M iv. SECURITY OFFICER CADRE

S/N	RANK	ENTRY QUALIFICATION	DUTY	SALARY SCALE	NEXT RANK
1.	Assistant Security Officer	<p><b>(1)</b> By Appointment of a suitable candidate who must possess 5 O' Level credits (WASSCE/NECO/GCE) including English Language and Mathematics plus ND/NCE.</p> <p><b>(2)</b> By promotion of a confirmed and suitable Patrol Supervisor who has spent at least three (3) years on grade.</p>	<p><b>(1)</b> Advising on Security matters.</p> <p><b>(2)</b> Coordinating and supervising the activities of subordinate staff.</p>	TAUNTSS 06	Security Officer II

2.	Security Officer II	<p>(1) By Appointment of a suitable candidate with degree in Humanities, Social Sciences, Law, criminology and Education or an Ex-Servicemen not below the rank of Senior Inspector of Police or its equivalent in the Armed Forces with at least HND.</p> <p>(2) By promotion of a confirmed and suitable Assistant Security Officer who has spent at least three years on the post with exemplary conduct plus HND/Degree</p>	<p><b>(1)</b> Protecting life and property within the University and its environs, monitor, and prevent potential criminal and cult activities.</p> <p><b>(2)</b> Investigating crimes and write situation reports, prevent trespass in the University, issue identity cards and retrieve at points of surrender sub-unit.</p> <p><b>(3)</b> Carrying out other duties as may be assigned and provide professional and Community Service.</p>	TAUNTSS 07	Security Officer I
3.	Security Officer I	<p>(1) By Appointment of an Ex-Serviceman not below the Rank of Senior Inspector of Police or its equivalent in the Armed Forces with at least HND/Degree and not less than three years cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Security Officer II who has spent at least three (3) years on the grade with exemplary conduct plus Degree/HND.</p>	<p><b>(1)</b> Performing at higher level, the duties specified in sub – paragraph 2.1.1 and above.</p> <p><b>(2)</b> Assisting in organizing training programs for subordinate security staff and security enlightenment programmes on crime detection and prevention. <b>(3)</b> Carrying out other duties as may be assigned and provide professional and community service.</p>	TAUNTSS08	Senior Security Officer

4.	Senior Security Officer	<p>(1) By Appointment of an Ex-Serviceman not below the rank of Assistant Superintendent of Police or its equivalent in the Armed Forces with HND/Degree and not less than six (6) years cognate experience.</p> <p>(2) By promotion of a confirmed and suitable Security Officer I who has spent at least three years on the grade with exemplary conduct plus Degree/HND.</p>	<p>(1) Performing at higher level, the duties specified in subparagraph 2.2.1 and above.</p> <p>(2) Playing a major role in general Supervision, discipline and welfare of subordinate Security Staff.</p> <p>(3) Carrying out other duties as may be assigned and provide professional and Community service.</p>	KDUNTSS09	Principal Security Officer
5.	Principal Security Officer	<p>(1) By Appointment of an Ex-Serviceman not below the rank of Superintendent of Police or its equivalent in the Armed Forces with HND/Degree and not less than ten (10) years cognate experience.</p> <p>2) By promotion of a confirmed and suitable Senior Security Officer who has spent at least four (4) years on the grade with exemplary conduct plus Degree/HND.</p>	<p>(1) Performs at higher level, the duties specified in sub – paragraph 2.3.1 and above.</p> <p>(2) Taking charge of crime, criminal investigation, apprehension of offenders, liaise with State Security Agencies on all criminal matters, appear in Court as required and carry out other duties as may be assigned, and provide professional and community service.</p>	KDUNTSS 11	Deputy Chief Security Officer
6.	* Deputy Chief Security Officer	By Appointment of a suitable Ex-Serviceman not below rank of Superintendent of Police or its equivalent in the Armed Forces with HND/Degree and not less than fourteen (14) years cognate	The same as in Principal Security Officer	TAUNTSS 12	Chief Security Officer



		experience.			
7.	* Chief Security Officer	By direct appointment of an Ex-Serviceman not below rank of Chief Superintendent of Police or its equivalent on the Armed Forces with a good Masters Degree and not less than	<b>(1)</b> Taking charge of recruitment and discipline of Security Staff. <b>(2)</b> Carrying out other duties as may be assigned.	TAUNTSS 13	Terminal Point

\* By Appointment