



ACADEMIC CULTURE AND QUALITY ASSURANCE IN THE UNIVERSITY SYSTEM

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THE ROLE, DUTIES AND PRIVILEGES OF ACADEMIC STAFF





INTRODUCTION

- **What are rights and privileges?**
- **Oxford Advanced Learner's Dictionary**
- **Right** : A moral or legal claim to have or get something or to behave in a particular way
- It is about what you are morally or legally entitled to
- **Privilege**: A special right or advantage that a particular person or group of people has
- It is a special advantage or right gained by birth, social position, effort, concession
- **IN ACU AS ACADEMIC STAFF WE HAVE RIGHTS AND PRIVILEGES**



AJAYI CROWTHER UNIVERSITY

- **Where can we find our RIGHTS AND PRIVILEGES?**
- **How do we know our rights and privileges as academic staff?**
 - It is not located oral tradition
 - It is not located in what the HOD/Dean said
 - It is not located in what anybody in the Department said
 - It is not about what is done in other Universities/Alma Mata



AJAYI CROWTHER UNIVERSITY

- **Where can we find our RIGHTS AND PRIVILEGES?**
- **How do we know our rights and privileges as academic staff?**
- AJAYI CROWTHER UNIVERSITY EDICT
- REGULATIONS GOVERNING CONDITIONS OF SERVICE OF SENIOR STAFF
- STAFF CODE OF CONDUCT
- CRITERIA FOR PROMOTION OF ACADEMIC STAFF
- LETTER OF APPOINTMENT (AS RECEIVED)



APPOINTMENTS

RIGHT TO ASSUME DUTY

Conditions:

- ✓ Appointment letter (contract) signed by Registrar on behalf of University
 - ✓ Once an appointment has been accepted in writing
 - ✓ Provision of acceptable proof of age, marital status, academic, professional qualifications
 - ✓ Successful Medical Examination
 - ✓ Council Approval
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- **You have an identification (Staff no, Health Centre no and Bursary no)**
 - **You are a staff of ACU with rights and privileges**
 - **You are an Ambassador**





APPOINTMENT

- **APPOINTMENT:**
- TEMPORARY (12 MONTHS)
- CONFIRMATION OF APPOINTMENT



APPOINTMENT

- **RIGHT TO RESIGNATION OF APPOINTMENT**

- 30th Day of September (Due notice)

- **OR**

- Payment in lieu of notice

- Not under bond

- Leave can be granted on retirement or resignation other than at the end of session

- **Right to Withdrawal of service**

- **Right to Voluntary retirement**



PROMOTION

- **THE RIGHT TO BE PROMOTED**

- ✓ Period(no of years)

- ✓ Assessment of publications

- ✓ Criteria for Promotion

- (See criteria for promotion)



SALARIES ADVANCES, LOANS AND ALLOWANCES

- **RIGHT TO SALARIES AND ALLOWANCES (AS APPROVED BY COUNCIL)**
 - ✓ Entry point on first appointment as approved by Council
 - ✓ To be paid from on first date of resumption of duty
 - ✓ Incremental date is 1st October
- Appointments in the University (sub-deans and coordinators) also attracts responsibility , Acting Allowance
- Allowances (Transport, Kilometer, Duty Tour, Entertainment, Meal Subsidy etc. are as approved by Council)



HOUSING POLICY: ACCOMMODATION

▪ **RIGHTS ON HOUSING**

- ✓ Interest Free **Furniture loan**
- ✓ **Housing loan** with interest (as prescribed by Council)
- ✓ Senior Lecturer to use of Guest house
- ✓ Below the rank of Senior staff : University Transit Lodge



EXIT: PENSION AND GRATUITY

- **RIGHT TO PENSION AND GRATUITY**
- Served a period of not less than 10 years
- Give notice of intention to retire for a period of not less than three to six months
- Gratuity payable on retirement or withdrawal of service
- Pension can only be drawn on attaining the age of 45 years
- **FAMILIARISE YOURSELF WITH THE PENSIONS UNIT IN ACU**

- **EXIT: DEATH**
- **Death on active service = death benefit payable to REGISTERED next of kin**



LEAVE MATTERS

- **RIGHT TO ANNUAL AND RESEARCH LEAVE**

- ✓ 56 Working days (30 days Annual and 26 days research or Academic project leave)

- ✓ **Leave shall not normally be deferred**

- ✓ **But**

- ✓ Leave can be deferred by permission (writing to the Registrar approved by Vice-Chancellor)



LEAVE MATTERS

- **RIGHT TO SICK LEAVE**

- ✓ Pay 6 months within a period of 12 months
- ✓ After six months Council to consider duration and stipend on the recommendation of the Director of Health Services/Management Committee
- ✓ Sick leave ===== Medical certificates signed/endorsed by Director of Health Services



LEAVE MATTERS

- **RIGHT TO MATERNITY LEAVE**

- ✓ 12 Weeks with pay

- ✓ not with annual leave



LEAVE MATTERS

- **STUDY LEAVE-----PRIVILEGE NOT A RIGHT**

- ✓ Will not necessarily be granted to every applicant who has completed six semesters of service
- ✓ Can be with full pay or without pay
- ✓ Submit application with comments through:
- ✓ HOD/DEAN/PROVOST/REGISTRAR/A&PC
- ✓ **It is granted with conditions**



SABBATICAL LEAVE

- **RIGHT TO SABBATICAL LEAVE :**
- After twelve months of continuous service
- Not below rank Lecturer 1
- One session with full pay
- HOD through Dean/Provost to confirm that applicant can be spared from his duties
- Program or research to be fully stated and documented
- Approved by A&PC
- Undertake in writing to return to University for at least two semesters following end of leave



LEAVE MATTERS

- **RIGHT TO LEAVE OF ABSENCE**

- **Conditions:**

- ✓ **No financial commitments**
- ✓ **Applicant can be spared of duties**
- ✓ **University considers leave necessary**
- ✓ **One year in the first instance**
- ✓ **Renewable**



LEAVE MATTERS

- **STUDY LEAVE**

- ✓ Granted by relevant Committee
- ✓ Upon recommendation by HOD/DEAN/PROVOST
- ✓ For Assistant Lecturers/Graduate Assistants
- ✓ To enable him qualify for appointment as permanent staff
- ✓ Applicant must follow approved course of study and not change it
- ✓ **Report to be submitted by supervisor at the end of every academic session or as often as the committee requires**



LEAVE MATTERS

- **LEARNED CONFERENCES**
- **EXAMINATION LEAVE**
- **SPECIAL LEAVE FOR AWARDS**
- **STATUS OF ELECTIVE POSTS DURING SABBATICAL LEAVE**
- **TRAINING LEAVE**



ABSENCE FROM WORK

- **RIGHT TO BE ABSENT FROM WORK**

- ✓ HOD 3 Days approval

- ✓ PROVOST/DEAN (3-7 Days maximum)

- ✓ Vice-Chancellor (more than 7 days)



PASSAGES

- **RIGHT TOM PASSAGES**
- **SENIOR STAFF**
- Interview
- On first appointment
- Resignation/Withdrawal/Transfer/Retirement

- **FOR SELF, SPOUSE AND FOUR CHILDREN (PLEASE READ THE CONDITIONS OF SERVICE FOR DETAILS)**

- **For Sabbatical and Study Leave**



MEDICAL CARE

- **RIGHT TO MEDICAL CARE**
- Financial
- University to arrange for Medical Insurance Scheme



ADVANCES

• **RIGHT TO TAKE SALARY ADVANCE**

- ✓ Not exceed one third of total deductions of monthly salary
- ✓ Advance of one month's salary may be approved deductible from salaries
- ✓ HOD to recommend and Bursar to approve
- ✓ Approval by VC



OTHER RIGHTS

- **A RIGHT TO :**
 - ✓ Be a Member of Faculty Board/College Board **(as considered by Senate after consideration by Faculty Board)**
 - ✓ Be a Member of congregation (hold a degree of any recognised university)
 - ✓ Vote and be voted for at University Elections
 - ✓ Appoint another person as proxy (48hrs notice/proxy member of university and electing body)
 - ✓ Appoint not more than one proxy
- ✓ **Other rights regarding examinations**



VERY IMPORTANT

- **RIGHT TO DUE PROCESS AND FAIR HEARING**
- **In Disciplinary matters**
- OPEN AND CONSISTENT PROCESS OF DISCIPLINARY PROCEDURES (Counselling, Investigation, representation, query)
- **STAFF CODE OF CONDUCT APPROVED BY COUNCIL 27TH JULY 2012 PAGE 19**

CONCLUSION

- Rights cannot be earned for you but by you
- A Right is earned
- A Right is not a Liberty to freedom
- A Right is conditional (IfThen)
- **KNOW THE CONDITIONS AND CLAIM YOUR RIGHTS**
- **FINALLY =====READ THE BOOKS, GET ACQUAINTED WITH THE BOOKS**



Questions

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Answers

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**Thanks for Your
Attention**

