

**GUIDELINES FOR THE ASSESSMENT AND
PROMOTION OF ACADEMIC STAFF IN
BABCOCK UNIVERSITY**

**BABCOCK UNIVERSITY, ILISAN-REMO, OGUN
STATE, NIGERIA**

BABCOCK UNIVERSITY
GUIDELINES FOR THE ASSESSMENT AND PROMOTION OF ACADEMIC
STAFF

1. General Rules

- i. The Appointment and Promotion Committee (A&PC) shall, on behalf of Council have responsibility for all matters pertaining to the promotion of all categories of staff in the University.
- ii. Promotion shall be an annual exercise. The process shall begin within each Academic Department/Unit from 15th of September to the 30th of October of each year. All papers for appraisal/assessment shall be submitted to the Departments by the 15th of September, in any case not later than the 30th of October of each year. Recommendations from the Departments shall reach the Schools/Faculties by the 1st of November and in any case not later than the 30th of November of the same year. Recommendations from the Schools/Faculties shall reach the Academic Standard Board/Central A&PC, not later than the 1st of December of each year.

Time Lines

15th September to 30th October – Departmental Meetings

1st November to 30th November – School Meetings

1st December to 31st December – Academic Standards Board/A&PC

- iii. Consequently, only attainments (academic qualifications and publications) obtained on or before the 30th of October of each year shall be scored for the candidate for that year.
- iv. The rules guiding promotions, particularly with respect to minimum requirements for publications and teaching/research experience, shall also guide appointments of Academic Staff to the various ranks.

2. Conditions and Procedures for the Promotion of Academic Staff

- i. Promotion exercise shall begin with an annual review of every academic member of staff to be done in the first instance, at the level of Department. Staff would be expected to fill out the Annual Appraisal Forms and submit same to the Head of Department.
- ii. The submissions would be reviewed by the Departmental A&PC which is made up of all the Professors and Readers in the Department and a Senior Lecturer elected on a yearly basis by the Departmental Board Where there are no Professors or Associate Professors in the department, the number of Senior Lecturers in the Departmental A&PC shall be increased. The Departmental A&PC is chaired by the Head of Department. A comprehensive assessment of each candidate's qualifications and overall performances in the Department/Faculty/School is made at this level. All academic research work and publications shall be evaluated, and not merely enumerated.

iii. Departmental Appointment and Promotion Committee

Membership

- a. Head of Department – Chairman
- b. Professors in the Department
- c. Associate Professors in the Department
- d. One elected member from the Department not below the rank of senior lecturer
- e. Appointed Faculty– Secretary
- (Where the Head of Department is not a Professor and professorial candidates are to be assessed, a professor chairs the meeting; and where there is no Professor in the

department, the Dean chairs such a meeting)

iv. The School/Faculty A&PC shall receive the results of the assessments and recommendations carried out in each Department and after due consideration, make its own recommendation(s) to the Academic Standards Board/ University Appointment and Promotion Committee (A&PC) using the approved guidelines on the promotion and appointment of academic staff.

v. School Appointment and Promotion Committee (SAC)

Membership

- a. The Dean/University Librarian - Chairman
 - b. Representative from a cognate School/Faculty appointed by the Vice Chancellor (not below the rank of Professor)
 - c. Human Resources' Representative (Officer in charge of Personnel)
 - d. All Heads of Departments of the School/all Heads of the Library Units
 - e. All Professors of the School/Faculty/all Professors of the Library
 - f. Two (2) members elected by the Faculty Board not below the rank of Senior Lecturer/ two members of academic Board of the Library
 - g. School Officer- Secretary
- vi. Deserving members of staff to be recommended for promotion shall, *inter alia*, be assessed on the following:
- a. Their contribution, by research, to the advancement of knowledge in their area of specialization;
 - b. Their ability as a teacher;
 - c. Their contribution to the University, community and the nation.
 - d. Their alignment to core values of Babcock University
- vii. Where publications are cited in support of promotion, the Committee making the recommendation shall include its recommendation(s) on the assessment of those publications. There shall be a clear statement from the Committee on the contribution(s) of the person recommended for promotion.
- viii. Normally, in all cases of promotion and new appointment, the same criteria shall be used for the determination of the rank of the candidate.
- ix. Promotion cases that fail at the level of the Departmental A&PC and are ratified as failed by the Faculty A&PC shall be rested there and not taken to the University A&PC.
- x. In the event that an application fails either at the Department/Faculty/University A&PC (Academic) levels, the candidate concerned must be officially informed within one week by the Head of Department/Dean, whichever is applicable, stating why the application was not successful. A copy of the letter should be forwarded to the candidate's Head of Department/Dean
- xi. For promotion or appointment to academic positions up to Senior Lecturer or its equivalent, the Academic Standards Board/University A&PC shall approve successful cases.
- xii. The quorum for each Appraisal Committee meeting shall be 50% of the members. In the case of Departmental A&PC, the 50% shall include the Head of Department and a Professor or a senior member of the committee. In the case of School A&PC, the 50% must include the Dean, Head of Department whose candidate is listed for consideration, at least Vice-Chancellor's representative and Human Resources' representative. The

Human Resources officer shall be in attendance. In case a School/Institute/College is not able to constitute an Appraisal Committee, the Vice-Chancellor shall conduct the appraisal on behalf of the Staff Appointment and Promotion Committee.

3. Time Lag Required (Waiting period) for Promotion

- i. Normally, academic staff shall have served for three (3) full years after their last appointment or promotion in addition to the possession of relevant qualifications and/or experience before they can be promoted.
- ii. Assistant Lecturers who obtain relevant higher qualification (Ph.D. or Postgraduate qualification) before three (3) full years shall advance, upon presentation of the relevant certificate, to Lecturer II.
- iii. Graduate Assistants who obtain relevant higher qualification shall advance upon presentation of the relevant certificate to Assistant Lecturer.

4. Accelerated Promotion in Recognition of Excellence/Commendation

i. Senior lecturers who have spent five years on the rank and made an invention of world class acknowledgment, OR whose works have earned honours at the level of the Nobel prize OR equivalent, OR has published twenty (20) or more papers in Category A journals (10 of which must have a Thomson-Reuters assigned impact factor), after regular assessment for promotion make a score of 90% or more shall be deemed to have shown outstanding research capacity. In recognition of such excellence, such a candidate shall be assessed for professorship provided s/he meets the required minimum (particularly for publications and teaching experience), they shall be promoted.

ii. Candidates for promotion to any rank, other than Professor, who score 85% or more, shall be written a letter of commendation by the university senate.

5. Special Appointments

Outside the normal promotion process, the Vice Chancellor in conjunction with the Academic Standards Board/University A&PC can appoint to a particular rank to fulfill certain needs. Such an appointment shall be temporary for one year only until it is subjected to approval or disapproval by the University A&PC.

6. Promotion during Study Leave

- i. A member of staff who is away on Study Leave shall be entitled to his annual increment as long his/her programme of study is relevant to the work in the School/Department/Unit.
- ii. Being away on Study Leave for a period not longer than one year shall not debar a member of staff from promotion if they merit it.
- iii. A member of staff who is continuously on study leave for more than one year (two semesters) shall not be considered for promotion until they have spent at least one year after their return from the Leave provided they have served the University for the mandatory period of three (3) years since their last promotion.
- iv. An academic staff shall not be considered for promotion during the period they are away on Leave of absence unless such a candidate was qualified in time before the commencement of their Leave.

6. Effective Date of Promotion

- i. Promotions shall take effect from 1st January of the year of promotion. However, where a promotion has to be backdated, the backdating may be without financial obligations to the date of such promotion.
- ii. Annual increments take effect from 1st January of each year. It shall however not be automatic, but shall be contingent on the candidate showing material evidence, during the annual appraisal exercise that they have been productive (evidenced in published journal papers) during the year under review.
- iii. New rank for contract staff is effective on the next renewal of contract

7. Salary on Promotion

No Academic Staff shall be made to suffer any financial disadvantage consequent upon their promotion.

8. Criteria for Appointment and Promotion of Academic Staff

The assessment of academic staff for appointment and promotion shall be based on the criteria listed below, with each criterion weighted as shown in Table 1.

- a. Academic qualifications
- b. Publications and creative works
- c. Teaching/professional experience
- d. Conferences/learned society activities
- e. Administrative experience and
- f. Community service in the context of teaching and research
- g. Research Grant
- h. Local and International fellowship
- i. Alignment with Core Values.

Table 1- General Assessment Criteria for Promotion of Academic Staff

Criteria	Professor/University Librarian/Librarian	AP/Reader	Senior Lecturer/Librarian	Lecturer I/Librarian I	Lecturer II/Librarian II	Assistant Lecturer/Assistant Librarian
Qualifications	-	-	-	-	5 (PhD)	-
Publications and creative works	45	40	30	25	20	15
Teaching/professional experience	25	25	24	21	18	15
Alignment with Core Values	10	10	10	10	10	10
Community Service	10	10	10	10	10	10
Leadership skills/traits	7	7	7	5	4	4
Research Grant	1	1	1	1	1	1
Local and International fellowship	1	1	1	1	1	1
Conference/Learned Society Activities	1	1	1	1	1	1
Total	100	95	84	74	70	57

N/B: Guidelines for scoring Qualifications, Publications and Creative works, teaching experience, alignment with Core Values, Community Service and Leadership Traits and Skills are found in Sections 8.1 - 8.5 below

NOTE:

Each applicant should score not less than 80% in publications and creative work to be promoted. (Points for each candidate on publication is arrived at by simple summation of points up to the maximum required. Extra points after maximum are not counted)

Each applicant should score not less than 70% in teaching and core values to be promoted

Maximum points accruable to teaching for each cadre is as follows:

Lecturer II -3 years = 3 points

Lecturer I - 6 years = 6 points (With exceptions for professional disciplines such as medicine where fellows are employed as lecturer 1. i.e. They will require only 3 years to get to the rank of Senior Lecturer)

Senior Lecturer - 9 years = 9 points

Associate Professors and Professors – 10 years = 10 points.

Each applicant should score a minimum of 70% overall to be promoted

All publications being considered for the promotion of faculty should be subjected to plagiarism test.

All papers to be submitted (At least titles and abstracts) should be made available in BABCOCK website

8.1. Qualification

i. A candidate for promotion beyond the rank of Lecturer I must possess a Ph.D.

(A candidate in the department of Law may attain the position of Senior Lecturer without a Ph.D but shall not go beyond Senior Lecturer without a Ph.D)

(A candidate in the college of medicine with a fellowship of the West African College of Surgeons or The National Postgraduate Medical College of Nigeria or its equivalent may attain the position of senior lecturer and above without a Ph.D)

8.2. Assessment of Publications and Other Productive Works

(a). **Journal Article:** This refers to a full-length article or paper published in a learned journal of good reputation. The maximum point that may be awarded to an article is 2.5 points. More emphasis should be laid on journal articles in promotions to the ranks of Senior Lecturer/Senior Librarian and above.

(b). Journal Categorization

Journals are categorized into three (3) as follows:

(i). **Category A:** Peer-reviewed journals with Thomson Reuter's assigned impact factor, or journals ranked by Scimago Journal Rank (SJR) or Source Normalized Impact per Paper (SNIP)

(ii). **Category B:** International peer-reviewed journals not in Category A.; Journals published by Universities/Faculties, Research Institutes, Learned Societies/Professional Bodies. 'International' here is not location-specific, but is a reflection of the international nature of the composition of a journal's editorial board and the affiliations of authors who publish in the said journal.

(iii) **Category C:** Other peer-reviewed journals not in categories A or B above. Journals in

this category must be acceptable to the Department/Faculty.

(c) Scoring of Journal Articles

- i. Where there are more than one author, depending on the category of the journal, the first author shall score the maximum of the total score while the other authors shall score 2/3rd each of what the lead author gets
- ii. An applicant should be lead author in not less than 25% of joint authored publications
- iii There should not be more than 20% of presented article in any one specific journal
- iv There should not be more than two(2) articles in any single issue by the same author. Any article beyond two in a single issue should be discountenanced.

Note that what is a major article for an author may be minor even for a co-author if it is not in his/her discipline.

- i. Three (3) of a candidate's required publications should be in category A for promotion to a full professor; while two (2) of a candidate's required publications should be in category A for promotion to an associate professorial rank.
- ii. Candidates are to attach photocopies of the web page showing the Thomson Reuter's Impact Factor ranking or SJR/SNIP categorization for each publication. Thomson Reuter's or SJR/SNIP claims should be verified by a subcommittee of A&PC before the appraisal meeting of the Faculty or University in order to save time during A&PC meetings.
- iii. A maximum of 20% of candidates' required journal papers may be published in one journal. Any other papers in excess of the said 20% shall not be scored.
- iv. For the purposes of promotion to the grade of Senior Lecturer and above, not more than 10% of a candidate's required publications should be in journals that have not gone beyond three (3) volumes, provided only one volume is published annually. Any other papers in excess of the said 10% shall not be scored.
- v. Journals based in Colleges of Education and Monotechnics/Polytechnics are **NOT** acceptable for promotion purposes.
- vi. Papers published online ahead of print (online early) in Category A and B journals shall be scored as published papers provided they have digital object identifier (DOI) numbers.
- vii. When a candidate publishes the same material more than once, only one will be scored.

(d). Definition of a book for the purpose of academic assessment

i. A book is defined for the purposes of promotion/academic assessment, as a publication of more than 80 pages on 12 points or 100 pages on 14 points Times New Roman, single line-spaced, cover excluded. A book must have an ISBN.

ii. Book chapters must be assessed just like journal articles. All books to be considered must be **published, not merely printed.**

Categorization of Books.

Books are grouped into four categories, namely:

(i) **Category A:** Books written as the result of an original piece of work or research which makes an important contribution to knowledge in the author's field. Such a book must be a published by a well-known academic publisher as listed in the current world ranking of

academic book publishers as approved in appendix 11

ii) **Category B:** Books written as a compilation of existing knowledge in an area in a new form. It must be for Universities and other tertiary institutions. Such a book must be published by a well-known academic publisher. There must be evidence of peer review.

(iv) **Category C:** This category includes books on creative work of art, plays, novels, collection of poems or books edited by the candidate in his/her discipline. There must be evidence of peer review.

(v) **Category D:** This is defined as a write-up lifted from other people's work and paraphrased by the candidate.

NOTE: A single authored book in category A attracts a maximum score of 5 points

The Departmental/Faculty A&PC and not the internal assessor determines the categorization of books.

(e). Format for the submission of internal assessors report

Internal assessors report should include a paper-by-paper descriptive assessment of the journal article/book/conference paper and a summary sheet following the template given as Appendix I which provides a uniform format.

i. A paper-by-paper narrative of the overall quality/originality of research and contribution to knowledge in the field of a paper should be followed by a grade on a scale that runs as follows:

ii.

Table 2: Interpretation of grades

	Category A journals	Category B journals	Category C journals
Excellent (A)	2.5	2.0	1.5
Very Good (B)	2.0	1.5	1.0
Good (C)	1.5	1.0	0.5
Fair (D)	NA	0.5	0.25
Poor (E)	NA	0.25	0.0
Very Poor (F)	NA	0.0	0.0

NA = Not Applicable

iii. A standard tabular form for easy reference (See Appendix I)

The score in the tabular format is expected to be evident from the descriptive assessment in (a) above which should form the basis for the award of grades to publications.

Table 3 Scores for Publications and Other Creative Works

Description of Item	Score	Remarks
(a) Journal article	Major: 0-2.5 points per article Minor: 0-1.5 points per	See scoring of journal articles above

	article	
(b) Single authored Books	Category A: 2.5 – 5 points Category B: 0-2 points Category C: 0-1.5 points Category D: 0 point	
(c) Chapters in Books	0-2.5 points	
(d) Conference Proceedings	Major: 0-1 points per paper	Not more than one contribution in a particular conference volume. Maximum of three (3 conference proceedings papers)
(e) Creative Work	Major: 0-1.5 points Minor: 0-1 point	Up to maximum of 5 Creative works
(f) Patented Work	0-2.5 points	Up to a maximum of 3 patented works of which candidate must show evidence of patent
(g) Technical Report	0-1 points	Up to a maximum of 3 technical reports. Candidate must provide letter of commission

NOTE: Marks are arrived at by simple summation up to the required points for each cadre. Marks in excess of the required points are not to be added.

8.3 Minimum Score on Publications

The minimum score on publications is 80%. Regarding recommendations to positions in respect of which a minimum score on publications is a prerequisite (see Table 1), the score on publications alone should be considered first. The assessment of the candidate on the entire criteria would be proceeded with only if the minimum score on publications (80%) is attained. If the score on publications falls short of the minimum required, the case for promotion or appointment to the desired rank would be considered to have failed.

8.4 Teaching and Professional Experience

The scoring for teaching and professional experience shall be as follows:

- a). Length of Teaching **10 points** (1 point for each year of full time teaching in a university/degree awarding tertiary institution to a maximum of 10 years; the same applies to the equivalent Librarianship positions)
 - i. A full-time staff who in a given session proceeds on study leave not exceeding one semester can score a maximum of 0.5 points for the session; the same applies to the equivalent Librarianship positions)
 - ii. A full-time teaching staff that proceeds on study leave for a period of more than one year shall not receive any points, but could receive points for research output/publications.
 - iii. The period of Graduate Assistantship shall not be scored.
- b). Quality of Teaching/Students' Assessment **5 points**. (Applicants **must have 70% average** in the evaluation)
- c). Computer Literacy **5 points**
- d). Course Outlines **5 points**

Table 4: Scores for conference presentations

Nature of Attendance	Ranks or Position	No. of Points	Remarks
Attendance at a conference and reading a paper there	Senior Lecturer and above	1	Limited to a maximum of one point/year
	Lecturer I and below	1	Limited to a maximum of 1 points/year

8.5 Community Service and Other Contributions to the Nation

The following cases shall score points:

- (a) Attendance and participation at Departmental meetings, 1 point.
- (b) Discharge of Departmental assignments, 1 point.
- (c) Membership of Faculty Committee, 1 point.
- (d) Membership of University Committee/Task Forces, 1 point
- (e) Church Activities and Responsibilities, Pastoral assignments 1 point
- (f) Membership of Editorial Board 1 point
- (g) Delivery of Keynotes and Lead Papers 1 point
- (h) Community and Societal Responsibilities 1 point
- (i) Sponsorship of clubs/class, 1 point
- (j) Key events coordination, 1 point
- (k) (i) National/International assignments such as Membership of Boards etc., 1 point.
- (l) Organisation of both National and International workshops, 1 point
- (m) Serving as an External Examiner, assessor, reviewer, 1 point
- (n) Member of NUC or Professional Body Accreditation Team, 1 point.
- (o) Engagement in lofty activities that promote the corporate image of the University and enhance the development of a healthy Town and Gown relationship, 1 point .

Note: The maximum score here remains 10 points irrespective of the number of committees or level of involvement in some or all of the activities listed above.

8.6 Alignment with Core Values

BU Core Values

S/N	Core Values
1.	Excellence (Promotes and delivers high quality services) 2 points
2.	Integrity (Trustworthy, reliable, transparent) 2 points
3.	Accountability (Acknowledges and assumes responsibility for actions, decisions, and policy implementation within the scope of the employment position) 1 point
4.	Servant Leadership (Actively listens, empathizes and committed to the growth of students and other people) 1 point
5.	Team Spirit (Considerate, willingness to work together towards common goals) 1 point
6.	Autonomy & Responsibility (Demonstrates highest standards in professional competence and behaviour) 1
7.	Adventist Heritage (Committed to the mission, vision & Adventist Philosophy of Education) 2 points

8.7. Leadership Skills and Traits

Leadership skills will be demonstrated by readiness to accept responsibility, actual

performance and the ability to achieve set goals with minimal supervision from constituted authorities.

Evaluation shall be based on the following indices:

- a) Appointment as Dean, Director ,Head of Department or Coordinator **2 points**
- b) Leadership/membership of University Committees, ad-hoc and statutory Committees, service at Department, School. College, Hall and University levels. **1point**
- c) Mentorship of students with evidence of contact **.1 point**
- d) Postgraduate supervision **1 point**
- e) Punctuality and attendance at committee meetings **0.5 points**
- f) Feedback from beneficiaries of the leadership initiative. **0.5 points**
- g) Records of accomplishments/contributions. **1point**

9. The various levels of A&PC should not carry out the duty of the internal assessors. However, these committees should carefully scrutinize an internal assessor's report to ensure adherence to the guidelines. Only changes which do not require expert knowledge of the publication can be effected by the various levels of A&PC.

10. Internal Assessors

- i. Internal assessors should be appointed by the A&PC of the Department for promotion up to the rank of Senior Lecturer. For promotion to the ranks of Associate Professor and Professor respectively, the internal assessors should be appointed in consultation with the Dean
- ii. Two internal assessors should be appointed for a candidate and they should as much as possible be drawn from within the university.
- iii. Where there is no internal assessor to carry out a prima facie assessment, an external expert can be requested to undertake the assessment.
- iv. The effective score for the publications of the candidate will be the average of the total scores of the two internal assessors as determined by the A& PC of the Department or Faculty
- v. Co-authors can be used as internal assessors, provided the number of co-authored papers does not exceed 20% of the candidates' publication. The internal assessor should not assess any co-authored publication.
- vi. The following people/officers shall not serve as internal assessors
 - i. Head of Department
 - ii. Relations of candidates by blood or marriage

Internal assessors for promotion up to the rank of Senior Lecturer must be at least Senior Lecturer. Only Professors can serve as internal assessors for promotion to the ranks of Associate Professor and Professor.

11. External Assessors/Assessment

- i. External assessors must be reputable Professors drawn from universities other than Babcock University, and who qualify to be Professors if assessed by the standards of Babcock University as prescribed in this document.
- ii. They must be in the candidate's discipline and where possible in the candidate's area of specialization.
- iii. Candidates for appointment as external assessors must not have been staff of Babcock University in the last five (5) years.
- iv. Nomination of external assessors should be the responsibility of the Faculty A&PC.

- v. The Human Resources Director or his/her representative shall request the Deans to forward four sets of publications and curriculum vitae of the candidate for promotion to the appropriate organ of the University.
- vi. The Dean in consultation with the Head of Department shall compile a list of six (6) external assessors to be forwarded to the Vice Chancellor who shall select three external assessors to whom the candidate's publications should be sent. In compiling the list of external assessors, consideration must be given to the geographical spread of the assessors to ensure that they are from quite different localities.
- vii. The list of six (6) external assessors should be forwarded to the Vice-chancellor along with their full addresses, emails and telephone numbers. This list shall be handled with utmost confidentiality.
- viii. A person who has disengaged from Babcock University system for less than three (3) years shall not be appointed as an external assessor. A person serving as external examiner to Babcock University or finished serving within the last three years shall not be appointed external assessor. Research collaborators/supervisors, relations of a candidate by blood or marriage shall not be appointed external assessor for the said candidate.
- ix. The consent of the external assessor shall be obtained before publications are forwarded to them.
- x. The external assessors shall be given the guidelines required for the discharge of the exercise.
- xi. An external assessor shall be requested to return the report within three months. Another set of the candidate's publications shall be sent to another external assessor if no report is received after three months.
- xii. The University A&PC shall consider the report of the external assessors presented to the Committee by the Vice Chancellor. A candidate with at least two reports from external assessors adjudged to be favourable by the University A&PC would be taken to be successful.
- xiii. The University A&PC shall recommend successful cases to the Governing Council for approval.

12. APPEAL

i. A candidate may appeal directly to the Dean against the decision of the Departmental A&PC. The Dean shall send such an appeal to the Head of Department for their comments. The Head of Department shall in addition to providing the said comments, also transmit a copy of the relevant minutes to the Dean who should bring them to the attention of the Faculty A&PC for consideration and necessary action.

ii. A candidate may appeal directly to the Chairman of the University's Academic Standard Board/ A&PC against the decision of the Faculty A&PC. The Chairman of the University A&PC shall send such an appeal to the Dean of the Faculty in question for their comments. The said Dean shall in addition to providing the said comments, also transmit a copy of the relevant minutes to the Chairman who should bring them to the attention of the University A&PC for consideration and necessary action.

iii. A final appeal to the Governing Council, where necessary, shall be forwarded through the Deputy Vice Chancellor Academics. The Deputy Vice Chancellor Academics shall ensure that in forwarding the documents to the Governing Council, all the requisite comments and minutes are transmitted.

iv. A candidate cannot appeal if their case failed as a result of unfavourable external assessors reports.

iv. A candidate whose case fails at the Governing Council shall not be considered for promotion until the next two years

GUIDELINES FOR THE APPOINTMENT AND PROMOTION OF ACADEMIC LIBRARIANS

1.0 Ranks of Academic Librarians vis-a-viz mainstream academics

- i. The designation of the ranks in the career structure of the academic librarians vis-a-viz the mainstream academic staff is as shown in Table 5.
- ii. Table 1 of the proposed guidelines for Assessment and Promotion of Babcock University Academic staff now accommodates Librarians in line with the recommended new designations.

Table 5: Re-designation of ranks of Academic Librarians

I	Professor/Principal Officer position	University Librarian (By advert/appointment)	BUSS 15
II	Professor	Librarian	BUSS 15
III	Associate Professor	Deputy Librarian	BUSS 14
IV	Senior Lecturer	Senior Librarian	BUSS 13
V	Lecturer I	Librarian I	BUSS 12
VI	Lecturer II	Librarian II	BUSS 10
VII	Assistant Lecturer	Assistant Librarian	BUSS 09

2.0 Criteria for Appointment and Promotion of Academic Librarians

The assessment of academic librarians for appointment and promotion shall be based on the criteria listed below, with each criterion weighted as shown in Table 1.

- Academic qualifications
- Publications and creative works
- Working/Professional experience (Teaching in cases where applicable)
- Conferences/learned society activities
- Administrative experience
- Community service in the context of teaching and research
- Research Grant
- Local and International fellowship

3.0 Advertisement Guidelines for Appointment into Various Academic Cadres in the University Library

ASSISTANT LIBRARIAN

Candidate must possess a good first degree plus a master's degree in Library and information studies or any other related disciplines (information Science, information and Resource Management etc).

Candidate must possess a master's CGPA that will enable registration for PhD. Registration with Librarian Registration Council of Nigeria (LRCN) is a requirement.

LIBRARIAN II

- i. A candidate must possess a good first degree plus a master's degree in Library and Information Studies or any other related discipline from a recognized University with three (3) years working experience in an academic Library. Candidate must possess a master's CGPA that will enable registration for PhD.
- ii. A good first degree plus PhD in Library and information Science or any other related discipline.
- iii. Registration with Librarian Registration Council of Nigeria (LRCN) and evidence of publication are required.

LIBRARIAN I

- i. Master's degree in Library and information Science or any other related discipline from a recognized University with six (6) years relevant working experience in an academic Library. Candidate must possess a master's CGPA that will enable registration for PhD.
- ii. A candidate with PhD in Library and information Science from a recognized University with three (3) years working experience in an academic Library.
- iii. Registration with Librarian Registration Council of Nigeria (LRCN) and evidence of publication are required.

SENIOR LIBRARIAN

- i. A good first degree plus PhD in Library and information Science or any other related discipline from a recognized University with nine (9) years post MLIS relevant working experience in an academic Library.
- ii. A PhD in Library and information Science or any other related discipline from a recognized University with six (6) years relevant working experience an academic Library.
- iii. Registration with Librarian Registration Council of Nigeria (LRCN) and evidence of publication are required.

DEPUTY LIBRARIAN

- i. A good first degree plus PhD in library and information Science or any other related discipline from a recognized University with twelve (12) years post MLIS relevant working experience in an academic Library.
- ii. A PhD in Library and information Science from a recognized University with nine (9) years relevant working experience in an academic Library.
- iii. Registration with Librarian Registration Council of Nigeria (LRCN) and evidence of

publication plus administration experience are required.

LIBRARIAN

- i. A good first degree plus PhD with registration with LRCN plus at least fifteen (15) years of professional and research experience since becoming a Librarian II in a University or comparable institution of higher learning.
- ii. All processes of appointment to professorial position apply.

