



# SUCCESSFUL UNIVERSITY ADMINISTRATION AND THE COMMITTEE SYSTEM: ROLES, OBLIGATIONS AND EXPECTATIONS OF LEADERS AND MEMBERS

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# OUTLINE

- What is the Committee System?
- What are the Roles of Members of the University Community in a Committee System
- The Role of the Head of Department/Departmental Board(s)
- The Role of the Dean and the Faculty Board(s)
- A Typical Committee of Council and Senate
  - Appointments, Promotions and Disciplinary Committee
- A Typical Committee of Senate
  - Academic Board of PG Studies



# COMMITTEE SYSTEM

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- A Committee is a body of persons set up for an assignment with specific terms of reference.
- Effective University governance depends on an effective Committee System
- Committees are governed by the University Laws and Statutes
- They include Committees of the Council, Senate, Joint Committees and Administrative Committees



# OBLIGATIONS OF MEMBERS OF THE COMMUNITY

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- As a member of the University community, you have expectations from and obligations to the system
- It is your obligation to package your papers neatly and correctly
- Preparation of your **CV in University format only**
- Apply for your request(s) through your Dept/Unit Head
- When in doubt, ask from superiors - HODs, Professors, Deans, Princ Officers
- Effect corrections made on your papers by different Committees/Panels





# OBLIGATIONS OF MEMBERS OF THE COMMUNITY

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CV Format for Teaching Staff (The last AP & DC presented at least 10 different formats)

- A. Personal Data
  - 1. Full Name:
  - 2. Date of Birth:
  - 3. Place of Birth:
  - 4. Nationality:
  - 5. State of Origin:
  - 6. Local Government Area:



# OBLIGATIONS OF MEMBERS OF THE COMMUNITY

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7. Permanent Home Address:

8. Contact Address:

- 9. Phone Number:
- 10. E-Mail Address:
- 11. Marital Status:
- 12. Number of Children and Their Ages:
- 13. Physical Disability/Challenges:



# OBLIGATIONS OF MEMBERS OF THE COMMUNITY

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B. Educational Background (with dates)

- C. Work Experience (with dates)
- D. Membership of Professional Bodies
- E. Conferences/Courses attended (state titles of papers presented if any)
- F. Publications with Dates
- G. Any other Relevant Information
- H. Names and addresses of three (3) referees who have close association with candidates' academic/work experience.



# OBLIGATIONS OF MEMBERS OF THE COMMUNITY

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## Format for Non-Teaching Staff

B. Educational Background (with dates)

C. Work Experience (With Dates)

D. Membership of Professional Bodies

E. Any other Relevant Information

F. Names and addresses of three (3) referees who have close association with candidates' academic/work experience.





# OBLIGATIONS OF MEMBERS OF THE COMMUNITY

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## 5. International Recognition of Scholarship

To ensure that Elizade University is globally recognized as a citadel of academic excellence, all its academic staff members, particularly those above the rank of Lecturer II, are expected to publish their research outputs in reputable local (onshore) and foreign (off-shore) **scientific indexed journals with verifiable location and sound/rigorous peer-review process (e.g., non-predatory but high-impact international journals indexed by SCOPUS).**

Indeed, for these categories of staff, the following indicated proportions of their publications should be offshore:

- Lecturer I: 20%
- Senior Lecturer: 30%
- Reader/Professor: 40%



# OBLIGATIONS OF MEMBERS OF THE COMMUNITY

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**9 iii. Books shall not account for more than 20% of total score for all publications**

## **10.1 Scoring of Joint Authorship of Publication**

Joint Authorship of publications shall be scored based on the following 5 factors:

- i. The First Author to be scored 70% of the points assigned to the publication;
- ii. The Second Author to be scored 60% of the points assigned to the publication;
- iii. The Third Author to be scored 50% of the points assigned to the publication;
- iv. The Fourth Author to be scored 40% of the points assigned to the publication;
- v. The Fifth and other Authors to be scored 30% of the points assigned to the publication.



# OBLIGATIONS OF MEMBERS OF THE COMMUNITY

**Table 9: Relative Score on the Criteria for Promotion for Teaching Staff**

Criteria	Graduate Assistant to Assistant Lecturer	Assistant Lecturer to Lecturer II		Lecturer II to Lecturer I		Lecturer I to Senior Lecturer		Senior Lecturer to Reader		Reader to Professor	
		MAX	MIN	MAX	MIN	MAX	MIN	MAX	MIN	MAX	MIN
	-										
<b>Qualification</b>	-	5	5	10	5	10	10	10	10	10	10
<b>Teaching</b>	-	5	3	9	6	13	9	15	9	17	9
<b>Service</b>	-	2	1	3	1	5	3	6	4	7	5
<b>Publications</b>	-	10	6	25	15	50	30	75	45	100	60
<b>Total</b>	-	22	15	47	27	78	52	106	68	134	84
<b>Pass mark</b>	-	15		27		52		68		84	



# HEAD OF DEPARTMENT

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- This is an appointee of the Vice-Chancellor, on the Dean's recommendation
- She/he shall be responsible to the VC through the Dean of the relevant Faculty
- She/he shall be responsible for everyday administration of the department, including the smooth delivery of lectures, the conduct of examinations, research and the design of new programmes
- She/he will direct and supervise teaching, research and community services; administer departmental matters as it concerns annual reports and preparations of annual budgets





# HEAD OF DEPARTMENT/ACADEMIC DEPARTMENTS

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- All students' and staff requests and applications shall be duly vetted/processed by the HOD
- HODs shall call meetings of the Department board **at least once a month**
- **Departmental board of examiners shall meet over exam results at the earliest after exams**
- Staff promotions, sabbatical applications, leave of absence, renewal of contract, confirmation of appointments, day release requests shall be duly tabled for discussion **at departmental review meetings**, based on recommendations of the HOD (with candidate's full/abridged CVs)
- Students requests for leave of absence, application for more credits/less credits, change of course etc shall be duly presented at departmental meetings preparatory to Faculty Boards



## DEAN/FACULTY BOARD

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- The Faculty Dean may be elected or appointed
- He/She shall exercise general superintendence over academic/administrative affairs of Faculty
- The Dean, in the absence of the VC, shall preside at statutory Faculty Board meetings, Faculty Board of Examiners and Faculty Review Panel meetings
- The board shall comprise academic members assigned to the Faculty and having the prescribed qualifications
  - Such cognates of relevant Faculties and institutions (Max 4) shall also be members



## FACULTY BOARD

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- Consider the progress and conduct of students in Faculty's teaching and research units
- Recommend to Senate, persons for appointments as examiners in the Faculty
- Ensure that the Faculty and departmental courses are suitable and appropriate for the realisation of the University's objectives
- Constitute board of studies for separate subjects/groups run in the Faculty



## FACULTY BOARD

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- Regulate the teaching and study of, and the conduct of examinations in the Faculty
- Advise the Senate on all matters relating to organisation of education, teaching and research in the Faculty
- Take all other students' and staff applications and requests and process them via the Committee of Deans/Business Committee of Senate to Senate
- Make recommendations to Senate for the award of degrees (not honourary), diplomas, certificates and prizes relating to academic programmes of the Faculty





# FACULTY REVIEW

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- All papers of departmental review meetings shall be tabled at Faculty Review meetings, and presented/defended by HODs and summarised by the Dean
- Staff promotions, sabbatical applications, leave of absence, renewal of contract, confirmation of appointments, day release requests shall be duly tabled for discussion at Faculty Review Meetings
- The Dean shall process the decisions of the Faculty Review Meeting to the AP & DC



# APPOINTMENTS, PROMOTION AND DISCIPLINARY COMMITTEE

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- This committee shall among other responsibilities:
- Consider interview panel reports and make appropriate recommendations on the appointments of staff (excluding Principal Officers) to Council
- Consider and make recommendations (to Council) on staff applications for confirmation of appointments, renewal of contract appointments, further training, sabbatical leave, leave of absence, promotions
- Investigate disciplinary cases involving staff (except Principal officers) and make recommendations of its findings to Council



# APPOINTMENTS, PROMOTION AND DISCIPLINARY COMMITTEE

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## 9. CRITERIA FOR APPRAISAL AND ASSESSMENT OF ACADEMIC STAFF FOR PROMOTION

- The appraisal and assessment of academic staff for promotion shall be based on the underlisted criteria:
  - i. Qualification
  - ii. Teaching and/or Professional Practice
  - iii. Publications (Intellectual output and contributions to knowledge)
  - iv. Research impact (attraction of grants, registered patents, etc.)
  - v. Supervision of Postgraduate students (completed and on-going)
  - vi. Service/Administrative Experience



# APPOINTMENTS, PROMOTION AND DISCIPLINARY COMMITTEE

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- A template for review was shared months back and is expected to be used by HODs and Deans to facilitate the Review Process
  - Elizade University, Ilara-Mokin, Ondo State
    - Faculty of .....
    - Department of.....
  - 2023/2024 ANNUAL REVIEW OF ACADEMIC STAFF
- ASSESSMENT FOR PROMOTION OF DR. JANE FRANCES (SENIOR LECTURER) TO THE GRADE OF A READER





# APPOINTMENTS, PROMOTION AND DISCIPLINARY COMMITTEE

## A. Record of Service

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- **1. Name of Staff:**
- **2. Date of First Appointment:**
- **3. Status on First Appointment:**
- **4. Present Status:**
- **5. Date of Last Promotion:**
- **6. Salary Grade Level and Step:**
- **7. Date of Confirmation of Appointment:**
- **8. Academic and Professional Qualification with Dates:** B.Sc, (1988), University of Lagos
- M.Sc, (2001), University of Ibadan
- P.hD., (2008), University of Nigeria
- **9. Length of Time Actually on Ground**



# APPOINTMENTS, PROMOTION AND DISCIPLINARY COMMITTEE

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## B. Comments and Recommendations of the Head of Department

- i. Qualifications
- ii. Teaching and/or Professional Practice
- iii. Publications (Intellectual output and contributions to knowledge)
- iv. Research impact (attraction of grants, registered patents, etc.)
- v. Supervision of Postgraduate students (completed and on-going)
- vi. Service/Administrative Experience



# APPOINTMENTS, PROMOTION AND DISCIPLINARY COMMITTEE

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## C. Recommendation

- In view of Dr. S.A's excellent research output, coupled with his effectiveness as a teacher and his dedicated service to the Department, Faculty, University and the Community in general, and having scored above the minimum requirements for promotion to the grade of a Reader according to the University's AP & DC guidelines, he is found to merit promotion to the grade of Reader in the Department of Performing Arts. I therefore recommend that the Departmental Review Panel support the recommendation that a PFQ case for promotion to the grade of a Reader be established on behalf of Dr. S.A., effective October 1, 2017.



# APPOINTMENTS, PROMOTION AND DISCIPLINARY COMMITTEE

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## Conclusion

- Dr. S.A is a productive and highly dedicated teacher. He has demonstrated remarkable academic leadership and skills and his service to the various levels of the university administration and the community is visible and commendable.





# THE ACADEMIC BOARD OF POSTGRADUATE STUDIES

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## Membership

- Dean of PG School (Chairman)
- Vice-Dean of PG School
- University Librarian or the Representative
- Chairmen, Faculty PG Committees
- Deans of Faculties or their Representatives
- DR/PAR PG School - Secretary



# THE ACADEMIC BOARD OF POSTGRADUATE STUDIES

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## Terms of Reference:

- To consider and decide on recommendation from Faculty PG Committees/Boards relating to applications for admission to courses for higher degrees which will include:
  - Registration of students
  - Approval of fields of study and nomination of supervisors
  - Approval of titles of thesis and dissertations
  - Approval of the appointment of internal and external examiners
  - Approval of examination results and results of oral thesis defence



# THE ACADEMIC BOARD OF POSTGRADUATE STUDIES

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- To recommend to Senate, on the advice of the Faculty PG Committee/Board, candidates for the award of higher degrees
- To review periodically the regulations governing the award of higher degrees and to advise on the interpretation of such regulations
- To publish the prospectus of PG studies, and the annual report of PG work, including titles and abstracts of thesis/dissertations accepted for higher degrees
- To review annually and report to Senate on the development of PG studies in the University