

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRRI

**HANDBOOK OF ADMINISTRATIVE
PROCEDURES**

THIRD EDITION

2016



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PREFACE TO THE THIRD EDITION

A revised volume of the Handbook of Administrative Procedures (HAP) has finally been produced, after several attempts by several Committee appointed to take up the daunting task of the revision. This volume, as usual, brings together for ease of reference, rules, regulations, procedures and general information on various administrative matters decided by the appropriate University organs.

The main objective of this Handbook is to provide guidance and aid to Principal Officers, Deans, Heads of Departments, academic, administrative and other staff in the University who have to deal with administrative matters. Furthermore, it is to complement other relevant documents such as the University law and statutes, the University Calendar and other approved rules and regulations.

The Handbook should be regarded as flexible and is therefore subject to amendments from time to time.

Heads of Departments are advised to encourage their staff to acquaint themselves with the contents of the Handbook as a means of enhancing their knowledge of the University administration and enhancing their productivity.

I wish to extend my thanks to the Committee on the preparation of this edition of the revised Handbook.

Prof. Chigozie C. Asiabaka

Vice-Chancellor

June, 2016

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CHAPTER 1

GENERAL INTRODUCTION TO THE HANDBOOK

The Handbook of Administrative Procedures (HAP) consists of a number of procedural documents approved by the appropriate Committees or authorities over time. Some of these may originally have been issued in the form of circulars or notices, but they have been gathered together, with appropriate editing, for ease of reference. The Handbook is essentially a reference book for use within the University, mainly by staff (whether academic, administrative or professional) who carry out administrative functions.

The Handbook is not intended to be a complete account of the University or to duplicate information available elsewhere. Below, therefore, are other sources of information about the University.

1.1 THE UNIVERSITY CALENDAR

The Calendar, as is usual in universities, gives much basic information about the University. It is meant to be published annually and provides much information as listed below:

- (i) University Act and Statutes
- (ii) Brief History of the University
- (iii) Academic Programmes and Facilities
- (iv) The University Administration and School organization
- (v) The membership and standing orders of the University Senate and Congregation
- (vi) The University Academic Regulations
- (vii) Fees Chargeable
- (viii) University Committees
- (ix) Staff list, Academic and Administrative
- (x) University representation externally.

1.2 STUDENT HANDBOOK

This was the first major publication produced by the University, from 1981 - 82. As the title indicates, it is primarily intended for the information and guidance of students, all of whom receive a copy on admission. However, it can also be useful for staff to refer to it, and copies will be available for reference in the library and main offices of the University.

The Handbook covers the basic organisational structure of the University, the Student Affairs Department and Hall Administration; general information of the University and the environment; services available in the University or in Owerri and various Regulations concerning students.

1.3 STAFF REGULATIONS AND SCHEMES OF SERVICE

The Regulations Governing the Conditions of Appointment of the Senior and Junior Staff respectively are approved by the University Council, subject to amendment from time to time. Both are available for reference in the main offices of the University, and copies of the Senior Staff Regulations are also sent with letters offering appointment. They cover appointments, duties, leave, various allowances, housing, superannuation,

and other conditions of appointment applicable generally to staff. The first Regulations were approved in 1981 but revised sets are issued from time to time.

The Schemes of Service are complementary to the Staff Regulations and show matters applicable to each category of staffs. They cover the posts with their grades available in that category or cadre, the duties of staff and the methods of entry and advancement within the cadre. These are available for reference in the main offices of the University

1.4 OTHER SOURCES OF INFORMATION

(a) Accounting Procedures and Instructions

These are issued from time to time by the Bursar, and are not covered in this Handbook.

(b) Digest of Statistics

This is meant to be published bi-annually and provides statistical information on students, staff, finance and some University services. It is distributed both within and outside the University.

(c) Master Plan

The University Master Plan was completed in 1983. It gives much information about the University, its physical environment and its objectives, to guide the development over a number of years. Copies of the plan are available for reference in the University Library and main offices.

(d) Notes for Prospective Members of the Senior Staff

This leaflet is sent with letters of appointment to Senior Staff positions. It gives general information on the University and its environment.

(e) Information Handbook

This gives more detailed information about the University and is issued to new members of the Senior Staff on arrival and registration.

(f) Basic Policy Document

This document, the contents of which have been approved by the University Council and Senate, sets out the basic academic and administrative structures and policies of the University. It is issued to new members of the Senior Staff at the time of the registration.

(g) Newsletters and Campus News

The information bulletin, the FUTO Newsletter contains current information/News about staff movements, conferences and seminars both internal and external, personalia, etc. It is issued monthly on the 1st Thursday of each month. Every senior member of staff is entitled to a copy while some copies are kept for the Junior staff who may be interested.

It is also widely distributed within and outside Nigeria. Copies of the Newsletter are available for reference in the Information Office. News- breaking events are reported irregularly in the Campus News.

(h) Social Register

The Information Office keeps and updates a social register of important addresses and membership of Council and Principal functionaries of some other Universities and Institutions of higher learning as well as names and addresses of some "friends of the University".

(i) **Press Releases, Speeches, etc.**

Also available in the Information Office are copies of News Releases so far sent out from this University. As much as possible copies of speeches delivered by the Vice-Chancellor and other members of staff both within and outside the University are kept in the office for reference.

(j) **Photographs, Video Recordings, etc**

Important official events are usually, if possible, recorded in pictures and on video cassettes by the Information Office. Sample sheets and master tapes are made and are available for booking by any interested members of staff. Occasionally, exclusive albums are built up on single events like the official opening of the University, etc. Such albums are available in the office for perusal by interested persons.

(k) **Quarterly/Annual Reports**

The University publishes quarterly and annual reports reviewing activities within the University for the period concerned.

(l) **Occasional Publications**

The University also issues other publications, e.g. The MISSION, from time to time.

CHAPTER 2

OBJECTIVES AND ORGANIZATION OF THE UNIVERSITY

2.1 OBJECTIVES OF THE UNIVERSITY

Effective utilization of scientific knowledge and technological know-how is the key to the growth and prosperity of any society. The Federal Government's decision to establish a number of Universities of Technology is a recognition of the pivotal role of technology in the development of the country. This is in direct response to Nigeria's need for skilled, innovative and technologically oriented manpower for the development of the technology base of the national economy.

The objectives of the University as provided under Article 1(3) of the Federal Universities of Technology ACT, CAP F. 23 Laws of the Federation of Nigeria 2004, are as follows:

- i. to encourage the advancement of learning and to holdout to all persons without distinction of race, creed, sex or political conviction the opportunity of acquiring a higher education in technology.
- ii. to develop and offer academic and professional programmes leading to the award of diplomas, first degrees, postgraduate research and higher degrees which emphasize planning, adaptive, technical, maintenance, developmental and productive skills in the engineering, scientific, agricultural, medical and allied professional disciplines with the aim of producing socially mature men and women with capability not only to understand, use and adapt existing technology but also to improve on it and develop new ones;
- iii. to act as agents and catalysts, through postgraduate training, research and innovation for the effective and economic utilisation, exploitation and conservation of the country's natural, economic and human resources;
- iv. to offer to the general population, as a form of public service, the results of training and research and to foster the practical applications of these results;
- v. to establish appropriate relationships with other national institutions involved in training, research and development of technologies;
- vi. to identify the technological problems and needs of the society and to find solutions to them within the context of overall national development;
- vii. to provide and promote sound basic scientific training as a foundation for the development of technology and applied sciences, taking into account indigenous culture and the need to enhance national unity; and
- viii. to undertake any other activities appropriate for a University of technology of the highest standard.

2.2 ORGANIZATION OF THE UNIVERSITY - GENERAL

A University of Technology is a highly complex organisational entity, consisting of diverse, highly specialised units. All the constituent units, particularly the academic ones, must have a measure of operational autonomy and at the same time their operations must be dovetailed and integrated with each other to ensure fulfilment of overall University goals and objectives. Towards this end the University has adopted a decentralised but carefully integrated organisational structure.

2.3 ACADEMIC STRUCTURE

2.3.1 The Schools

The basic operating unit of the University's academic organization and planning is the multi-disciplinary School. A School is a fully integrated unit of a group of related disciplines which have common academic interests in teaching and research. In each School there will be different Departments offering specific degree programmes. The Administrative function in the School would be shared between the Dean's office and the various Heads of Departments as shown below:

SCHOOL ORGANISATION

Dean/Chairman, School Board of Studies
Head of Department/Chairman, Departmental Board

Teaching staff are assigned to a School, within which they have primary affiliation to one Department, but they may also take part in the work of other Departments in the same or another School. The staff for particular degree programmes are drawn from the relevant Departments, and will be under the leadership of the Heads of Departments. Academic Programmes offered by a School are grouped into Departments based on the commonality of knowledge base and interests. Each Department is led by a Departmental Head, and academic staff within the school are assigned to different Departments.

2.3.2 Organized Research Units

Organised Research Units support the programmes offered by different schools by providing infrastructural facilities necessary for research and the application of real life problems. They also provide facilities for prototype developmental work in different disciplines. Each of the organized research units is headed by a Director. The Organised Research Units now in existence are:

(i) **Centre For Industrial Studies (CIS)**

The on-campus industrial training unit - the Centre for Industrial Studies serves as a nerve centre, and as the most distinguishing physical feature of the University in comparison to the existing traditional Universities. It is an autonomous unit within the University, with its own Director, providing an educational and industrial/professional training for both students and staff to meet the national manpower needs in engineering/technology, and an integrated commercial industrial complex for products/processes innovation and manufacture, as well as market development for implements relevant to the nation's technological development.

- (ii) The University Computer Centre (UCC)
The University Computer Centre is a central computing facility to support teaching, research, consultancy/commercial services, and administrative activities of all units in the University.

The Director of the Computer Centre coordinates the operation of the centre and supervises the centre staff. The Senate Computing Facilities, Committee makes recommendations on the development of computing facilities and policies and general procedures for their operation to Senate and gives general guidance to the Computer Centre within the ambit of University policies and procedures.

- (iii) Institute of Erosion Studies (IES)
The Institute of Erosion Studies is an organised Research Unit set up by the University with the objectives of planning, conducting and coordinating research, training and consultancy and general public service in the areas of soil erosion, soil conservation and general environmental degradation due to human and natural forces. The Institute seeks to extend the results of such research to those communities that are most affected by erosion, and to various organisations (Federal, State and Local Governments, Parastatals, public companies) that have an interest in erosion control and the improvement of the environment.

- (iv) Institute of Women, Gender and Development Studies (IWOGDS)
The Institute was established to serve as a leading centre of academic excellence and innovation in the discipline of Women, Gender and Development Studies at local, national and international levels. The mission of the Institute is to develop, and impart gender studies as an academic discipline, as well as to provide intellectual leadership and skills for gender mainstreaming in the academia and other professions.

- (v) Centre for Research and International Development (CRID)
The mission of the centre is to meet the University's goal of internationalisation of its various academic programmes and functions by dramatically increasing the number of faculty, students and community constituents participating in significant international and inter-cultural learning experiences.

- (vi) Centre for Energy and Power Systems Research (CEPSR)
The mission of the centre is to foster excellence in energy related research activities.

Other organized research centres are:

- (vii) Centre for Agricultural Research and Extension (CARE)
(viii) Centre for Nuclear Energy Studies and Training (CNEST)
(ix) Centre for Entrepreneurial Studies (CES)

2.4 ADMINISTRATIVE STRUCTURE

The University operates a decentralized administrative structure. At the apex is the Vice-Chancellor, who is the Chief Academic and Chief Executive Officer of the University. He is assisted by the Deputy Vice-Chancellors and other Principal Officers namely – the Registrar, the Bursar and the University Librarian. There are also other functionaries who provide a variety of services for the smooth operation of the University. For details of the administration see the attached organogram.

2.5 Distribution Lists

The lists most commonly needed for circulars are shown below as lists A and B. List B is normally used together with List A, and it is assumed that copies for list B will normally be sent to Heads of Units for distribution within their Units. List A represents "Heads of Units", i.e. Deans and Heads of Departments. List B is called for short "Heads of Sections" but includes senior personnel in a variety of positions in the Units who commonly need to be informed of decisions. However, for particular purposes it may be necessary to arrange for copies to be sent to other staff as additions to these lists.

There are also occasions when it may be appropriate to circulate papers more widely, for example:

To all academic staff

or: To all senior staff

or: To all junior Staff

or: To all Staff

in such cases, in addition to the copies sent to staff as individuals, it is normally desirable also to send copies using List A or Lists A– B for official records.

It is hoped that these lists will help those sending out circulars or Notices to decide how they should be addressed.

The lists may of course be amended from time to time.

DISTRIBUTION LISTS(AS AT JANUARY, 2015)

UNITS	LIST A - Heads of Units	LIST B - Add to List A for Distribution to Heads of Sections
Offices of the Vice-Chancellor's office	Vice-Chancellor	Section Heads - 3 Executive Asst. - 1 SAR/ - 1
Deputy Vice-Chancellor (Academic) office	Deputy Vice-Chancellor	PAR/AO - 2
Deputy Vice-Chancellor (Admin) office	Deputy Vice-Chancellor	PAR/AO - 2
AP & D	Director	PAR - 2
PP & D	Director	PAR - 1
O U D	Director	AR/AO - 2
Internal Audit	Director	
Registry	Registrar	Divisional Heads - 10
Bursary	Bursar	Divisional Heads - 5
University Library	University Librarian	Divisional Heads - 6
SAAT	Dean	HOD's - 7 SAO - 1
		Chief Lab. Technologist - 7 Farm Manager - 1
SEET	Dean	HOD's - 10 SAO - 1
		Chief Lab. Technologist - 10
SMAT	Dean	HOD's - 5 SAO - 1
		Chief Lab. Technologist - 2
SOBS	Dean	HOD's - 4 SAO - 1
		Chief Lab. Technologist - 4
SOES	Dean	HOD's - 5 SAO - 1
		Chief Lab. Technologist - 5
SOHT	Dean	HOD's - 5 SAO - 1
		Chief Lab. Technologist - 5
SOPS	Dean	HOD's - 7 SAO - 1
		Chief Lab. Technologist - 7
SBMS	Dean	HOD's - 2 SAO - 1
PGS	Dean	AD - 1 Secretary PGS - 1
C.I.S.	Director	Chief Technologist - 4
I.E.S.	Director	Admin Officer - 1
Computer Centre	Director	Admin Officer - 1
Estate & Works Dept.	Director	Services - 1
University Health Services	Director	Services - 5
Student Affairs Department	Dean	Section Heads - 5
Staff School	Headmistress	Asst. Headmistress - 2
FISO	Principal	Vice-Principal - 2

(Based on the former Ag. Director of Administration's circular Ref. ADM/DA/CIR/2/ of 5th March 1985, as amended)

CHAPTER 3

GENERAL RESPONSIBILITIES OF ADMINISTRATIVE AND SERVICE UNITS

GENERAL RESPONSIBILITIES

All Administrative and Service Departments are responsible to the Vice-Chancellor for the general running of the University within their respective spheres. This responsibility includes:

- (i) Working towards the fulfillment of the University's objectives by providing constructive support to and co-operation with all other parts of the University.
- (ii) Carrying on necessary executive functions in accordance with the University Act, Statutes, Regulations and established policies, relieving the Vice-Chancellor and academic staff, as much as possible, of the day-to-day business without overstepping the bounds of executive action.
- (iii) When laid down, or needed to decide issues, referring matters to the Vice-Chancellor or to Council, Senate or a Committee, with information collated and presented in ways to facilitate decisions.
- (iv) Being in attendance on Committees or providing Committed secretaries as required from time to time.
- (v) Drawing attention to problems arising in the course of their work affecting the general government and administration of the University and the need to maintain continuity and consistency of policies and actions.
- (vi) Being guided as appropriate in their actions by the decisions or advice of the University Council, Senate Congregation or Committee, and by the directions of the Vice-Chancellor or any authorised person.
- (vii) Taking appropriate roles in the arrangements for University functions such as degree Convocations where joint action is required.
- (viii) Training and general administration of staff in the Department.
- (ix) Control of funds and property allocated to the Department.
- (x) Any duties additional to those listed which may be allocated from time to time.

3.2 Roles of Heads of Units/Departments

- 3.2.1 In the context of the Handbook of Administrative Procedures, a Unit is defined as a School or an Administrative or Service Department providing an extensive service and whose head is directly responsible to the Vice-Chancellor. A department is defined as a teaching or research sub-unit within a school or any other administrative or service sub-unit providing a clearly defined function and with a measure of responsibility to the Vice-Chancellor.
- 3.2.2 Each Head of Unit is responsible to the Vice-Chancellor for the general operation of his Unit. He is also the normal channel for all official communications outside his unit. On the specific aspect of staff administration, the Senior and Junior Staff Regulations set out a number of the functions of Heads of Units in general (while the Senior Staff Regulations also make certain distinctions in relation to academic and other senior staff). For most staff, their "Head of Unit" is the Head of the Unit in which they are currently working, for all purposes.
- 3.2.3 However, there are certain staff who belong to "central" or "unified cadres", who shall be re-assigned from time to time to one unit or another. Such unified cadres include Administrative, Secretarial, Executive and Computer Processors; and Accounting, Executive (Accounts) and Stores staff. In these cases, for day-

to-day working purposes, staff come under the direction of the Head of the Unit in which they are working.

3.2.4 The "day-to-day direction" of the Head of Unit in which such staff are working includes specifying their duties and giving them instructions on their work, providing their Unit annual appraisals and performance reports.

3.2.5 The said Head of Unit may also approve all routine(casual, sick, compassionate) leave matters (provided no replacement from outside the Unit is required), duty journeys within Nigeria, travelling allowances and transport expenses, leave transport grants and other matters which the Regulations authorise a Head of Unit to approve.

3.2.6 While the Registrar or the Bursar may give general professional guidance on the functions and work of the unified cadre staff, their long-term career matters as recruitment, confirmation, promotion, study leave, study fellowships, staff training and discipline shall be centrally handled. All decisions or recommendations on such matters will be largely guided by the reports, information and recommendation of the Heads of Units where such staff have been or are currently working.

Any application in relation to such matters from a staff member should be submitted through the Head of Unit where he/she is currently working. The staff themselves may from time to time have contacts, singly or collectively, with the Registrar or the Bursar on professional or general career matters, but normal procedures should apply for any formal actions as set out above.

3.2.7 Regular postings or re-assignments of such staff from one unit to another at approved intervals should be vigorously pursued for more exposure, varied experience, wider interaction and career growth of the staff. These reassignments shall normally be approved by the Vice-Chancellor on consultation with the Registrar or the Bursar.

3.2.8 Similar arrangements may apply in respect of any other category of senior staff who may in future be assigned to work in units other than their "parent unit".

3.2.9 Some categories of Junior Staff such as clerical staff(general and accounts), typists, junior secretarial and executive (general and accounts) staff, messengers/cleaners and drivers, which are common to a number of Units are recruited on a central basis with matters relating to their training, promotions to senior levels, etc, also being centrally based. These categories should also be subject to regular re-deployment from one Unit to another.

3.3 System Of Numbering Files, Committee Agenda, Papers And Minutes

3.3.1 Numbering of Files

The purpose of reference numbers is essentially internal to the University. To the outsider it is useful to quote reference only to help University Staff to locate the relevant papers when a reply is received. There is therefore no need to use any letters denoting this particular University as part of references, as this only adds labour to the typing and clerical work. Therefore the University will adopt the following system of references:

(i) The first part, denoting the main office involved, for example:

VC/	-	Vice-Chancellor's Office
REG/	-	Registry
SAD/	-	Student, Affairs Department
BUR/	-	Bursary

- SOSC/ - School of Science,
etc. etc.
- (ii) The Second part denoting sections, where such divisions are relevant, for example:
- REG/CLM - Council & Legal Matters
 REG/EST/SP - Establishments (Senior Staff) Section
 REG/CR - Central Registry
 VC/APD - Academic Planning and Development
 etc. etc.
- (iii) The numbers come after the letters - details can be left to each Unit, but having different series for some distinctive major groups of files such as personal files is an advantage. In such cases, further letters may be used to distinguish the groups, e.g.
- REG/RC/COM- Committee files in the Registrar's Office.
 REG/RC/CIR - Files for Circulars issued from or received in that office.
- Within the above framework each Unit can evolve its own system.

3.3.2 Numbering of Committee Agendas, Papers and Minutes

Any papers being submitted to Council, Senate or a Committee should indicate clearly:

- Who they are from
- Who they are being sent to
- The subject
- The date
- A Committee paper Number
- A reference number of the issuing office.

It should also be signed by the person taking responsibility for it.

Agendas for meetings are numbered in three parts, as in the following imaginary example:

(1)	(2)	(3)
SEN/	83/	A.21

- (1) Abbreviated name of Committee, in this case Senate
- (2) Year in which the Session begins: this '83' is in use from 1st October 1983 up to 30th September 1984.
- (3) Agenda for the 21st meeting. The numbering of the meetings starts from when the Committee was first established and continues increasing indefinitely: it does not go back to 1 each session.
- If there were a Supplementary Agenda, it would be numbered SEN/83/A.21/S.1. Papers for meetings are numbered as for Agendas, but with 'P' in place of 'A', and with a fourth part added, e.g. SEN/83/P.21/1,2,3, etc. The fourth part shows the serial numbers of the papers for a particular meeting, each time starting from 1.

Minutes of meetings are also numbered as for Agenda, but with 'M' in place of 'A', and with a fourth part added, as for Papers. In this case, however, the last part shows the number of the individual minute or paragraph. These numbers start at 1 at the beginning of each session and rise cumulatively up to the end of the session. Then this part of the number only reverts to 1 at the start of the next session.

At the head of each set of minutes the complete range of numbers in that set should be shown, e.g. SEN/83/M.2/1-35, and this should be repeated at the top of each page for easy identification.

3.3.3 Layout of Minutes

To help readers find their way through the minutes, headings should be inserted where appropriate. Items in the agenda should be indicated, in Capitals, for example:

MINUTES OF THE 5TH MEETING MATTERS ARISING

COMMUNICATION FROM SCHOOL OF SCIENCE OTHER BUSINESS

Where such an item contained two or more separate matters, sub-headings should be inserted. For example, under MATTERS ARISING we might have:

Minute 35: Progress of preparing

Minute 38: Admission of Students

Minute 42: Appointment of Consultants

These headings and sub-headings should not, however, affect the numbering of paragraphs.

3.4 The Duties Of A Secretary To Any Committee

- (i) Ensuring that he has an up-to-date list of members and that it is used for issuing papers and minutes. Bringing a vacancy to the attention of the person or body responsible for filing it.
- (ii) Seeing that the date and time and the availability of the place for any meeting are confirmed, and that all necessary preparations are made, consulting the Chairman, when appropriate. If the arrangements have to be changed, try to ensure there is no clash with other events.
- (iii) Notifying members of meetings and compiling agenda and papers in good time, consulting the Chairman as appropriate.
- (iv) Seeing that all papers required by the Committee are properly prepared, and if not, contacting the person submitting the paper, for example:
 - (a) A factual paper should be available setting out alternative lines of possible action.
 - (b) Similar decisions, if any, taken previously by the same or another Committee should be identified.
 - (c) Any procedural steps that have not been satisfied should be identified and if possible corrected before the meeting.
 - (d) Papers should show who is submitting them, to what body, a date and a reference, and should be signed. The laid-down system of numbering paper should be used. (See Section 3.3.2 of this Hand-book).
- (v) When appropriate, arranging refreshments for meetings.
- (vi) Taking to a meeting any necessary reference documents and spare copies of minutes and papers.
- (vii) Attending meetings and drafting minutes for the Chairman's approval within two working days afterwards. Minutes should be as brief as is consistent with setting out the decisions reached and any points of principles in the discussion.

- (viii) When approved, promptly circulating the minutes and, in consultation as appropriate with the Chairman, taking any necessary follow-up action, in accordance with the Committee's intentions.
- (ix) Seeing that a complete set of papers and minutes for each meeting is filed in a permanent form. Working copies of each paper and extracts from the minutes should be placed in relevant subject files.
- (x) A Secretary is expected to build up experience in his field, so as to be able to guide a Committee on relevant policies or information, through consultation before or during a meeting, or by seeing that matters for discussion are properly documented and explained.

3.5 Advice To Committee Secretaries

3.5.1 Objectives of Committee Work:

Committee discussions and minute writing in general are aimed at producing decisions and action, although sometimes a Committee will only "note" some information. Secretaries are therefore advised:

- (i) During a meeting, if the Secretary is not clear on the conclusion reached on any matter, ask the Chairman there and then to clarify it.
- (ii) Write and submit draft minutes promptly after a meeting, not more than five working days later. If in doubt or certain points, raise them with the Chairman.
- (iii) Circulate minutes as soon as the draft is approved by the Chairman: to wait until the next meeting is not good practice.
- (iv) Take follow-up action at once, where a decision is clear, or officially notify others to take action or inform them what has been decided; do not just assume they will pick things up from the minutes

3.5.2 Minute Writing:

Secretaries are advised:

- (i) When dealing with the minute on each item in the agenda, first consider how the conclusions should be stated, as briefly as possible but making clear exactly what was decided or noted.
- (ii) Then add only as much before the conclusions as is necessary to put them in context. Usually it is necessary to indicate how a discussion began, either with or without a paper circulated. If a subject was introduced without a paper then an indication of how it was raised and some brief summary of what the points at issue were, should be given. This may apply especially to points raised under Matters Arising or Other Business.
- (iii) Between the introduction and the conclusions it is not generally necessary to record the course of discussion at all, unless:
 - (a) New matter relevant to the conclusions was raised, especially if the Committee changed recommendations made to it.
 - (b) Principles were newly stated and agreed to, which should be on record for future reference.
 - (c) There were significant disagreements needing recording, especially if there was a vote at the end.
 - (d) Some other cases where a record of discussion may be useful in future.

- (iv) If discussion is to be recorded, it should be on the basis of "The main points made in discussion were...."
"Those supporting the proposal said.....and those against said ", not "A member said this, another member said that, and a third member supported the first one, etc...."

In short, take the discussion as a whole and pick out the main points; do not try to follow the discussion speaker by speaker, and only include what is needed as in (iii) above.

- (v) Generally minutes should not identify individual speaker except.
- (a) A person introducing a subject, or moving, seconding or formally opposing a motion;
 - (b) A person making a joint in an "official" capacity, e.g. the Chairman, the Secretary, etc.
 - (c) Where it is necessary to identify a speaker to make some part of the discussion intelligible;
 - (d) Where a speaker specifically requests that his observation (usually of dissent from some decision) be recorded.
- (vi) Minutes contain recorded speech, and should be written in the past tense.
- (vii) Proof read minutes and eliminate typing errors before issue.
- (viii) Make sure the office issues copies of the minutes to all members, not only to those who were present at that meeting. (This is a reason for listing absent members in the minutes).

3.5.3 Reports by Committee

- (i) Committees, especially those appointed by Council or Senate, need to report to the superior bodies wherever they have to submit recommendations or give information which they think should be notified to the superior body. It is not generally satisfactory to submit copies of committee minutes which include matter that does not need reporting. A separate self-contained report should be submitted, and it should be made out as a paper for Council or Senate as the case may be, numbered and headed in the appropriate way, and with a subject heading, "Report by the Committee".
- (ii) The report should begin by saying that at such and such meeting(s) the Committee decided to communicate to Council/Senate as follows. For each following item it should be made clear whether the submission is a commendation or item for information. Generally only the actual recommendation or item of information should be stated, but sometimes the Committee's reasons may need to be set out, to make the report comprehensible. When appropriate supporting papers should be attached.
- (iii) With some committees a regular routine of reporting may soon be established, to be carried out by the Secretary without a specific directive. However, where matters for reporting do not come up on a routine basis, the secretary may need to be alert to detect when a report would be appropriate, and to suggest this to the Committee when it is meeting or, if necessary, to the Chairman afterwards.
- The questions what to report, when and in what form may themselves sometimes be matters for decision.

3.6 Duties Of Secretarial Staff In Any Unit

- (i) Being Secretary to the designated Senior Officer(s).
- (ii) Custody and control of movements of files and documents.
- (iii) Receive incoming mails, and ensure free flow of correspondence between the Senior Officer and other officers of the University.
- (iv) Drafting, typing and sending letters of routine nature and telegrams.
- (v) Copying and duplicating or at least supervising duplication of such documents as cannot be safely left with subordinate staff.
- (vi) Maintaining the confidentiality of information in the office. Confidential letters should be passed unopened to the Senior Officer, unless there is a confidential registry in the Unit and the Senior Officer delegates the opening of such letters to the Secretary in-charge of the confidential registry.
- (vii) Assist in preparation for meetings, etc.
- (viii) Keeping stencils and spare copies of papers that may be wanted later, in an orderly manner.
- (ix) Initiate or follow up travel and related arrangements if need be, for the Senior Officer.
- (x) Requisition and control of stationery.
- (xi) Supervision of Clerical and other office staff.
Seeing that they deal with matters efficiently and promptly, maintain good filing, and observe discipline.
- (xii) Safe-keeping, maintenance and inventory of all office furniture and equipment.
- (xiii) Learning and performing at least one aspect of the function of the Senior Officer's Unit/Department.
- (xiv) Dealing with visitors, telephone callers and requests to see the Senior Officer(s).
- (xv) Generally assisting the head of the office to ensure that the office runs smoothly and effectively, that he has a note of all engagements and has the material she needs for them. This function may be broader or narrower according to the nature of the office and whether it contains any administrative or executive

3.7 Schedule Of Duties For School Administrative Officers

Note:

"Schools Administrative Officer" (S.A.O) is used herein to mean the Staff member in charge, under the Dean, of a School's central administrative office irrespective of his or her grade or category of staff. The S.A.O. is normally a professional administrator, and by virtue of the position is senior to any other staff in the administrative areas in the School.

The Dean of a School is responsible to the Vice-Chancellor for the overall administration of the School. The S.A.O. is required to assist the Dean in the general administration of the School and in its administrative relationships with the rest of the University. This will involve mutual consultations and the provision of relevant information.

The S.A.O. will normally be responsible to the Dean for the following functions: (However, the list of functions may be modified in some details within particular Schools, to take account of variations in School structures and operating conditions).

(i) Secretary to School Board and Committees

The S.A.O. will be Secretary to the School Board of Studies and normally to all School Committees, including shortlisting, Appraisals, and Interview Panels (in conjunction with the Registry). Where appropriate, he may arrange for another suitable person to cover particular committees.

(ii) Staff Matters

- (a) Assisting the Dean in arrangements concerning advertisements, interviews, processing appointments and following up.
- (b) Seeing to the reception, housing, passages, etc of Senior staff and helping them carry out necessary administrative procedures as appropriate.
- (c) Supervising Junior Staff in the School to the extent appropriate to the structure of the School.
- (d) Maintaining the records of all Junior Staff in the School and acting as the channel for administrative action concerning them, including appointments, promotions and discipline, etc.
- (e) Maintaining staff lists, data and statistics.

(iii) Student Matters

- (a) Administrative aspects of student registration, matriculation, examinations, graduation and student matters generally in liaison with academic staff of the School, the Registry and Student Affairs Department.
- (b) Maintaining student records, lists, data and statistics.

(iv) Liaison with other Units

- (a) Preparing papers from the School for submission to Senate or any University Committee.
- (b) Effecting administrative liaison between the School and other Units of the University.
- (c) Submitting any returns required from the School.

(v) School Property and Finance

- (a) Coordinating and supervising the maintenance, security and cleanliness of the School's buildings, grounds, furniture and office equipment.
- (b) Ensuring that proper records of school property, including vehicles, are kept.
- (c) Supervising the maintenance of School vehicles, and monitoring the movements of vehicles and drive.
- (d) Exercising control of expenditure and stores, including the School Imprest Account, Vote Book, Local Purchase Orders and Stationery Requisitions, subject to the University's standing instructions and the approval, where appropriate, of the Dean.

(vi) General

- (a) Providing other appropriate administrative services to the Dean, HODs and other staff of the School.
- (b) Facilitating appropriate exchanges of information between the School Office and the School Staff.

- (c) Liaison with the Dean's Office to ensure that the business of the School is effectively covered.
- (d) Administrative arrangements for visitors to the School.
- (e) Any other duties that may be assigned.
- (f) (i) The S.A.O is a member of a unified or central cadre, and may be re-assigned at any time. While in the School the S.A.O. shall act under the direction of the Dean and the school Board but shall also comply with any general professional guidance from the Registrar and with any instructions by other Administrative Units of the University.
(ii) The S.A.O. and the subordinates are expected to play a full part, when required, in University activities and ceremonies, along with other member of the University Administration.
(iii) If an S.A.O. has an assistant, then the assistant duties will be prescribed by the S-A.O., with the approval of the Dean, from within this Schedule of Duties.

3.8 Schedule Of Duties Of The Departmental Administrative Officers

The DAO will normally be responsible to the Head of Department for the following functions:

- i. secretary to the Departmental Board of Studies and normally all Departmental Committees;
- ii. assisting the HOD in arrangements concerning advertisements, interviews, processing appointments;
- iii. keeping and updating of departmental records and collating relevant statistics and data;
- iv. seeing to the reception, arrangement of passage and accommodation of visiting lecturers/examiners;
- v. supervision of senior (non-teaching) and junior staff of the department;
- vi. seeing to the matters of registration of student, matriculation, examinations, graduation and other student matters generally in liaison with academic staff of the department and the Registry;
- vii. preparation of papers from the Department for submission to School Board of Studies or any University Committee;
- viii. submission of any returns required from the Department;
- ix. coordinating and supervising the maintenance, security and cleanliness of the Departmental buildings, ground, furniture and equipments;
- x. facilitating appropriate exchanges of information between the Departmental Office and the Departmental staff;
- xi. liaison with the HOD and SAO to ensure that the business of the Department is effectively covered;
- xii. any other lawful duties that may be assigned.

NOTE

The DAO is a member of a unified or central cadre, and may be reassigned at any time. While in the department, the DAO shall act under the direction of the HOD and the Departmental Board of Studies but shall also comply with any general professional guidance from the Registrar and with any instructions by the Administrative Units of the University.

3.9 Confidentiality Within The University (Applicable To All Staff)

The University has matters which should be kept confidential. These include details of personnel matters such as interview discussions and results, assessments of staff for promotions, discussions on student admissions or discipline and so on. Many other matters that will eventually be made known may be regarded as confidential too, while they are under consideration, until the proper authority in the University decides that information may be given out at the proper time in a proper way by the proper person. It is not easy to give a rigid definition of what matters are confidential, but it is not difficult to recognise them.

All new staff are required to sign a declaration that they will not improperly disclose information obtained in the course of their work. This is only making explicit what should be obvious to everybody, and even those staff who joined the University earlier who may not have been asked to sign are bound by the principle.

Decisions in the University are normally made collectively by interview or assessment panels, committees, the Senate or the Council. It has happened that persons who have been interviewed could sometimes quote not only the interviewed score (which is for Internal use and should not be disclosed) but also which member of the panel said what things.

This is reducing collective decisions to a purely personal level, as well as opening the way to having outsiders manipulating University decisions. There are proper ways and forms of conveying collective decisions, and proper persons to do so, and other staff should keep confidences that come their way.

There are some ways in which the more senior staff in particular can help to maintain the standard of confidentiality, for example:

- (i) Explain the need for confidentiality to more Junior staff, and check any observed tendency to breach it.
- (ii) Do not leave confidential papers lying around for anyone to read or copy, or discuss confidential matters freely with those not legitimately involved.
- (iii) Where appropriate, limit the handling of confidential papers to a few senior staff and secretaries. Such papers should be passed from hand to hand or sealed in envelopes. If such papers have to be duplicated, see that this is done under control and that spare copies collected up. Destroy drafts and spare copies unless they are to be securely kept.
- (iv) Be discreet in disclosing information itself. For example, in dealing with applicants for employment it is usually unwise to disclose the stage reached in processing an application or any views expressed on it. Information going beyond:

Saying that an application has been received, that it is being considered and that the result will be available in due course may be open to misinterpretation and manipulation. This is just one example among many that may be given.

A high degree of discretion is expected on matters internal to the University, as an aspect of loyalty to the University. Any proved deliberate breaches of confidentiality will be subject to serious disciplinary action, but it is hoped rather that all staff will cooperate out of their own loyalty and good sense.

3.10 Procedures For Handing Over In Any Unit

Handing-over notes should be made by all staff with any administrative functions when handing over their appointments to a successor. They should be sufficiently detailed to enable the successor to be conversant with any development, whether in progress, approved but not started, or being planned.

Not less than three copies of the Handing over Notes should be made and distributed as follows:

- (i) one copy on the appropriate file.
- (ii) one copy for the staff taking over.
- (iii) one copy to the Head of Unit or the person to whom the staff handing over is responsible.

It is important that the copies under (ii) and (iii) above should be delivered in ample time to enable a discussion to take place between those concerned. Where this is not possible the person handing over should discuss the matters to be covered in the Notes with the persons named in (ii) and (iii), and confirm them in writing as soon as possible afterwards. All university or Unit equipment, records, books and other items must be returned and or transferred to appropriate persons in the University. Keys of doors, filing cabinets, desk drawers etc., must also be handed over to a successor and returned to the department concerned.

Heads of Units should see that a register of keys is kept and that keys are signed for in it, and also that duplicate keys are kept securely in a place not general accessible.

CHAPTER 4

4.0 OFFICE OF THE VICE-CHANCELLOR

The Vice-Chancellor is the Chief Executive and Academic Officer of the University and ex-officio Chairman of the Senate. In this capacity, he has overall responsibility for directing the activities of the University, subject to sections 5, 6 and 12 of the Federal Universities of Technology ACT CAP F. 23 LFN 2004

The Office of the Vice-Chancellor is divided into a number of units with their heads responsible directly to the Vice-Chancellor as indicated below:

4.1 Deputy Vice-Chancellor (Academic)

- (i) To assist the Vice-Chancellor in the performance of his duties.
- (ii) To act, from time to time, for the Vice-Chancellor in his absence and as well as deputize for him at meetings where he (the Vice-Chancellor) is the Chairman.
- (iii) To serve as the Chairman of the following Committees:
 - (a) Academic staff Appointments and Promotions Committee (ASAPC) non-professorial.
 - (b) Examinations Committee.
 - (c) Housing Loans Committee
 - (d) Senate Research Grants Committee
 - (e) Proposals Committee on Externally Funded Research.
 - (f) Professorial Appraisals Sub-committee.
- (iv) To serve as a Coordinator for the Directorate of Special Academic Programmes/Linkages.
- (v) To serve as a member of:
 - (a) The Council
 - (b) Finance and General Purposes Committee
 - (c) University Tenders Board
 - (d) Appointments and Promotions Committee (ASAPC-Professorial).
 - (e) Estimates Committee
 - (f) Planning Committee
 - (g) Honorary Degree Committee
 - (h) Design Review Committee
 - (i) Vice-Chancellor's Advisory Committee
 - (j) Administrative and Professional Staff Appointments and Promotions Committee (APSAPC)
 - (k) Board of Trustees for the Endowment fund
- (vi) To carry out other duties which the Vice-Chancellor may, from time to time, assign to him.
- (vii) In performing the above functions, to always consult and obtain the approval of the Vice-Chancellor in all instances that pertain to policy issues, and financial decisions/commitments.

4.2 Deputy Vice-Chancellor (Administration)

- (i) To assist the Vice-Chancellor in the performance of his duties.
- (ii) To act, from time to time, for the Vice-Chancellor in his absence and as well as deputize for him at meetings where he (the Vice-Chancellor) is the Chairman.

- (iii) To serve as the Chairman of the following Committees:
 - (a) Interviews and Appraisals Panels for Central or Unified Cadre staff (Administrative, Executive, Secretarial, Professional (accounting, executive (accounts), Senior stores Officers) and so on below the rank of new CONTISS II
 - (b) Junior Staff Matters Committee
 - (c) Junior Staff Disciplinary Committee.
 - (d) Advisory Committee on Students Feeding.
- (iv) To act as the coordinator for the Directorate of Business operations such as Commercial Livestock production project, Guest Houses Rentals, Purchases and Fuel Station Venture, Commercial Farms project, University Press/FUTO Bookshop and other commercial Ventures.
- (v) To serve as a member of:
 - (a) The Council
 - (b) Finance and General Purposes Committee (F&GPC)
 - (c) University Tenders Board
 - (d) Administrative and Professional Staff Appointment and Promotions Committee (ASAPC)
 - (e) Academic Staff Appointments and Promotions Committee
 - (f) Estimates Committee
 - (g) Planning Committee
 - (h) Honorary Degree Committee
 - (i) Design Review committee
 - (j) Vice-Chancellor Advisory Committee
 - (k) Board of Trustee for the Endowment Fund
- (vi) To carry out other duties which the Vice-Chancellor may, from time to time, delegate to him.
- (vii) In performing the above delegated functions, to always consult and obtain the approval of the Vice-Chancellor in all instances that pertain to policy issues and financial decisions/commitments.

4.3 Physical Planning And Development Unit

The Physical Planning and Development Unit is headed by a Director who is responsible to the Vice-Chancellor for the following activities:

- (i) Liaison with the Director of Academic planning and Development Unit to ensure close coordination of the academic and physical aspects of planning.
- (ii) Advising on land matters.
- (iii) Advising on the registration of consultants.
- (iv) Planning site layouts and landscaping.
- (v) All preliminary works on new projects, including providing briefs, coordinating the activities of all consultants and ensuring that all designs conform to NUC guidelines and University master plan.
- (vi) Convening all ad-hoc meetings in connection with the planning for new projects with the Director presiding over such meetings, to which the Director of works should always be invited.
- (vii) Arranging to have all designs submitted in stages to appropriate University committees and users to ensure that they conform to the briefs and the users' requirements.

- (viii) Submitting the final designs and tender documents for any project to the vice-chancellor for appropriate further action.
- (ix) Representing and explaining tender reports and recommendations to the University Tenders Board before contracts are awarded.
- (x) Supervising all on-going new projects and providing staff for regular inspection of these projects. Receiving regular reports from consultants and submitting regular reports on all on-going new projects to the vice-chancellor.
- (xi) Raising and certifying for payment all certificates in respect of the projects, and submitting to the Vice-Chancellor for approval.
- (xii) Preparation of capital estimates and other N.U.C. forms, in liaison with other units as appropriate, and submission to the N.U.C.
- (xiii) Arranging for and receiving the monitoring team from Physical planning unit of N.U.C. for the normal quarterly monitoring visits.
- (xiv) Design of in-house projects as may be assigned by the Vice-Chancellor
- (xv) Arranging for the commissioning of all new projects.
- (xvi) Arranging for all co-ordination meetings including site meetings in connection with on-going new projects, to which the Director of works shall always be invited. He shall preside over all such meetings.
- (xvii) Performing other duties which may be assigned to him by the Vice-Chancellor.

4.4 Academic Planning And Development Unit

This is to be headed by a Director responsible to the Vice-Chancellor for:

- (i) Liaison with the Director of Physical Planning and Development to ensure close coordination of the academic and physical aspects of planning.
- (ii) Planning the academic development of the University in accordance with the directives of the appropriate University bodies, and producing the University Calendar.
- (iii) Collecting information necessary for planning, liaison with other parts of the University to ensure that information is available in the form required.
- (iv) Submitting returns of general statistical data to the National Universities Commission and other bodies.
- (v) Advising on issues related to planning and drawing attention to problems needing resolution.
- (vi) Submitting quarterly/annual reports to the Vice-Chancellor
- (vii) Reviewing annual recurrent estimates of the academic and support units, within financial limits as advised by the Bursar, and in liaison with the Bursar and Registrar over such matters.
- (viii) Assisting in negotiations for technical assistance from outside bodies.
- (ix) Performing other duties which the Vice-Chancellor may from time to time, delegate to them.

4.5 Office For University Development

(Head: Director, Office for University Development)

The Director of the Office for University Development is responsible to the Vice-Chancellor for action in the following areas:

- (i) Helping to implement the decisions of the Management Board on commercial ventures and Consultancy Services.

- (ii) Liaising with the University SIWES Coordinator in the placement of students on industrial training and liaison with industries.
- (iii) Organisation and promotion of the Alumni Association of FUTO.
- (iv) Helping to establish and maintain business and social linkages with outside establishments/institutions.
- (v) Performing other duties which may be assigned to him by the Vice-Chancellor.

4.6 Internal Audit Unit

Head: Director of Internal Audit

Responsibilities:

- (i) The Director Internal Audit is the head of the Unit and responsible to the Vice-Chancellor in ensuring that approved University Accounting and Financial Systems are strictly complied with in the conduct of University financial transactions.
- (ii) Undertakes periodic evaluation of University Accounting and Financial Management System with a view to ensuring that high efficiency, economy and effectiveness are achieved in the use of University Resources.
- (iii) Undertakes effective pre and post payment checks on all financial transactions of the University.
- (iv) Undertakes check on allocated/unallocated stores.
- (v) Submit periodic reports to the vice-chancellor.
- (vi) Undertakes special investigations and prepares relevant reports.
- (vii) Attends committee meetings in which Internal Audit is a member.

4.7 Security Unit

Head: Chief Security Officer.

The Chief Security Officer is responsible to the Vice-Chancellor for all aspects of University Security.

In particular, he is responsible, either personally or through subordinate staff, for:

- (i) The Security of all University sites and buildings including rented property.
- (ii) The security of the University community and their property.
- (iii) Controlling access to University sites and buildings
- (iv) Security aspects of University public functions
- (v) The regulation of traffic in the University sites
- (vi) Controlling stray animals in University sites.
- (vii) Liaison with the Nigeria Police and other security and public agencies, as appropriate.

4.8 Information, Publications and Public Affairs

Head: Coordinator

The Information, Publications and Public Affairs Officer is responsible to the Vice-Chancellor for the University's publicity and publications and in particular, under the Vice-Chancellor's direction, for:

- (i) Public relations, including contacts with the media, the issue of approved information releases, arrangements for visitors and protocol matters,

- (ii) Issuing approved advertisements and press, radio and TV notices.
- (iii) Editing materials from units for such official University publications as may be decided, from time to time, having the draft approved by the Vice-Chancellor.
- (iv) Maintaining a regularly revised list of external addresses to which to send University publications
- (v) Publishing regular internal University Newsletters and such other information as may be decided from time to time, incorporating and editing material from other units,
- (vi) Arranging for the supply of wall calendars and desk diaries for the University.
- (vii) Assisting the administration in preparing information material for new staff members.
- (viii) Publicising degree Convocations and other formal University occasions.

4.9 Catering Services Unit

Head: Chief Catering officer

Responsible to the Vice-Chancellor for:

- (i) The running of the pro-chancellor's Lodge, the Vice-Chancellor's Lodge and other guest houses.
- (ii) Liaison with the Office of the Registrar and any other units as appropriate concerning the usage of the guesthouses.
- (iii) Providing refreshment at official meetings and parties, etc.
- (iv) Supervising the activities of students catering Services to ensure that good standard of hygiene and good quality food are maintained always.
- (v) Such other duties as may be assigned by the Vice-Chancellor.

4.10 Servicom Office

Head: Coordinator / Focal Officer

Responsible to the Vice Chancellor for:

- (i) Facilitating a safe and conducive working environment for staff at all levels of service delivery.
- (ii) Monitoring of service delivery in line with SERVICOM charter.
- (iii) Instituting appropriate research techniques for identifying customer needs and expectations.
- (iv) Instituting a complaint procedure including grievance redress mechanism.
- (v) Ensuring the promotion of quality assurance and best practices in FUTO's service delivery.
- (vi) Disseminating best practices and other tips in service delivery.
- (vii) Liaison between FUTO and SERVICOM Office, Abuja and its regional office.

4.11 Alumni Relations Unit

Head: Alumni Relations Officer

Responsible to the Vice Chancellor on matters concerning graduates of FUTO by interfacing with different Units in the University and for:

- (i) Effective communication between the University and Alumni both at home and in Diaspora.
- (ii) Coordinate Alumni tree planting and organizes cocktail/Chancellor's Night during convocations.
- (iii) Searches for talents and high profile Alumni who come to the University to deliver lectures.
- (iv) Organize Alumni home-coming and conduct election for Alumni Officers.
- (v) Provide employment and scholarship information to fresh graduates through career fairs.
- (vi) Assist FUTO graduates obtain their transcripts and certificates on time without hindrances.
- (vii) Ensure accurate and complete Alumni data base records, capture contact, correspondence, website, etc.
- (viii) Educate graduating students about Alumni benefits and engage them in programmes of the association.

4.12 Procurement Unit

This Unit is responsible to the Vice-Chancellor for all procurement practices in the University in line with the Procurement Act.

CHAPTER 5

THE REGISTRY

5.1 HEAD: THE REGISTRAR

The Registrar shall be the Chief Administrative Officer of the University and shall be responsible to the Vice-Chancellor for the day-to-day administration of the University. He shall by virtue of that office be the Secretary to the Council, the Senate, Congregation and Convocation. In particular, he is:

- (i) Secretary to the University Council, Senate, Congregation, Convocation, and Committees.
- (ii) Custodian of the University common seal.
- (iii) Responsible for interpreting the staff regulations subject to the Vice-Chancellor's directions.
- (iv) Preparation and interpretation of academic regulations subject to the Senate directions.
- (v) Preparation of Senate papers, co-ordination of the Senate matters from the various schools, and implementation of Senate decisions.
- (vi) Responsible for matters affecting the University, Act and Statutes, and Legal matters generally.
- (vii) Responsible for the almanac of events and membership lists of Council, Senate and University Committees.
- (viii) Has overall responsibility of giving general professional guidance on the work and functions for the Administrative, Executive, Secretarial and Senior Typists cadres of staff.
- (ix) Signatory (with the Vice-Chancellor) and custodian of degree certificates.
- (x) Correspondence with external examiners.
- (xi) Co-ordination of all appointments and discipline of staff in consultation with the units.
- (xii) Co-ordination of all University ceremonies, including matriculation, convocation and other academic ceremonies in liaison with appropriate committees.
- (xiii) Representative of the University on the Joint Admissions and Matriculations Board (JAMB) meeting of Registrars of Nigerian Universities and reporting to the Vice-Chancellor.
- (xiv) Departmental budget and control.
- (xv) General planning, organisation, co-ordination, supervision and discipline in the Registry.

He is also responsible, either personally or through subordinate staff, for the following areas within his department:

5.2 Council And Legal Matters Division -Head: Director

Responsible to the Registrar for the activities of the following sections:

- (a) Council Matters, Head of Section Coordinator
 - (i) Secretaryship of University Council.
 - (ii) Secretaryship of the Finance and General purposes Committee, and University Tenders Board.
 - (iii) Secretaryship of Minor Works and Space Allocation Committee.
 - (iv) Secretaryship of Board of Trustees for Endowment Fund

- (v) Standing Board of Survey.
- (vi) Registration of Contractors and Secretaryship of Contractors' Registration Advisory Committee.
- (vii) Custody and filing of University official records and archives.
- (viii) Secretaryship of the Monitoring Committee.
- (ix) Council Members' Welfare.
- (b) Legal Matters Section, Head of Section Coordinator
 - (x) Permanent Site and Legal Matters.
 - (xi) Drafting of routine Legal Documents.
 - (xii) Secretaryship of the Planning and Landscape Committees.
 - (xiii) Other matters as may be assigned from time to time.

5.3 Personnel Matters Division – Head: Director

Responsible to the Registrar for the activities of the following sections headed by Coordinators

- (a) Academic Staff Matters
- (b) Administrative and Professional Staff Matters
- (c) Junior Staff Matters
 - (i) Application and, when necessary, revision of staff Regulations and Schemes of Service.
 - (ii) Recruitment of staff, including preparation of advertisements,
 - (iii) Appointments, Promotions, Confirmation, Training, Leave, Discipline and other related matters.
 - (iv) Documentation of new staff and arrangements concerning departing staff.
 - (v) Maintaining staff records as needed for planning and administrative purposes, including preparation of staff lists.
 - (vi) NYSC Personnel and Personnel for Industrial Attachment
 - (vii) Secretaryship of Appointments and Promotions Committees
 - (viii) Secretaryship of Senior/Junior Staff Training Committees.
 - (ix) Secretaryship of Senior/Junior Staff Disciplinary Committees.
 - (x) Staff Unions.
 - (xi) Fringe Benefits, Pensions and Gratuity.
 - (xii) Other matters as may be assigned from time to time.

5.4 Academic Affairs Division -Head: Director

Responsible to the Registrar for the activities of the following sections headed by coordinators:

- (a) Senate Affairs Section
- (b) Examinations Section
- (c) Student Records Section
- (d) Admission Section
 - (i) Secretaryship of Senate, Congregation, Convocation, and Honorary Degrees Committee,
 - (ii) Secretaryship of Business Committee of Senate.
 - (iii) Academic Regulations and Implementation of Senate decisions.
 - (iv) Admission Matters, and Secretaryship of Admissions Committee.
 - (v) Enrolment and matriculation matters and preparation of the Matriculation Register

- (vi) Collation of Lecture Schedules guidelines as prepared by the Schools.
- (vii) Students Academic Records and Problems.
- (viii) Examinations Time-Tabling guidelines preparation and Secretaryship of the Examinations Committee.
- (ix) Secretaryship of the Ceremonials Committee.
- (x) Secretaryship of the Research Grants Committee.
- (xi) Academic Transcripts, Withdrawals and Transfers.
- (xii) External Examiners.
- (xii) Secretaryship of the Computing Facilities Committee.
- (xiii) Other matters as may be assigned from time to time.

5.5 General Administration (Organisation And Methods) Unit

- (i) Organisation and methods,
- (ii) Staff Welfare - Accommodation, Vehicle and Passages.
- (iii) Health Services and Health Services Tenders Advisory Committee.
- (iv) Secretaryship of the Vehicle Refurbishing Loans Committee.
- (v) Secretaryship of the General Assembly and University Sports Committee.
- (vi) Mail collection and dispatch, including communication within and outside the University (Telephone and Transport).
- (vii) Co-ordination of booking of University Common facilities, e.g. Multi-Purpose Hall, Council Chamber, Committee Room. Custody and maintenance of the Registry including office equipment and spaces.
- (viii) Secretaryship of Security Committee, VCAC and
- (ix) Arranging hotel and guest house accommodation when appropriate, for staff and official visitors.
- (x) Certification in accordance with senior staff regulations of:
 - (a) Commencement and ending of housing allowances
 - (b) Hotel Bills for new appointees
 - (c) Contributions to be paid by new appointees staying in hotel or guest houses.
- (xi) Assisting with immigration requirements for expatriate staff and of Nigerians travelling abroad on University business.
- (xii) Representing the Registrar on the Library and Publications Committee and also responsible for preparation of the almanac of events.
- (xiii) Secretaryship of the Housing Loans Committee.
- (xiv) Other duties that may be assigned from time to time.

CHAPTER 6

THE BURSARY

6.1 HEAD: THE BURSAR

The Bursar is the Chief Financial Officer of the University and is responsible to the Vice-Chancellor for the day to day administration and control of the University's financial affairs. This responsibility includes funds, stores and property in general, except in so far as responsibility for property may be allocated to any other unit or person, and it includes setting up and controlling the operation of appropriate accounting systems. He is responsible personally or through subordinate staff for:

- (i) Preparation and presentation and control of annual estimates of recurrent expenditure in liaison with the Academic Planning and Development Unit.
- (ii) Establishing and operating an appropriate Accounting System;
- (iii) Providing advice to the Vice-Chancellor and the Council on all financial affairs of the University.
- (iv) Departmental administration.
- (v) Controlling the receipt, custody and disbursement of University finances.
- (vi) Liaison with other appropriate University Officers in the preparation of Development Plans;
- (vii) Providing financial advice and services to Heads of Units, University Committees and University Staff in general;
- (viii) Management of Investments of University Funds;
- (ix) Making appropriate financial reports within the University;
- (x) Statistical financial reports to National Universities Commission or other appropriate bodies;
- (xi) Co-ordination of Senior Staff in the Accounting and Senior Stores staff cadres.

He is also responsible for supervising the following Divisions of the Bursary;

6.2 Budget and Treasury Division - Head: Director

Responsible to the Bursar for the activities of the following sections headed by Coordinators:

- (i) Treasury and Investments.
- (ii) Budget and Expenditure Control.
- (iii) Students' Accounts.

6.3 Salaries, Wages and Main Accounts Division – Head: Director

Responsible to the Bursar for the activities of the following sections headed by Coordinators:

- (i) Salaries, Pensions and Insurance.
- (ii) Main / Final Accounts.
- (iii) Purchasing and Stores.

CHAPTER 7

THE UNIVERSITY LIBRARY

HEAD: THE UNIVERSITY LIBRARIAN

The University Librarian is the Chief Administrative Officer of the Library, and is responsible to the Vice-Chancellor for the day to day running of the University Library.

The University Librarian is also responsible for short, medium and long range planning and administration, expansion of collections and services of libraries and their maintenance at all levels to meet the teaching, learning and research programmes of the University. He directs and supervises budget and personnel matters of the library. He develops co-operative relationships with sister university libraries in the country. He is also responsible for supervising the following Units of the Library:

1. The User Services Unit

The Users Services Unit responsible for provision of day to day library services to the members of the University Community. The User Services Unit consists of four sections namely; Circulation, Reference, Bibliographical and User Statistics.

i. Circulation Section

The section is headed by Circulation Librarian working with shift heads and other supporting staff. Their duties include:

- Registration of Library users.
- Loans services.
- Other Circulation routines.

ii. Reference Section

The Section is headed by the Reference Librarian, who is responsible to the User Services Librarian. In this Section are found other supporting staff who report back to the Reference Librarian. The Section is responsible for reference services in the Library which include:

- Providing referral letters to students for use in other university libraries.
- Answering reference questions.
- Attending to referral letters from students of other institutions for the use of our Library.
- Providing current awareness services.

iii. Bibliographical Services Section

This Section is headed by a Librarian who is responsible to the User Services Librarian. The duties of this Section include:

- Indexing of Newspapers and magazines using various subject headings as locally structured by the Library, including, Sciences, Technology, Agriculture, Higher Education, Health and Topical issues (STAHT).

iv. **User Statistics Section**

This Section reports to the User Services Librarian with the responsibility of:

- Compiling daily statistics emanating from the User Services Unit.
- Providing, on demand, quarterly and annual reports.

2. **The Acquisitions Unit**

The Acquisition Unit is headed by the Acquisition Librarian who is responsible to the University Librarian. The Unit is responsible for the selection and acquisition of information material of the Library. The Acquisition Librarian liaises with School, Departments and Faculty as well as book Vendors on issues relating to book supply, and engages with prompt follow-up on items not received. The duties of the Unit are:

- Sourcing of books to be acquired.
- Selection of books.
- Acquisition list preparation.
- Book Order preparation.
- Book receipts from vendors.
- Preliminary processing of acquired books, which include:
 - Accessing of Books/Theses
 - Taking statistics of books accessioned.
 - Stamping.
 - Carding.
 - Writing date due slip.
 - Pasting of date due slip, book pockets and cards.
 - Bibliographic verification filing of cards.
 - Transferring of processed books and CD-ROMS to processing Unit and ICT respectively.

3. **Processing Unit**

The Processing Unit is headed by Librarian called Processing Librarian and who is responsible to the University Librarian for the day-to-day activities of the Unit. The Unit is highly technical hence majority of the staff are professional librarians. The processing Unit is in charge of processing newly acquired books in the Library.

- Cataloguing and Classification;
- Card production from inputs sheets;
- Cataloguing maintenance;

- Book finishing, which includes (lettering, pasting and heating call numbers).

4. The Research, Training and Statistics Unit

The Research, Training and Statistics Unit is headed by a professional Librarian. Other staff of the Unit include, Library Officers and other supporting staff. The Unit is responsible for:

- Organizing of staff training in and outside the Library;
- Co-ordinating everything relating to research;
- Co-ordination of teaching of Use of Library (GST 102 Component of Use of English) within and outside the Library;
- Producing and production of FUTNOTES, Library bulletin and Accession list, and other publications of the library.
- Co-ordination of student Industrial Training (IT) and NYSC scheme in the Library;
- Co-ordination and preparation of reports and statistics emanating from the different Units of the Library.

5. The Gift and Exchange Unit

The Unit is headed by the Gift and Exchange Librarian and is assisted by other supporting staff (Senior and Junior). The duties carried out in this Unit include:

- Collecting and organizing of materials donated (within or from outside).
- Soliciting for donations (within and outside the environment).
- Packaging materials for gift or exchange.

6. The Bindery/Reprography Unit

The Unit is headed by a Senior Staff who works with other subordinates. The activities carried out in this Unit include:

- Binding of library books;
- Amending of books;
- Binding of Journals, Newspapers, Documents, compiled result sheets for schools and others;
- Spiral-binding of journals from ICT Unit for schools and the Library.
- Photocopying services.

7. The Document/Light Reading Unit

The Document and Light Reading Department is headed by a Senior Staff. The Unit houses archives and documents from within and outside the University as well as books for recreational reading (light reading materials). The duties carried out in the Unit are as follows:

- Selection and acquisition of light reading materials;
- Management of University archives and documents used in the Library.

8. The Information and Communication Technology Unit (ICT)

The Unit is headed by an ICT Librarian. There are three Sections in the Unit namely: Web Services Section; Automation Section and Repository Section. The responsibility of each Section is clearly presented in the Organogram. These include:

- Web services, which include management of electronic resources and other internet services.
- Institutional repository, consisting of acquisition, digitization and collation of meta data and archiving;
- Automation of the University Librarian, include: Data entry, editing, CD Management, Users Services, Statistical record keeping.

9. The Serials Unit

The Unit is headed by a Serials Librarian with other supporting staff. The Unit manages the periodicals – Newspapers, Magazines, Journals, Theses and Dissertations of the Library and render services related to it to Library Users. The general duties of this Unit include:

- Serials Unit Housekeeping
- Acquisition and processing of periodicals received
- Serials resources user services
- Preparing serials for binding.

10. Branch Libraries

These are libraries coordinated by a professional Librarian. They include libraries developed to serve Schools, Directorates, Department and other research Units of the University. Each of the libraries is headed by a Senior Librarian who reports to the Coordinator of Branch Libraries.

The general duties carried out in these libraries include:

- Acquiring materials from the University Library, University Management and Lecturers and other members of the Unit which they serve;
- Processing and shelving the materials for easy retrieval and use;
- Preparing the Library through daily housekeeping and making materials available to patrons;
- Guiding students in literature search and answering reference questions from users;
- Rendering current awareness services through dissemination of current topical issues on related areas;
- Co-ordinating activities with departments when undergoing accreditation in order to give a good representation of the required resources for the exercise;
- Keeping statistical record;
- Assisting in Examination Supervision and power-point presentation defence;
- Rendering reprographic services, where necessary.

CHAPTER 8

STUDENT AFFAIRS DEPARTMENT

8.1 DEAN, STUDENT AFFAIRS

Responsible to the Vice-Chancellor for the operation of the Student Affairs Department and for student welfare, discipline and non-academic affairs generally. In particular:

- (i) He shall be a member of (or shall be in attendance at) the appropriate University Committees
- (ii) In consultation with the Vice-Chancellor/appropriate Committees, formulate and implement regulations concerning students, on non-academic affairs.
- (iii) Initiates actions on the Constitution of the Students' Union and general Union matters.
- (iv) Shall be involved in all areas of responsibilities assigned to all other senior staff members in the Student Affairs Department, as and when necessary.
- (v) Welfare of all Staff in the Department.
- (vi) Maintenance of staff departmental files.
- (vii) Regulation of Students' social activities.
- (viii) General Administration of the Student Affairs Department (including Control of Finances, Vote Books, L.P.O., Purchases, Transport and Travelling and overseeing of- all the Drivers).
- (ix) General care and maintenance of all physical facilities of the students' hostels, common rooms, etc.
- (x) Liaison with the Estate and Works to ensure proper maintenance of the students' physical structures and facilities eg. students' hostels and grounds.
- (xi) N.Y.S.C. matters of students.
- (xii) Any other duties as may be assigned by the Vice-Chancellor.

The Dean, Student Affairs is also responsible, either personally or through subordinates, for the following areas within this department:

8.2 Student Affairs Officer (SAO) Coordinator, SAU

- (i) Student Affairs Officer is used to mean the staff member in charge of the administration in the department under the Dean. The Student Affairs Officer is normally a professional administrator, and by virtue of the position is senior to any other staff in the administrative areas of the department.
- (ii) The list of functions for the Student Affairs Officer may be modified from time to time to take account of variations in the department structure and operating conditions.

8.3 Careers And Counseling Office

- (i) Advising students on career opportunities in various areas of the economy.
- (ii) Helping in the organisation of orientation programme for fresh students.

- (iii) Arranging interviews with employers for recruitment of graduates of the University.
- (iv) Establishing close contacts with major industries, establishments, and Research Institutes in Nigeria.
- (v) Counseling students on non-academic matters, and advising on how to obtain-counseling on academic matters.
- (vi) Liaising with the Dean, Student Affairs and the Publications Section over materials for the students' Handbook and other publications.
- (vii) Running a Career Resource Library or Occupational Library which will give relevant information on careers, employment opportunities and how to attend interviews, etc.
- (viii) Organising a "Career Day" for final year students.
- (ix) Maintaining confidential cumulative data for students served in the Careers and Counseling Office.
- (x) Any other duties that may be assigned by the Dean, Student Affairs.

8.4 Students' Records/Scholarship Office

- (i) Responsible to the Dean, Student Affairs in N.Y.S.C. matters concerning students.
- (ii) Attending to all Scholarship/Bursary/Loan matters of registered students.
- (iii) Liaising with various Governments of the Federation and any other scholarship bodies over students' scholarship awards.
- (iv) Assisting indigent students for financial aids.
- (v) Keeping accurate records of all students on scholarship.
- (vi) Keeping all students' non-academic records.
- (vii) Analysing all non-academic records of students.
- (viii) Making all passport and vacational travel arrangements for students.
- (ix) Helping under the direction of the Dean, Student Affairs in all matters related to the junior staff welfare and discipline and records of all staff, in the Department.
- (x) Shall be Secretary to the Advisory Committee on Students' Discipline and the Advisory Committee on Students Feeding.
- (xi) Liaising with the Registry over Admission quotas, reception arrangements and registration of students.
- (xii) Any other duties assigned by the Dean, Student Affairs.

8.5 Students' Welfare Section

Head of Section – Accommodation Officer

- (i) Secretary to Students' Welfare Committee.
- (ii) Reports to the Dean, Student Affairs through the Accommodation Officers, responsible for Hall administration and allocation of students to halls of residence.
- (iii) Ensures that all kitchen equipment handed over to catering contractors is in good condition including liaising with the contractors to ensure that a reasonable standard of hygiene in the kitchen is maintained.
- (a) Accommodation Office (General Administration)
 - (i) Allocation of students to halls of residence
 - (ii) Coordination of Administration of Students' Residences.

- (iii) Students off campus accommodation.
- (iv) Liaison with Hall Masters/Mistresses in connection with Hall matters.
- (v) Organising the use of Hall of Residences during vacations.
- (vi) Arranging Students' mails.
- (vii) Training and general administration of staff of students' residences, in conjunction with the Establishments (Junior Staff) Section.
- (viii) Liaison with University Health Services over students health matters.
- (ix) Helping under the direction of the Dean, Student Affairs in all matters related to the constitution of the Students' Union and general Union matters including social activities.
- (x) Any other duties assigned by the Dean of Student Affairs.

(b) Housekeeping Officer

Responsible to the Accommodation Officer for the following functions:

- (i) Planning and supervision of cleaning duties of cleaners.
- (ii) Receives and distributes cleaning materials of students, takes full responsibility for the cleanliness of the Halls facilities and strict supervision of the cleaners.
- (iii) Ensures that Hall regulations as they pertain to Halls of residence are enforced.
- (iv) Maintains full and accurate inventory of all Hall equipment (beds, toiletries, buckets, etc.)
- (v) Keeps custody of all Hall/Common Rooms' equipment.
- (vi) Produces weekly official reports of happenings in the Halls.
- (vii) Reports about the conditions of equipment in the Halls for possible maintenance, repairs and replacement of worn-out ones.
- (viii) Supervises all grounds of Halls of residence.
- (ix) Any other duties assigned by the Accommodation Officer/ Dean of Student Affairs.

8.6 Sports Matters Section

Head: Director of Sports

- (i) Responsible to the Dean, Students Affairs for coaching of students.
- (ii) Organisation of Sports and University teams in conjunction with the Students' Union.
- (iii) Secretary to Students Sports Sub-Committee.
- (iv) Preparation, care and custody of University Sports facilities and equipment.
- (v) Leading University teams for tournaments and competitions
- (vi) Supervision, training and general administration of Sports staff under the direction of the Dean of Student Affairs.
- (vii) Any other duties assigned by the Dean of Student Affairs.

CHAPTER 9

DEPARTMENT OF HEALTH SERVICES

9.1 HEAD: DIRECTOR OF HEALTH SERVICES

The Director of Health Services is responsible to the Vice-Chancellor for action and advice on all matters concerning the health of the University Community. He is also responsible personally or through subordinate staff, for the following areas within his department:

- (i) The University Medical Centre(s).
- (ii) Preventive health measures within the University.
- (iii) Sanitary services for the University Community.
- (iv) Health Education within the University.
- (v) Advising on students' nutrition and health.
- (vi) Relation with medical and health services outside the University.
- (vii) Medical examinations of staff and students, as appropriate.
- (viii) Matters concerning health under the University's Regulations
- (ix) Joining with the Registry and Estate Departments in inspecting senior staff housing proposed for acquisition or renting, concerning the health aspects.

Within the Health Services the major functions are divided as follows:

9.2 Medical Staff

Responsible under the Director for:

- (i) The treatment of patients, including giving advice or instructions to the Nursing or other staff as appropriate, and performing ward-rounds.
- (ii) Undertaking Call Duties according to a roster.
- (iii) Liaison with the University Library in the acquisition of relevant professional Journals or books for medical and para-medical staff.
- (iv) Supervision of the work of any N.Y.S.C. personnel assigned.
- (v) Supervision of vaccinations and of the welfare Clinic for women and children.
- (vi) Any other medical or departmental duties that may be assigned.

9.3 Nursing Staff

Responsible to the Director for:

- (i) Maintaining the conditions for classical hospital practice.
- (ii) Treatment of patients in accordance with the norms of the nursing profession and the guidance of the Medical Staff.
- (iii) Administration of drugs and intramuscular injections as prescribed. Under normal circumstances, giving intravenous injections under supervision.
- (iv) Controlling and recording the movement of drugs obtained from the Pharmacy to patients.
- (v) Supervising the work of junior staff in the Health Centre.
- (vi) Working shift duties according to a roster.
- (vii) Supervising the medical records.
- (viii) Seeing to the general stores and laundry needs of the Health Centre.
- (ix) Providing Community Health Services.
- (x) Any other nursing or departmental duties that may be assigned.

9.4 Laboratory Staff

Head: Director of Laboratory Services

Responsible to the Director of Health Services for:

- (i) Examination of specimens and culturing them when directed.
- (ii) Investigation of various types of swabs.
- (iii) Acting as a link between clinical diagnosis and medicine and their verification through laboratory findings.
- (iv) Other medical laboratory oriented or departmental duties that maybe assigned.

9.5 Pharmacy Staff

Head: Director of Pharmaceutical Services

Responsible to the Director of Health Services for:

- (i) Reception, storage and issue of all drugs, dressings, gloves, syringes and needles and other medical supplies.
- (ii) Keeping records of all the above items, including their movement between the main pharmaceutical store and the dispensary.
- (iii) Submitting to the Director and such other persons as he may indicate any returns or other information that may be specified from time to time.
- (iv) Maintaining adequate stocks both in the main store and the dispensaries, drawing attention to any items of stock exhausted or nearing exhaustion, or nearing the expiration date.
- (v) Conducting market survey and assisting in arrangements for appropriate purchases of drugs and other items, and ensuring an economical use of all items.
- (vi) Ensuring that no unauthorised issue of drugs or unauthorised entry to the pharmaceutical stores or the dispensaries takes place.
- (vii) Production of "in-house" preparations, where possible.
- (viii) Working to a roster so as to ensure that a pharmacist is always available to issue any items needed.
- (ix) Any other pharmacy-oriented or departmental duties that may be assigned.

9.6 Public Health Sub-Unit

Head: Chief Health Superintendent

Responsible to the Director of Health Services for:

- (i) The regular collection and disposal of refuse from all University establishments and buildings rented in the University.
- (ii) Environmental inspection, guidance and counseling to ensure the maintenance of healthy conditions,
- (iii) Assisting the Director to maintain stocks of insecticides and other items needed by the Sub-Unit,
- (iv) Spraying buildings or their surroundings for controlling mosquitoes, etc., subject to such conditions as may be prescribed.
- (v) Any other health-oriented or departmental duties that may be assigned.

9.7 Community Outreach Health Services Sub-Unit

Responsible to the Director of Health Services for:

- (i) Liaising with the surrounding communities in order to provide a functional Health Service without interfering with the smooth running of the normal University Community service.
- (ii) Offering medical services to the surrounding communities.
- (iii) Serving as a Centre for the Sexually Transmitted Infections (STI).
- (iv) Supervising office for Health Education Expanded programme for Immunization (EPI) Oral rehydration (ORT) and Family Planning to the Communities.
- (v) Supervising officer for Health screening.
- (vi) Providing medical treatment to the surrounding communities.
- (vii) Any other duties as may be assigned.

9.8 Medical Records Sub-Unit

Responsible to the Director of Health Services for:

- (i) Strict maintenance of adequate medical records.
- (ii) Provision of periodic medical statistics.
- (iii) Assistance in research.
- (iv) Any other duties as may be assigned.

CHAPTER 10

ESTATE AND WORKS DEPARTMENT

10.1 HEAD: DIRECTOR OF WORKS

The Director of Works is responsible to the Vice-Chancellor for action, generally to see that University land, buildings, plants and infrastructures are well maintained and kept in good working order, and particularly in the following areas:

- (i) Handling all aspects of maintenance contract works, from the tendering stage until the project has been satisfactorily completed.
- (ii) Scrutinizing all maintenance tender documents and ascertaining that they conform to the University standard practice, and handing over tender documents to tenderers who have been shortlisted by the University.
- (iii) Raising and certifying for payment all certificates in respect of the maintenance projects, and submitting to the Vice-Chancellor for approval.
- (iv) Execution of in-house projects referred to him by the Vice-Chancellor
- (v) Installation of services not under the schedule of PP&D
- (vi) Responsible for maintaining all the physical facilities and structures of the University, except where responsibility has been allocated to any other department/unit by the Vice-Chancellor.
- (vii) Together with the Registry and Health Services, and the appropriate Committee, inspecting senior staff housing proposed for acquisition or renting.
- (viii) Liaising with the Ministries or other public bodies concerning services provided by them,
- (ix) Custody of all University vehicles, including the unit-based vehicles in liaison with the Heads of Units concerned, as well as the deployment of drivers in consultation with the Vice-Chancellor.
- (x) Taking overall charge of moveable property of the University, labeling them, and keeping up-to-date records of their locations in liaison with relevant units.
- (xi) Conducting periodic verification of the existence of moveable property in liaison with appropriate units.
- (xii) Identifying and collecting disused moveable property and handing them over to the standing Board of survey for appropriate disposal.

Within the Department, the major sections include:

10.2 Electrical Works Section

Responsible for the maintenance of all electrical appliances including standby generators.

10.3 Civil/Building Works Section

Responsible for maintaining all roads, buildings, drains etc.

10.4 Mechanical Works Section

Responsible for the maintenance of the fleet of University vehicles especially the pool vehicles.

10.5 Transport Section

Responsible for the movement of vehicles and the assignment of drivers.

10.6 Estate Audit And Inventory Section

The responsibilities of this section include:

- (i) Taking overall charge and keeping up-to-date records of all moveable and fixed property of the University in their locations and from one location to another;
- (ii) Labelling of moveable property of the University so as to be able to return them at the appropriate locations whenever they are misplaced;
- (iii) Identifying and collecting disused moveable property and handing them over to the Standing Board of Survey for appropriate disposal;
- (iv) Collecting and handing over to the appropriate maintenance unit those property that need repairs and eventually ensuring that they are returned to their appropriate Departments;
- (v) Conducting periodic verification of the existence of moveable property;

CHAPTER 11

FUTO INTERNATIONAL SCHOOL OWERRI (FISO)

11.0 HEAD: PRINCIPAL

- 11.1** The principal is responsible to the Vice-Chancellor through the Board of Management for the day-to-day management of the School in accordance with sound educational principles and such policies as the appropriate organs of the University may determine from time to time.

Duties of The Principal include:

- i. Curriculum Development and implementation
- ii. Supervision of instruction
- iii. Student Administration/student welfare
- iv. Curriculum Evaluation and implementation
- v. Teacher Evaluation and performance appraisal
- vi. Management of School Plant and other equipment
- vii. Management of School Finances
- viii. Liaison with the ministry of Education and other relevant agencies
- ix. Membership of the FISO Management Board
- x. Membership of the PTA

11.2 Admission Procedures

The primary purpose for the establishment of FISO is for staff children but some percentage of the school enrolment is allocated to non-staff children for the University's cordial relationship with its host communities.

Admission is advertised in the first quarter of the year. Candidates come to the school and obtain the admission forms with the approved stimulated amount which shall be receipted. The forms are completed with attached passports and returned to the School. On the date of the entrance examination, the candidates will come to the School and take the examination. Results are published within two weeks after the entrance examination. On re-opening of the new session, the successful candidates would come and start registration and all admissions formalities.

CHAPTER 12

UNIVERSITY STAFF SCHOOL

12.0 HEAD: HEADMASTER/HEADMISTRESS

- 12.1 The Headmaster/Headmistress is responsible to the Vice-Chancellor through the Board of Management for operating the University Staff School in accordance with sound educational principles and such policies as appropriate organs in the University, may determine from time to time.

12.2 Admissions Procedure

The School was primarily established for Staff children but some percentage of the school's enrolment is allowed to non-staff children for the University's interaction with the community.

For all admissions, application forms are bought from the office of the Headmistress/Headmaster normally in the month of June for staff children and July for non-staff children.

Only children who have attained the age of five years by 31st March of the year in which admission is sought are considered for the Kindergarten class. The school is very firm on ages of the children it admits.

CHAPTER 13

13.1 PROCEDURES FOR AWARD AND EXECUTION OF MAJOR CONTRACTS

13.1.1 The University Tenders Board (herein referred to as the "Board") is charged with the responsibility of awarding major contracts.

- 13.1.2 (i) Contracts for drugs, dressings, chemicals and related expendable supplies used by the University Health Services shall, however, be awarded on the recommendation of; the University Health Services Tenders Committee.
- (ii) Contracts for the supply of library books shall similarly be awarded on the recommendation of the Library Tenders Committee.

13.1.3 Executing Unit

For the purpose of these procedures, unless otherwise directed by the Vice-Chancellor:

- (a) The Physical Planning and Development will be the "Executing Unit" for:
- (i) All new building/engineering works (all construction, civil, mechanical, electrical/electronic engineering works) including furniture, fittings, air-conditioning, etc, for newly constructed or acquired buildings and structures including housing, and the purchase of new vehicles and new equipment for common university usage.
 - (ii) All jobs concerning the University's infrastructures and landscaping.
 - (iii) Any other jobs normally handled by or specifically assigned to the Estate and Works by the Vice-Chancellor.
- (b) The Estate and Works Department will be the "Executing Unit" for:
- (i) All building/engineering maintenance works (maintenance of all construction, civil, mechanical, electrical/electronic engineering works) including maintenance of furniture, fittings, air-conditioners, redesign of or alteration to existing structures and buildings, etc.
 - (ii) All jobs concerning the maintenance of infrastructures and landscaping.
 - (iii) Any other jobs normally handled by or specifically assigned to Physical Planning & Development by the Vice-Chancellor.
- (c) The User Unit will normally also be the "Executing Unit" in other cases, including the purchase and maintenance of any specialized equipment.

13.1.4 Requests for Award of Contracts

All requests for the award of contract shall normally:

- (i) Quote the source and approved limit of funds and the authority for executing the project;
- (ii) Be submitted by the Executing Unit, after consultation as appropriate with the User Unit; and give appropriate details and plans setting out the scope of work and specifications.

13.1.5 Approval to Execute Work

Any request for the award of a contract within the Board's Terms of Reference should be submitted to the Board, the Chairman of the Board the Vice-Chancellor, for approval in principle before tenders are called for.

13.1.6 Numbering of Contracts

The Secretary of the Tenders Board, shall give each contract a distinctive project number which should be quoted on all related documents.

13.1.7 Action Initiated for Tendering

When approval in principle has been obtained and all necessary documents have been prepared, the Secretary of the Board shall invite tenders as directed by the Board.

13.1.8 Invitation to tender

All tenders shall normally be sufficiently advertised in the approved national newspapers and only registered contractors in the relevant categories must be asked to tender. Alternatively, the tenders notice may be sent to all registered contractors in the relevant category.

13.1.9 Use of Selective Tendering

- (i) In particular instances the Board may decide to use selective tendering, normally with a minimum of six and a maximum of fifteen contractors from the relevant category in the University Register of Contractors being invited to tender, depending on the number registered in the category.
- (ii) In the cases involving sole suppliers/provider, the above minimum requirement may be waived by the Board or the Chairman.

13.1.10 Processing Fees

The processing fees for tenders, if any, shall be determined, by the Vice-Chancellor on the recommendation of the PP&D in order to recover processing costs.

13.1.11 Submission of Tenders

Tenders with relevant information should be submitted to the Secretary, University Tenders Board in a sealed and waxed envelope and placed unopened in the Tenders Box.

13.1.12 University's Own Cost Estimates

The University's own cost estimate for a project should be submitted to the Secretary, University Tenders Board in a sealed and waxed envelope and placed unopened in the Tenders Box at least a day before the opening of the tenders.

13.1.13 Works other than Civil Works

In the case of works other than civil works, such as electrical works, furniture, stationery, print, office equipment or laboratory and other specialised equipment contractors registered in the relevant categories would be invited to tender as in 13.1.8 and 13.1.9 above.

13.1.14 Closing Date

The closing date for the submission of tenders should as far as possible take account of the stations of those invited to tender. No tender shall be accepted after the closing date and time stated in the advertisement.

13.1.15 Opening of Tenders

The Tenders Board is the authority to give directions on the opening of tenders and the University's own cost estimate. Those persons opening the tenders shall list and sign all tenders received in time and the University's estimate. The Board shall if possible have the tenders checked for arithmetical or other errors and shall call for available information on the tenderers, before considering an award.

13.1.16 Technical Evaluation of Bids

A Technical Evaluation Sub-Committee of the University Tenders Board is charged with the responsibility to analyse and evaluate each bid. The Technical Evaluation Sub-Committee is made up of professionals drawn from relevant Units of the University with the Secretary of the Tender Board as the Chairman. The objective of the analysis and evaluation is to determine and select the contractors with adequate capabilities that a critical to delivering the project.

13.1.17 Award of Contract

- (i) The University Tenders Board shall consider all the tenders and approve/recommend the University is not bound to award the contract to the lowest or any tenderer. Other factors including the tenderer's competence and ability to execute the work shall be taken into account.
- (ii) In any case of urgency the Chairman, University Tenders Board shall act on behalf of the Board to approve an award and his decision will be reported to the Board at its next meeting for ratification.

13.1.18 Cases of Urgency

In case of urgency, the Chairman, University Tenders Board may waive any or all of the above provisions in the interest of the University.

13.1.19 Notification of Decisions

The Secretary, University Tenders Board shall communicate the decision on the award to the approved contractor(s) subject to completion of the contract documents and send copies to the Vice-Chancellor/Chairman, Executing Unit, User Unit, the Bursar and Internal Audit.

13.1.20 Completion of Contract Documents

The Secretary, University Tenders Board, will prepare contract documents with any appropriate consultations and or legal scrutiny, arrange for signature and completion of legal formalities and distribute/return copies as follows:

Original	-	Retained by the Secretary U.T.B. (in secure cabinet)
Duplicate	-	To Contractor
Copies	-	Vice-Chancellor, Bursar, Executing unit (2 or more sets), User Unit, Internal Audit Unit, Council and Legal Matters File

13.1.21 Supervision of work

The Executing Unit will supervise the execution of the job. Before the final payment the Executing Unit will certify the bill for payment (subject to any approved Retention Fee) after satisfactory completion has been accepted by both the Executing Unit and the User Unit and the project handed over in accordance with the contract.

13.2 PROCEDURES FOR APPROVAL AND EXECUTION OF MINOR CONTRACTS

13.2.1 Approval in Principle to Execute the Work

Minor contracts are those within the approval limit of the Vice-Chancellor, contracts valued up to N2.5million for goods and services and N5million for works. The Vice-Chancellor's approval in principle to proceed with the work must be sought, before proceeding further with any request for the award of a minor contract.

13.2.2 Action Initiated by User Unit/Executing Unit

- (i) The Head of Unit (User Unit) wishing to execute the minor works job shall, in consultation with the Registrar (council, matters Unit obtain at least three quotations/tenders from suitable contractors who are registered with the University.
- (ii) Where a minor works job requires a design or re-design or an alteration to an existing structure, the approval of the Director of Works shall be obtained before the invitation to tenders.
- (iii) The quotations or tenders received shall be opened at the meeting of the Unit's Adhoc Tenders Sub-Committee which shall analyse and make appropriate recommendations to the Vice-Chancellor.

13.2.3 Award of Contract

- (i) The Vice-Chancellor shall make an award after due considerations of the recommendations from the User's Adhoc Tenders Sub-Committee, the estimate from the Director of Works for all maintenance projects and from the Director, Physical Planning and Development for new projects as specified under their respective schedule of duties.
- (ii) The Vice-Chancellor is not bound to award the contract to the lowest or any tenderer. Other factors including the tenderer's competence and ability to execute the job shall be taken into account.

13.2.4 Case of Urgency/Emergency

In case of urgency/emergency, the Vice-Chancellor may waive any or all of the above provisions in the interest of the University.

13.2.5 Notification of Decisions

The Registrar (Council Matters Unit) communicates the decision on the award to the approved contractor(s), subject to completion of the contract documents, and sends copies to the Execution Unit, User Unit and the Bursary, among others.

13.2.6 Completion of Contract Documents

The Registrar (Council Matters Unit) will prepare contract documents, with any appropriate consultations and /or legal formalities, and/or legal scrutiny, arrange for their signing and all necessary legal formalities, and distribute/return copies as follows:

- Original - Retained by Registrar (in secure cabinet)
- Duplicate - to Contractor
- Copies - Vice-Chancellor, Bursar, Physical Planning & Development, Estate and Works Department, Executing Unit, User Unit, Internal Audit Unit,

13.2.7 Supervision of Work

The Executing Unit will supervise the execution of the job before the final payment, the Executing and User Units will inspect the work. The Executing Unit will certify the bill for payment, (subject to any approved Retention Fee), when both it and the User Unit have accepted the job as having been satisfactorily completed.

13.2.8 Final Account

The Executing Unit will report completion and send a statement of the overall expenditure to the Registrar and the Bursar, the latter will verify the statement, and notify the Head of the User Unit.

13.3 **The Use Of LPOs, Job Orders And Contract Agreements**

13.3.1 Letter of Award and LPO

Contracts of N2.5million or less for goods may, in addition to a letter of award, be covered by an LPO.

13.3.2 Letter of award and Job Order

Contracts of N2.5million or less for works and in addition to letter of award, be covered by Job Orders provided that the supporting documents accompanying such orders are detailed enough as to the scope of work, quantity and quality of materials to be used.

13.3.3 Contract Agreement

All contracts above N2.5million shall, in addition to a letter of award be covered by a signed, sealed and delivered contract agreement (except in the cases of drugs, dressings, chemicals, other related expendable supplies used by the Health Services and library books):

All contract for services rendered on month to month basis shall normally be covered by letter of award and contract agreement.

13.3.4 Letter of Acceptance

Contractors should always be asked to give a signed letter of acceptance of contract.

CHAPTER 14

PERSONNEL MATTERS (SENIOR PERSONNEL)

14.1 PROCEDURE FOR FULL-TIME SENIOR STAFF APPOINTMENTS

14.1.1 Advertisement

- (a) Recruitment of staff into the University should normally be through unsolicited and solicited (internal and external advertisements) and unsolicited applications. The number of vacancies could be estimated that can probably be filled from within by promotion and those left over to be filled by recruitment can be deduced. The initiatives for the advertisement of posts will normally lie with the Head of Unit to propose when such posts should be advertised. For Senior Academic Staff, i.e. Readers and Professors, the initiative should come from the Dean.
- (b) For posts at Head of Unit level in non-teaching department, the initiative for advertisement will lie with the Vice-Chancellor.
- (c) Heads of Units will specify the categories and levels of posts to be filled and any particular requirements additional to those set out in the guidelines for appointments and promotions of Academic Staff or the Schemes of Service for other staff. The Personnel Division of the Registry will insert appropriate material from the Guidelines or Schemes of Service, on salary scales and other conditions of appointment, and on procedures for applications.
- (d) There should normally be a bunching of requests from Units by the Office of the Registrar (Personnel Division) to economize on high costs of advertisement.
- (e) Normally, only Academic and if necessary Technical Staff vacancies will be advertised abroad, to attract not only expatriates but also Nigerians studying abroad. Administrative staff and other vacancies should normally be advertised locally.
- (f) Closing dates for applications should normally not be less than eight weeks from the date of the publication of advertisement.

14.1.2 Format of Applications

Advertisements should ask applicants to give:

- a) Full Names
- b) Post for which application is submitted.
- c) State and Place of Birth, Nationality, Permanent Home address
- d) Current postal Address, Marital status
- e) Number of Children (with ages)
- f) Educational Background
- g) Academic and Professional Qualifications and Distinctions with dates
- h) Working Experience
- i) Present Employment status and salary, Publications and Research (if any)
- j) Non-academic interest/Extra Curricular Activities/Community Service
- k) Any other relevant information;
- l) Names and addresses of three referees, one of whom must be a Head of Department or employer, where applicable.

14.1.3 Receiving point in the University

All applications will be received and processed by the Registry. The Registry will normally keep one copy for record purposes, and forward others to the Head of Unit under a proforma letter with a copy of the letter on the file. Where a post has been advertised, applications will normally be retained in the Registry until the closing date and then sent all together, unless otherwise requested by the Head of Unit. If an application is received directly by the Head of Unit he should forward it to the Registry for processing. The Registry will acknowledge only shortlisted applications.

14.1.4 Shortlisting of Applications

Heads of Units will constitute panels for shortlisting candidates for interview. A panel should contain appropriate senior members of the Units staff and where appropriate staff from other Units. For Central or Unified Cadre candidates the Deputy Vice-Chancellor shall constitute the appropriate panel.

The Registry should be represented to give administrative guidance to any Panel and to give a feedback to the Vice-Chancellor and the Registrar. Staff of lower grade than the post(s) being considered should not normally be included in a panel.

14.1.5 Taking up of References

The Registry will normally take up the references of shortlisted candidates as soon as possible after the shortlisting exercise, a proforma letter will be used. When received, references will be made available to the Head of Unit.

14.1.6 Interviews:

- (a) All shortlisted candidates should normally be interviewed. For overseas candidates, the appropriate NUC Office would where possible, be requested to conduct interview on behalf of the University.
- (b) The membership of local interview panels should be recommended by the Heads of Units to the Registrar who could make suggestions or if a policy issue or a senior appointment was involved refer to the Vice-Chancellor.
 - (i) The Vice-Chancellor shall be the Chairman of the Interview Panel for top Academic or other terminal posts.
 - (ii) For Academic posts and Technologist, etc. posts in Schools, a Panel should normally include the Dean or his representative; the Head of Department concerned and a representative of the Registry as well as a representative of another School.
 - (iii) For other post/s the panel should normally include some or all of the staff who took part in the shortlisting exercise and a representative of the Registry.
 - (iv) Additional internal members may be included as appropriate.
 - (v) For Senior posts from (CONTISS 14 and above) external assessors should be included.
 - (vi) The Administrative staff in the Units (if any) would be Secretaries to their respective, interview panels. Where there is no Administrative staff in a Unit, the Registry will provide the Secretary.

- (c) For local interviews, the Head of Unit will provide copies of C.Vs, references, etc, for panel members. The interview panel's report should be signed by all members and submitted along with the appointment recommendations.
- (d) For overseas candidates, the N.U.C. offices will forward any applications they receive to the university to be processed in the normal way. The Registry will send a shortlist of candidates for interview to the NUC offices to conduct the interviews and send in the report.
- (e) In special cases of candidates outside Nigeria where interviews are not feasible and they are in areas of need, exceptions could be made and candidates given appointments on the basis of their applications, supporting documents and references and thereafter subject to ratifications.

14.1.7 Formal Recommendation to the Appointments and Promotions Committee

In submitting recommendations to the Appointments and Promotions Committee (Academic or Administrative and Professional staff as appropriate), the panel Chairman should submit for each person recommended for appointment 20 copies of:

- (a) the application and C.V.
- (b) the references received (at least two normally required except for newly qualified applicants).
- (c) a covering recommendation on Appointment Form A.

Where appropriate, one copy only of the N.Y.S.C. discharge/exemption certificate should also be forwarded.

For all his recommendations together, the Panel Chairman should submit:

- (i) A summary on Appointment Form B.
- (ii) The interview report(s).

14.1.8 External Assessment

For appointments of Professors, Readers or equivalent academic posts, where the person has not previously held such a position in a Federal University, external assessment is statutorily required. After the Committee has decided that there is a prima-facie case for appointment, the Dean should suggest six external assessors to the Vice-Chancellor, giving background information (in the form of a write-up) for each of the assessors. The choice should be evenly spread between university and/or countries. The Vice-Chancellor would use his discretion to choose any three. The Committee will make a final decision on the appointment after the external assessment reports have been received.

14.1.9 Implementation of Appointments and Promotions Committee Decisions

- (a) For senior administrative and professional staff and the professorial academic staff, the recommendations of the Committee will be submitted for Council's approval. In cases of urgency the Chairman of Council may be asked to approve on behalf of Council, which will be asked to ratify the appointment at its next meeting. On receiving approval the Registry will proceed with implementation.
- (b) In cases of urgency letters of appointment may be sent by courier service or the Registrar may send a short e-mail.

- (c) Nobody else should make a categorical statement to an applicant, beyond saying that he might expect to hear shortly from the Registrar's office. (This is to avoid any legal complications).
- (d) Letters of appointment should have attached to them the Senior Staff Regulations, the Notes for Prospective Members of Senior staff, Medical Report form, Acceptance Declaration form and, where appropriate, papers about immigration. They should be copied to the Vice-Chancellor, the DVCs, Bursar, Internal Auditor, Director of Health services, General Administration and the Head of Unit concerned, in appropriate cases Heads of Department or others will be sent copies.

14.1.10 Notification of Unsuccessful Applicants

- (a) The proforma letter of acknowledgement of applications advises candidates that they should assume their applications have been unsuccessful if they have not heard from the University within a stated time.
- (b) Candidates who have been called for interview but who have been unsuccessful may be notified by the Registry, unless their cases are being kept on a reserve list.
- (c) The Registry may consult a Head of Unit in any case where applications have been lying without any current recruitment activity. If the Head of Unit confirms that no such activity is anticipated in the near future, the Establishments Section may close the file of applications.
- (d) Applications will normally be kept for two years after, which they may be destroyed but a list of them will be kept.

14.1.11 Further Action Before Appointments are Taken Up

Before accepted appointments become valid, all appointees must:

- (a) agree with the University on a date to assume duty. Normally the Registrar would consult with the Head of Unit on the appointee's proposal and any subsequent amendment of it;
- (b) submit a medical report which the Director of Health Services confirms is satisfactory;
- (c) satisfy immigration requirements if the appointee is a non-Nigerian; and
- (d) fulfill any other conditions that may be applicable in a particular case.

14.1.12 Revision of Appointments

- (a) If a person offered appointment requests reconsideration of terms before deciding, such request will be referred to the Head of Unit for his comments and subsequently to the Appointments and Promotions Committee.
- (b) The University shall not normally agree to revise an offer after it has been accepted unless the Vice-Chancellor feels that there is a case, for example when an appointee coming from outside the Nigerian University System finds, within a limited time after taking up his appointment, grounds for considering himself unfairly treated in relation to others. In such a case the request for review would be treated as in (a) above.

14.2 PROCEDURES FOR PART-TIME OR TEMPORARY APPOINTMENTS

As contained in the Senior Staff Regulations, a temporary appointment is authorised by the Vice-Chancellor and effected by a letter of appointment.

14.2.1 Temporary Appointments are given:

- (a) Where a full-time post has not been filled and the Head of Unit has reason to appoint someone to fill the post on a temporary basis, it can be filled on a temporary full-time month-to-month basis or a part-time basis, for a specified period.
- (b) Where approval has been given to engage a person for a specific task of limited duration, it can therefore be filled by someone within easy reach of the place of work who can take up the appointment.

14.2.2 If the recommended candidate is an expatriate, sufficient time must be allowed for him or her to obtain a work permit before starting work. This will be seen by the Registry before the person appointed starts work.

14.2.3 A full curriculum vitae is needed for each recommended candidate, a statement on whether the appointment comes into category (a) or (b) above, a recommendation on the rate of payment.

14.2.4 The teaching rate is as fixed in the Senior Staff Regulations. For non-teaching posts the rates will be fixed in individual cases. In certain approved cases a person can be appointed on a month-to-month basis, either part-time, or full-time, at a fixed.

14.3 CONFIRMATION OF APPOINTMENTS

In implementing the provisions of the Senior Staff Regulations, a recommendation for the confirmation or otherwise of a tenure appointment is initiated by the Head of Unit, and forwarded to the Registry for submission to the relevant Appointments and Promotions Committee. A written recommendation from the Head of Unit indicating whether confirmation is to be given, refused or withheld for a period of time, should include an assessment of performance and conduct. A recommendation for refusing or with-holding confirmation should, if possible, be submitted in time for consideration before the period of probation is completed, but a positive recommendation for confirmation should be made after the completion of that period. A proforma for recommending confirmation is available.

14.4 CONTRACT APPOINTMENTS, RENEWALS AND EXTENSION OF CONTRACTS

14.4.1 Contract appointments are normally made for a one year period. A renewal for another year may be considered in special circumstances.

14.4.2 Contract staff are not normally eligible for promotion during any contract period. However, at the time of renewing a contract consideration may be given to revising the level of appointment. Any renewal on a higher grade shall be subject of the completion of 2 tours for two-year contract, or 4 tours for one-year contract.

14.4.3 A contract appointment will end, unless earlier terminated by either party, on the day before the appropriate anniversary of the date of its commencement..." (See Senior Staff Regulations). It is advisable, in cases where renewal of contract is desired, that staff should seek the renewal well in advance usually not earlier than 6 months and not later than 3 months before the expiry through the Head of Unit concerned with his recommendation to the Registry for submission to the relevant Appointments and Promotions Committee. A proforma for this purpose is available. Information concerning non-renewal of contract should be sent through the Head of Unit to the Registrar preferably at least three months before its expiry.

14.4.4 The Senior Staff Regulation also provides for the extension or curtailment of a contract by mutual agreement. This will usually be effected when renewing contract appointment of a member of the teaching staff, so that the new contract will start on 1st October. Thus, if the first contract would end between 1st October and 31st March that contract will normally be curtailed to end on 30th September, with the renewal taking effect on 1st October. If the first contract would end between 1st April and 30th September, it will normally be extended to 30th September. Such cases will be dealt with as part of the contract renewal process.

14.4.5 A member of the teaching staff who does not propose to renew his contract may also ask for an adjustment of the contract period so that it will end on a mutually acceptable date. In particular circumstances this may also apply to a member of the non-teaching staff.

Adjustments of up to three (3) months may be submitted through the Registrar for the Vice-Chancellor's approval. Adjustments exceeding three (3) months require the approval of the appropriate Appointments and Promotions Committee.

14.5 PAYMENT OF CONTRACT GRATUITY

14.5.1 Staff on contract appointments are paid a contract addition equal to ten percent of salary, paid monthly with salaries. They are eligible for a gratuity of 15% of salary, payable on satisfactory completion of the contract at the end of any contract period.

• The latter may be applied for through the Head of Unit to the Registrar, not earlier than three months before the end of a contract period or the staff member's final departure date. One condition of payment will be that the staff member has either applied for a renewal of contract or indicated that he does not want to renew. If a staff member for whom a gratuity has been approved should subsequently fail to complete his contract satisfactorily, the University reserves the right to recover the gratuity from him or her.

14.5.2 Contract addition and gratuity are not payable to any person to whom Section 13(2) of the Pensions Act, 2004, applies, i.e. who is eligible for a pension under the Act following his retirement from any public service other than retirement on grounds of ill-health or abolition of office.

14.6 SECONDMENTS

- 14.6.1 This applies when any of the gazetted (scheduled) organizations formally requests the University to release an individual to it for a stipulated period, normally of not more than 2 years in the first instance, subject to a possible extension for a further period.

If a secondment might extend beyond five years then normally the person concerned will be asked to arrange for an outright transfer, to return to the University or to resign.

- 14.6.2 During the period of secondment the body to which the staff member is seconded will be responsible for the payment of the staff member's salary and allowances, as may be mutually agreed. The person will also during this period enjoy leave and other facilities as provided by the new employer. However, he will have to continue to service all his obligations with the Federal University of Technology, Owerri, such as the monthly repayments of all loans from the University through his new employer, who will undertake at the outset to collect the same on behalf of the Federal University of Technology, Owerri, and remit to the University.
- 14.6.3 During the period of secondment the staff will be eligible to be considered for promotion, provided the organisation to which he is seconded is also an institution of higher learning or he is engaged in a similar occupation to his original occupation with the University, provided the employer to whom he is seconded recommends him for promotion based on proven merit. However, in all respects his promotion will be subject to his satisfying the general promotions criteria in operation in the Federal University of Technology, Owerri.
- 14.6.4 Secondment will always be subject to recommendation by the appropriate A&PC and approval by the Council.
- 14.6.5 The provisions of 14.6.1 - 4 above will apply mutatis mutandis where a person is seconded to the University from another scheduled organisation.

4.7 TRANSFER OF SERVICE

- 14.7.1 Transfers between Nigerian public services are permitted on the mutual agreement of the former and new employers. When a member of staff wishes to go to another public service on transfer, he should apply for this (through his Head of Unit to the Registrar) at an early stage before leaving the University. If the University is willing to release the staff member on transfer, the Registrar will write to the prospective employer asking if he is willing to take the staff member on transfer.

If this is agreed, the staff member will be informed and a record of his service will be sent to the new employer.

- 14.7.2 Requests for transfers initiated after a staff member has left the service of this University will not be entertained.