

ADMINISTRATIVE PROCEDURES IN AHMADU BELLO UNIVERSITY, ZARIA

INTRODUCTION

What do we understand by Administrative Procedures?

They are procedures and instructions designed to facilitate the business of the University and to ensure the smooth implementation of its policies and programmes. They comprised a compendium of written systems, procedures, techniques, rules, regulations and concepts under which the institution operates.

In Ahmadu Bello University, there are procedures for employment/recruitment, termination/exit, discipline, promotion, admission, procurement, redress, minor repairs, etc.

SOURCES OF ADMINISTRATIVE PROCEDURES IN A.B.U.

- The University Law – Cap A14, Laws of the Federation of Nigeria 2004
- Handbook of Administrative Procedures (1976) – 2nd Edition
- Regulations Governing the Conditions of Appointments of Senior Staff
- Regulations Governing the Conditions of Appointments of Junior Staff
- Guidelines for Appointments and Promotions of Senior Staff
- Guidelines for Appointments and Promotions of Junior Staff
- Decisions of Council and Senate issued from time to time
- Nigerian Labour Laws
- Federal Government's/Establishment Circulars issued from time to time
- University Calendar
- University Prospectus (both undergraduate and postgraduate) – set out admission requirements and syllabus
- Student Handbook
- University Bulletin
- Accounting Manuals

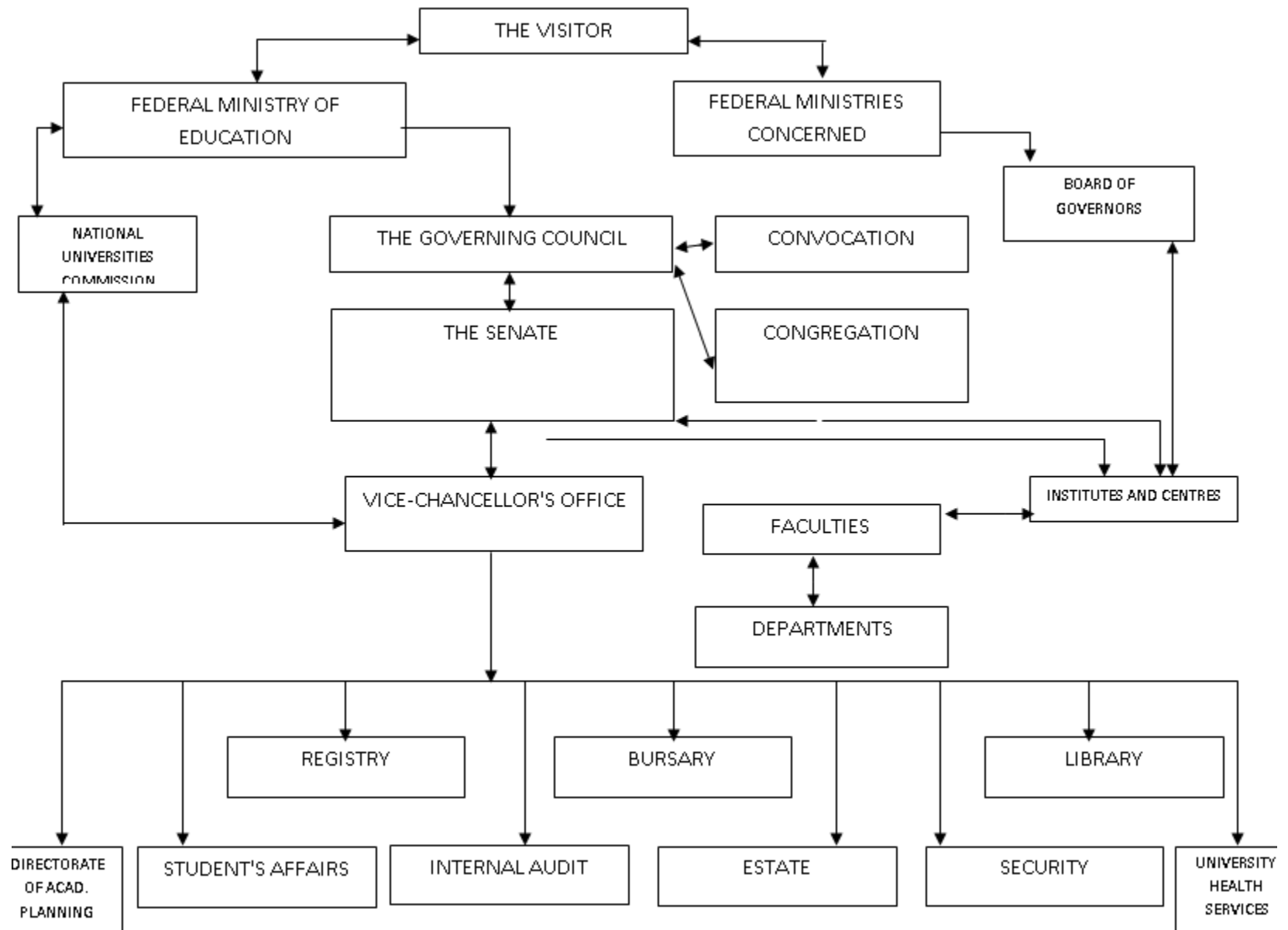
WHY DO WE NEED ADMINISTRATIVE PROCEDURES

- They are useful for those holding administrative positions in the University and for orientation of newly-employed administrative, academic and other categories of staff.
- They are also useful for those who may not be holding any position in the University but who may want to acquaint themselves with administrative procedures in the University.
- They contain instructions designed to facilitate the operation of the University and the implementation of its policies and programmes.
- Administrative procedures enhance due process and encourage fairness in decision-making process.
- Much time and effort can be saved by keeping to established procedures.
- It is part of the requirements for accreditation by the NUC and ranking of the University by relevant organizations.
- It is a must read for every member of the administration, faculty, and staff and should serve as a ready reference source for basic administrative procedures

LEVELS OF AUTHORITY IN THE UNIVERSITY

- The levels of authority in Ahmadu Bello University are depicted in the following organogram prepared by the University's Strategic Planning and Implementation Monitoring Committee in 2008:

- **NEW AHMADU BELLO UNIVERSITY ORGANOGRAM**



THE VISITOR

- The Visitor of Ahmadu Bello University is the President and Commander-in-Chief of the Armed Forces of the Federal Republic of Nigeria.
- - Section 7AA (2) of **the Universities (Miscellaneous Provisions) (Amendment) Act 2003⁶** (otherwise known as **Universities Autonomy Act No.1, 2007**) provides that the Visitor shall cause a visitation to each University when necessary, at least, every five years.
- - All bodies and persons in the University are to make available to the Visitor or such persons conducting a visitation in pursuance of this section, such facilities and assistance as he or they reasonably require for the purpose of the visitation.
- - Subsection (3) requires the Visitor to make the report of such visitations and white paper thereon available to the Council which shall implement same.

THE CHANCELLOR

- The Chancellor is the Head of the University.
- He is appointed by the Visitor.
- The Chancellor holds office for five years from the date of his appointment or until his resignation, whichever be the shorter, and shall be eligible for reappointment.
- The Chancellor when present shall preside at the ceremonial and other assemblies of the University, and in addition to his other functions provided in the University Law, shall be entitled to call for information with regard to any matter relating to the welfare of the University from the Vice-Chancellor and the Chairman of Council whose duty it shall be to provide the same.

THE GOVERNING COUNCIL

- Council is the highest decision-making organ of the University.
- It is vested with power to manage the affairs of the University including its property and finances.
- Thus, section 13 (3) (c) of Ahmadu Bello University Act vests power on Council to govern, manage, and regulate the finances, accounts, investments, property, business and all affairs whatsoever of the University.
- In addition, it has powers to appoint, promote, and discipline.

Composition

- Section 2(1) of the Universities (Miscellaneous Provisions) (Amendment) Act provides that there shall be a Council for each of the Universities consisting of:-
 - Pro-Chancellor;
 - Vice-Chancellor;
 - Deputy Vice-Chancellors;
 - One person from the Federal Ministry responsible for Education;
 - Four persons representing a variety of interest and broadly representative of the whole Federation to be appointed by the National Council of Ministers;
 - Four persons appointed by the Senate from among its members;
 - Two persons appointed by the Congregation from among its members; and
 - one person appointed by Convocation from among its members.
- Membership of Governing Council may be classified into *ex-officio* members and non-*ex-officio* members. It may also be classified into external and internal members.

- The *ex-officio* members consist of:-
 - (a) the Vice-Chancellor;
 - (b) the Deputy Vice-Chancellors, and
 - (c) the Representative of the Federal Ministry of Education.
- They are all members of the Council by virtue of their offices.
- All other members are non-*ex-officio* members.
- On the other hand, external members of Council consist of:-
 - the Pro-Chancellor,
 - the Representative of the Federal Ministry of Education, and
 - the four other members representing a variety of interests appointed by the National Council of Ministers.
- All other members of Council, including the Vice-Chancellor and Deputy Vice-Chancellors, are normally referred to as internal members of Council.
- Please note that the Registrar is the Secretary to Council while the Bursar and the University Librarian are in attendance at every meeting of Council.

Council Committees

- Committees and Boards of Council include:-
 - Finance and General Purposes Committee;
 - Central Appointments and Promotions Committee;
 - Senior Staff Disciplinary Committee;
 - ABU Endowment Fund Board of Trustees; and
 - Honorary Degrees Committee.
- Council may also constitute ad hoc Committees as may be necessary from time to time.

Communication to Council

- Communication to Council is usually through the following channels:-
 - Vice Chancellor
 - Vice Chancellor's Quarterly Report
 - Finance and General Purpose Committee
 - Financial Report
 - University Budget
 - All administrative and other matters.
 - Appointments and Promotions Committee
 - Senate
 - Congregation
 - Chairman of Council
 - Members of Council and any interested members of the public
 - Registrar and Secretary to Council
 - Aggrieved members of staff (by way of appeal)

THE UNIVERSITY SENATE

- The University Senate plays a crucial role in the university.
- It is responsible for all academic affairs of the University which include:-
 - (a) establishment, organization and control of faculties and other departments of the University, and the allocation to different departments of responsibility for different branches of learning;
 - (b) organization and control of courses of study in the University and of the examinations held in conjunction with those courses;
 - (c) award of degrees, and such other qualifications as may be prescribed in connection with examinations held as aforesaid;
 - (d) selection of persons for admission as students at the University;
 - (e) establishment, organization and control of halls of residence and similar institutions in the University;
 - (f) supervision of the welfare of students in the University and the regulation of their conducts;
 - (g) granting of fellowship, scholarships, prizes and similar awards, in so far as the awards are within the control of the University; and
 - (h) determining what description of dress shall be academic dress for the purpose of the University, and regulating the use of academic dress.

Composition of Senate

- The composition of the University Senate has been enhanced by the provisions of the Universities (Miscellaneous Provisions) (Amendment) Act which provides that there shall be a Senate for each of the Universities consisting of:-
 - the Vice-Chancellor;
 - the Deputy Vice-Chancellor;
 - all Professors of the University;
 - all Deans, Provosts and Directors of academic units of the University;
 - all Heads of Academic Departments/units and research institutes of the University;
 - the University Librarian; and
 - academic members of the Congregation who are not professors as specified in the Laws of each University.
 - The Registrar serves as Secretary.

Senate Committees

- The Committees of the Senate include:-
 - Senate Standing Committee;
 - Admissions Committee;
 - University Board of Research;
 - Senate Estimates Committee;
 - Academic Planning Committee; and
 - Advisory Committee on Students Discipline.
- Apart from the above committees, Senate may constitute *ad hoc* committees from time to time as the need arises.

Communication to the Senate

- Communication to the Senate is usually through the following:-
 - Faculty Board
 - School of Postgraduate Studies
 - Senate Committees
 - Joint Senate/Council Committee
 - Vice Chancellor's Report
 - Registrar (Secretary to Senate)
 - Members of Senate
 - Congregation

THE VICE CHANCELLOR

- The Vice Chancellor is the academic and the administrative head of the University and responsible for all aspects of the University Administration.
- He is vested by law with the general function of directing the activities of the University.
- He is advised and assisted by the Deputy Vice Chancellors, Registrar, Bursar, University Librarian, Deans, Directors of Institutes, and Heads of Departments.

Appointment and Removal of Vice Chancellor

- The Vice Chancellor is appointed by the Governing Council on the recommendation of the Joint Council and Senate Selection Board.
- The Council must, however, inform the Visitor about the appointment.
- Before the present amendment, the Vice Chancellor was appointed by the Visitor (President) from among the three candidates recommended to him by the University Council.
- Section 3 of the **Universities (Miscellaneous Provisions) (Amendment) Act No.25 of 1996** provides for a single term of five years for the Vice Chancellor.
- Similarly, the section vests in the Governing Council the power to remove the Vice Chancellor from office after complying with due process, on grounds of gross misconduct or inability to discharge the functions of his office as a result of infirmity of body or mind.

Functions of the Vice Chancellor

- Article 3(2) of Statute 3 provides that the Vice Chancellor shall:-
 - be competent at all times to advise the Council on any matter affecting the policy, finance and administration of the University;
 - be generally responsible to the Council for maintaining the efficiency and good order of the University and for ensuring the proper enforcement of the Statutes, Acts and Regulations;
 - be responsible for discipline in the University and in this behalf may make rules which, on their making, shall come into force, but shall be submitted by him to the Council at its next meeting and shall thereupon be deemed to be ratified unless the contrary is shown;

- have power to refuse to admit any person as a student without giving any reason; and
- have power to act for and on behalf of the Chancellor at any function at which degrees of the University are conferred.
- Since the Pro-Chancellor as Head of the University, is on a part-time basis, most of the policies of Council are normally implemented by the Vice Chancellor and his staff. Moreover, in all his dealings with outside bodies, organizations and individuals, the Vice Chancellor is the accredited representative of the University.
- The Vice Chancellor is the Chairman of the Senate and all its statutory committees. However, because of his involvement in numerous committees, he is usually represented in some of these committees by his deputies.
- The Vice-Chancellor can take certain decisions on behalf of the Senate and later seek its ratification on that decision.
- Similarly, where it appears to the Vice Chancellor that any student has been guilty of misconduct, the Vice Chancellor may, without prejudice to any other disciplinary powers conferred on him by the regulations, direct that the student shall not participate in the activities of the University; make use of the University facilities; be rusticated; or be expelled from the University as the case may be.

FACULTIES AND FACULTY BOARDS

- Faculties are established under Statute 6 of the University law to provide teaching and conduct research in certain subject areas assigned to them.
- A Faculty Board is established for each Faculty to determine its courses and to conduct and assess the examinations, subject to the approval of Senate, and make recommendations to Senate on any academic matter.
- The University has twelve (12) faculties, and each Faculty is governed by a Faculty Board, which broadly controls the academic programmes of the Faculty, subject to Senate approval.

Composition of the Faculty Board

- The Dean is Chairman of the Faculty Board, and the Board's membership comprises:-
 - The Vice-Chancellor;
 - The Deputy Vice-Chancellor;
 - All Heads of Departments in the Faculty, whether permanent or temporary;
 - Such other members of the academic staff holding permanent teaching or research posts and being members of that Faculty as the Senate may, from time to time, determine;
 - Such other persons, whether members of the Faculty or not, as the Senate may from time to time, on the recommendation of the Faculty Board, determine.

Functions of the Faculty Board

- Regulate, subject to review by the Senate, the teaching and study of subjects in the Faculty;
- Constitute Boards of Studies for separate subjects or group of subjects;
- Consider the progress of students in the Faculty and to report to the Senate thereon;
- Recommend to the Senate examiners for appointment;
- Make recommendations to the Senate on Regulations dealing with syllabuses, courses of study and examinations for degrees, diplomas, certificates and other distinctions in the Faculty, or with any other matters relating to the work of the Faculty;
- Make recommendations to the Senate for the award of degrees (other than honorary degrees), diplomas, certificates and other distinctions in the Faculty;
- Consider matters relating to the Faculty and to report thereon to the Senate, and to deal with any matters referred or delegated to it by the Senate.

ACADEMIC DEPARTMENTS

- Academic Departments are the main component parts of Faculties for conducting teaching and research.
- They are constituted by Council on the recommendation of the Senate, which in turn acts on the recommendation of the Academic Planning Committee.
- Heads of Departments are appointed by the Vice Chancellor after due consultation by the staff of the Department.
- Heads of Departments are responsible to the Vice Chancellor for the effective administration of their Departments.
- It is their responsibility to submit to the relevant committees, their recommendations with regard to:- (i) appointments, promotions, confirmations, discipline; (ii) building works, minor works, maintenance, etc., as may be appropriate; and (iii) any other duty of Head of Department as specified in the University Regulations or approved policy and procedural documents.
- Heads of Departments may delegate their responsibilities to other members of staff within the Department but must ensure that such responsibilities are discharged satisfactorily.

- Heads of Departments are expected to consult regularly with the departmental staff.
- To this end, they are expected to hold monthly departmental meetings and copies of minutes sent to the Vice Chancellor.
- Issues to be discussed at such meetings shall include:-
 - Courses, syllabuses, conferences, teaching and research;
 - Recruitment policy and staff development;
 - Budget estimates; and
 - General matters affecting the departments.

UNIVERSITY COMMITTEES

- The University carries out most of its functions through the committee system
- University Committees are established by Council, Senate (or jointly) or by the Vice Chancellor, depending on their subject-matter.
- The functions of the committees and composition are set out in the University Calendar.

INSTITUTES AND CENTRES

- They are component parts of the University with specific mandates which place them outside the mainstream of the degree teaching part of the University.
- They have service functions directed to meeting the needs of the Federal and State Governments. Some are set up to meet specific needs of the University.
- They have Boards of Governors to discuss policy issues subject to approval by Council.
- For those Institutes and Centres that run Diploma and Certificate courses, they have, in addition to Board of Governors, Professional and Academic Boards that deal with issues pertaining to their programmes.
- The Director of the Institute/Centre is responsible to the Vice Chancellor for its day-to-day administration.

SOME ADMINISTRATIVE PROCEDURES IN THE UNIVERSITY:

Procedures For Appointments And Promotions

- All cases of appointments, confirmation of appointments, renewal of contracts, promotions, etc. are considered by the Appointments and Promotions Committee.
- A formal request is made to the Vice Chancellor for employment by the Department/Unit.
- Recommendations for appointments and promotions from Departments are considered by the respective Complex Sub-Committees of the Appointments and Promotions Committee and thereafter presented to the Central Appointments and Promotions Committee.

Procedure for Appointments

- A formal request is made to the Vice Chancellor for employment by the Department/Unit.
- Vice Chancellor approves the request and directs that the position be advertised, if need be.
- In that case, the position is advertised in two widely read national dailies inviting interested candidates to apply, giving them six weeks within which to apply.
- All applications should be addressed to the Registrar.
- Registrar collates and forwards the applications to the Department concerned and the Head of Department, in consultation with other senior members of the Department, short-lists the applications.
- Where the positions are advertised, a short and long list is forwarded to the Federal Character Commission. Note that the principle of Federal Character does not apply strictly in cases of appointment of academic staff.

- Head of Department will liaise with the Chairman of Complex to constitute interview panel and conduct the interview. However, the Head of Department could conduct the interview if authorized to do so.
- The Registrar must be represented at every interview.
- Before arriving at the final recommendations to be made to the Complex after the interview, the Head of Department will consult with appropriate members of staff of the Department.
- The Complex Sub-Committee will decide what recommendations to make and forward to the Appointments and Promotions Committee which is chaired by the Vice Chancellor.
- The Registry will communicate the decision of the Appointments and Promotions Committee to the candidates directly after the Vice Chancellor has given authorization for release of letters of appointment.

- Administrative approval may be given by the Vice Chancellor for cases of appointment on the recommendation of Chairmen of Complex.
- Cases of administrative approval are reported to the Appointment and Promotions Committee for ratification.
- The Appointment and Promotions Committee reports all cases of appointment and promotion and promotion to Council for approval.

Procedure for Promotion

- Promotion in the University takes effect from 1st October of the year.
- The exercise begins with the Registry issuing promotion circular, calling for submission from Heads of Departments, following a directive from Council through the Appointments and Promotions Committee.
- Heads of Departments are required to follow the guidelines issued by the Registry in making their recommendations.
- Heads of Departments will examine staff records to know those who qualify for promotion and those who do not.
- After due consultation with his colleagues, the Head of Department will recommend those who qualify for promotion.

- Thereafter, he will submit his recommendations to Faculty Sub-Committee of Appointments and Promotions Committee. The submission shall include lists of recommended and non-recommended cases, clearly stating reasons for the non-recommended cases.
- After scaling through the Faculty Sub-Committee, the recommendations are further submitted to the Complex Sub-Committee for consideration and, thereafter, to the Appointments and Promotions Committee.
- The recommendations of the Appointments and Promotions Committee are forwarded to Council for approval.
- Any member of staff aggrieved by the decision of the Appointments and Promotions Committee may submit a petition to the Committee through his Head of Department and the Chairman of the Complex Sub-Committee.

Procedure for Confirmation of Appointments

- All permanent and pensionable appointments shall be confirmed after the first three years except in cases of transfer of service or where Council agrees to different terms.
- Recommendations for confirmation or otherwise of a permanent and pensionable appointment are considered as and when due.
- Staff members are normally expected to apply for confirmation through their Heads of Departments who will recommend whether confirmation is to be given, refused or withheld for a period of time. Such recommendation must include an assessment of performance.

- Where a staff member is on Study Fellowship for part or all of the first three years from the commencement of his appointment, he shall not be eligible for confirmation of appointment until he has successfully completed the Study Fellowship and a total of at least two years in post in the University.
- All cases of confirmation shall be approved by the Vice Chancellor on recommendation of the Head of Department upon an application by the staff.
- Where appointment is not confirmed for a good cause, it shall be terminated forthwith by giving three months' notice or payment of three months' salary in lieu of notice.
- Where appointment is confirmed, it shall subsist to the retirement age of 70 years for academic staff of the rank of professor, and 65 years for other categories of staff.

Procedure for Contract Appointment

- Non-Nigerians will be eligible for contract appointments.
- Nigerians who retire from service may be re-engaged as contract staff.
- Retired officers may only be re-engaged into career posts on grade levels immediately below that on which they retired.
- A contract appointment may be renewed or terminated upon the recommendation of the Head of Department and approved by the Vice Chancellor on behalf of the Appointments and Promotions Committee, subject to ratification by Council.
- Either of the parties could terminate the contract by three months' notice or three months' salary in lieu of notice.
- Only expatriate staff shall be entitled to contract additions and contract gratuity at the expiration of the contract appointment.

LEAVE MATTERS

Procedure for Annual Leave

- Every staff member is entitled to thirty calendar days' annual leave.
- Every application for annual leave or part thereof must be submitted to the Registrar for approval through the Dean, Director or Head of Department/Unit as the case may be.
- The application for leave must be in conformity with the leave roster earlier prepared and submitted to the Registrar.
- A staff member shall qualify for annual leave not less than six months after previous leave within a leave earning service year.
- It is the responsibility of the Head of Department to draw up annual leave roster for all staff in the Department and submit a copy to the Registrar.
- A staff member who desires to spend his/her annual leave outside the country shall obtain approval of the Vice Chancellor.
- Leave shall be granted at any time during the leave year.

- Normally, the full leave will be taken at a time, but it may be taken in not more than two installments. Any leave not taken within the calendar year, will be forfeited. No staff is allowed to accumulate leave.
- However, the Vice Chancellor may, in exceptional circumstances, grant deferment of leave on the recommendation of the Head of Department/Dean of the Faculty and the Registrar.
- A staff may be required to return to duty before the expiration of his/her approved leave by the Head of Department. Any portion of the leave curtailed shall be taken immediately and not later than ninety days of completion of the assignment.
- On return from annual leave, every staff must notify the Registrar.

Procedure for Casual Leave/Permission to be absent from Duty Post

- Casual leave is the absence of a staff from duty for a short period not exceeding seven calendar days.
- The casual leave shall only be granted by the Registrar after a staff has exhausted his/her annual leave.
- Casual leave is deductible in advance or arrears of earned leave.
- In addition, Heads of Departments, Deans and Directors have been given authority by the Vice Chancellor to deal with applications for permission to be absent from duty post as follows:-

- Application for absence from duty for 1-2 days to be approved by the Head of Department and copied to the Registrar for record purposes;
- Application for absence from duty for 3-7 days to be passed through the Head of Department for approval by the Dean of Faculty, Director of Institute or Centre as the case may be, and copied to the Registrar for record purposes;
- Application for absence from duty beyond 7 days and for travels outside the country to be passed through the Head of Department and Dean/Director for consideration and approval by the Registrar. The number of days approved would be deducted from the officer's deferred/current leave days.

Procedure for Study Leave/Study Fellowship

- Study Leave/Study Fellowship is leave granted to a confirmed staff to undertake an approved course of study within or outside Nigeria. However, in exceptional cases, the Vice Chancellor may grant a waiver and approved study leave/study fellowship for an unconfirmed staff.
- Study leave/fellowship may be granted to a staff provided the following conditions are satisfied:-
 - Evidence of letter of admission
 - Evidence of duration of Course
 - The course is necessary to enhance the performance of the officer and add value to the system
 - The course is relevant to the staff's profession
 - The absence of the staff will not adversely affect the functions of the Department
- All applications for study leave/study fellowship shall be submitted by the staff to the Vice Chancellor through his/her Head of Department.

- On return from study leave/study fellowship, the staff shall submit a report to the Vice Chancellor on the studies carried out.
- Thereafter, he shall serve the University for twice the duration of his study leave/study fellowship.
- A staff granted study leave/study fellowship who fails to return to duty at the expiration of the period approved for his study leave/study fellowship shall be regarded as having been absent from duty for the period of his/her study leave/study fellowship and shall have his appointment terminated.
- The University shall take all necessary steps to recover the cost of training including salaries and allowances received by him/her during the period.

Procedure for Leave of Absence/Study Leave without Pay

- Leave of absence is absence of a staff from duty on grounds of public policy and may be granted to a staff for any of the following reasons:-
 - a) to enable the staff take up a special government assignment as minister, commissioner, chairman of any board or parastatal, or participate in technical aid programme of the Federal Government;
 - b) for any other purpose approved by the University.
- On the other hand, study leave without pay are granted to staff when the proposed course of study are not in the approved training programmes of the Department or relevant to the needs of the University.

- While on leave of absence, staff will not be entitled to any of the following:-
 - (i) Payment of salaries and allowances
 - (ii) Housing
 - (iii) Promotion
 - (iv) Salary increment, unless there has been a general salary review
 - (v) Leave
- Leave of absence should not be more than two years in the first instance, but can be extended for a further period of two years after which no further extension should be granted.
- The Vice Chancellor may, however, grant further extension if he considers it necessary to do so in the public interest.
- Staff granted leave of absence will be required to return to the University to serve for the equivalent period of the leave of absence.
- Failure to return to duty at the end of the leave of absence shall be treated as abscondment and the appointment shall be terminated.

Procedure for Sabbatical Leave

- Sabbatical Leave is an authorized absence of an officer from duty for the purpose of research and study either within or outside Nigeria for self-improvement, and/or to consolidate an area of previous study or research.
- Sabbatical Leave shall be for a period of one year.
- Categories of Staff entitled to Sabbatical Leave are:-
- i) Academic Staff holding permanent and confirmed appointment;
- ii) Non-Academic Staff holding permanent and confirmed appointment;
- iii) Former Vice Chancellors are entitled to sabbatical leave immediately following the completion of their term of office.

Qualification and Eligibility for Sabbatical Leave

- Academic staff of the rank of Lecturer I or equivalent and non-academic staff on CONTISS 13 and above after six years continuous/unbroken service in the University.
- Where the staff is on transfer of service, he should have served Ahmadu Bello University for at least three years.
- Staff applying for sabbatical leave must have an acceptable programme of work to be approved by the University.

- ***Benefits/Entitlements for Staff on Sabbatical Leave***

- - Full salary and other fringe benefits;
- - Retention of University quarters by the staff for the duration of the sabbatical leave, paying the normal rent;
- - Additional remuneration/allowances he/she negotiates with his/her host institution where he/she is spending the sabbatical leave.

- ***Obligation of Staff on Sabbatical Leave***

- Staff to serve the University for at least one year at the end of the sabbatical leave.
- On returning, the staff shall submit a formal report on work done during the sabbatical leave to the Vice Chancellor.
- Staff to resume duty immediately following the expiration of the sabbatical leave period.
- Sabbatical leave cannot be extended after the one year period normally allowed.
- Staff granted sabbatical leave who fails to return to work in the University at the end of the leave shall have his/her appointment terminated.

TRANSFERS AND SECONDMENTS

Procedure for Transfer

- Transfer is the permanent release of an officer from one scheduled service to another or from one class to another within the same service.
- The member of staff seeking to transfer his service to another organization should apply to the Registrar requesting a transfer to that organization.
- He should, in addition, request that other organization to provide him with a letter to the Registrar expressing its willingness to accept the officer on transfer.
- He should address his application through his Head of Department who will signify whether or not he is willing to release him.
- If the Head of Department is unable to release the staff, he should inform the Registrar who will in turn inform the organization requesting for the transfer of the inability of the University to release the staff.
- Should that organization further presses the matter, the Vice Chancellor should be requested to recommend in accordance with the national interest, for the approval of the A. & P.C. subject to ratification by Council.
- If the Registrar is satisfied with the application, he will recommend it to the Vice Chancellor for approval on behalf of Council.

Procedure for Secondment

- Secondment means temporary release of an officer to the service of another Government approved body or any recognized international organization or body for period not more than two years in the first instance subject to an extension for a further period of two years after which it becomes a transfer of service.
- During the period of secondment, the body to who the staff is seconded will be responsible for the payment of the staff's salary at whatever rate the two of them agree.
- The person will also during the period enjoy leave and all other facilities as provided by the new employer.
- However, he will continue to service all his obligations with Ahmadu Bello University such as repayment of loans owed to the University through his new employer who will undertake to collect the same on behalf of the University and remit same.
- The person will be eligible for promotion during the period of secondment provided the organization to which he/she is seconded is an institution of higher learning and is engaged in a similar occupation as his/her assignment in Ahmadu Bello University. For this case, the employer will submit appropriate recommendation. The member of staff has to meet the minimum promotion requirements of the University.

DISCIPLINE

- Every member of staff is expected to be disciplined and of good behavior throughout the period of his/her employment in the University. Disciplinary action shall be taken against any member of staff who commits an act of misconduct or gross misconduct.
- ***Act of Misconduct***
- An act of misconduct means any act that is prejudicial to the good discipline and proper administration of the University. It shall also include specific acts of wrong doing or an improper behavior, which is inimical to the image of the University and which can be investigated and proved. For example:-
 - (i) Absence from duty without lawful excuse
 - (ii) Refusal to carry out lawful directives
 - (iii) Negligence of duty
 - (vi) False claims against the University
 - (v) Financial embarrassment
 - (vi) Unauthorized disclosure of official information

- (vii) Unruly behavior
- (viii) Dishonesty
- (ix) Drunkenness
- (x) Insubordination
- (xi) Committing any acts inconsistent with the proper performance of the duties for which the member of staff was employed.
- (xii) Refusal to proceed on transfer or accept posting.
- (xiii) Habitual lateness to work.
- (xiv) Deliberate delay in carrying out official duties.
- (xv) Failure to keep records
- (xvi) Sleeping on duty
- (xvii) Improper dressing to work
- (xviii) Hawking of merchandise during office hours
- (xix) Malingering
- (xx) Discourteous behavior in public
- (xxi) Failure to exhaust internal mechanism in seeking for redress.

- ***Gross Misconduct***
- A gross misconduct is a specific act of very serious wrongdoing and improper behavior, which is inimical to the image of the University and which can be investigated and if proven, may lead to dismissal. It includes:
 - (i) Conviction on a criminal offence
 - (ii) Withholding of files
 - (iii) Absence from duty without leave
 - (iv) Bankruptcy as defined by bankruptcy law
 - (v) Serious financial embarrassment
 - (vi) Act prejudicial to the security of the State
 - (vii) Holding more than one full-time paid job
 - (viii) Taking up any appointment without an approval
 - (ix) Divided loyalty
 - (x) Sabotage
 - (xi) Willful damage to University property
 - (xii) Sexual harassment
 - (xiii) Any other act unbecoming of a public officer
 - (xiv) Plagiarism

- (xv) Bribery
- (xvi) Corruption
- (xvii) Embezzlement
- (xix) Fraud
- (xx) Infringement of University copyright ownership
- (xxi) Examination malpractice
- (xxii) Committing any other act which is inconsistent with the proper performance of the duties for which the member of staff was employed.
- (xviii) Falsification of records or accounts.

Procedure for Discipline

- As soon as a superior officer is dissatisfied with the behavior of any officer subordinate to him, it shall be the duty of the superior officer to inform the subordinate in writing, giving details of his unsatisfactory behavior and calling upon the staff member to submit within a specific period, such written representation as he (staff member) may wish to make to exculpate himself from disciplinary action.
- Where such superior officer is not satisfied with the written representation of the staff member, he shall refer the matter to the Vice Chancellor who shall, where he deems fit, direct the Registrar to commence disciplinary proceedings against the staff member.
- The Vice Chancellor shall ensure that proper and fair opportunity is given to the staff member to respond to the case instituted against him.

- Where the Vice Chancellor considers that a proper case of misconduct has been made against the staff member, he shall, on the strength of the case, refer the matter to the Senior Staff Disciplinary Committee for appropriate disciplinary measure in accordance with the University Statutes.
- The ultimate penalty for gross misconduct is dismissal. The dismissal shall be effective from the date on which he is notified thereof.
- Any employee dissatisfied with the disciplinary action taken against him/her under these regulations, shall have a right of petition/appeal to the University Council, through the Registrar. The right of petition/appeal does not carry with it, a right of personal appearance before the Council.
- The decision of Council on such a petition/appeal shall be final.

Types of Disciplinary Measures

- (a) Drawing attention to shortcomings.
- (b) Issuance of Query
- (c) Formal written warning
- (d) Interdiction
- (e) Suspension
- (f) Deferment of increment
- (g) Withholding of increment
- (h) Reduction in rank
- (i) Termination
- (j) Dismissal
- (k) Surcharge for loss or damage to University property
- (l) Any other sanction as may be prescribed by the Senior Staff Disciplinary Committee and approved by the Governing Council.

Procedures for submitting applications

- It is not uncommon for staff members to apply to the Vice Chancellor or Registrar for one thing or another.
- For example, application may be made for leave, permission to attend a conference/workshop, permission to be away from duty, etc.
- Such an application must be submitted ahead of time, not less than two weeks before the date of departure.
- It must be routed through the Head of Department who must submit the application with his recommendation to the appropriate officer for consideration and approval.
- It is not enough for the Head of Department to merely append his signature on the application or to write the word “forwarded”. He/she must clearly indicate whether or not he is recommending the application.
- Where the Head of Department refuses to recommend the application, he must give reason for his/her decision and forward the application to the Vice Chancellor who will have the final say.
- Note that Management will not attend to any application not routed through the Head of Department.

Misuse of Headed Papers and Stationery

- Letterhead stationery contains the name, address, telephone number, logo and other important information about the University.
- Headed papers are the symbol of authority of the University and are usually meant for official communications within and outside the University.
- They carry with them the authority of the University and, therefore, can only be used for official purposes by those legally authorized by the relevant law/statutes of the University. Such authorities include: the Chancellor, Pro-Chancellor, Vice Chancellor, Directors, Deans, Heads of Departments/Units, Heads of Programmes, etc.
- Any communication contained on such headed papers represents the official position of the University.
- It is, therefore, wrong for any staff, no matter his position, to use a letter headed paper of the University for any purpose other than official. For instance, for leave application.

CONCLUSION

- I am afraid I have to stop here due to time constraint.
However, it must be emphasized that sound administrative procedures are essential tools in promoting effectiveness and efficiency in running the University. Therefore, every person who has a part to play in the running of the University must be acquainted with these procedures so as to ensure consistency and fairness in the implementation of the University's policies and programmes.

Thank you.