

NORTHWEST UNIVERSITY, KANO



SENIOR STAFF SERVICE CONDITIONS AND REGULATIONS

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MISSION AND VISION

Mission

Provide educational training, research and community service for development taking cognizance of the cultural heritage of the host community.

Vision

To be a world class citadel of learning that provides practical education directed towards the training of highly knowledgeable, skilled and disciplined citizens.

SENIOR STAFF SERVICE CONDITIONS AND REGULATIONS

PREAMBLE

Northwest University, Kano Governing Council (formerly Yusuf Maitama Sule University, Kano) at its 7th meeting held on 20th November, 2014 set up a committee to review the University Schemes and Conditions of Service. The Committee sourced and considered similar (revised) document from selected Nigerian Universities and compared such with the existing Schemes and Conditions of Service under operation in the University.

The current issue of the 3rd Revised Senior Staff Conditions of Service and Regulations for the Northwest university was presented to Council for consideration at its meeting held on 45th Meeting held on Friday, 10th and Saturday 11th October, 2025 where Council considered and approved it for use in the University.

The document is to serve as a guide in areas of Appointments, Promotions and General Discipline of Staff; Emoluments, Welfare Packages, Staff Development, Duties and Leaves etc.

The document would be subjected to review from time to time as deemed necessary by Council.

SECTION 1: INTRODUCTION

These Regulations shall be cited as Northwest University Senior Staff Service Conditions and Regulations (2025) and shall apply to all senior staff on the appointment of the University, except where otherwise stated or necessitated by circumstances.

Where the provision of these Regulations are silent on any issue, recourse shall be made to the Kano State, Public Service Rules and/or Standing Orders of the Kano State Government. Where any provision of these Regulations are inconsistent with any provision of the Northwest University Establishment Law No 8 of 2012 (as amended 2017), the provision of the latter shall prevail. Extant Circulars or Policies from the Kano State Government or any decision of Council shall take precedence over the provision of these Regulations.

For the purposes of application, the masculine gender, he or his, as used in these regulations refers to both male and female staff of the University.

All employees have the same conditions of service except where otherwise stated, or where there would be a duplication of benefits received by a staff and his spouse.

Where there is a dispute in the interpretations of any provision of these Regulations, the matter shall be referred to the Registrar. In all such cases the decision of the Council shall be final, except in cases where the Regulation provides for further appeal.

SECTION 2: DEFINITION

In these Regulations, the following definitions shall apply:

Academic Staff means members of staff whose primary duties are teaching, research and community service. UNIVERSITY LAW

Academic Librarian means members of staff whose primary duties are professional library services, teaching, research and community service.

Academic Technologist/Scientist means members of staff whose primary duties are collaborating with their department to effectively integrate the use of technology in enhancing teaching and learning in the laboratory and also conduct research in the laboratory.

Acceptance of Offer of Appointment means agreeing to take on a new appointment, obligations and tasks that come with it.

Act means the enabling Law or any amendments thereof which governs Northwest University, Kano.

Administrative Duties means any responsibility assigned to a member of staff whether within or outside his primary schedules that support the smooth operation of the University.

Administrative Staff means members of staff who are not members of academic staff.

Appointments and Promotions Committee means the Appointments and Promotions Committee of the Council except otherwise stated.

Assumption of Duty means taking on a new appointments, roles, responsibilities, or position and accepting the obligations and tasks that comes with it.

Benefits means an entitlement or advantage of any kind whatsoever as may be granted by approving authority.

Board is a group of persons constituted to carry out specific assignment and make appropriate recommendations or take appropriate decisions.

Bursar is a chief financial officer of the university appointed by the Council and shall be responsible to the Vice-chancellor.

Campus means any campus (premises or buildings) established by the University.

Centre means an academic unit established within the University for research and/or instruction in specified areas. It could also mean an administrative, technical or service unit designated as such.

Chancellor is the Head of the University appointed by the Visitor, when present he shall preside at all meetings of convocation. UNIVERSITY LAW

Child means a legitimate child, a step-child, or a legally adopted or mandated child, aged less than 21 years if still in full time education, who is unmarried, not in a gainful employment and wholly dependent on the staff concerned.

College means a collection of faculties in disciplines that are related under a Provost.

Committee is a group of persons constituted to carry out specific assignment and make appropriate recommendations or take appropriate decisions.

Community Service means service performed to immediate Community/State/Nation. FUDMA

CONHESS means Consolidated Health Salary Structure.

CONMESS means Consolidated Medical Salary Structure.

CONTISS means Consolidated Tertiary Institutions Salary Structure.

CONUASS means Consolidated Academic Staff Salary Structure.

Congregation means an assembly of members of the University as defined in the sixth schedule of the University Law.

Convocation means an assembly of members of the University as defined in the seventh schedule of the University Law.

Council means the Northwest university Governing Council.

Date of Appointment means the date on which an employee assumes duty with the University.

Dean means the Academic and Administrative Head of a Faculty or School or of Student Affairs Division.

Department means any unit of the University, Academic or Non-Academic, approved by Senate or Council as the case may be.

Deputy Dean means a member of staff elected to assist the Dean of a Faculty or School or of Student Affairs.

Deputy Vice-Chancellor means a person(s) appointed to assist the Vice Chancellor in performance of his functions.

Director means the Administrative Head of an Academic Centre, an Institute, or Academic/Administrative Directorate or Units in the University.

Dismissal means the removal of an employee from the service of the University as a result of serious misconduct.

Division means any functional component within any Administrative or Technical Department in the University.

Employee means a staff of the University to whom these regulations applies.

Expatriate Staff means non-Nigerian(s) employed by the university for a specific period of time, whose family consist of one (1) spouse and two children not above the age of eighteen (18) years.

Faculty means a body of related academic departments approved by Council.

Family in relation to a staff means his spouse and children as defined in These Regulations.

Financial Year means the period from 1st January to 31st December of every year.

Full-Time Contract Appointment means engaging a person to work for a stipulated period of time on such terms and conditions as may be agreed.

Full-Time Appointment means a permanent appointment subject to confirmation after a probationary period of 3 years until the attainment of retirement age.

Full-Time Temporary Appointment means an appointment approved by Council for a period of not more than one year in areas where specialized services are required and it is impracticable to fill the post by full time appointment immediately.

Gender: Any reference to the masculine or feminine.

Head of Department means the head of an academic, administrative, technical or service department or any other person designated as such.

Honorary Appointment means appointment offered to academic staff not below the rank of senior lecturer from other universities, which is for one (1) year and that attracts payment of specific allowances only

Institute means an academic unit established within the University for research and/or instruction in specified areas.

Interdiction means an instruction forbidding a staff facing a serious case that may lead to dismissal from attendance at his duty post on half pay until such case has been disposed of.

Leave Year means the period from 1st day of January of each Calendar year to the 31st day of December of the year, or as may be determined from time to time by the University.

Loan means a financial arrangement in which an employer lends money to a member of staff who needs funds repayable over a certain period of time.

Married Woman means a Female Staff who is married recognized under the Law.

Members of the University means persons or office holders described in the first schedule

- i. Principal Officers of the University
- ii. The members of the Council
- iii. The members of the Senate
- iv. The members of Congregation
- v. The members of Convocation
- vi. The Students
- vii. Such other persons as the council may after consultation with the senate grant the status of members. University law

Misconduct means a specific act of wrong-doing or improper behavior which is prejudicial to the good name, reputation or interest of the University or prejudicial to discipline or the proper administration of the business of the University and which can be investigated and, if proven, may lead to termination of appointment. It includes but not limited to: conduct which may be regarded as constituting failure or inability to discharge the functions of one's office or to comply with the terms and conditions of one's service; abuse of office; scandalous conduct such as: immoral behavior, unruly behavior, drunkenness in the course of duty, use of foul language, assault, battery; refusal to proceed on transfer or to accept posting; habitual lateness to work; failure to keep records; dishonesty; negligence; sleeping on duty; improper dressing while on duty; hawking merchandise within office premises; malingering; discourteous behaviour to the public and failure to attend a sponsored program without a valid reason. It also includes any other act not specifically mentioned but which may be defined as such by the Management.

Next-of-Kin means the person named by a member of staff as the one whom the University will legally deal with in case of death or other permissible circumstances.

Notice means an announcement or a formal communication containing information about a future event

Non-Teaching Staff means persons holding appointments in the Administrative, Professional and Technical cadres.

Officer of the University means those persons or office holders described in the second schedule of the University Law.

Part-Time Appointment means a temporary appointment made to Senior Staff on Part time basis.

Paternity Leave is a leave granted to Male staff for having a new born child

Pension means a fixed monthly payment made to someone who retired from work.

Principal Officers means the Vice-Chancellor, the Deputy Vice-Chancellor(s), the Registrar, the Bursar and the University Librarian.

Promotion means advancement of member of staff from one grade level to another other than by review.

Professor means a person designated as a professor by the university in accordance with the University law or regulations made thereunder.

Property means rights, liability and obligations.

Provost means the Academic and Administrative Head of a College.

Pro-Chancellor means the person appointed as the Pro-Chancellor and Chairman of Northwest University Governing Council.

Public Service means any service or employment recognized as such by the State or Federal Government of Nigeria.

Registered Domicile means the place within Nigeria or outside Nigeria which, on appointment, the Employee has declared to be home. A change of registered domicile shall not be recognized for the purpose of these Regulations unless such a change had been previously notified to and approved by the Registrar.

Registrar is the chief administrative officer of the University appointed by the Council and shall be responsible to the Vice chancellor.

Resignation means the discontinuance of an employee's services at his own option after serving for up to three (3) years but less than five (5) years.

Retirement means leaving the service after reaching the mandatory retirement age or voluntarily after serving for a period of ten (10) years or more. (Verify)

Salary means the basic and all forms of allowances paid to the serving member of staff monthly.

Secondment means movement of member of Staff

Section means any functional component within any Administrative or Technical Department in the University.

Semester means part of an academic year usually lasting between fifteen (15) and eighteen (18) weeks.

Senate means the Senate of Northwest University

Senior Staff means an employee of the University in the Academic, Administrative, Professional and Technical cadres on CONUASS 01 to 07, CONTISS 06 to 15,

CONMESS 01 to 07 and CONHESS 06 to 15 or as may be determined from time to time by the Council.

Serious Misconduct means a specific act of serious wrongdoing and improper behavior which is prejudicial to the good name, reputation or interest of the University or prejudicial to discipline or the proper administration of the business of the University and which can be investigated and if proven, may lead to dismissal from service. Serious acts of misconduct include but not limited to: repeated acts of abuse of office, plagiarism, membership of cults or secret society, insubordination, falsification of records, suppression of records, withholding of files, misuse of official records, conviction for a criminal offence (other than minor traffic or sanitary offence or the like), abscondment, false claim against the University or any of its organs, engaging in partisan political activities, bankruptcy, serious financial embarrassment, unauthorized disclosure of official information, bribery, corruption, embezzlement, misappropriation of fund, violation of oath of secrecy, action prejudicial to security, fraud, holding more than one full-time paid job at a time, nepotism or any other form of preferential treatment, sabotage, willful damage to public property, sexual harassment, involvement in examinations malpractice, engaging in visiting or part-time teaching without approval and any act unbecoming of a public officer. It is an act of serious misconduct for a member of staff to contest for an elective political office or party position while in the service of the University. It is also an act of serious misconduct for a staff to seek redress in a court of law without first exhausting the internal mechanisms for addressing grievances. It also includes any other act not specifically mentioned but which may be defined as such by the Management.

Session or Academic Year means the period of two Semesters, which normally begins on 1st January and ends on 31st December of the year, or as otherwise determined by the University.

Staff means a senior staff of the University

Suspension means the temporary prohibition of a staff from performing his duties following an allegation of serious misconduct without emolument until a decision is taken. It may also be a punishment for misconduct.

Termination of Appointment means the cessation of an employee's services at the instance of the University Authorities. It may also be a punishment for misconduct.

Tenure of Appointment means pensionable appointment subject to satisfying relevant conditions.

Transfer of Service means permanent movement of Staff from University to another organization and vice versa.

Transfer Value means that amount paid and accepted in complete discharge or pension liability in respect of a staff at the time of his transfer to or from a public service.

University means Northwest University, Kano.

University Librarian means a person appointed by the Council and responsible to the Vice Chancellor for the implementation of the policy of the University with respect to the development and administration of the University Library.

Vice-Chancellor means the chief executive officer of the University and shall be the Chairman of the Senate.

Warning means drawing attention to shortcomings through informal talk, oral or formal (written warning).

Wife means a woman married to a male staff in accordance with Customary Law, Islamic Law, the Marriage Act or the Law of the place where the marriage was contracted.

Withdrawal of Service means the discontinuance of an employee's services at his own option after serving for five (5) years or more but less than fifteen (15) years.

Interpretation:

- i) Any disagreement regarding the interpretation of these regulations except where it concerns issues relating to finance where the Bursar shall be consulted, shall be referred in the first instance to the Registrar and thereafter on appeal to the Vice-Chancellor.
- ii) When an employee governed by these conditions of service feels dissatisfied by the interpretation of the Vice-Chancellor in the manner in which these conditions of service affect him, he may appeal to the council against the decision of the Vice- Chancellor and the ruling of the Council in such appeal shall be final.

Commencement

These regulations shall come into operation with effect from the date of council approval and shall remain in force until amended or repealed by the Governing Council. These regulations are subject to amendment by Council from time to time which shall be made periodically as the need arises, but not later than ten (10) years.

SECTION 3: APPOINTMENTS, PROMOTIONS, REDESIGNATION, AND EMOLUMENTS

3.1 Appointments

Appointments are made by the Council or on its behalf by the Appointments and Promotions Committee. The types of appointments are as follows:

- i. Full-Time Appointment
- ii. Full-Time Contract Appointment
- iii. Full-Time Temporary Appointment
- iv. Sabbatical Appointment
- v. Visiting Appointment
- vi. Part-Time Appointment
- vii. Adjunct Appointment
- viii. Honorary Appointment
- ix. Change of Cadre
- x. Merger of Service
- xi. Pro-Bono

(i) Full-time appointment

Full-time appointment is a permanent appointment subject to confirmation after a probationary period of three (3) years. If confirmed the appointment will continue until the retirement age is reached, unless earlier terminated by either party.

Eligibility for full-time appointment

To be eligible for appointment into the service of the University a candidate shall:

- a) be between 18 and 49 years of age;
- b) possess the minimum qualification required for the post;
- c) not have been convicted of criminal offence other than minor traffic offence; and
- d) not have been dismissed from any previous employment.
- e) In case of academic staff Appointments refer to the Guidelines for Appointments & Promotions of Academic Staff.
- f) All documents shall be reviewed after five (5) years or as the need arises.

However, the ceiling of 49 years of age shall not be applicable in the case of contract or temporary appointment.

Procedure for Appointments

Vacancies

Vacancies in the establishment of any department shall be subject to budgetary provisions and may be filled by appointment of qualified candidates after due internal and external advertisement and interview by the appropriate Appointments and Promotions Committee.

b) Notification of Vacancies

All vacant posts which are to be advertised shall be published in such a manner as to ensure adequate publicity within and outside the University.

c) Date and Content of Advertisements

Advertisement of vacancies shall be done by the Registrar, specifying all the conditions and qualifications required for the posts and the procedure for the application. The advertisement shall be placed in at least two (2) National Newspapers for a period of not less than six weeks.

d) Processing of Applications

Applications for employment shall be supported by copies of credentials attesting to the qualifications required for each post. The short-listing of all applications shall be done by the Registry Department after which an appropriate date shall be fixed for the conduct of interview that may require writing competency examination or other forms of tests or physical examinations.

e) Letter of Appointment

Letter of appointment which shall state the terms of the engagement is issued by the Registrar or an authorized staff of the University. An appointment shall not be valid until the offer is accepted in writing within the specified period.

Date of Commencement

The date on which a staff will take up an appointment is a matter of agreement between him and the University.

An appointment commences from the date the staff assumes duty as agreed, and in the case of recruitment from outside Nigeria on arrival in Nigeria in direct transit to the place of work.

Documentation

a) Declaration of Age

The Date of Birth declared on the application for employment form, supported by either Birth Certificate or Statutory Declaration of Age shall remain valid throughout the duration of service. No alteration shall be permitted.

b) Medical Examination

Documentation of all appointments, including the renewal of contract and/or temporary appointment shall be subject to medical examination. All medical certificates and reports from Government Hospitals duly endorsed by the Director, University Health Services shall be kept by the Registrar and treated as strictly confidential.

c) Name of Staff

The names written on the application form shall remain valid throughout the duration of Service. Change of name shall, however, be approved by the Registrar on the following grounds:

- i) Change in marital status in case of female staff supported by a certificate or affidavit of marriage and copy of publication of the change in a National Newspaper.
- ii) Change in religious status.

d) Next-of-Kin

Particulars of Next-of-Kin shall be properly documented by staff during documentation. A staff who wishes to change the particulars could do so through a written application made to the Registrar, stating the particulars of the new Next-of-Kin, for appropriate action.

e) Referee Reports

Documentation for new staff shall only be complete with reports from three Referees who shall attest to the conduct of the appointee. The Referees may include a person of repute and a previous employer for staff with an employment history.

Confirmation of Appointment

Full-time appointment requires confirmation after the probationary period of three years. If a staff is away on study fellowship for part or all the three years from the commencement of his appointment, he shall not be eligible for confirmation until he has successfully completed the study fellowship, and served the University for the remaining part of, or all the three years probationary period, as the case may be. Confirmation shall be approved by the Registrar, on behalf of the Appointments and Promotions Committee (A& PC), on the recommendation of the Head of Department.

Where confirmation is not approved for unsatisfactory performance, the probationary period may be extended by the Vice-Chancellor for a period of one year only or the appointment shall be terminated by payment of one month's salary in lieu of notice

If confirmed, full-time appointment will continue until the retirement age is reached, unless earlier terminated by either party.

(ii) Full-time contract appointment

Full-time contract appointment is the engagement of any suitable and qualified person for a period of two (2) years on such terms and conditions as may be specified in the contract.

A contract appointment commences from the date the person appointed assumes duty and ends, unless earlier terminated by either party, on the day before the anniversary of the date of commencement. Contract appointments may be renewed, if recommended by the Departmental Appointments and Promotions Committee (A&PC) and forwarded to the Appointments and Promotions Committee for consideration at least three months before the expiration of the current contract.

The A & PC may approve the engagement or renewal of any contract appointment subject to the following conditions:

- (i) The field of specialization where the contract appointment is required shall be of critical need and that it is difficult to find a new staff. In such case, the department should initiate the re-engagement process and not the retiree. Recommendation should therefore emanate from the Departmental Appointment and Promotion Committee.
- (ii) The applicant shall be in good mental and physical condition of health, to be certified by the Director, University Health Services.
- (iii) The applicant shall have had good track record of service, attested to by the Departmental A & PC subject to verification by the Registrar.

- (iv) For internal applicants, the applicant shall have served the University continuously for the last ten (10) years preceding his retirement.
- (v) For academic staff, there should be evidence of publication since after the last promotion.
- (vi) Contract appointment may attract promotion in line with the current guidelines for appointments and promotions of academic staff as recommended by the department, faculty and determined by the University A&PC. However, a contract staff can apply for a higher rank at the time of renewal of contract appointment.
- (vii) Expatriate staff that is yet to reach the retirement age may be eligible for promotion. However, at the time of renewal of contract for expatriate staff, the present rank of appointment may be reversed as recommended by the department, faculty and determined by the University A&PC. NWU Reviewed 2023 Academic Staff Guidelines for appointments and promotions.
- (viii) Contract Appointment as contained in the reviewed guidelines for Academic Staff Appointments and Promotions.

(iii) Full-time Temporary Appointment

Full-time temporary appointment is an appointment approved by the Vice-Chancellor for a period of not more than one (1) year, based on critical need, where specialized services are required and it is impracticable to appoint full time staff immediately.

A temporary appointment commences from the date on which the person appointed assumes duty. Such persons shall not engage in any other employment without the written permission of the Vice-Chancellor. However, no staff is entitled to engage in two salaried employments at the same time.

A temporary staff shall enjoy seven (7) working days of leave in a leave year.

A temporary appointment may be terminated by the Vice Chancellor for good cause by seven days' notice or payment of seven days salary in lieu of notice.

Staff shall not engage in any visiting or part-time teaching or employment outside the University without the approval of the Vice-Chancellor. Such approval shall be for a period not exceeding one year, subject to renewal at the discretion of the Vice-Chancellor.

(iv) Visiting Appointments

A. Visiting outside the University

- a) Academic Staff on fellowship shall not take part in visiting/part-time teaching.
- b) Only Senior Lecturers and above shall be allowed to take visiting/part-time teaching appointment.
- c) An Academic Staff can be engaged as a visiting or part-time Lecturing in at most two institutions at any given time, provided that the institutions are within a radius of 200 kilometers from the University.
- d) Under no circumstance shall an Academic Staff reschedule his lectures in order to participate in visiting/part-time teaching.
- e) The total period for which an Academic Staff on visiting/part-time teaching shall be away from the University must not be more than four working days in a month.

Applications for permission to partake in visiting/part-time teaching shall be routed to the Vice-Chancellor through the Committee of Deans and Directors following the appropriate channel of communication.

Heads of Departments and Deans of faculty shall monitor and ensure compliance with these guidelines. Violation of any of these guidelines by any staff shall lead to disciplinary action.

B. Visiting to the University

- i) A visiting appointment shall be for a period of one (1) academic session to Senior Lecturer and above from other Universities or similar institutions joining Northwest University.
- ii) The appointment is Temporary except that the termination of this appointment shall be by a month's notices by either party.
- iii) The appointment may be renewed for another academic session or more on the recommendation of the Department and Faculty to the A & PC.
- iv) Any staff on visiting appointment is not allowed to assign his tasks to another person from within or outside the University.

(v) Part Time Appointment

Part-time appointments can be made in the manner prescribed below:

- i) For Academic positions, part time appointment shall be considered by the Faculty concerned which shall thereafter make a recommendation to the Vice-Chancellor who may approve on behalf of A&PC.
- ii) For Senior Non-Academic part time appointments, the reporting officer may recommend to the Vice-Chancellor who may approve on behalf of A&PC.

(vi) Appointment on Secondment

A staff can be seconded from the university to another organization within the country on the following conditions:

- a) The staff must have served the University for at least 2 years after confirmation or a minimum of 5 years if he transferred his services from another organization.
- b) There may be extension of secondment beyond 4 years, if the staff is granted a 5-year term appointment.
- c) The period of the secondment shall be counted for promotion and as years of qualifying service.
- d) On return from secondment a staff will be required to serve the university for the same number of years spent on the leave before being eligible for another secondment.
- e) A staff member on secondment may retain his university house for a specific period subject to payment of rent and utilities at commercial rates or as determined by the Housing Committee.

- f) A staff on fellowship or serving university bond shall not qualify for secondment until he has discharged the bond.
- g) If staff on a secondment is indebted to the University by way of loans and/or advance, he should continue to pay in installments during the period of the secondment.
- h) During the period of such secondment, the benefiting organization shall be responsible for the officer's personal emoluments. However, where the staff is on secondment to state owned organization, the university may allow him to retain his salary.
- i) A staff that violates any of these conditions shall be subjected to disciplinary action in accordance with the provisions of These Regulations.
- j) Staff gives the University at least three months' notice to the effective date of secondment which notice (for academic staff) should expire at the end of the Semester.
- k) Staff produces evidence of appointment and willingness to accept him on secondment from the prospective employer.
- l) Staff produces evidence of clearance from his department.
- m) Appointment may be made on such terms agreed to by the University and the Seconding Institution/organization.

Duration of Secondment

The secondment shall be for a period of two (2) years in the first instance and may be extended for a further period of two (2) years after which no further extension shall be granted, in which case a staff shall be required to return to the University, transfer his service to the seconded organization or resign his appointment.

Benefits of Secondment

Staff on secondment is eligible for promotion provided that:

- i) The organization to which he is seconded is a scheduled service.
- ii) The seconded employer recommends him for promotion based on proven merit.
- iii) His promotion may be subject to his satisfying the general promotion guidelines of the University.

(vii) Adjunct appointment

means a temporary or part-time faculty position that is typically non-tenure track. Adjunct faculty members are hired to teach specific courses, conduct research, or provide expertise on a limited basis.

The Vice Chancellor shall appoint an Adjunct Academic Staff (Adjunct Professor, Adjunct Reader, Adjunct Senior Lecturer, Adjunct Lecturer etc) persons in employment or professional practice outside the University, who would add value to the Departments in which they are to be appointed because of the contribution they can make from their commercial, industrial or professional experience and affiliation.

Adjunct staff shall not necessarily be required to meet the scholarly/research requirement in terms of qualification or research track record required for other academic staff appointments, but must possess a demonstrable set of scarce or extraordinary skill as a result of their professional standing and affiliation.

- i) The university may grant an Honorary Appointment to a specialist in any field, which either has, a direct or incidental contribution to imparting knowledge or research programmes of the University.
- ii) The appointed staff shall be entitled to temporary accommodation and honorarium if available.

3.2 Change of Cadre

Any staff who obtained approved additional qualification from a recognized institution relevant to a particular Cadre shall be eligible for Change of Cadre. Staff with University's approval to pursue degree programme and graduated with 3rd class degree should be considered for advancement or lateral conversion without requesting for additional postgraduate diploma.

3.3 Merger of Service

Merger of service is where an officer moved from a scheduled organization to a non-scheduled organization which later becomes scheduled, the two services shall be mergeable under the conditions stipulated in section 25 of Kano State Pension and Gratuity Law 2007 (as amended 2023).

3.3.1 Conditions for Merger of Service as in section 25

For the purpose of continuity of service, when an officer is re-engaged in the public service, the break in service of such an officer shall be condoned where;

- i. He disengaged from the public service without a pension on account of ill-health, abolition of office or reorganization in a ministry or department.
- ii. He was on leave of absence on grounds of public policy, and
- iii. Any payment made to the officer concerned is required to be refunded in full and as a condition to the application of this section to the officer.

3.4 Pro-Bono

Pro-Bono is where an officer was appointed on temporary basis for a period not exceeding 2 years renewable subject to satisfactory performance. A Pro-Bono applicant may be appointed on recommendation of the Registrar by the Vice-Chancellor subject to ratification by Council through A&PC. A Pro-Bono staff will be entitled to a transport allowance, or such other financial benefits as may be revised from time to time by the Council.

3.5 Resignation of Appointment or Withdrawal from Service

A staff may resign his appointment or withdraw his service from the University by giving at least three months' notice in writing or payment of one month salary in lieu of notice. The Vice Chancellor may accept the resignation or withdrawal of service in writing. Resignation by academic staff or academic technologist/scientist shall be timed that it will not take effect until after the completion of the semester examinations and submission of results.

3.4.1 If an expatriate staff resigns his appointment:

- a) less than twelve months after the commencement of his appointment; or
- b) less than six months after his return from a home visit;

The Vice-Chancellor may, if he considers it reasonable to do so require the staff to refund in part or in full - in the first case his transport expenses, including baggage grant, incurred when his appointment was taken up; and in the second case, the transport expenses paid by the University for the last home visit.

- c) a staff on contract appointment who resigns his appointment before his contract is due to expire, shall normally be required to refund the cost of his transportation by the University for himself and his family from his place of domicile unless he has served for a minimum of one year.

3.6 Promotions

- i) Promotions are approved by council on the recommendations of Appointments and Promotions Committee (A&PC) as submitted by the Departmental, Faculty, Directorates, Colleges, Centers and Schools A&PCs provided that the vacancy exists and the staff satisfied the requirements of the extant Guidelines. Promotions shall take effect from 1st January of every year.
- ii) Promotion to the ranks of Associate Professor and Professor are subject to favourable external assessment.
- iii) Staff members on study fellowship who satisfied the criteria for promotion shall be promoted once. However, where the staff is pursuing postgraduate program within the University or in any proximate University and confirmed by his Head of Department to be partaking in academic activities, may enjoy another promotion up to Lecturer I.
- iv) Members of the same family shall not evaluate one another. For example, father/son/daughter, husband/wife.
- v) The Vice-Chancellor shall appoint one person not below the rank of Professor from outside each College/Faculty to serve as his representative during the College/Faculty A&PC meetings.

Promotion and placement of steps should be placed appropriately with an increase in the salary based on the following:

1. Senior Non-Teaching Staff on CONTISS 6,9,12,13,14 & 15 promoted to the next rank and salary grade, should have two (2) salary steps reduced.
2. Senior Non-Teaching Staff on CONTISS 7, 8 & 11 promoted to the next rank and salary grade, should have two (2) salary steps reduced.
3. Teaching Staff on CONUASS 1 and 2 promoted to the next rank and salary grade, should have two (2) salary steps reduced.
4. Teaching Staff on CONUASS 3,4,5,6 & 7 promoted to the next rank and salary grade, should have two (2) salary steps reduced.
5. Medical Officers on CONHESS 6,9,12,13,14, & 15 promoted to the next rank and salary grade, should have two (2) salary steps reduced.

6. Medical Officers on CONHESS 7, 8 & 11 promoted to the next rank and salary grade, should have two (2) salary steps reduced.
7. Medical Officers and Consultants on CONMESS 1 and 2 promoted to the next rank and salary grade, should have two (2) salary steps reduced.
8. Medical Officers and Consultants on CONMESS 3,4,5,6, & 7 promoted to the next rank and salary grade, should have two (2) steps reduced.

3.7 Advancement/upgrade and Re-designation/conversion of Appointment

Applications for upgrading, re-designation or conversion of appointments within and across cadres, shall be made to the Registrar for consideration by the appropriate committee, in the case of non-teaching staff, and for recommendation to the Vice Chancellor in the case of Academic Staff.

Where a staff has been wrongly graded, having regards to the approved Guidelines for Appointments and Promotions as the case may be, in relation to his qualifications and experience at the relevant time, the error may be rectified by the Vice-Chancellor, subject to ratification by the Council.

Where the staff was clearly under-graded or over graded in error, it should be corrected immediately. It shall take effect notionally from the date of appointment or promotion as the case may be.

3.8 Emoluments

Salaries are paid monthly. The approved salary scales are as determined by Council from time to time.

Increments and promotions are normally granted annually without formality but may, for sufficient cause, be withheld.

A staff on first appointment could be granted salary advance as provided in these Regulations.

A new staff who has not served for a minimum of six months shall not be entitled to increment that year.

The Registrar may, based on the recommendation of the Head of Department approve that a staff shall forfeit his salary for any period during which such staff absents himself from duties without sufficient cause. Appeals against such decisions may be made to the Vice Chancellor.

In special circumstances the Council may make appointments on contract, secondment or transfer outside these salary scales.

Full salary and other approved emoluments on initial appointment shall be paid to a staff who assumes duty before the 15th day of a month. Otherwise the salary and other

approved emoluments on initial appointment shall be paid from the date of assumption of duty.

Salaries are normally paid monthly in arrears.

3.9 Acting Appointment

Acting appointment may be approved by Council or the Vice-Chancellor, as the case may be. It shall normally be for a period not exceeding six months in the first instance. It may be renewed from time to time by Council or the Vice-Chancellor, as the case may be.

3.10 Rates of Acting Allowance

When a staff has been appointed to act in a grade immediately higher than his substantive rank, he will be regarded as adequately performing the full duties of the higher post and shall be entitled to 100 percent acting allowance.

When a staff has been requested to act in a post two or more grades above his substantive rank, the maximum amount of acting allowance which he may receive shall be calculated as the difference between the salary of his substantive rank and the initial salary of the post immediately higher than his.

SENIOR STAFF SERVICE CONDITIONS AND REGULATIONS

SECTION 4: DUTIES AND LEAVE

4.1 Duties of Academic Staff

The duties of academic staff include teaching, research, community service or provision of specialized library service as enumerated in the Scheme of Service or as the senate, Vice-Chancellor or the Head of Department may prescribe in line with the University policy. It may also include reasonable periods of university duties during vacation.

The permission of the Vice-Chancellor is required to undertake work away from the campus during semester and for any absence of more than one week for work or other purposes. Records of absence approved by the Vice-Chancellor should be made available to the Registrar for documentation purposes.

4.2 Duties of Administrative, Technical and Professional Staff

The hours of work for administrative, technical and professional staff shall be from 8:00 am to 4:00 pm on Mondays to Thursdays and 8:00 am to 1:00 pm on Fridays or as may be determined by the nature of work or the University Policy. Duties may be as prescribed by Heads of Department, in line with the University's Scheme of Service.

A staff shall obtain the approval of the Head of Department whenever he will be absent from office. If the absence shall be for more than two days, the Head of Department shall recommend to the Registrar for approval, stating the date of departure and the date of return. The Head of Department should seek the approval of the Registrar whenever he will be absent for more than one day, stating who will take charge of the affairs of the Department, preferably the next most senior staff during his absence. If the period of the absence shall be more than three days, the Vice Chancellor must give approval.

In all cases, approval to travel abroad shall be given by the Vice-Chancellor only.

4.3 Posting

A staff shall be required to work in any section or in any capacity in which the best interest of the University is ensured.

4.4 Uniforms and Protective Clothing

(a) The University shall provide uniforms or protective clothing where the nature of the duties requires such clothing. A staff who has been provided with a uniform shall wear it at all times on duty but not off duty, except for journeys between the residence and place of work

(b) A staff shall be responsible for maintaining the uniforms or protective clothing in good condition. A staff may be surcharged the cost of replacement, if he is responsible for the damage.

(c) On leaving the service of the University, a staff shall be required to surrender the uniforms and all other University properties in his possession to the Head of Department and his staff identity card to the Directorate of Security.

4.5 Tools

The University shall provide and maintain all the tools needed for the staff to discharge their duties.

4.6 Registration with Professional Bodies

If the nature of the duties of a staff requires him to be registered under any enactment in force in Nigeria, it shall be his responsibility to obtain the registration under the following conditions:

- a) Where the fees do not exceed ₦10,000.00, the University may pay the full amount.
- b) Where the fees exceed ₦10,000.00 the University may pay 75% of the total amount and the staff pays 25%
- c) If he fails to pay the 25%, his promotion will be stagnated in line with the provision of University Scheme of Services.
- d) The University may assist to pay for the annual subscription of a staff subject to availability of funds.

4.7 Leave and Leave Year

Leave is the authorized absence of a staff from duty for a specific period.

The Leave Year is from 1st January to 31st December or otherwise as determined by the University.

4.8 Types of Leave

The types of leave available in the University Service are as follows: annual leave, deferred leave, accumulated leave, home leave, emergency leave, examination leave, compassionate leave, casual leave, sick leave, vacation leave, maternity leave, paternity leave, sabbatical leave, study leave, leave of absence, research leave, leave for religious purposes, leave without pay and pro-rata leave.

a) Annual Leave

i) Annual Leave is the authorized absence of a staff from duty for thirty (30) working days in a Leave Year. It is compulsory, but shall be granted at the convenience of the department and on the request of the staff concerned. The leave shall be exclusive of all Saturdays, Sundays and Public Holidays occurring therein.

ii) Forfeiture of Annual Leave

Where staff fails to apply for leave by 31st December or where the Annual Leave has not been officially deferred, such leave shall be deemed to have been forfeited. Annual Leave shall not be granted to temporary Staff.

iii) Qualifying Period for Annual Leave

A staff shall qualify for annual Leave not less than six months after the previous leave within a leave earning service year.

iv) Periods not qualified for Annual Leave

Periods spent on study leave, study fellowship and sick-leave will not be leave-earning. A study fellowship lasting more than one year will be considered to use up any leave earned but not taken before the commencement of the fellowship

v) Annual Leave Roster

It is the responsibility of the Head of Department/Unit to draw up the annual Leave roster for all the staff under him and forward to the Registrar for information and consideration not later than 31st December of every year.

vi) Annual Leave Abroad

A staff who desires to spend his annual leave or part of it abroad, shall seek the approval of the Vice-Chancellor through the Registrar and shall provide details of his address before proceeding on the leave.

vii) Leave Address

A staff spending his leave within or outside Nigeria shall indicate his intended destination or leave address in the application for leave.

viii) Resumption from Annual Leave

A staff is required to resume duty after annual leave on the date following the expiration of the authorized leave.

On return from annual leave a staff shall write and inform the Registrar through his Head of Department/Unit.

A staff who fails to resume duty after leave, without valid reasons, shall be regarded as having absconded, which is an act of serious misconduct.

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The Registrar may, where the exigencies of duty demand, recall a staff to return to duty before the expiration of annual leave. Any portion of the leave so curtailed shall be taken after the completion of the assignment but not later than the first quarter of the next leave year.

b) Deferred Leave is that part or whole of Annual Leave that could not be taken as at when due for exigencies of work and approved by the Vice-Chancellor to be carried forward to a future date not later than 31st March of the following year on the recommendation of the Head of Department through the Registrar. Any leave approved for deferment shall be spent before the staff's retirement. No serving officer shall be allowed to commute to cash any deferred leave at the time of retirement.

c) Accumulated Leave is the deferred leave that could still not be taken due to exigencies of work, but should be taken before retirement. Accumulated leave could, however, be commuted to cash only where a staff has been prematurely retired provided it is not as a result of a disciplinary action. No serving officer shall be allowed to commute to cash any accumulated leave at the time of retirement.

d) Home Leave is the leave granted to an expatriate staff at the end of his contract. In the year that he does not qualify for home leave he should be entitled to annual leave locally.

- e). **Emergency Leave** is the leave granted to a staff in case of personal emergency for a period of up to 10 working days. It shall be counted as part of Annual Leave.
- f). **Examination Leave** is a special leave granted to a staff for the purpose of taking examination on the presentation of the time-table for the examination. It shall be counted as part of Annual Leave.
- g) **Compassionate Leave** is a special leave from duty on full pay granted to a staff on compassionate grounds for a period of up to 10 working days for burial and mourning of a spouse, child, parent or parent's spouse only. It shall not be counted as part of Annual Leave.
- h) **Mourning Leave.** A staff who has been bereaved, shall be entitled to ten (10) days mourning leave with full pay and shall not be counted as part of annual leave
- i) **Casual Leave** is the authorized absence of a staff from duty for a short period not exceeding an aggregate of 5 working days within a Leave Year. It shall be counted as part of Annual Leave.
- j) **Sick Leave** is a full paid leave granted by the Vice-Chancellor to a staff on grounds of ill health for a maximum period of 6 weeks per year if not hospitalized and 6 calendar months if hospitalized. The procedure is explained in the Regulation under Medical Treatment.
- k) **Vacation Leave** is the Annual Leave for academic staff for a period of 30 working days in a year if taken separately from Research Leave.
- l) **Maternity Leave** is the authorized absence of a serving female staff from duty granted on account of pregnancy for a period of 16 weeks. The procedure is explained in the relevant section of these Regulations. A nursing mother shall be granted an hour off-duty every day. This facility shall be granted up to a maximum period of six (6) months from the day she resumes duty from the maternity leave.

Conditions for maternity leave

- i. The annual leave for that year shall however, be regarded as part of the maternity leave.
- ii. Where the annual leave has already been enjoyed before the grant of maternity leave that part of the maternity leave equivalent to the annual leave shall be without pay.
- iii. Maternity leave shall be taken at a stretch beginning not later than 4 weeks before the Expected Date of Delivery (EDD).
- iv. A medical certificate from a recognized Government hospital indicating the EDD shall be presented not less than 2 months before the date.
- v. Maternity leave may be granted only if the staff had spent at least six months in service; otherwise it shall be without pay.

m) Paternity Leave is a leave granted to Male staff for having a new born child for 14 days and can be taken once in two (2) years. Request for such leave shall be accompanied by the expected date of delivery (EDD) report of the officer's wife.

n) Leave for trade union activities: an employee who is an official/member of a registered trade union shall notify the University before attending trade union activities.

The period of such leave shall be determined by:

- i. Number of days required for the actual trade union conference and business
- ii. Number of days required for travelling to and from the place arranged for the conference and business Uni Ilorin

o) Sabbatical Leave is the leave granted to a staff from the rank of Senior Lecturer or its equivalent for a period of 12 calendar months as explained in relevant section of these Regulations.

p) Study Leave is the leave granted to a staff that is not qualified for study fellowship as explained in the relevant Section of these Regulations.

q) Study Leave without Pay may be granted to a staff to enable him undertake a full-time study for which he does not qualify for a University Study Fellowship.

r) Leave of Absence is the permission granted to a confirmed staff on a fulltime appointment to be away temporarily from the service of the University in order to take up an appointment in another organization for a period of 2 years in the first instance, renewable for another two years and no more. in which case the staff would have to transfer his services to the new employers or disengage from the service of the University to take up the new job.

Other conditions for this kind of leave include the following:

- i) There shall be extension of Leave of Absence beyond 4 years, if the staff is granted a 5-year term appointment in a tertiary Institution.
- ii) Once granted Leave of Absence, a staff shall not be granted such a leave again until after a minimum of 5 years of satisfactory service to the University.
- iii) The period of the Leave shall neither be counted for promotion nor as years of qualifying service.
- iv) Staff granted Leave of Absence shall be required to vacate his official residence for the duration of the leave within a maximum period of 3 months.
- v) A staff granted bonded fellowship shall not qualify for Leave of Absence until he has discharged the bond.
- vi) Staff is normally required to return to the University after the period of the leave of absence.

vii) If staff on a leave of absence is indebted to the University by way of loans and/or advance, he should continue to pay in installments during the period of the leave of absence.

viii) Staff shall sign an undertaking to be bonded by the aforementioned conditions.

ix) A staff that violates any of these conditions shall be subjected to disciplinary action in accordance with the provisions of these Regulations.

o) Research Leave is the leave granted to academic staff to undertake research for a period of 26 working days in a year if taken separately from Vacation Leave.

p) Leave for Religious Purposes is the leave granted to a staff for a religious purpose up to a maximum of 30 working days per Leave Year. It shall be counted as part of Annual Leave.

q) Leave Without Pay is the permission granted to a confirmed staff on fulltime appointment to be away temporarily from the service of the University on personal grounds for a period of 2 years in the first instance, renewable for another term of two years and no more. The period of the Leave shall neither be counted for promotion nor as years of qualifying service.

r) Pro-rata Leave is the leave granted to a staff for part of a leave year worked at the beginning or end of service. However, any period of service of less than six (6) months shall not be reckoned with. It is computed based on the table below:

Leave Earning Period	Pro-rata Leave in working Days
12 Months	30
11 Months	28
10 Months	25
9 Months	23
8 Months	20
7 Months	18
6 Months	15

4.9 Leave for Academic Staff

A total period of 8 working weeks of absence from place of work during the leave year shall be recognized as the maximum entitlement of an academic staff. The 8 weeks shall consist of 30 working days of annual leave and 26 working days of leave for research purposes. The total of 8 weeks is, however, referred to hereinafter for brevity as "Leave". In the case of a staff first assuming duty after 1st January, his entitlement shall be calculated on a pro-rata.

Contract expatriate staff proceeding on terminal leave will be entitled to 30 days leave plus a minimum traveling time of two days and a maximum of four (4) days depending on distance.

4.10 Time of Leave

- a) Leave shall normally be taken during the Second Semester vacation on the approval of the Registrar upon the recommendation of the Head of Department.
- b) A staff should not normally depart on leave until after the completion of Second Semester Examinations. The Head of Department may, however, approve slight variations in accordance with Departmental expedience.
- c) Leave for Heads of Department, Deans and Directors shall be approved by the Vice-Chancellor. Heads of Department shall apply through their Deans, indicating who will take charge of the Department during the period.

4.11 Leave for Administrative, Professional and Technical Staff

Administrative, professional and technical staff shall be entitled to 30 working days of leave per annum. The period of any leave granted under These Regulations shall be exclusive of all Saturdays, Sundays and Public Holidays occurring therein.

Notwithstanding the provisions relating to Pro-rata Leave, if a staff assumes duty after 31st June in any year, the leave will normally be deferred and added to his leave in the next leave year.

SENIOR STAFF SERVICE CONDITIONS AND REGULATIONS

SECTION 5: STUDY FELLOWSHIP, STUDY LEAVE, POSTDOCTORAL STUDIES AND SABBATICAL LEAVE

5.1 Study Fellowship for Academic Staff

This facility is intended to allow an academic staff on full-time appointment to raise his qualification by acquiring a relevant higher degree or to gain practical experience where it is considered in the interest of the University to do so. It could be granted under the following conditions:

5.1.1 Full Time Fellowship

- a) For Ph.D Programme an academic staff should be confirmed and will be required to sign a bond with the University. The bond shall require the staff on return from the studies to serve the University for the same number of years spent on the fellowship.
- b) For a Master Programme a staff may not need confirmation but should be bonded as in (a) above.
- c) The University on its part should provide the staff on study fellowship with monthly salary, book allowance, passage, tuition fees, registration fees and other related expenses where such are not provided by the scholarship being enjoyed by the fellow.
- d) A staff on approved study fellowship is entitled to payment of his monthly salary, tuition fees, exam fees, research expenses and book allowance as per the rates below:
 - i) Payment of tuition, examination fees and research expenses where applicable
 - ii) Payment of book allowance at the following rates or as may be approved by the University from time to time
 - a) Masters N350,000 per session
 - b) PhD N500,000 per session
 - iii) Thesis allowance may be paid to staff at the rates to be approved by the University from time to time.
- e) The staff is to submit a progress report of his studies to the University while undergoing the study and at completion to submit a copy of the research work to the Registrar.
- f) The academic staff strength and needs of the Department should determine the number of staff to be released on full time fellowship at a time.

5.1.2 Work Study Fellowship

- a) Academic Staff could be allowed to pursue higher degrees in Northwest University or in any proximate University while continuing to perform the responsibilities assigned by the Department.
- b) Staff on work study leave should not be bonded.
- c) The University should provide the fellows on work study basis at Northwest University with book allowance and exemption from the payment of tuition, registration and other fees related to the studies.

5.2 Study Leave for Academic Staff

Study Leave is a privilege that may be granted to a full-time academic staff for the following purposes:

- a) Using Library or other facilities not available locally in order to carry out relevant research work, field work or collection of materials otherwise not available.
- b) Completion of thesis for a higher degree.
- c) Preparing a work for publication.
- d) Widening of experience by contact with researchers elsewhere.

5.2.1 Eligibility of Study Leave

To be eligible for Study Leave an academic staff must be confirmed and should have served the University for a continuous period of at least six (6) semesters from the date of assumption of duty or the last Study Leave. The staff should not be on study fellowship and should submit a programme of work to be carried out during the period.

To submit a progress report of his studies to the University while undergoing the study and at completion to submit a copy of the research work to the Registrar.

5.2.2 Duration of Study Leave

A Study Leave shall be for a maximum of one (1) semester.

5.2.3 Conditions of Study Leave

An academic staff granted Study Leave shall return to the University on completion of the study leave. Failure to do so would be regarded as being absent from duty for the period and the staff would be required to refund the salary and other related expenses for the period, as well as face disciplinary action.

The University should provide the staff on approved Study Leave with monthly salary, allowances and passage.

The staff could retain University accommodation and pay the normal rent.

5.2.4 Condition for Study Leave without Pay:

- i) An academic staff may be granted a three-month study leave after six (6) semester or three years of continuous service whether on first appointment or after the last study leave, provided that a recommendation has been made by the Head of Department and the Dean of the Faculty.
- ii) A study leave for up to 12 months/one session may be granted to staff with a continuous service of at least twelve (12) semesters or six years, during which no study leave had been taken.
- iii) A study leave of a maximum of 9 years or 18 semesters of continuous service may be granted, provided that in either case of (i) and (ii) above, a recommendation is made by the Head of Department and the Dean of the Faculty.

Applications for study leave shall be sent through the Head of Department and Dean of the Faculty to the Chairman, CDD.

5.3 Post Doctoral Studies (PDS)

Postdoctoral Fellowship is meant to engage the services of new PhD holders on a temporary basis for 1-2 years. This could be either to address some important areas of research, or when a more permanent position is not immediately available. In either case, the fellowship shall be funded by research grant (internal or external) or through endowment. The PDS fellow shall be paid a monthly stipend for the duration of the study. The amount to be paid shall be as determined by the Senate from time to time.

5.3.1 Procedure for Application

An academic staff wishing to go on PDS shall apply to the Committee of Deans and Directors (CDD) by completing the appropriate form.

5.3.2 General Guidelines for Post Doctoral Studies (PDS)

- a) The purpose of the PDS fellowship shall be professional development through exposure to modern/advanced equipment, facilities and/or more experienced personnel;
- b) The applicant must have earned the PhD degree within 1-5 years at the time of application;
- c) The applicant's appointment with the University must have been confirmed;
- d) An application for PDS fellowship shall include a plan of the research to be carried out as well as the potential benefits of the fellowship to the applicant and the University;
- e) Bonded staff that secured PDS would be allowed to shelve his bond period until completion of the PDS fellowship.
- f) A staff can only be allowed to go on PDS fellowship if the Department clearly indicates that it would not be adversely affected by the absence of the staff. In particular, the department shall not seek a replacement of the applicant;
- g) A maximum of 2 staff from a department may be allowed PDS fellowship at any given time;
- h) PDS fellowship opportunity shall be given to a staff only once;
- i) A staff on PDS fellowship shall be paid salary and allowances and be allowed to retain University accommodation. However, the University shall not be responsible for Living Expenses and Transportation;
- j) A staff allowed to go on PDS fellowship shall return to the University after the fellowship and serve for at least the period spent on the fellowship;

At the end of the PDS, the staff shall submit a detailed report of the research carried out, as well as a report/certification from the institution where the fellowship was conducted.

5.4 Conditions/Guidelines for PDS application into the University

- a) An applicant wishing to join the university on PDS fellowship, shall apply to the Vice Chancellor through the relevant Head of Department.
- b) The purpose of the PDS fellowship shall be professional development through exposure to modern/advanced equipment, facilities and/or more experienced personnel;
- c) The applicant must have earned the PhD degree within 1-5 years at the time of application;
- d) An application for PDS fellowship shall include a plan of the research to be carried out as well as the potential benefits of the fellowship to the applicant and the University;
- e) A PDS fellow shall be paid a monthly stipend and entitled to University accommodation if available. The amount to be paid shall be as determined by the Senate from time to time. However, the University shall not be responsible for Living Expenses and Transportation.

At the end of the PDS, the staff shall submit a detailed report of the research carried out, as well as a report/certification.

5.5 Bond for Study Fellowship

- a) An academic staff on Full-Time Fellowship, Study Leave and Postdoctoral Studies shall sign a bond to serve the University for the same period spent on the studies after completion.
- b) In the event of any academic staff leaving the University service before discharging the stipulated period of the bond he shall refund the expenses incurred by the University on his fellowship, including salaries and allowances, on pro rata basis. Failure to do so may result into taking appropriate disciplinary measures or legal action.
- c) An academic staff on Part-Time Fellowship should not be bonded because he is required to continue performing the duties assigned by the Department.

5.6 Study Fellowship for Senior Non-Teaching Staff

The following are the guidelines for Study Fellowship for Senior Non-Teaching Staff:

5.6.1 Full-time Study Fellowship

- g) The candidate being nominated shall be a confirmed staff.
- h) There should be budgetary provision and establishment position to accommodate the placement of the staff on completion of the fellowship.
- i) The proposed fellowship should be appropriate to the line of duty for which the staff is employed.
- j) The department shall certify that the release of the staff for the period of the fellowship will not require replacement.

- k) The staff must have served for a period of 3 years after the last fellowship before being eligible for another opportunity.
- l) A staff who fails to complete a sponsored programme due to his fault shall not be sponsored again.
- m) A staff that wishes to pursue first degree programme would be allowed only after confirmation of his appointment.
- n) Not more than 2 staff should be released for a degree or HND programme in the same Unit in a period of 4 years. The University does not sponsor staff for Advanced or Postgraduate Diploma Programmes.
- o) A staff granted Study Fellowship shall sign a bond to serve the University for the same period spent on the study after completion.
- p) A staff on approved study fellowship is entitled to payment of his monthly salary, tuition fees, exam fees, research expenses and book allowance as per the rates below:
 - iv) Payment of tuition, examination fees and research expenses where applicable
 - v) Payment of book allowance at the following rates or as may be approved by the University from time to time
 - a) Degree/HND N100,000 per session
 - b) Masters N350,000 per session
 - c) PhD N500,000 per session
 - vi) Thesis allowance may be paid to staff at the rates to be approved by the University from time to time.
- q) The staff is to submit a progress report of his studies to the University while undergoing the study and at completion to submit a copy of the research work to the Registrar.

Where the budgetary and staffing situation could not support mass sponsorship of staff, candidates would be considered only for programmes/courses that the University could grant full sponsorship.

5.6.2 Part-Time/Work Study Fellowship

- a) A staff could be allowed to pursue higher degrees in Northwest university on Part-Time basis or on work-study fellowship (in any proximate University) while continuing to perform the responsibilities assigned by the Department.
- b) The candidate being nominated shall be a confirmed staff.
- c) The part time study shall be an evening or a weekend programme and would be undertaken within the immediate or proximate University.
- d) There should be a budgetary provision and establishment position to accommodate the placement of the staff on completion of the training.
- e) The proposed training should be appropriate to the line of duty for which the staff is employed.

- f) Part-time fellowship does not require bondage as the staff is to attend to his normal duties while pursuing the studies.
- g) The staff must have served for the period of 3 years after the last training.
- h) A staff whose failure to qualify for a sponsored programme is attributable to him shall not be sponsored again.
- i) A staff that wishes to pursue first degree programme would be allowed only after serving the University for a period of 2 years after confirmation.
- j) The Head of Department shall attest to the undertaking by the staff that the study shall not affect the full discharge of his responsibility to the University.
- k) A staff on approved work study fellowship is entitled to the payment of his monthly salary, tuition fees, any other fees directly related to the programme and book allowance as per the rates below:
 - i) Payment of tuition, examination fees and research expenses where applicable
 - ii) Payment of book allowance at the rate of N100,000 per annum or as may be approved by the University from time to time
 - a. Masters N350,000 per session
 - b. PhD N500,000 per session

Thesis allowance may be paid to staff at the rates to be approved by the University from time to time.

Where the budgetary and staffing situation could not support mass sponsorship of staff, candidates would be considered only for programmes/courses that the University could grant full sponsorship.

5.6.3 Self-Sponsorship

- a) A staff applying for Self-Sponsorship need not to be confirmed.
- b) Self-Sponsorship could be allowed even where the programme of study is outside the line of duty of the staff provided it is offered in a recognized Institution.
- c) The Head of Department shall attest to the undertaking by the staff that the study shall not affect the discharge of his responsibility to the University.
- d) Self-Sponsorship could also be allowed to a staff that enjoyed an approved fellowship after the staff has fulfilled the conditions in the bond for the fellowship.
- e) Self-Sponsorship does not require bondage as the staff is to attend to his normal duties while pursuing the studies.
- f) A staff who failed to complete a programme sponsored by the University may be allowed to undertake another programme on self-sponsorship after a period of 3 years, where such failure to complete the study is attributable to him.

- g) A staff on approved self-sponsorship is entitled to payment of his monthly salary only.

5.6.4 Leave for Short Term Courses

The Vice-Chancellor, on the recommendation of the CDD may award a study fellowship for a Short Term Course of not more than three (3) months in as far as the course is relevant to staff area of specialization.

5.6.5 Leave for Regular Training Courses

- i) The University shall not award a study fellowship for first Degree, Diploma and Certificate courses to senior staff of the University who are in possession of such certificate
- ii) Senior staff may be granted a leave without pay to do such courses at the discretion of the University on the recommendation of the Head of Department concerned.
- iii) To enhance efficiency, proficiency and professionalism adequate investment shall be made on staff training and development.

5.7 Sabbatical Leave

5.7.1 Introduction

Sabbatical Leave is a practice within the University system that allows for periodic intellectual or professional stimulation in order to allow a staff of long standing in the University, reasonable time off his normal duties to enhance competence in research and/or service delivery for a period of one (1) year. It shall be spent in a University or a recognized Research Centre or Institute.

Sabbatical leave may be taken locally in Nigeria, or anywhere in the world, the choice being largely that of the benefiting staff. However, staff will be required to indicate in the application the place where he intends to spend the sabbatical leave. Normally payment of fares will be made only to one location, which may be regarded as the sabbatical leave base for the staff.

Both teaching and non-teaching staff, holding permanent and confirmed appointment shall be entitled to sabbatical leave without prejudice. Contract or visiting staff are not entitled to sabbatical leave.

If a member of staff holding an elective or appointive office in the University opts to go on sabbatical leave, the tenure of such appointment shall be deemed to have terminated with effect from the commencement of the sabbatical leave.

While a member of staff is on sabbatical leave, his salary and other benefits shall continue to be paid, allowances pertaining to teaching practice shall however, not be paid.

5.7.2 Sabbatical for Outgoing Vice-Chancellor and other Principal Officers

An outgoing Vice-Chancellor, Registrar, Bursar or University Librarian who has successfully completed the 5-year tenure is eligible for Sabbatical Leave as part of the prerequisites of leaving office.

5.7.3 Sabbatical for Academic Staff

For an Academic Staff to qualify for a Sabbatical Leave, he shall fulfil the following conditions:

- a) Attain the rank of Senior Lecturer or equivalent rank in the other Academic cadres;
- b) Hold a PhD degree/Medical Fellowship;
- c) Present an outline of acceptable research work plan.
- d) Must have had at least 6 years of continuous and unbroken satisfactory service in the University, excluding periods spent on fellowship and/or Leave of Absence;
- e) The commencement of the Sabbatical Leave should be tied to the beginning of the Session;
- f) The department and faculty, to which the staff belongs shall certify to the Management that the staff could be allowed to take the Sabbatical Leave without a replacement;
- g) Not more than one staff shall be allowed to go on Sabbatical Leave from one Department at a time;
- h) The staff shall resume duty immediately after the expiration of the Leave;
- i) Sabbatical Leave shall only be spent in a University or a recognized Research Centre or Institute;
- j) On return, the staff shall submit a formal report to the Vice-Chancellor through the Committee of Deans and Directors, detailing the academic work done during the Leave;
- k) The staff shall mandatorily serve the University for one year that follows the end of the Leave;
- l) A staff who fails to return to his Department at the end of the Sabbatical Leave shall be deemed to have absconded and shall have his case referred to the Senior Staff Disciplinary and Appeals Committee;
- m) Those who retire or decide to voluntarily disengage from service at the end of the Sabbatical Leave without serving the mandatory one-year period shall pay the salaries and allowances spent on them during the Leave. However, the year shall be counted as part of their qualifying service;
- n) No extension of Leave shall be granted beyond the one year period;
- o) A staff on Sabbatical Leave to the University shall present at least 2 seminar papers at the Departmental and/or Faculty level(s) during the period.
- p) Any other issue relating to this subject shall be considered on its own merit;

- q) On account of exigencies, a staff may be recalled from a sabbatical leave. The unutilized portion of the leave may be taken at the next opportunity.

5.7.4 Sabbatical for Non-Teaching Staff

For a Senior Administrative, Technical and Professional staff to qualify for Sabbatical Leave, he shall fulfill the following conditions:

- a) Attain the rank of Principal Assistant Registrar or equivalent;
- b) Present outline of an acceptable work plan.
- c) Must have had at least 6 years of continuous and unbroken satisfactory service in the University, excluding periods spent on fellowship and/or Leave of Absence;
- d) The department/unit and or faculty, to which the staff belongs shall certify to the Management that the staff could be allowed to take the Sabbatical Leave without a replacement;
- e) Not more than one staff shall be allowed to go on Sabbatical Leave from one Department at a time;
- f) The staff shall resume duty immediately after the expiration of the Leave;
- g) Sabbatical Leave shall only be spent in a University or a recognized Research Centre or Institute;
- h) On return, the staff shall submit a formal report to the Vice-Chancellor through the Non-Academic Staff Training and Development Committee, detailing the work done during the Leave;
- i) The staff shall mandatorily serve the University for one year that follows the end of the Leave;
- j) A staff who fails to return to his Department at the end of the Sabbatical Leave shall be deemed to have absconded and shall have his case referred to the Senior Staff Disciplinary and Appeals Committee;
- k) On account of exigencies, a staff may be recalled from a sabbatical leave. The unutilized portion of the leave may be taken at the next opportunity.
- l) Those who retire or decide to voluntarily disengage from service at the end of the Sabbatical Leave without serving the mandatory one-year period shall pay the salaries and allowances spent on them during the Leave. However, the year shall be counted as part of their qualifying service;
- m) No extension of Leave should be granted beyond the one year period;

5.7.5 Entitlements

A staff on Sabbatical Leave is entitled to his full salary and allowances, Annual Leave and any other entitlement negotiated for. He is also entitled to a return passage to the approved place of sabbatical, for himself, spouse and up to four children under 18 within and outside Nigeria subject to availability of funds. A staff granted sabbatical leave is entitled to retain his University quarters for the duration of his sabbatical leave, the normal rent being paid as usual.

5.7.6 Procedure for Application

An outgoing Vice-Chancellor will apply for Sabbatical Leave to Council. Other Principal Officers are to apply to the Vice-Chancellor.

An Academic Staff should route his application for Sabbatical to the Chairman of the Committee of Deans and Directors through the Head of Department and Dean of Faculty or the Director of the Academic Centre/Unit, as the case may be.

A Non-Teaching staff should route his application to the Chairman of the Non-Teaching Staff Training, Development and Promotions Committee (NSTDC & PC) through the Head of Department or Director of the Administrative Unit. A Technologist also should apply to the Chairman of the NSTDC & PC through the Head of Department and Dean of Faculty.

SECTION 6: CONFERENCE ATTENDANCE

6.1 Local Conference Attendance

Where approval is granted to a staff to attend a Conference or a Workshop or a short course of training in Nigeria but outside Kano he would be paid Kilometer Allowance to and from the venue, 100% DTA and Local Running Allowances at the appropriate rates for the first five days. Thereafter, he will be entitled to 50% of the DTA and Local Running Allowances for the remaining days, up to a maximum of six more days. This does not apply to those on study fellowship. In any case, failure to attend sponsored workshop or conference without a valid reason shall be considered as an act of misconduct.

The DTA rates for CONUASS, CONTISS, CONMESS and CONHESS are as follows

- | | |
|------------------------------------|-----------------------|
| a) Vice Chancellor | = ₦ 100,000 per night |
| b) Principal Officers | = ₦ 87,500 per night |
| c) CONUASS 06 - 07/CONTISS 14 - 15 | = ₦ 46,875 per night |
| d) CONUASS 05/CONTISS 13 | = ₦ 31,250 per night |
| e) CONUASS 3-4/ CONTISS 9-12 | = ₦ 25,000 per night |
| f) CONUASS 01-02/CONTISS 06-8 | = ₦ 21,875 per night |

The mileage at the rate of ₦100.00 per Kilometer across the board.

For Academic staff to be granted approval to attend a conference, he must show evidence of paper to be presented at the conference. Such papers should have also been presented first at Departmental/ Faculty level.

6.2 Overseas Conference Attendance

Where approval is granted to a staff to attend a Conference or a Workshop or a short course of training outside Nigeria he would be paid the following estacode for a maximum of seven days. This does not apply to those on study fellowship.

- | | |
|------------------------------------|---------------------|
| a) CONUASS 06 & 07/CONTISS 14 & 15 | = USD 250 per night |
| b) CONUASS 05/CONTISS 13 | = USD 200 per night |
| c) CONUASS 01 - 04/CONTISS 06 - 12 | = USD 150 per night |

SECTION 7: MEDICAL TREATMENT

7.1 Treatment in the University

University Staff Subsidized Medical Services Scheme (USSMSS): this is a scheme introduced by the university management to support the staff and their families access health care services in the university health services. It is designed in such a way that a staff, his spouse and their four (4) biological children below the age of eighteen (18) years are covered under the scheme.

The university management will pay fifty percent 50% of the drugs, some major laboratory test and services rendered to the beneficiaries above, whereas the remaining fifty percent (50%) is to be settled by the staff. The same applies to Radiological Investigations, Surgical procedures; Maternity services, Physiology and Dental services all the staff are entitled for fifty percent (50%) payment.

Meanwhile, consultation, files and other minor investigations are rendered free of charge by the university health services to all staff and other beneficiaries mentioned above.

7.2 Treatment in Nigeria

The University Health Services (UHS) Directorate provides medical and dental services to interested staff, his wife and four children under the University staff subsidized medical services scheme (USSMSS) or Kano State Contributory Health Care Management Agency; KSCHMA.

Medical attention may be extended to additional dependents under conditions provided in the Schemes. A staff shall, however, be at liberty to enter into an arrangement with a different hospital under the schemes.

7.2 Treatment outside Nigeria

The University accepts no liability for medical or dental expenses incurred outside Nigeria (except for the necessary cost of any inoculations required by Nigerian regulations) but the Vice-Chancellor may, on the recommendation of the Medical Board, authorize the reference of cases for treatment outside Nigeria. He may also, on the recommendation of the Director, University Health Services, authorize the refund of full or part of the medical expenses of a staff if he is satisfied that the treatment was necessary, that it could not be obtained either in Nigeria or under a national health service abroad, and that the expenses, while reasonable in themselves, are onerous in relation to the staff's salary. A staff who finds it necessary while abroad to undergo a treatment for which he may seek refund shall inform the University of the Circumstances as soon as possible. Refund may be refused if it appears that the treatment could have been avoided through care or earlier action on the part of the staff.

7.3 Sick Leave

A staff prevented by illness from carrying out his work should inform his Head of Department and seek medical attention promptly. If an illness exceeds one month it must be reported to the Registrar and the University may require the staff to be examined by a medical doctor of his choice who shall submit a confidential report to the Registrar for appropriate recommendation to the Vice-Chancellor, on the advice of the Director, University Health Services. The Vice-Chancellor may grant sick leave on full pay to a maximum of six weeks per year of sick leave if not hospitalised, and if hospitalised to a sick leave of six calendar months with full pay in the first instance, subject to an extension

for another six months. Thereafter, the Medical Board shall determine if the staff shall be allowed further sick leave or invalidated from service.

The Council may terminate the appointment of a staff at any time, with three months' notice, if he is unable to work due to apparent illness and he refuses to undergo appropriate treatment or a medical examination in accordance with the previous paragraph.

If a staff is absent from work for a period exceeding one month due to illness or injury and it is medically certified that for part or all the time he was in a state of convalescence, or with a minor injury, not seriously impairing his well-being then the staff shall be recalled and the time may be set against any other leave due to him.

Before a staff absents himself from duty for reasons of ill-health he should inform the Head of Department immediately or the Vice-Chancellor (in the case of Head of Department) and cause the Director, University Health Services to forward to the Registrar a Medical certificate specifying the period he should be excused from duty.

Where a staff has been issued with an excuse duty for the same ailment thrice or more, in six consecutive months, he should be advised to undergo a medical examination.

7.4 Medical Board

The Director, University Health Services shall be the Chairman. Two other members shall be the Dean of Clinical Sciences and Senior Medical personnel in the University Health Services Department appointed by the Vice Chancellor, the Head of Establishment Matters shall be the secretary. The Board can co-opt a consultant in the relevant specialty.

The Board shall determine the degree of illness and whether or not the staff is still fit to serve the University. If the Board does not recommend invaliding, the staff shall continue on sick leave, but with pay for another period of three months after which the staff shall be invalidated if the illness continues.

7.5 Maternity Leave

vi. All female staff that are pregnant are entitled to 16 weeks maternity leave with full pay. The annual leave for that year shall however, be regarded as part of the maternity leave. Where the annual leave has already been enjoyed before the grant of maternity leave that part of the maternity leave equivalent to the annual leave shall be without pay.

vii. Maternity leave shall be taken at a stretch beginning not later than 4 weeks before the Expected Date of Delivery (EDD). A medical certificate indicating the EDD shall be presented not less than 2 months before the date.

viii. Maternity leave may be granted only if the staff had spent at least six months in service; otherwise it shall be without pay.

SECTION 8: TRANSPORTATION

8.1 Entitlement to Transport

The University will provide or pay for transport for staff and their families as set out below:

In a case where these regulations apply to a married woman but not to her husband, she will be entitled to transport for herself under paragraphs (a), (b) and (c) if there is no duplication with her husband's entitlements from any source; for her husband if he is medically incapacitated and dependent on her, and for her children if they are dependent on her because her husband is medically incapacitated or by court order, or in other exceptional circumstances approved by the Vice-Chancellor.

- (a) On first appointment - for himself, his wife and up to four children from the place of recruitment or, exceptionally another place as agreed, to the place of work.
- (b) On retirement, expiration of a contract or earlier termination of an appointment - for himself, his wife and up to four children, from the place of work to his domicile, or provided the cost is not greater, to another place as agreed. Staff on contracts, which are renewed, will only be entitled to transport under this paragraph on final departure.
- (c) For home visits by staff domiciled outside Nigeria - for himself, his wife and up to four children, from the place of work to his domicile, or to another place not involving greater expense to the University. This provision may be used after the first four semesters or twenty four months and in every alternate session thereafter, excluding the session of final departure, except as follows:
 - (i) It is not necessary for a wife and children to travel at the same time as the staff, provided that the total number of journeys paid for by the University in the qualifying period does not exceed those allowed for above.
 - (ii) If a child is fully maintained outside Nigeria, one return flight at students' rates will be allowed in the session in which the parents are not entitled to leave outside Nigeria when not already covered by the provisions above.
 - (iii) No transport will be provided for a staff or his wife for a home visit from which he would return less than six months before the date of the termination of his appointment.
- (d) To the place of approved study for himself and, if the period of study leave is at least six months or of a study fellowship at least twenty-four months, for his wife and up to four children.
- (e) When travelling on University Business outside Nigeria - for himself only.
- (f) When travelling on University business in Nigeria - for himself and, in exceptional circumstances, for any member of his family accompanying him at University expense as authorized by the Management.

8.2 Mode of Transport

All transport for the purposes set out in These Regulations which the University will provide or pay for, will be by the most direct route. Transport to other countries may be by air (economy class). Road or air transport may be used within Nigeria. No transport at University expense will be provided in any case where the necessary journeys are to be paid for by any other body.

8.3 Declaration of Domicile

When a staff is appointed he will declare his domicile (country and town), which will be the basis of determining transport entitlements. If husband and wife are both employees of the University the wife is deemed to have acquired the domicile of her husband.

8.4 Facilities for Leave outside Nigeria for Expatriate Staff

A non-Nigerian staff on contract appointment shall be entitled to economy class air return passage every three years for himself, his wife and up to four children to his place of domicile as indicated in his record of appointment. This provision will only be used after the first four semesters or twenty-four months of appointment and in every alternate session thereafter, excluding the session of final departure. A non-Nigerian staff on contract appointment of less than three years duration will only be entitled to such return passage facilities if his contract is renewed; otherwise he will be entitled to one-way passage facilities to his registered domicile.

8.5 Baggage Grant

A staff recruited from outside Nigeria may be paid a baggage grant for himself and his wife in any of the 3 cases as follows:

- a) By air (as accompanied baggage) - 50 kilograms excess baggage for a single person
100 kilograms excess baggage for a married person.
- b) By air (as unaccompanied baggage) - 100 kilograms excess baggage for a single person
200 kilograms excess baggage for a married person.
- c) By sea (as unaccompanied baggage)
The University will pay the equivalent of the cost by air unaccompanied.

On first appointment a staff recruited from within Nigeria may be refunded his actual expenses of packing and transporting his baggage to the University up to a maximum of ₦200,000.00 each for himself and his family.

On final departure from the University a staff domiciled in or going to a destination in Nigeria would be paid a baggage Grant as follows:

- a) CONTISS 14 -15/CONUASS 06-07 = ₦ 10,000.00 per every year of services
- b) CONTISS 6 – 13/CONUASS 01-05 = ₦ 5,000.00 per every year of service

SECTION 9: WELFARE PACKAGES AND ALLOWANCES

The University may provide the following welfare packages within the available resources at the discretion of the Council:

9.1 Salary Advance

Advance on account of salary may be made on the authority of the Bursar to a staff on first appointment and shall be limited to one month salary to be repaid in three consecutive monthly instalments, deducted from salary; the first instalment to begin in the month following the date on which the advance was made. No other advance on account of salary shall normally be granted except on the authority of the Vice Chancellor. In all cases, application shall be made through the Head of Department.

9.2 Loans

The following loans are available to entitled staff at the approved rates. The eligibility of accessing them shall be subject to such guidelines and conditions set by the Loan's Committee and approved by the Management.

- a) Vehicle Loan
- b) Car Refurbishing Loan
- c) Computer Loans for Desktop, Laptop and Computer Accessories
- d) Furniture Loan
- e) Housing Loan

9.3 Advances and Total Indebtedness

Notwithstanding anything in these Regulations, the total indebtedness of any employee to the University shall normally be limited to such a sum as will ensure that his total monthly payment of advances and/or loans do not exceed one third of his gross monthly salary.

9.4 Allowances

Responsibility Allowance shall be paid to principal officers and other designated officers as listed below:

- i. Vice Chancellor
- ii. Deputy Vice Chancellors
- iii. Registrar
- iv. Bursar
- v. Librarian
- vi. Deans/Directors
- vii. Deputy Deans
- viii. Heads of Department
- ix. Heads of Non-Academic Divisions/Units
- x. Coordinators of Centers

Any other officer performing such duties as the Vice Chancellor may deem appropriate. Responsibility allowance shall be paid to the respective staff at the rate approved by the University Governing Council.

No person shall be entitled to draw more than one responsibility allowance. Where a staff holds more than one office which attracts responsibility allowances, he shall accordingly be entitled to draw the highest of the allowances to the office concerned.

A person appointed in an acting capacity to an office, which attracts responsibility allowance, shall be entitled to the payment of the allowance if he acts in the office for up to one month.

9.5 Regular Allowances

In addition to allowances consolidated in the monthly salary, the following Regular allowances are also paid to entitled staff at the rates as follows:

a) Kilometer Allowance

A kilometer allowance at the rate in section 6.1 above will be paid for approved journeys by road on University business.

b) Duty Tour Allowance

When travelling on University business within Nigeria, other than Conference or Workshop, a Duty Tour Allowance (DTA) at the following rates is given to take care of accommodation and feeding, with 30% of it for local running, if official vehicle is not provided:

a) Vice Chancellor	= ₦ 100,000 per night
b) Principal Officers	= ₦ 87,500 per night
c) CONUASS 06 - 07/CONTISS 14 - 15	= ₦ 46,875 per night
d) CONUASS 05/CONTISS 13	= ₦ 31,250 per night
e) CONUASS 3-4/ CONTISS 9-12	= ₦ 25,000 per night
f) CONUASS 01-02/CONTISS 06-8	= ₦ 21,875 per night

Staff should note that attendance at a Conference is not regarded as being on University business, unless the staff is formally designated by the University authorities to represent the University.

c) Estacode

When travelling on University business outside Nigeria, other than Conference or Workshop, an *estacode* is given to take care of accommodation, feeding and local running at the following rates or as may be determined by Council:

i) Pro-chancellor and Chairman	= US \$900 per night
ii) Vice-Chancellor	= US \$900 per night
iii) Principal Officers	= US \$800 per night
iv) CONTISS 14 & 15/CONUASS 06 & 07	= US \$600 per night
v) CONTISS 06 - 13/CONUASS 01 - 05	= US \$400 per night

d) Shift Duty Allowance

Staff that performs shift duty are entitled to the allowance at the agreed rate of their monthly consolidated salaries. They include but not limited to the following; Registered Nurse/Midwife, Medical Laboratory Technicians, Dental Technicians, Medical Record Technicians and plaster Technicians.

e) Call Duty Allowance

This is an earned allowance given to every deserving Health Personnel working in the hospital as outlined in the circular from office of salaries and wages commission. It is

paid to those who perform call duty according to the existing call duty roster in the University at the agreed rates. Those entitled include medical doctors, medical laboratory Scientist, pharmacists, nursing officers who take calls instead of shift duty among others. NWUK /UHSD/ADM/V.II/005

f) Non-clinical call duty allowance

This is similar to call duty allowance but it is paid to Academic staff and Academic Technologists/Scientist that are involved in teaching the clinical courses and practical to medical and allied medical students at the approved rate by the University Council. FGN circular

g) Overtime Allowance

Staff on CONTISS 06 to CONTISS 12 are entitled to overtime allowance for authorized work done outside the official working hours subject to a maximum of 45 hours in a month at the following rates:

- i) Normal working days = 0.70% of monthly basic salary
- ii) Public Holidays/Work-free days = 1.50% of the monthly basic salary

h) Funeral Expenses

Families of a fulltime staff who dies in active service shall be paid the allowance at the following rates:

- i) Consolidated = ₦ 1,000,000.00
- ii) CONTISS 14 & 15/CONUASS 06 & 07 = ₦ 750,000.00
- iii) CONTISS 06 - 13/CONUASS 01 – 05 = ₦ 500,000.00

i) Sitting Allowance for Council and Council Committees Meetings

- i. Pro-Chancellor and Chairman of Council - ₦160,000.00 Per Sitting
- ii. Vice-Chancellor - ₦120,000.00 Per Sitting
- iii. Council Members - ₦100,000.00 Per Sitting
- iv. Officers in Attendance - ₦50,000.00 Per Sitting

j) Air Ticket:

- i. Pro-Chancellor and Chairman of Council - First Class
- ii. Vice-Chancellor - Business Class
- iii. Council Members/Other Principal Officers - Business Class

k) Baggage Allowance: on Assumption of Duty and Final Departure

- i. Pro-Chancellor and Chairman of Council - ₦150,000.00
- ii. Vice-Chancellor - ₦150,000.00
- iii. Other Principal Officers - ₦100,000.00

l) Fueling Allowance:

- i. Pro-Chancellor and Chairman of Council - ₦200,000.00 Per Month
- ii. Vice-Chancellor - ₦200,000.00 Per Month
- iii. Other Principal Officers - ₦150,000.00 Per Month

m) Internet Subscription/Newspaper:

- i. Pro-Chancellor and Chairman of Council - ₦30,000.00 Per Month
- ii. Vice-Chancellor - ₦30,000.00 Per Month
- iii. Other Principal Officers - ₦30,000.00 Per Month

n) Medical Allowance:

- i. Pro-Chancellor and Chairman of Council - ₦150,000.00 Per Month
- ii. Vice-Chancellor - ₦100,000.00 Per Month
- iii. Other Principal Officers - ₦80,000.00 Per Month

o) Communication/Recharge Cards:

- i. Pro-Chancellor and Chairman of Council - ₦150,000.00 Per Month
- ii. Vice-Chancellor - ₦100,000.00 Per Month
- iii. Other Principal Officers - ₦80,000.00 Per Month

9.6 End of Tenure Allowances and Other Remunerations for the Principal Officers

1. Vice-Chancellor:

- a. Severance Gratuity:
 - i. Payment of 300% of annual basic salary at the end of tenure.
 - ii. One-year Sabbatical leave and all accumulated leave with full pay
 - iii. Retention of one official car at no cost
 - iv. Retention of two drivers and one security personnel for one year after completion of tenure (this may be monetized if the Vice-Chancellor would not need the services of the staff).
- b. Payment of Rent/Furniture Allowances in lieu of Accommodation:
 - i. Free furnished accommodation or payment of rent subsidy in the sum of ₦2.5 Million per annum.
Where accommodation is provided, the following furniture is to be retained at the end of tenure.
- c. Payment of annual wardrobe allowance:
 - i. Payment of ₦1,000,000 on assumption of duty and ₦500,000 per annum for the remaining four years.
- d. Foreign Trip:
 - i. A Vice-Chancellor who completed his/her tenure would be entitled to leave not exceeding 28 days with full estacode outside the Country.
 - ii. Payment for international return tickets (Economy) 1 spouse and 4 children.

2. Deputy Vice-Chancellor:

- a. Severance Gratuity:
 - i. Payment of 150% of annual basic salary at the end of tenure.

- ii. One-year Sabbatical leave and all accumulated leave with full pay
 - iii. Any Deputy Vice-Chancellor who served up to a maximum period of four years would retain his/her official at no cost, but where he/she served for two years, the vehicle would be sold to him/her at book value.
 - iv. Retention of one driver and one security personnel for one year after completion of tenure (this may be monetized if the Deputy Vice-Chancellor would not need the services of the staff).
- b. Payment of Rent/Furniture Allowances in lieu of Accommodation:
- i. Free furnished accommodation or payment of rent subsidy in the sum of ₦1.5 Million per annum.
Where accommodation is provided, the following furniture is to be retained at the end of tenure.

3. Registrar, Bursar and University Librarian:

- a. Severance Gratuity:
- i. Payment of 300% of annual basic salary at the end of tenure.
 - ii. One-year Sabbatical leave and all accumulated leave with full pay
 - iii. Retention of one official car at no cost
 - iv. Retention of one driver and one security personnel for one year after completion of tenure (this may be monetized if the Officer would not need the services of the staff).
- b. Payment of Rent/Furniture Allowances in lieu of Accommodation:
- i. Free furnished accommodation or payment of rent subsidy in the sum of ₦1.5 Million per annum.
Where accommodation is provided, the following furniture is to be retained at the end of tenure.
- c. Payment of Annual Wardrobe Allowance:
- i. Payment of ₦700,000 on assumption of duty and ₦400,000 per annum for the remaining four years.

9.7 Earned allowances

The following allowances are also paid to entitled staff at the approved rates subject to approval by the Council:

- a) Postgraduate Supervision
- b) Teaching Practice/Industrial Supervision/Fieldtrip
- c) Excess Workload
- d) Hazard
- e) Responsibility
- f) Non-Accident Bonus – for drivers
- g) Earned Academic Allowances (EAA)

h) Student Technologist/Scientist Ratio (STR) FGN 2009 Agreement

a) Postgraduate Supervision Allowance

Lecturer I - ₦ 15, 000 per student per annum
Senior Lecturer – ₦ 20, 000 per student per annum
Associate Professor and Professor - ₦ 25, 000 per student per annum

To be paid to a maximum of five (5) students per annum

b) Excess Work Load

Professor ₦ 3, 500 per hour
Associate Professor ₦ 3, 500 per hour
Senior Lecturer ₦ 3, 500 per hour
Lecturer I to Graduate Assistant ₦ 2, 000 per hour
Technologist/Scientist II – Principal Technologist/Scientist ₦ 2,000 per hour
Assistant Chief Technologist/Scientist – Principal Chief ₦ 3 ,500 per hour
CONTISS 13 and above at a rate of ₦ 3, 500 per hour.

FGN Agreement with University based Unions (2009).

These rates are subject to review consequent to renegotiation between FGN and the University based Unions.

The University Administration should ensure that only those entitled are paid the allowance.

Hazard Allowances:

Members of staff shall be entitled to draw hazard allowance at a rate approved by the Council.

Special Allowances

The Vice-Chancellor and other Principal Officers shall be entitled to the following allowances, as may be determined by the Council:

- a) Wardrobe
- b) Furniture
- c) Severance Package
- d) Rent
- e) Others.

SECTION 10: HOUSING

10.1 Housing Allocation

University housing is allocated to eligible staff by the Staff Housing Committee on behalf of the Vice-Chancellor, based on the University housing policy.

Request for housing or transfer from one house to another shall be referred to the Committee for consideration and appropriate action.

Married Couples

A spouse employee shall be entitled to accommodation in his own right. However, where one spouse enjoys official accommodation in the University the other spouse shall not be entitled to another accommodation.

Where a staff is allocated a house by the University, he would be charged a fair rent, electricity and water rates as approved by Council from time to time.

Rent will be charged during the absence of a staff, unless he vacates the house or makes it available for temporary reallocation on request by the University.

Housing Allowance is paid to staff at the rate approved by Council.

10.2 Expenses on First Arrival Pending Housing

On assumption of duty, a new staff who is not domiciled in Kano may be eligible for hotel accommodation for self, spouse and a maximum of four children for the first twenty-eight (28) days or an allowance in lieu thereof, based on the extant circular.

Officers earning below CONTISS 9 or its equivalent, may be assisted with accommodation if such officers are on essential service and have to live near Campus to facilitate their work.

Agreement Governing the Occupation of Quarters

Agreement governing the occupation of quarters shall be signed by the staff allocated quarters.

Determination of Occupation of Quarters

Occupants of University quarters are expected to comply with all the rules and regulations enshrined in the University housing policy.

SECTION 11: STAFF SCHOOLS AND CANTEEN SERVICES

11.1 Staff Schools

- (i) The University shall establish and bear the full capital and recurrent costs of University Staff Primary Schools.
- (ii) The University shall (without recourse to Government) bear the full Capital Cost of University Secondary Schools while parents bear the full Recurrent Cost.

11.2 Staff Canteen Services

In principle, the University shall support the establishment of staff canteen. Such canteen shall be initiated and run by Consultancy and investment services.

SENIOR STAFF SERVICE CONDITIONS AND REGULATIONS

SECTION 12: CESSATION OF APPOINTMENTS

Any of the following shall constitute cessation of appointment: abandonment of post, death, dismissal from service, expiration of appointment, resignation, retirement, termination of appointment, withdrawal of service and incapacitation on medical grounds.

a) Abandonment of Post

Abandonment of post, also known as abscondment, is a cessation initiated by the staff other than by way of resignation. Cessation as a result of abandonment of post shall not be regarded as a termination of appointment but may lead to initiating the process of a disciplinary action against the staff.

b) **Death** automatically extinguishes one's appointment.

c) Dismissal from Service

Dismissal from service is a cessation of appointment resulting from disciplinary action taken against a staff.

An employee under interdiction who is found guilty by an Administrative Panel or convicted by a Court of law on any of the charges prepared against him may be dismissed by the Governing Council.

Upon conviction of any staff on a criminal charge he shall be dismissed with effect from the date on which he was convicted.

A staff of the University shall be summarily dismissed if;

- i. He corruptly accepts or obtains from any persons for himself or any other persons any gift, gratification or consideration as an inducement or reward for doing or forbearing to do any act in relation to the University's affairs or business;
- ii. While staff in full-time or part-time capacity acts as attorney or agent against the University in any matter;
- iii. Falsifies testimonials or personal records.
- iv. Alters, fails to keep, tampers with, and suppresses any official records to the employee's selfish ends;
- v. Whilst a staff in the University on a full-time appointment engages in full-time studies without approval;
- vi. Takes the University to Court without exhausting the internal mechanism and loses his case.

A staff who is confirmed in his appointment may be dismissed by the University for Gross Misconduct but no such staff shall be so dismissed until he has been given the opportunity of submitting representations to the Vice Chancellor through his Head of Department and such representations shall have been considered by the Senior Staff Disciplinary Committee.

No salary in lieu of notice shall be given to any staff dismissed for gross misconduct and dismissal shall take effect from the date the staff concerned is officially notified that he has been dismissed.

A staff dismissed for misconduct shall not be eligible for leave and shall vacate University premises immediately.

A staff who absents himself from duty without permission or fails to resume duty when due after any leave renders himself liable to dismissal. The onus will rest on him to show that the circumstances do not warrant the imposition of the full penalty.

d) Expiration of Appointment

A contract or temporary appointment shall expire automatically and without prior notice on the expiration date specified in the letter of appointment.

e) Resignation

A resignation is a cessation from service initiated by a staff who has spent less than five years in the service of the University. A staff may also resign from a position to which he is appointed with a valid reason and still remain in the service of the University.

f) Retirement

An academic staff shall retire from the service of the University on reaching the age of 65 years if he is not a Professor and at 70 years if he is a Professor. Staff in the Administrative, Professional and Technical cadres shall retire from service on reaching the age of 65 years.

A staff due for retirement from service pursuant to the above paragraph shall give three (3) months notice in writing to the University.

A staff may voluntarily retire after serving for a minimum period of fifteen (15) years by giving three months notice in writing or one month salary in lieu of notice.

Retirement Benefits

The provisions of the Kano State Pensions Act and or other relevant Authorities shall apply.

g) Termination of Appointment

This is cessation from service initiated by the University. The Council may terminate the appointment of a staff on any of the following grounds:

If the staff in relation to his duties is guilty of misconduct, gross inefficiency, inability to perform or willful refusal to carry out obligation or duties to the University.

ii. If the staff becomes incapable by reason of general inefficiency or infirmity of mind or body, of rendering further efficient service to the University.

iii. A senior member of staff who absents himself from duty without permission or who fails to resume duty at the end of a leave period for no just cause, shall be considered to have committed gross misconduct and shall be referred to the Senior Staff Disciplinary Committee for appropriate action.

iv. All appointments for a fixed term shall be held to have terminated at the end of such period. Such appointments may be renewed by mutual agreement at the written request of the member of staff concerned and submitted to the Registrar three months before the expiration of the appointment.

Appointment shall not be terminated until:

A staff has been notified in writing of the grounds on which consideration is being given for the termination of the appointment.

The staff has had an opportunity to reply to the allegations, if any, made against the staff and/or of making any written and/or oral representations in respect thereof to Council or any committee to which Council may have delegated power in that regard, has considered such representation. For this purpose, the staff shall be given not less than one week in which to reply and make his representation.

The staff whose appointment is being considered for termination may at the discretion of the Council or at his own request, be given an opportunity for the appointment to be reconsidered. Where an appointment may be terminated in accordance with the above, Council may at its discretion, in lieu of termination permit the staff to resign his appointment in accordance with this part.

Where an appointment is terminated in accordance with this part, staff shall, unless the Council otherwise resolves, be entitled to receive accrued leave pay and transportation expenses.

A staff appointed as Graduate Assistant shall be terminated if:

He is unable to secure admission to study for higher degree after 24 months of assumption of duty.

He has spent 48 months since assumption of duty without obtaining a higher degree.

Termination at the Expiration of Contract Appointment

- i. All appointments for a fixed term of years shall be held to have terminated at the end of such period. Such a contract may be renewed by mutual agreement at the written request of the member of staff concerned submitted to the Registrar, three months before the expiration of the contract.
- ii. Contract may be terminated in accordance with the terms of the respective contract of employment or in exercise of disciplinary control.

h) Withdrawal from Service

Staff may withdraw from the service of the University any time by giving at least three (3) months' notice or one (1) month salary in lieu by writing to the Vice Chancellor through his Head of Department and may receive appropriate entitlement from relevant pension authority.

a) Contract Addition and Gratuities

Staff on contract appointment is entitled to a total of 25% of their salary as contract addition: 10 % in lieu of pension and 15 % in lieu of gratuity, upon satisfactory completion of the contract, or paid within the period of service. This section does not apply to pensionable non-expatriate staff.

b) Continuous University Services

For the purpose of computation and payment of benefits it is only continuous and unbroken period of public service that shall be taken into account, provided that any break in a staff's public service that is condoned by the Government or University may be disregarded.

SENIOR STAFF SERVICE CONDITIONS AND REGULATIONS

SECTION 13: PUBLICATIONS

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

Where work is undertaken concerning the activities of Government or public bodies in Nigeria the provisions of appropriate legislation shall apply.

SENIOR STAFF SERVICE CONDITIONS AND REGULATIONS

SECTION 14: INVENTIONS

Subject to the University Research policy, the following provisions shall apply:

13.1 Provisional Protection of Inventions

Staff who has made an invention which in some respects is related to his work at the University should immediately report it to the Vice-Chancellor through the Head of Department. He may, at his own expenses and shall, at the expenses of the University, if so required by the Vice-Chancellor, lodge an application for Provisional Protection of the Patent.

13.2 Appointment of Awards Committee

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

13.3 University's Option

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

- (a) the staff will be responsible for all the expenditure for taking out the patent;
- (b) The Council may attach to its decision such conditions as it may think fit and in particular, may reserve to the University a right of user of the invention free of royalty and/or may reserve the right to a share of any commercial proceeds.
- (c) Where the inventor is allowed controlling rights but cannot fund the expenditure in taking out patent, a third party can be incorporated to finance the expenditure subject to Council approval.

13.4 Rules When a Staff is not allowed Controlling Rights

If the staff is not to be allowed controlling rights of the patent, the following provisions will apply:

- (a) The staff shall assign his rights in the invention to the University,
- (b) The University will be responsible for all the expenditure in taking out the patent;
- (c) The Awards Committee will recommend and Council will decide on whether the staff will be allowed a share of any royalties or commercial proceeds accruing therefrom.

13.5 Determination of Award

Whether or not he is allowed controlling rights, the staff may apply to the Awards Committee for an award in respect of his invention.

In fixing the amount of any award or share of commercial proceeds, the following shall be considered:

- (a) Any reasonable expenses incurred by the staff in respect of his invention shall be taken into account.
- (b) The reservation of the right of user, free of royalty of the University, shall not be taken into account, but if and when such right is exercised by University, a material change calling for modification of the award shall be deemed to have taken place. The Awards Committee will submit its recommendation for Council's decision.

SENIOR STAFF SERVICE CONDITIONS AND REGULATIONS

SECTION 15: SECURITY

Staff shall observe any rule made by any competent authority regarding the security of lives and properties, road traffic regulations, the custody of animals, etc.

In the same vein, staff shall abide by any rule made by the University authority regarding security of lives and properties and other related security issues on any of the University Campuses.

Failure to report such matters within the knowledge of any staff shall on investigation be construed as collusion or collaboration in the event of any misconduct, and shall attract an appropriate disciplinary action.

There will be adequate security to be provided by the University security directorate within the University campus. The security directorate shall maintain a 24-hour coverage and surveillance for the safety of the campus community. Nonetheless, each staff has the civic responsibility to be vigilant and protective of public goods.

Staff identity cards shall be made available to staff by contacting the ICT Directorate which shall capture the biometric data of staff.

Members of staff are required to always carry their identity card with them within the university and observe the rules governing the security of persons and property in the campus.

The University may provide vehicles stickers for its entire staff. A staff, regardless of rank or status may be subjected to checking by officers of the security directorate.

SECTION 16: STAFF DISCIPLINE

15.1 Purpose of Disciplinary Action

Disciplinary action may be taken against a staff on grounds of misconduct or serious misconduct as enumerated in Section 2 of These Regulations.

15.2 Nature of Disciplinary Action

The following disciplinary actions, among others that may be deemed suitable, may be imposed on staff as sanction for misconduct or serious misconduct:

- (a) Warning, oral or written. The authority executing this action shall document the oral warning given;
- (b) Denial of annual salary increment. The authority executing this disciplinary action should determine the duration of the denial, based on the gravity of such misconduct;
- (c) Denial of appraisal for promotion for a specified period;
- (d) Denial of any other benefit; as may be deemed appropriate e.g. granting of study fellowship, sabbatical leave or leave of absence;
- (e) Loss of salary for a specified period, not exceeding one month;
- (f) Suspension of duties for a specified period, without pay
- (g) Reduction in rank
- (h) Surcharge
- (i) Termination of appointment
- (j) Dismissal from service
- (k) Suspension from duties or office with half salary not exceeding three months at the first instance.

15.3 By Whom Disciplinary Action May Be Taken

Except otherwise provided in these Regulations, the power to exercise disciplinary control over staff is vested in the Council, which may delegate such power, from time to time, in such manner and conditions as it may deem fit.

15.4 Details of Nature of Disciplinary Action

(a) Warning

The warning should encompass drawing attention to shortcomings through counselling, oral warning and written warning.

- (i) Regarding the Teaching Staff: it should be done by the Dean, Director or the Head of Department.
- (ii) Regarding the Senior Administrative, Professional and Technical Staff:

For staff below CONTISS 13, the immediate superior officers may carry out the first two steps in the process, while the formal warning should be by the Head of Department. For staff on CONTISS 13 and above, the entire warning process should be in the hands of the Head of Department.

- (iii) In respect of Deans, Directors, Heads of Academic and Administrative Departments the entire warning process shall be undertaken by the Vice-Chancellor or Registrar as the case may be.

b) Suspension From Duty

A staff may be suspended from duty for a specified period of time without pay, as provided for in These Regulations.

c) Period of Suspension

A staff may be suspended from the service of the University for the period of three months with half pay in first instance during which period his case should have been determined by the Governing Council or the Vice-Chancellor. At the expiration of the 3 months, the Council or Vice-Chancellor may decide to extend the suspension for another three months on such terms and conditions as may be determined including the proportion of the salary to be paid.

d) Dismissal from Service, Termination of Appointment and Other Forms of Disciplinary Action

The Council shall be the only authority that can dismiss, terminate the appointment or take other similar disciplinary action against a confirmed staff. This, however is without prejudice to the power conferred on the Registrar under Section 3 of These Regulations .

Where in the opinion of the Head of Department or Director of Academic Units an act of misconduct is beyond oral or written warning, he shall send a report to the Registrar on the matter, who shall forward it to the Disciplinary Committee (DC) for appropriate consideration and recommendation to Council.

15.5 Procedure for Disciplinary Action

15.5.1 Warning:

- a) Oral warning may be given in response to a reply obtained to an oral query, where the reply is not satisfactory.
- b) Written warning: This requires that a staff should be given a written query to which he should reply in writing within a given time which shall be indicated in the query. The Head of Department who issued the query shall decide whether:
 - (i) The staff has exculpated himself in which case the Head of Department shall so inform him and no further action shall be taken, or
 - (ii) The staff has not exculpated himself but no immediate punishment is warranted, in which case the Head of Department shall issue an appropriate written warning (copying the Registrar and other appropriate officers) and require the staff to acknowledge its receipt in writing.

15.5.2 Punishment

Where the staff has not exculpated himself through his reply to a written query, and deserves some punishment, the matter shall be referred by the Head of Department concerned to the Registrar who may, depending on the gravity of the offence, advise the

Vice-Chancellor to suspend the staff for a period of 3 months in the first instance on half pay.

In taking further action, the understated procedure shall apply: Council shall delegate its powers to the DC chaired by one of its members and the matter shall be presented to the DC for appropriate consideration.

- (a) The staff shall be notified in writing of the allegations labelled against him, and he shall be called upon to state in writing, before a day to be specified (which day must allow a reasonable interval for the purpose) any grounds upon which he relies to exculpate himself;
- (b) The matter shall be considered by the Committee. The Head of the Department of the staff shall present the case in the presence of the staff.
- (c) Any staff invited to give evidence by the DC shall comply.
- (d) If any witnesses are called to give evidence, the staff shall be entitled to be present and to put questions to the witnesses, including the Head of the Department who presented the case in the first instance.
- (e) No documentary evidence shall be used against the staff unless he has previously been supplied with a copy thereof or given access thereto;
- (f) If the staff does not furnish any representations within the time fixed, the DC may take such action as it deems appropriate against him;
- (g) If the staff submits his representations and the DC is not satisfied that he has exculpated himself, and considers that the staff should be appropriately punished, it shall recommend to Council accordingly;
- (h) If upon considering the staff's representations the DC is of the opinion that the case against him needs further investigation, it shall appoint an Investigation Committee to enquire into the matter. The Investigation Committee shall consist of not less than three persons including the representative of the union to which the staff belongs. Other members of the Committee shall be selected with due regard to the standing of the staff concerned, and to the nature of the alleged misconduct which is the subject of the enquiry. The Director/Head of the Department of the staff shall not be a member of the Committee.
- (i) The staff shall be informed that on a specific day, the case against him shall be brought before the Investigation Committee and that he shall be required to appear before it for the purposes of further investigation into the matter, and shall be entitled to call witnesses and/or submit further documents relating to the case. His failure to appear shall not invalidate the proceedings of the Committee; provided that there's no genuine reason behind his failure to appear or there was no prior communication of his failure to appear.
- (j) If witnesses are examined by the Investigation Committee, the staff shall be given an opportunity of being present and of putting questions to the witnesses on his own behalf, and no documentary evidence shall be used against him unless he has previously been supplied with a copy thereof or given access thereto;
- (k) If, after investigation, further grounds for taking action against the staff are disclosed, and the DC thinks fit to proceed against the staff upon such grounds, the staff shall by the direction of the DC be furnished with a written statement thereof

and the same steps shall be taken as prescribed above in respect of the original grounds;

- (l) The DC having reconsidered the matter shall forward a report to the Council for consideration.
 - (m) If upon considering the report of the DC together with a copy of the evidence and of all material documents relating to the case, the Council is of the opinion that the staff should be punished, such action shall immediately be taken.
 - (n) If the Council does not consider that any penalty should be imposed, the staff shall be exculpated forthwith and shall be informed accordingly.
- i) Upon consideration by the Governing Council, the staff shall be dismissed with effect from the date on which he was convicted.

15.5.4 General Inefficiency

- (a) General inefficiency consists of a series of acts of commission, omission or incompetence of which the cumulative effect shows that the staff is not capable of discharging efficiently the duties of the office he holds.
- (b) Before proceedings for termination of service or removal from office for general inefficiency may be taken, he must have been warned on two or more occasions previously, in writing and or been given ample opportunity for improvement or suffered loss or deferment of his last increment.
- (c) It shall be the duty of every superior officer as soon as he observes any fault or shortcoming in a staff subordinate to him, to bring it to the staff's notice and to record that this has been done, with a view to improving the staff's usefulness and efficiency in the service.
- (d) In all cases of termination for inefficiency, notice of termination shall be given. The period of notice shall be three months unless other period is appropriate in the light of a particular staff's terms of service. If it is decided that the staff shall leave the University immediately, he shall be paid salary equivalent to the period of the notice. The period of notice shall include any leave to which he is entitled. If the leave is longer than the period of notice, he shall be sent on leave and the period of notice absorbed by the leave.

15.5.5 Unconfirmed or Contract Appointment

- (a) The Vice Chancellor may act on behalf of the Council in cases involving staff on contract or unconfirmed full-time appointments, provided that: -
- (b) If the Vice Chancellor is of the opinion that the conduct of a staff is or has been such that it is prejudicial to the interest of the University, he may suspend such staff from his duties and may also issue instructions limiting his access to any offices in the University or enjoining him to make himself available for enquiry by DC.
- (c) The Vice-Chancellor may, for sufficient cause, terminate the appointment of a staff on contract or unconfirmed regular appointment by giving at least one month notice (or payment of one months' salary in lieu). The staff concerned may, within seven days of his being informed of the termination, make an appeal in writing to the Council. The Council's decision shall be final.

- (d) The Vice-Chancellor may suspend from duties a staff to whom notice has been given, pending departure of the staff or the determination of the appeal. Unless the termination is revoked, the staff shall not be entitled to any salary, or payment in lieu of salary, for more than three months from the date notice was given to him.

15.5.6 Staff on Confirmed Full-Time Appointment

Subject to the powers conferred on the Vice-Chancellor, only the Governing Council shall take disciplinary or punitive action (including dismissal from service) other than warning against a staff whose appointment has been confirmed. However, if the Vice-Chancellor is of the opinion that the conduct of a staff (other than an Officer of the University) is or has been such that it is prejudicial to the interests of the University, he may suspend such staff from his duties and may also issue instructions limiting his access to any offices in the University. The Vice-Chancellor shall immediately report to the Council any such action taken for further disciplinary measures to be initiated.

15.5.7 Principal Officers of the University

Only the Council may take disciplinary or punitive action (including dismissal from office or service) against a Principal officer of the University. The Council may suspend such staff from duties, and may issue instructions limiting his access to any offices in the University or enjoining him to make himself available for enquiry by a Committee of Council from time to time, pending investigations into his conduct or the completion of any other appropriate action connected with his case.

15.6 Disciplinary Action arising from the Findings of a Committee of Enquiry

Where a Committee of enquiry appointed by the Council discovers that a staff has engaged in malpractices or series of acts of misconduct or that he has committed or omitted acts which the Council considers to be prejudicial to the interest of the University or that he is incapable of discharging his duties efficiently, the Council may take such disciplinary or punitive measures against him, including dismissal from office or service, in accordance with the provisions of These Regulations.

15.7 Right of Appeal

Any staff disciplined or punished under the foregoing regulations shall have the right to appeal through the normal channels, except that a decision by the Council shall be final.

Where the disciplinary action arises from the decision of Council, the staff shall appeal to the Council only if there are new grounds, which, in the opinion of the staff, would make the Council to reconsider its decision if such grounds are brought to its knowledge. There shall be no further appeal where the Council reconsiders the case based on such grounds and takes a decision.