



# **LANDMARK UNIVERSITY**

## **STAFF HANDBOOK AND CONDITIONS OF SERVICE**

**2019 Edition**

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# Landmark University

Staff Handbook and Conditions of Service | *2019 Edition*

The **Board of Regents** of Landmark University reserves the right to alter any section, provision, or clause of this document as it deems fit from time to time.

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## FOREWORD

I consider it a great privilege from God to open to you what Landmark University stands for, where she stands in this crisis-ridden world and what we hope to accomplish as an end-time army in education revolution.

Landmark University, as a vision, is part of the Living Faith Church and the Liberation Mandate given to the Commission. As a University and as an academic group, we consider ourselves a certain part in the body of Christ.

This Handbook, supplemented by candid and open discussions with your Heads, should provide a good source of information concerning your work environment and success in your assignment.

At the root of every striking success is information. Whatever any man becomes begins with the information at his/her disposal.

Your appointment as a member of Faculty or Staff of Landmark University is a privilege from God, pre-ordained before the foundation of the world, to fulfil his/her purpose for you.

God's expectation of you as a co-labourer with Him in this Christian Mission University places an awesome responsibility of acceptance of and compliance with his/her terms for maximum productivity and accomplishment.

Instructions are the highways of distinction. Direction plus instruction equal distinction. Apostle Paul said, "All things are lawful for me, but all things are not expedient: all things are lawful for me, but all things edify not" (1 Corinthians 10:23). This implies that your success in Landmark University is not in any person's hand but your own.

This Handbook contains vital information and instructions that will help you to enjoy the most rewarding service through your willing and delightful obedience.

I welcome you to a unique experience in your professional pursuits here at Landmark University.

**Dr. David Oyedepo**

*Chancellor and Chairman, Board of Regents*

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## PART ONE

### PREAMBLE

#### STATEMENT OF COMMITMENT

Landmark University was established by the vision and her mission is to raise a new generation of leaders for the African Continent in those fields of human endeavour that she chooses to explore.

In getting this done, she seeks particularly a set of staff members who will be committed to a crop of students desiring to consciously and intelligently develop their leadership capacities. This must be done in two equally important and mutually exclusive dimensions of skills acquisition and character formation, both of which are the essence of a total man.

#### OUR VISION

The University's Vision aims at the transformation of her students into robustly empowered leaders through active development of their total personalities. The University's Vision is to **be a leading world class university, by spearheading an agrarian revolution on the African continent through the exploration of hidden treasures in the mother-earth thereby restoring the dignity of the black race.**

The University exists therefore, to:

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- a. Raise a new generation of leaders in various fields of human endeavour by a training methodology that emphasizes character in the University's functions of teaching, research and community service;
  - b. Upturn the mental slavery of the African people by giving them a sense of self-esteem that will propel them into world relevance;
  - c. Give the black man a practical orientation, such as will help him accept personal responsibility for his/her development;
  - d. Emphasize that man is essentially a spirit, has a soul and lives in a body (The total personality of a man is represented fully in the three dimensions of his/her spirit, his/her soul and his/her encasing body.); and
  - e. Drive an educational philosophy based on a Total Man Concept. The Spirituality emphasis in the University's curriculum is based on her understanding, from the Manual of Life, the Bible that man is a triune being and may not be at his/her best unless these three parts are discovered, developed and explored in the learning process.

## **OUR MISSION**

Landmark University was founded as an arm of the Liberation Mandate, which was delivered to Bishop David Oyedepo as God began to speak to him in 1999 on the new phase in the fulfilment of that Mandate.

God specifically emphasized to him that mental and material poverty are the consequences of spiritual disconnection and that dominion and liberty are direct products of spiritual repositioning. He came to the understanding that the socio-economic revolution



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had always accompanied a nation's spiritual reawakening. The Church was, therefore, mandated to make the light that shined forth in the past two decades of profound spiritual re-awakening in Nigeria to shine all over the land. The Bible makes it clear in Matthew 5:13 that the church is the light of the world and the salt of the earth. He was, therefore, commanded to establish a University that would be dedicated to a revolutionary development of the people through education.

Landmark University was founded absolutely on Christian principles and is eternally committed to the development of Godly character in both staff and students in such a manner that the universal principles of the scriptures can galvanize the primary functions of the University in teaching, research and community service. This is the mission to which all of the corporate representations and personalities of the University are dedicated.

Landmark University is not just a private University – it is a Christian Mission University. We are not into educational entrepreneurship but rather engaged in a unique mission to our generation to offer educational service. We are out to make our humble contributions by selflessly investing in the development processes of the university student.

The mandate of the University, therefore, is to:

- a. Raising a generation of solution providers through a qualitative and life-applicable training system that focuses on value and creative knowledge.
- b. Raising a new generation of leaders through a broad-based qualitative education built on sound biblical principles culminating in the birth of breadwinners, job creators and world changers.

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- c. Raising an army of reformers who shall redeem the battered image of the black race and restore her lost glory as these well-equipped graduates begin to build the old waste, repair the wasted cities and raise the desolation of many generations as pathfinders.

The University's Mission is clearly reflected in her motto: '**Breaking New Grounds**'.

## **THE NAME- LANDMARK UNIVERSITY**

All over Africa and particularly in Nigeria, a great significance is attached to names. They portray meanings and carry important messages. Names reflect circumstances of birth or events that occur in the environment of birth.

The name "Landmark" was inspired from the compelling establishment purpose which is to advance learning through research by breaking new grounds of knowledge and innovation.

The institution is a degree-awarding conventional University and focuses on making ground-breaking contributions in the fields of agriculture and engineering and other related fields in terms of advanced research, improved production methods, and greater yields not only in Agriculture but in every area of learning affecting human productivity.

Landmark University is established to make landmark contributions to knowledge in order to secure increased comfort for humanity by "Breaking New Grounds" in teaching, research and community service as she engages the strategy of promoting collaboration among related disciplines as a conventional university.

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Landmark University vows to make and deliver her products, the graduates, as expert thinkers, unusual managers, and hyper-resourceful technocrats in all fields of human endeavour. The University is bound by an oath to be the best. The commitment to creating the *Total Man* is a direct result of this vow and agreement between students and the proprietors of Landmark University.

## **HISTORY OF ESTABLISHMENT**

Landmark University (LMU) is a residential Christian Mission University, established by the World Mission Agency (WMA), an offshoot of Living Faith Church Worldwide (LFCWW). The University's Chancellor, Dr. David O. Oyedepo, is the President of WMA and also the founding Bishop of LFCWW. Landmark University is a component of the Liberation Commission that God gave to Bishop David Oyedepo in a May 1981 vision-encounter to liberate the world from all oppression of the devil and hunger and poverty are also oppressions.

Historically, Nigeria used to be a leading exporter of agricultural produce in the 1960s, a fortune that regrettably withered gradually following the oil boom of the 1970s, which prompted a shift of people's interest from farming to oil exploration, with the resultant effect of massive rural-urban migration, food shortage, importation of staple food in 1980s.

Several attempts have been made by successive government to proffer lasting solution to the food challenge besetting the nation who's astronomically growing population further calls for intensified efforts to address the lingering food insecurity. This dire situation which continues till date necessitated intentional practice of sustainable agriculture to prevent the citizenry from perpetual hunger in the midst of plenty resources across the continent of Africa.

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It is the above scenario that spurred Dr. David O. Oyedepo, the President of Living Faith Church World Wide, to lead the establishment of Landmark University as a catalyst for Agrarian Revolution. The proprietor of the University, the Living Faith Church World Wide, with its credible proofs of capacity, is committed to these back-to-land project, mechanized farming agenda and innovative research drive by making quality education in this regard available to qualified citizens of Africa and the world, who will also qualitatively contribute to the development of human resource capacity, food security and economic strength of Nigeria and Africa.

Essentially, the University is envisioned to raise a new generation of solution providers and an army of young people who will be committed to solving local problems and by extension commanding global influence, particularly in the area of agriculture and its allied disciplines.

On March 7, 2011, the University was licensed by National Universities Commission (NUC) to run undergraduate programs in the Colleges of Agricultural Sciences; Sciences and Engineering, as well as Business and Social Sciences.

On March 21, 2011, the University commenced full operation. Landmark University was established to make leading-edge contributions to knowledge in order to secure increased comfort for humanity by "Breaking New Grounds" in teaching, research, innovation, and community services as they relate to an agrarian revolution.

## **THE FOUNDING PHILOSOPHY**

Landmark University's philosophical platform is anchored on its motto, "**Breaking New Grounds.**" It is a voyage in discovery, a

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catalyst of change, a knowledge mill designed to challenge the mind to think out solutions to challenges of the human race. The object of the philosophy of change shall revolve around the following:

- a. Facilitating the Proprietors conviction on the urgent need to discover, develop and engage the great human and natural resources potentials of the nation.
- b. Focusing the University's learning efforts around the urgent need to minimize national poverty occasioned by a limited translation of received and acquired knowledge into tangible and quality output through a strategic interface with research and development.
- c. Facilitating the realization of the Promoters' convictions that the heavy investment warranted by this establishment decision will enable wider attention and deeper effect to the achievement of the prime objectives of developing the nation's human and natural resource capacities.
- d. Giving fulfilling consciousness to the black man in terms of taking up personal responsibility for growth and development on the basis of his rich endowments

## **THE TOTAL MAN CONCEPT**

The *Total Man Concept* is Landmark University's custom-built programme that constitutes the core concept of its academic programmes. This concept centres on 'developing the man who will develop his/her world.' It is designed to cause every student to become intelligently conscious of his/her environment so as to know how to maximize his/her potential.

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The programmes of the University are first directed at 'the person' before addressing his/her profession. In this way, the University will raise a generation of experts who possess a great capacity to face and manage challenges.

## **THREE COMPONENTS**

Students in the University are rigorously drilled in the three components of the human personality – the spirit, the mind, and the body to enable them to identify their personality and develop acceptable behavioural standards within the society. These three components are:

### **A. The Spiritual Man**

Spiritual development represents the major forte for producing the Total Man, as mental excellence and understanding require the presence of the Holy Ghost.

As a University sponsored by a Christian Mission, the character is conceived as spiritual and instilled by self-discipline and commitment to the principles enunciated by our Lord Jesus Christ.

With Jesus Christ as an example of the perfect personality, Landmark University encourages its students to evolve a life patterned after our Lord and Saviour. The mission of the Holy Ghost constitutes the basis of spiritual development.

Landmark University provides opportunities for spiritual development through various avenues, including spiritual formation programmes and counselling and by creating leadership opportunities.

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## **B. The Intellectual Man**

Landmark University subjects her students to the highest standards of excellence through the institution of academic programmes that are innovative, creative and functional.

She also encourages students to be inquisitive, bold and forthright in asking questions and facing the challenges of academic leadership through the provision of the highest standards of educational infrastructure and facilities; and outstanding Faculty.

Besides this avenue for intellectual development, the concept of the Total Man is also promoted through the introduction of a system of compulsory, theoretical and practical courses, all of which must be passed before one can be considered for the award of a degree from the University. In addition to normal General Studies courses, we have included our own specially designed courses in areas such as *Biographical Studies, Entrepreneurship, Family Life, Human Development Process, Leadership Development, Mental Development, Success Concepts and Work Ethics.*

## **C. The Physical Man**

The body is a vital component of the Total Man. Landmark University is committed to providing avenues for sound physical development via recreational activities that engage the body and enhance personality development, stimulating the cultivation of lifestyles that are conducive to healthy living.

The University actively encourages students to take part in sports and sporting activities, as well as in programmes that lead to the evolution of a spiritual mind, as against a reprobate mind. Both body and mind must develop along the same line, charted by the spirit, the third component of man's personality.

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## **THE TOTAL GRADUATE**

The Landmark University graduate shall be mentally resourceful, intellectually reinforced, enterprisingly self-dependent, futuristically visionary and responsibility-sensitive to the changes demanded for the leadership role or dominion nature; he/she is made for; he/she shall be a Total Man.

## **OBJECTIVES**

The objectives of the University are to:

- a. Provide facilities for learning and give instructions and training in areas of knowledge that will produce sound, mentally-equipped graduates, who will provide intellectual leadership in academic institutions, industry and the public sector through the development of their Total Man;
- b. Develop and offer academic and professional programmes leading to the award of first degrees, postgraduate research and higher degrees, which emphasize planning, adaptive and technological maintenance, as well as developmental and productive skills;
- c. Promote, by research and other means, the advancement of knowledge and its practical application to social, cultural, economic, scientific and technological problems;
- d. Encourage and promote scholarship and conduct research in all fields of learning and human endeavour;
- e. Disseminate scientific and technological knowledge among scientists, researchers, industries, trade services and other bodies; and
- f. Relate her activities to the technological, scientific and socio-economic needs of the people of Nigeria and to



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undertake other activities appropriate for a University of the highest standard.

## **DISCIPLINE**

It is the University's vision to raise an army who will lead in the emancipation of the Nigerian and African people, through her basic functions of teaching, research and community service. Discipline is considered a matter of necessity for an army, and especially this army; this is reflected in her level of commitment to discipline for both staff and students which is an indication of the missionary zeal for the Vision.

The University also considers the wave of the spiritual revolution that Nigeria has witnessed as a signal for an outbreak of a socio-economic revolution. It is this education revolution that she has as a mission that enables her to instil the leadership attributes of discipline and diligence into her staff and students as they function in the skills-impartation process in the University.

The strong belief that the Nigerian nation is very crucial in the impending revolution in Africa and that the private sector initiative in tertiary education will restore a lot of confidence to this sector forms part of the basis of her objectives; and that the principles taught in scriptures for acquiring the character traits that make for good leaders are very crucial for the achievement of the required change in the society.

Landmark University is very positive that this will be achieved.

## **THE LANDMARK UNIVERSITY CULTURE**

Culture, simply put, is a belief system. It is a people's conviction on fundamental issues relevant to life that dictates their lifestyle,

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approach and disposition, which ultimately determines their position, value, worth and accomplishment. You cannot separate a person's personality from his/her culture.

Information is the taproot of every culture. What information is at your disposal determines what you believe, and what you believe determines how you behave and how you behave determines who you become.

**"The Truth is the hardest and oldest currency of life" - Dr. David Oyedepo, Chancellor.**

Landmark University is a God-ordained family of people chosen by God to raise a new generation of leaders that will change their world through unparalleled ingenuity, creativity and purposeful living and her culture has its root in the TRUTH – The living Word of God (2 Tim. 3:15-17).

The Chancellor also said that "You cannot improve on the Truth. You can't bend it; you either accept it and be made by it, or reject it and, consequently, crash." The Truth has birthed for this family a life-changing, destiny-establishing culture that is building a formidable workforce God is working through to champion this revolution in education.

### **A. The Role Model**

"Behind every move is a mover." – Dr. David Oyedepo

"You cannot play your role well without a role model." – Dr. David Oyedepo

God always ties the destiny of a people or nation or generation to the personality and voice of his/her chosen vessels (Deuteronomy 5:1). For example, God's divine agenda of bringing

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out his/her people of Israel out of captivity into significance and royalty was carried out through his/her chosen vessel, Moses.

Jesus said in Mark 1:17, "Follow me and I will make you (to become)". Just as Moses was the vision-bearer, with all of Israel as vision-runners, so is Dr. David Oyedepo the vision-bearer of Landmark University and the staff of Landmark University the vision-runners.

He waits in God's presence; he understands God's heart and purpose for every facet of the Liberation Commission, of which Landmark University is a vital component; he picks divine signals; he interprets them and passes them to us – the vision runners- in the form of instructions. It is out of the abundance of these revelations over the years that Landmark University has birthed her rich cultural heritage.

Those things, which ye have both learned, and received, and heard, and seen in me, do: and the God of peace shall be with you.  
– Philippians 4:9

## **B. The Culture of Humility**

The culture of humility must be imbibed. The greatest challenge of the academic is pride.

See your appointment as a privilege from God, not a right or qualification. (1 Corinthians 1:26-29). Paul, a man of unusual exploits said, "*But by the grace of God, I am what I am, and his/her grace, which was bestowed upon me was not in vain...*" (1 Cor. 15:10). This perspective to assignment is a principal requirement for your fruitfulness in any given task as a believer.

"No proud man has a future. If you don't shut down on pride, it can short-circuit your destiny... Minus the grace of God, you don't have

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a place with God. There is nothing about us except what God has put there." - Dr. David Oyedepo.

When God called the Chancellor into ministry, He said to him, "I have not called you because you are strong or because you are any better, I have only given you a privilege. Should you abuse it, there are hundreds of better neighbours of yours waiting."

Dr. Oyedepo has rightly observed that "A grace-made man is stronger than an expertise-made man." (Jeremiah 9:23-24).

### **C. The Culture of Commitment**

An appointment with Landmark University is not formally equal to success. It is the commitment to task that culminates in attainment, as only runners obtain the prize: "*Know ye not that they which run in a race run all, but one receiveth the prize? So run, that ye may obtain.*" (1 Cor. 9:24).

*"Don't work to be paid. Work to be made."* - Dr. David Oyedepo

Commitment is what edifies self-esteem, self-concept and self-worth. Be diligent and creatively productive! Fatten your destiny by the works of your hand. Respect is not a gift – it is earned through hard work. Hard work destroys a hard life and it is the gateway to rewards (Prov. 10: 4-5).

Be committed, not primarily for gains, but for generational impact. While you are enhancing the destiny of others, or the socio-economic or technological status of your nation or the world, or the system, ultimately, God rewards your inputs.

### **D. The Culture of Personal Development**

*When the LORD shall build on Zion, he shall appear in his/her glory.* – Ps.102.16

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## **i. Pursue Development of Your Spirit**

God's priority agenda for you, as a member of the Landmark University family, is to build you. In the school of impact, there cannot be a manifestation without a building process. Job became a man of impact through the secrets of God he had contacted (Job 29:3-4). Even the 12 disciples had to be built up by Jesus before they could become men of impact and influence. It takes a sitting at the feet of Jesus before you rise in the school of impact.

At the root of every revolution is a revelation, and the basis for every transformation is information (Prov. 4:20-23). Let your spirit man stay awake always in the Truth (Is. 53:1). Whatever you see in the Book and your spirit man receives, you supernaturally become (1 Thess. 5:23).

The Total Man Concept emphasis at Landmark University and the in-loco-parentis role to the students demand a qualitative development of your spirit man. You need a robust spirit and mind to keep a robust body in your pursuit in Landmark University.

## **ii. Pursue Development in Your Field**

Landmark University is part of a new dispensation all together – a dispensation of creative knowledge. Therefore, it takes a radical approach to remain on the frontline. To get where you have never been, you must go where you have never gone; to do what you have never done, search where you have never searched and think about what you have never thought. To maintain relevance, it is crucial that you be a hunter of fresh information to make meaningful impact in your field.

## **E. The Culture of Discipline**

"To be lawless is to be lifeless." - Dr. David Oyedepo

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"Life without law is a crisis-laden life." - Dr. David Oyedepo

In your journey to success, it is expedient that you bring yourself under certain laws. Your assignment in Landmark University demands that you be disciplined men and women. The Chancellor has said time and again. "*Responsibility is the price of greatness.*" (Joshua 1:7). It takes responsibility to live a life of dignity. It takes discipline to succeed, maintain and sustain success.

Discipline requires decisions, which is a function of choice. Your choice is an expression of your will. Your decision informs your actions, which informs your character, which, in turn, determines your personality, i.e. who you become.

## **LEADERSHIP QUALITIES**

"Leadership is influence. Everything rises and falls on leadership."  
– John Maxwell.

Above all, remember that God appointed you as a leader. It is important to change your concept of yourself to align with how God sees you.

### **A. What is Leadership?**

#### **i. Self-discipline and Obedience**

The highest form of discipline is self-discipline. Self-discipline means obedience and self-imposition of strict guidelines on yourself (Joshua 1:7). Some refer to discipline as a hardship. In reality, it permits success and sets you free from futile living.

To be a leader you must be willing to be led. Jesus, the model leader, committed his/her life to obedience to the point of death (Phil 2:8). True leaders discipline themselves ahead of what other

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rules people or organizations set for them. In this world, we either discipline ourselves or others will discipline us. Only those who have excelled in this quality demand the respect of others and earn the right to lead and discipline others.

## **ii. Character**

A leader can never be separated from his/her character. The real indicator of your character is action, which is a product of your thoughts.

Character is a choice. Choose to set standards, which are measured by God's Word, for yourself.

Note that your ability to manage crisis moments effectively is one indicator of the strength of your character.

Good character brings lasting success with people. Followers do not trust leaders whose character is questionable. They will not continue following them.

## **HONOUR CODE COVENANT**

Landmark University is established by the World Mission Agency (WMA), an offshoot of Living Faith Church Worldwide (LFCW/W). It is a component of the Liberation Commission committed to the Founding Bishop of LFCWW and the President of WMA, Bishop David Oyedepo, who is also the Chancellor of the University.

Complementary to the University's mission is the necessity for every employee to exemplify the life-style and Code of Honour which the Commission represents. Therefore, every employee is expected to sign the Honour Code Covenant when employed. Accepting employment by this act is of cardinal significance for

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every staff of the University. No person is permitted to work in the University without signing it.

The Honour Code Covenant is not meant to bind a staff under the control of selected individuals. Rather, the Honour Code Covenant is an expression of a staff's responsibility to God and to himself.

First and foremost, God has called every staff of the University and given him a great responsibility to fulfil his/her purpose for the University, so the staff cannot afford to disappoint destiny. God's Word reaffirms this through Apostle Paul in Philippians 4:8:

*"Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things."*  
-Philippians 4:8

Secondly, Landmark University has a great responsibility towards her staff. Appointment as a Faculty or staff of Landmark University is a privilege from God, pre-ordained before the foundation of the world to fulfil his/her purpose. It is seen that the decision to work here is based upon hunger to deepen such relationship with God and the University has provided a conducive environment for such an experience.

The scriptures lay bare the truth that God uses established leaders to usher his/her people into a more profound relationship with Himself. This invariably involves establishing what his/her people should and should not do. The leadership of the University has searched through scriptures to identify life-applicable principles that are essential for a deepened relationship with God. The Honour Code Covenant is a product of those principles.



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If a staff violates any portion of the Honour Code Covenant, which is a product of God's law, not only will he/she be violating his/her own conscience, he/she will be rebelling against Leadership and God Himself and the University would be failing in her responsibility to God and to other staff if she refuses/neglects to confront such violations.

Therefore, if the staff is found violating any aspect of the Honour Code Covenant, he/she shall be subject to disciplinary action.

*Servants, obey in all things your masters according to the flesh; not with eyeservice, as men-pleasers; but in singleness of heart, fearing God;*

*And whatsoever ye do, do it heartily, as to the Lord, and not unto men;*

*Knowing that of the Lord ye shall receive the reward of the inheritance: for ye serve the Lord Christ.*

*But he that doeth wrong shall receive for the wrong which he had done: and there is no respect of persons. – Colossians 3: 22-25*

## **CODE OF HONOUR**

Having gone through my selection process and accepted the contents of my appointment letter, I commit myself to the stated covenants below, with the objective of not just being a staff, but also a committed member of Landmark University.

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In signing this Code of Honour, I fully recognize that Landmark University is a Mission University with Jesus Christ as her foundation.

I, therefore, the covenant as follows:

- a. That I shall serve God faithfully and committedly through this Mission University by further discovering my gifts and talents and by developing a servant's heart (1 Pet. 4:10; Eph. 4:11-12; Phil. 2:3-4, 7; 1 Cor. 4:2).
- b. That I shall uphold the biblical demand for character, holiness, righteousness and integrity (II Tim. 2:21).
- c. That my faithful service to this University shall include and cover all areas of financial faithfulness, giving myself wholly to the strict adherence and observation of the covenant demands, tithing with proofs; with borrowing, begging and cheating, strictly prohibited in line with scriptural demands.

I shall not take financial advantage of any person or group of persons in any way, such as soliciting financial aid, special contributions from students, or extorting money by any other such means.

- d. That I shall uphold and observe a good Christian testimony in my home, not as a striker, but having firm control over my household and not as one with unruly children.
- e. That any assignment was given to me (be it technical, administrative, protocol etc.) shall be gladly accepted without any resentment or prejudice.
- f. That should I be involved in any incriminating legal matters, court cases, police case, traffic offence or confrontation with any law enforcement agent, for which I am found liable or guilty, the University Authority shall be entitled, thereby

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to sanction my actions with punishments ranging from suspension to outright dismissal, depending on the gravity of the issue.

- g. That I shall be a committed and total follower of leadership, seeing instructions as leadership's utmost tool of operations. I, therefore, accept that any disobedience of the University authority's instruction is a deliberate act of insubordination on my part, which may result in my being released from the services of this Mission University.
- h. That all acts of disobedience of any of the terms and demands of this Covenant shall automatically mean my immediate, unreserved, unconditional release from this University's employment.
- i. I will keep the CODE OF HONOUR faithfully and prayerfully. I understand that my signature is my acceptance of the entire Code of Honour, which completes a contract between me and Landmark University.
- j. Further, my acceptance of the Code of Honour is a solemn vow and promise to God as to how I will live my life.

Date (DD/Month/Year)	
Name	

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Signature	
Designation	
Department	
College	
Address	

God bless you as you partner with Landmark University to cause this anticipated momentous change in Nigeria, in Africa and the entire world.



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## CHAPTER ONE

### PRELIMINARIES

#### **1.1. TITLE AND COMMENCEMENT**

These Regulations contain vital information about the Conditions of Service of the Academic, Senior and Junior Staff of Landmark University and may be referred to as Landmark University Staff Handbook and Conditions of Service and shall come into immediate operation.

#### **1.2. APPLICATION**

These Regulations shall apply to Academic, Senior and Junior Staff of Landmark University and are subject to review from time to time.

#### **1.3. INTERPRETATIONS**

In the event of any question or doubt arising out of or in connection with these Regulations, the matter, except in financial issues, shall be referred in the first instance to the Registrar for clarification, interpretation or decision, and thereafter to the Vice-Chancellor whose decision shall be final. In respect of financial matters, the question shall in the first instance be referred to the Director of Financial Services subject to right of appeal to the Vice-Chancellor whose decision shall be final.

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Where staff is of the view that the interpretation of the Vice-Chancellor is prejudicial to him/her, in so far as his/her terms and condition of service are concerned, he/she may appeal to the Board of Regents and the decision of the Board shall be final.

#### **1.4. GENERAL DEFINITION**

In these Regulations, unless the context otherwise requires, the following expressions have the following meanings:

- a. "**Academic Staff/Faculty**" includes all persons holding appointments as members of the teaching or research staff of the University and whose primary duty is teaching or research and shall also include the professional staff of the Centre for Learning Resources of the status of Resource Officer II and above.
- b. "**Academic Year**" or "**Session**" means the period of twelve months that begins in **August and ends July** of the following year.
- c. "**Accelerated promotion**" means the promotion to the next higher grade before serving for the prescribed minimum number of years after the last promotion or appointment.
- d. "**An Officer**" means a senior member of staff.
- e. "**Board of Regents**" is the apex decision-making body for the day-to-day running of both Academic and Administrative arms of the institution.
- f. "**Committee**" means the appropriate Appointments and Promotions Committee for the category of staff concerned.

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- g. **"Date of Appointment"** means the date an Employee assumed duty with the University.
  - h. **"Established Post"** means a post specifically provided for in the current University Budget.
  - i. **"Increment Date"** shall be the 1<sup>st</sup> of the month in which a new academic session commences.
  - j. **"Junior Staff"** means a member of Staff holding appointment on LUSS 06 and below
  - k. **"Leave of Absence"** is unpaid leave granted to staff.
  - l. **"Misconduct"** means general misconduct to the scandal of the University or to the prejudice of discipline and the proper administration of the business of the University, and, without prejudice to the generality of this definition, includes corruption, dishonesty, drunkenness, false claims against the University, insubordination, negligence, falsification of records, failure to keep or suppression of records, conviction on a criminal offence, absence from place of work without satisfactory excuse; failure to resume from authorized leave at its expiration, negligence deemed by an internal auditor to have been the occasion of a loss of funds to the University, disobedience of an order to proceed on transfer or to accept a posting or of any other lawful order issued by the Chancellor, the Board of Regents, the University Management Board, the University Academic Board, the Vice-Chancellor, the Central Administrative Board, the Registrar, the Head of Department or their representatives; failure to appear or to answer questions satisfactorily in any investigations before any person or body designated by the University Management, the Vice-Chancellor or the Registrar for



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the purpose of investigating any matter provided for, in, or any case arising out of these Regulations.

- m. "**Non-Academic Staff**" includes all persons holding appointments other than those enumerated in (o) below.
- n. "**Non-Teaching Staff**" includes all persons holding appointments that do not involve teaching and research at the University.
- o. "**Ordinary promotion**" means promotion to the next grade after serving for at least a year on the last step of the salary scale on the preceding grade.
- p. "**Passages**" means costs associated with the recruitment of members of staff from outside the country.
- q. "**Principal Officers**" are the top management team members of the University.
- r. "**Registrar**" means the Registrar of the University.
- s. "**Regulations for Academic Staff**" These are regulations governing the appointments, promotions, etc. of the Academic Staff in the University. They are made under the authority of the Board of Regents. These regulations shall be applicable to all matters relating to the appointments, tenure, determination of appointments, leave, promotions and study leave of Academic Staff, except where the Board of Regents directs generally on the conditions of all University staff.
- t. "**Regulations for Non-Teaching Staff (Senior/Junior)**" These are regulations governing the appointments and promotions etc. of the non-teaching staff of the University. They are made under the authority of the

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Board of Regents. These regulations shall have an application to all matters relating to the appointments, tenure, determination of appointments, leave, promotions and study leave of non-teaching staff, except where the Board of Regents directs generally on the conditions of service of all University Staff.

- u. "**Senate**" refers to the academic decision-making body. It is responsible for all academic matters.
- v. "**Senior Staff**" means a member of Staff holding substantive appointment on LUSS 07 and above.
- w. "**Staff**" where applicable to include all full-time employees of the University.
- x. "**Study leave**" is a period of paid absence for a semester or two semesters' duration granted after a period of service to staff for academic purposes.
- y. "**The Vice-Chancellor**" means the Vice-Chancellor of the University
- z. "**Un-established Post**" means any post that is not established, i.e. not provided for in the University Budget.
- aa. "**University**" means Landmark University.



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## CHAPTER TWO

### CODE OF CONDUCT

#### 2.1. SOCIAL CULTURE

“Outward behaviour is the best thermometer for inward spirituality.”

Every staff is expected to maintain a standard of excellence in every area of his/her life. This includes the following:

- a. **Language** (Ps. 34:12-13; 1 Pet. 3:8; Eph. 4:31)
  - i. Your words can either build or destroy lives. You are to speak edifying, encouraging words. Let your words be seasoned with salt.
  - ii. The way we speak about God's people and the University will be reflected in the attitude of the students.
  
- b. **Appearance** (Exodus 28:40)
  - i. Have a spirit of excellence in your life. Let your appearance be reflective of who and what you represent. To act right, you have to look right and feel right.
  - ii. Landmark University has a formal dress code for employees. University staff must adhere to the dress code during work hours and when representing the University in an official capacity.

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- iii. Never push the limit in any area of the dress code. Decency is the mother of dignity, so make your appearance an asset, not a liability.
  - iv. Always keep your hair in check. If the hairstyle is questionable, don't wear it.
  - v. During normal lectures, public lectures, special ceremonies, Matriculation, Founder's Day, Convocation and Examinations, all University staff must be corporately dressed.
  - vi. During special ceremonies, Matriculation, etc., non-officiating staff may wear full national attires that represent and promote our cultural heritage.

## **2.2. DRESS CODE**

### **a. For Women**

- i. All-female Faculty and staff are to dress corporately in skirt/trouser suits, skirt and blouse, or short/long-sleeved gowns that should be well below the knees. Skirt lengths must be modest and in good taste.
- ii. The low-necked blouse should not be worn. Any clothing made from transparent material must be fully lined.
- iii. Strapless shoes are not permitted during official hours.

### **b. For Men**

- i. Within work hours, male Faculty and staff must wear, at least, a shirt tucked into a pair of trousers, and a tie. Suits are preferable.

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- ii. Male lecturers and staff may wear French suits with shirt and ties to lectures or to work.
  - iii. All male staff are to sport a regularly, well-cut combed hairstyle.
  - iv. Sandals and canvases are not allowed in the Lecture Halls and during official hours.

### **2.3. APPROACHABILITY**

See Col. 3:12; Titus 3:2; 1 Pet. 3:8.

- a. Approachability is one primary mark that should distinguish you as a Faculty or staff member. The students should feel that you are caring.
- b. Listen to them. Give them encouragement. You are competent to answer and refer them to appropriate quarters for help whenever necessary.

### **2.4. WORK ETHICS**

"My Father worketh hitherto, and I work" (John 5:17)

- a. Every Faculty and staff member of Landmark University is in covenant with God. As covenant practitioners, God expects you to be committed workers, not job-keepers.
- b. The Right Covenant Perspective Towards Your Work, as "Work well done for Christ will receive a well done from Christ"
- c. You have a similar responsibility to release the strength, skill, knowledge and energy God gave you for the good of the students and the University.

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- d. Strive to be an enthusiastic worker, rather than a job-keeper; enthusiasm changes problems to challenges.
  - e. Your attitude towards your work is what moves God close to you increasingly. "The path of the just is the path of glory."
  - f. You are here to solve someone's specific problem through your labour.
  - g. Don't work for pay; rather, work for personal fulfilment, contributing to the wealth of the students, the University and the world at large.

## **2.5. WORKING HOURS**

- a. Every staff is expected to productively engage a maximum number of the hours of every day in one form of activity or the other, which is directly connected to his/her assignment in the University.
- b. He will also be expected to be on duty from 8.00 am. to 5.00 pm., except in those areas where a shift is being run or where offices are required to remain open for longer periods. The HOD will advise him of any variations in the 8.00 am to 5.00 pm workday, as occasion demands.
- c. All offices in the University normally remain open from 8 a.m. to 5.00 p.m., Monday through Friday, with adequate labour to handle the workload at all times. Some offices, however, because of the nature of the services rendered, may be required to remain open longer each day. In these cases, the departmental head will alternate or schedule the hours of the staff.

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- d. On some occasions, it may be necessary for staff to work in excess of a 45-hour workweek for a continuous period of time.

## **2.6. LUNCH PERIOD**

All University Staff are provided with a one-hour lunch period between 2.00 p.m. and 3.00 p.m., except in cases where lecture periods fall between this specified time.

## **2.7. PUNCTUALITY**

Due to the fact that most of the University's manpower activity are interdependent, it is expedient that staff be at work at the designated time. Punctuality reflects a positive interest and attitude towards the job.

## **2.8. NOTIFICATION OF ABSENCE**

- a. Regular attendance is expected of every employee. If it is necessary for a staff to be absent from his/her duty due to illness or personal reasons, he/she must notify his/her immediate supervisor of the reason(s) for the absence as soon as possible, but no later than 15 minutes following the beginning of the workday, each day of his/her absence. If for genuine reasons, a member of staff will be late to work, he/she must notify the sectional head within 15 minutes following the beginning of the workday, so that he/she will be aware of the situation and can arrange for a temporary replacement, if necessary.



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- b. Unauthorized absence for up to a day shall be penalized with a loss of pay, and may additionally be followed by disciplinary action.

## **2.9. TELEPHONE CALLS**

- a. Telephones installed in the offices of the University are intended to facilitate the conduct of official business; it should, therefore, be noted that calls using official lines consume precious time, take one's mind off work, tie up the line and add disagreeably to recurrent costs. University Staff is not expected to make any personal calls using official lines during working hours, except by permission of the Registrar or the Vice-Chancellor.
- b. Mobile Phones are to be switched off during lectures, meetings, public lectures and assemblies. Failure to do so will result in the violator facing disciplinary action.

## **2.10. PERSONAL VISITORS**

- a. Personal visitors interfere with your work and disrupt the attention of those near you. Every Faculty and staff are therefore advised to minimize his/her availability for private visits during business hours.
- b. Salesmen and solicitors are not permitted to hawk within and through the buildings or to contact employees for the purchase of any item. Solicitations by employees, selling of merchandise, lottery, etc. and transactions relative to solicitations, are not permitted on the premises.

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## CHAPTER THREE

### ACCEPTANCE OF GIFTS, CONFLICTS OF INTEREST AND COMMITMENT

#### 3.1. ACCEPTANCE OF GIFTS

Giving is the sowing of a seed, which must in time of its nurture bring forth a harvest, while the earth remains. A seed is always sown in trust and in love that the earth to which it is committed may “bring forth fruit of herself; first the blade, then the ear and after that the full corn in the ear” (Matt. 4:28).

*“He who is greedy for gain troubles his/her own house, but he who hates bribe will live” (Prov. 15:27).*

*Giving is living and is a continuous experience of life, with graded reward.*

*“The earth which drinks in the rain that comes often upon it and brings forth herbs meet for them by whom it is dressed receives blessing from God.” (Heb. 6:7 – 16).*

However, we must, like Paul, agree that necessity is laid upon us in this Covenant to sow into the life of the students without charge that we may not abuse the privilege granted us in this service. We do this by making ourselves servants to them all, being made all things to all students that we may, by all means, save more.

We should, therefore, be very open to learning to give of ourselves to them in love with understanding. By doing this, we

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should not fall into the temptation and snares that premature harvesting called by the name of gifts by either students or parents can cause.

Since the University has a mission of deep commitment to excellence in delivery of all services, it is considered essential that staff of the University demonstrate strict ethical and moral standards in their interactions with all persons with whom they have to transact business (students, parents, fellow staff and other members of the public), so staff may encounter situations of compelling obligations, compromise and conflict in the performance of their duties and thus must be guided in their conduct in such a manner as to help them be committed to institutional values, ethical standards and professional practice that can pungently communicate love and trust in the practice of the Covenant in the University.

The need, therefore, is urgent to emphasize the Christian ethics distinguishing this University from others in terms of serving in his/her house.

Consequently, the following position, definitions and inferences shall hold:

- a. This document specifies in codified form, the expected mode of behaviour of staff in terms of personal gifts that may be offered them in regard of service offered by them in official or extra-official capacity to students, staff or their friends and relations.
- b. A gift here may be defined as a material, financial or other types of gratification offered a staff by any person with whom he/she has or may have official transactions in which he/she has official responsibility or goodwill.

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- c. A Landmark University Staff shall not accept a gift or consideration of any sort thereof no matter the situation or circumstances from a supplier, contractor, or any other person with whom the University does business or has official transactions, (either as parents/guardians of students or of prospective students who also fall in this category), as this may induce undue preference in the decision-making process.
  - d. In cases where it is difficult to make a clear-cut distinction or where it becomes impracticable to stop the gift or return them or where donors are insistent on presenting the gift anyway, the donor shall be advised to present the gift to the University and this will be officially receipted and acknowledged immediately.
  - e. It shall be the policy of the University to officially educate such donors about the constraining factors pertaining to the acceptance of personal gifts or, more importantly, the fundamental principles guiding such expressions.
  - f. For the avoidance of doubt, no staff of Landmark University shall accept cash gifts or any gifts of value from students and/or their parents for whatever reason and no matter the circumstance. Landmark University Staff must avoid acting under any undue influence in the performance of their duty. This includes decisions made with regard to admission, grades and/or other academic programmes, disciplinary matters, award of grants and scholarships etc.
  - g. Nothing, however, in the above provisions prevents a staff of Landmark University from accepting gifts of nominal value, in such items as books, promotional items, information materials, provided that receiving such items will in no way compromise their stance in decision-

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making in respect of the person giving such gifts and that this position is understood by the involved parties.

### **3.2. CONFLICTS OF INTEREST AND COMMITMENT**

The University's principal mission is the education of students and the generation and dissemination of knowledge. In pursuit of this mission, the outgrowth of such Faculty and staff often become involved in outside activities. While extramural activities benefit the University and are generally encouraged, in some circumstances such activities give rise to conflict of interest or commitment. Therefore,

- a. All staff of the University are required to devote their full time to the service of the University and act in a manner consistent with their responsibilities to the University and shall exercise due care to avoid situations that create a conflict between their private interest and those of the University.
- b. A staff shall not engage in any other gainful employment, business, trade or other professional practice without the authority of the University conveyed by the Registrar in writing. This is without prejudice to the provision of Regulated and other Profession (private practice prohibition) Exemption Order 1992 as it relates to some professions, provided such gainful assignment shall not interfere with the efficient performance of their primary duties with the University. And where a member of staff is involved in any gainful employment outside the University, such employment must be disclosed forthwith to the University.

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- c. No full-time staff of the University will be permitted to engage in a full-time job outside the University.
  - d. No staff shall engage in any other duties outside the University, whether for gain or not, to the detriment of his/her responsibilities to the University.
  - e. All staff shall be required to maintain the confidentiality of the University's confidential information or activities and shall not put to their personal advantage or to the advantage of any other person any confidential information acquired by them in the performance of their duties to the University nor disclose such information.
  - f. Staff shall maintain their loyalty to the University at all times.



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## CHAPTER FOUR

### **GUIDELINES AND RESPONSIBILITIES OF FACULTY**

There is great need to monitor the activities of all students in respect of their inputs into each and every course and lecture on the one hand and to ensure that lecturers deliver their best to the students on the other. To ensure this,

- a. Each course must have a list of reference materials and lecturers must go the extra mile in recommending good books and materials in the field of study. A guided reading list may help the students to study better.
- b. As much as possible, a few of the reference materials may be usable as Course Textbooks. These should be clearly identified.
- c. In very exceptional cases should a course be offered without specification of at least one suitable textbook. Lecturers should ensure that even in these circumstances a minimum number of books is recommended as compulsory reading.
- d. When more than one lecturer teaches a course, all such lecturers must jointly compile the reference materials that are compulsory reading materials and those that are additional to the basic materials.
- e. While Lecturers are free and are encouraged to write textbooks, it shall be unethical to compel students to purchase such books. Where the Publications Committee certify that the books are indeed exceptionally good, they



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shall form part of the recommended set of materials and students will be free to use their discretion to buy such books or not.

- f. Where books authored by lecturers of the University must be sold to students, such books should be deposited with the Bookshop Manager who will make appropriate arrangements for selling the books. On no account must books be sold to students from any other location e.g. lecturer's office, other than the book store.

#### **4.1. CLASSROOM RELATED RESPONSIBILITIES**

- a. Every Faculty is to arrive punctually for lectures.
- b. No Faculty is permitted to encroach into another lecturer's class time.
- c. Every full-time Faculty member needs to schedule and keep at least seven and one-half (7 ½) hours per week in his/her office, to be available to students. Office hours for student consultation are to be posted and adhered to.
- d. Every full-time Faculty member must also be available to students at other times by appointment.
- e. Individual Colleges may establish additional requirements. It is recommended that faculty members, especially those teaching 100 and 200-level students, should try to be available to students at some time during each school day. Faculty members must file a copy of their weekly schedules with their HODs and Deans.
- f. Faculty members are expected to attend all classes to which they are assigned. All classes are, to begin with, prayers and end according to schedule. Prior notification to

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the HOD must precede any change (temporary or permanent) from the schedule. A Faculty member must notify the HOD prior to an absence from class.

- g. Every Faculty member needs to adhere to attendance policies established at the University, College, and Department levels. Individual class attendance policies are a part of each course syllabus. A record of class attendance is to be kept.
- h. Faculty members are to deny class attendance to any enrolled student who is in violation of the Student Handbook regulations.
- i. Examinations and reports must conform to departmental policies. Final examinations are required in all courses and must conform to the published schedule.
- j. Mid-Semester and final grades for each course, after it has been uploaded on the requisite university portal, are to be submitted to the Registrar or within a set period established by the Dean of the respective College. Each Faculty member shall keep an accurate record of each student's performance in physical and electronic forms. Materials relevant to students' grades are considered to be the property of the University. These materials are to be submitted to the HOD, who passes them on to the Dean.
- k. Faculty members should make safeguarding examinations a high priority. Identical examinations should not be given in subsequent semesters.
- l. No field trip or other activity that conflicts with classes is to be scheduled without the approval of the College Dean.
- m. If a Faculty member leaves the employment of the University, all student records must be deposited into the Departmental files.

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- n. A syllabus is required for every course and must conform to the published syllabi guidelines. Individual teachers prepare some syllabi, while others are prepared under the direction of the HOD.

#### **4.2. PROFESSIONAL RESPONSIBILITIES**

- a. All full-time faculty members are expected to attend every College and Departmental meeting.
- b. All full-time faculty members should be willing to serve on Faculty and/or Departmental committees.
- c. All full-time faculty members are expected to assist in the registration process.
- d. All full-time Faculty members should engage in scholarly activity (e.g. research, publication, performance), hold membership of, and participate in, professional organisations, and attend professional conferences.
- e. Each Faculty member shall complete a Professional Development Plan annually and submit it to the HOD. This plan must address how the Faculty member will stay current in both subject area and pedagogy.
- f. All Faculty members shall complete and submit their paperwork in a timely fashion.
- g. Faculty members are expected to show courtesy to colleagues by promptly responding to phone calls, e-mails and memos.
- h. Members of Faculty who are unable to fulfil their responsibilities must notify their HOD in advance, if possible.

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### **4.3. PERFORMANCE REVIEW**

- a. The Sectional head will informally evaluate the Faculty's job performance at intervals. Faculty will be scheduled for a formal performance review annually which will take place at the time specified by the Registrar.
- b. The quality and quantity of a Faculty's work, his/her willingness to cooperate, attendance and promptness of records, compliance with the University's Core Values, leadership ability and personal initiative will be evaluated in these formal reviews.

### **4.4. MISCELLANEOUS RESPONSIBILITIES**

- a. All staff shall engage in a healthy lifestyle that includes a physical exercise programme.
- b. All staff should be familiar with University documents relating to their assignments, including this Handbook, the University's Policies, the Students Handbook, and the syllabi guidelines.
- c. Staff are expected to be collegial (e.g. supporting colleagues and departmental activities) and to accept their fair share of extra-curricular duties (e.g. supporting student clubs, etc.).

### **4.5. OTHER EXPECTATIONS OF STAFF CONDUCT**

- a. **In-Locho Parentis Role:**

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- i. Staff are expected to be in covenant relationship with one another where each will see the other as members of the same community belonging to one large family.
  - ii. As such, staff must express love to the students brought their way by God to be prepared as arrows. Every staff is expected to deal with students on a daily basis as a family member and in practical terms.
  - iii. Staff shall stand together, encourage one another, pray for one another and give to one another. For this reason, they must serve as parents to these students whose parents are not here.
  - iv. Staff will be expected to actively participate in the following; Student Support Programmes; Mentoring and Counselling Programmes; Making themselves available at scheduled times for meeting with students- such times shall be displayed on the staff's door as a weekly duty.

## **b. Respect for Privacy of Others**

- i. The University is a place where men and women connect to deep things yet unknown through meditation and inspiration.
- ii. Every staff must, therefore, subscribe to a noise-free work context, ensuring that they do not in any way generate noise that becomes either an abuse to an academic environment or abuse of the University Community.

## **c. Academic Freedom**

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- i. The University upholds absolutely the positive values of Academic Freedom as the basic and only platform for pushing forward the frontiers of knowledge and also the privilege that comes along with this responsibility.

The University knows that the purpose of academic freedom is in contribution to knowledge in such a manner and at the speed that brings assurance and succour to the pains occasioned by living. The University, therefore, gives respect and regard to academic freedom practised in the context and adventure of academic leadership.

- ii. Therefore, a staff of the University must be qualified by training and experience to teach, research and lead because only leaders can train leaders.
- iii. The University believes and encourages both staff and students to be involved in full enquiries concerning any question of life that has not been answered or that is always needing better answers.
- iv. The very essence of academic freedom is what the University tolerates and celebrates, to wit: the ability, capacity and freedom to convey many different points of view on any issue taking into consideration all sides of possibilities in order to capture the full length, breadth and depth of an opinion.
- v. Landmark University's spiritual platform, however, forbids blasphemy against God upon Whom she is founded as a tenet of faith; all things are contained in Him. True academic freedom must translate theoretical concepts in man's partial understanding

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with practical proofs of God's creation story, for in Him are all things contained.

- vi. The universe that God created is the eternal research preoccupation of all learning institutions and personalities all over the world. The University, therefore, may not encourage statements on research experience or findings that query God's sovereignty or blaspheme his/her delivered principles by which He concluded all things before man was created.
- vii. The University does not encourage or condone acts of civil disobedience, such as strikes, riots, rampage, etc.

**d. Relating with the Mass Media**

- a. Staff are free to make a statement in any media or any forum in the world in respect of issues of knowledge, understanding or findings that have to do with their area of specialisation or in an area that is outside theirs.
- b. Staff are, however, not permitted to make public comments in any media about the administration of the University. They are rather to channel such opinion through the various administrative pieces of machinery available to them in the University.
- c. Staff who contradict these expectations shall be brought before the relevant disciplinary committee of the University for appropriate sanction, which may range from suspension from the duty to outright dismissal from the University.
- d. The University's Public Affairs or Media Relations Department should be responsible for such media contact except where approved officers of the

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University are mandated by Management to so deal with the media.





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## CHAPTER FIVE

### CAMPUS LIFE

#### 5.1. CHAPEL ATTENDANCE

- a. All University staff are expected to attend one of the Chapel Services which hold twice-weekly **(Tuesday and Thursday)** in the University Chapel.
- b. The Chapel is intended to bring the Faculty, staff, students and the University community together for worship, thereby fostering the spirit of fellowship and spiritual nurturing.

#### 5.2. CHURCH ATTENDANCE

*Let us hold fast the profession of our faith without wavering; for he is faithful that promised. And let us consider one another to provoke unto love and to good works: Not forsaking the assembling of ourselves together, as the manner of some is; but exhorting one another; and so much the more, as ye see the day approaching (Hebrews 10:23 – 25).*

- a. A vital aspect of a staff overall growth while in the University revolves around the Church Services which are overseen by the founding Bishop, Dr. David Oyedepo, Chancellor of the University, who consistently ministers the Word of God in power, to the satisfaction of every hungry soul. A member of staff should

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endeavour not to miss out on the life-transforming experience that awaits him/her in each service.

- b. All staff are encouraged to attend the Wednesday Communion Service, from 6 pm–8 pm at the University Chapel.
- c. Every branch and fruit on a tree are enriched by the root. All University Staff are also encouraged to the Sunday Services.

### **5.3. ETHICAL ISSUES**

#### **a. Personal Finances**

- i. The University expects staff to handle their personal finances responsibly. If a member of staff demonstrates an inability or unwillingness to do so, he/she will be confronted.
- ii. If the University is notified for example, by a local business outfit that a member of staff has written a cheque without sufficient funds in the bank, the staff will be contacted and will immediately be expected to arrange for payment in replacement of the bounced cheque. Unwillingness to do so, or further "insufficient funds" cheques will be considered a violation of the Code of Honour, which the staff signed as a condition of employment, and will make the staff subject to the University's corrective policy. Lack of submission to corrective discipline can lead to termination of employment.

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- iii. Borrowing money from other people or employees is not allowed and solicitations for gifts and donations are strictly prohibited.

**b. Use of Illicit Drugs**

- i. The illegal use of controlled substances has a substantial and detrimental effect on the spiritual and physical health, as well as the general welfare of others. The health risks and spiritual death associated with the unlawful use of controlled substances depend on the substances or combination used and the individual using them.
- ii. Unlawful possession and distribution of controlled substances are serious offences with serious legal consequences under federal, state, and local laws, and therefore will be so treated in addition to the appropriate university's disciplinary measures.

**c. Alcohol-Abuse**

- i. Consumption of alcohol is strictly prohibited.
- ii. The use of alcohol presents a health risk. Consumption of alcohol, in combination with such innocent activities as driving a car, swimming, and the like, can result in injury or death.

**d. Violations**

- i. The University will dismiss from employment any staff who possess, use, or distribute illicit drugs and/or alcohol, or engages in any other ethical

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violations as prescribed by the university from time to time.

#### **5.4. MISCELLANEOUS**

- a. At the beginning of a new academic session, all staff must sign and uphold the Honour Code Covenant., and a signed copy of the Honour Code Covenant shall be kept in the staff's file.
- b. Staff shall not use professional relationships with students or institutional facilities or privileges to further personal, private gain. They shall accept no gratuities, gifts, or favours that might impair professional judgment, including remuneration for tutoring students enrolled in the University. Faculty members are expected to give needed assistance to their students.
- c. Staff shall not use, directly or indirectly, the prestige and/or influence of the University in their personal affairs. For a Staff to act for, or on behalf of the University without prior approval is prohibited. The use of the University's name, letterhead, or influence on behalf of any private individual member of the University Community is strictly prohibited.
- d. Staff must adhere to all laws addressing the ethical use of other person's materials, whether it is in the form of print, video, multimedia, or computer software.

#### **5.5. PUBLIC SAFETY AND SECURITY**

- a. The University Department of Public Safety and Security is open 24 hours a day, seven days a week. The Department is to be notified of all emergencies, e.g. those relating to Fire, Ambulance or the Police. Students, Faculty and Staff

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are to contact the University's Public Safety and Security Office to coordinate emergency procedures.

- b. An incident report is written on all complaints or suspicious activity reported. Since the University is represented by the primary responsibility of the State Police Department, its policy is to cooperate with and assist fully in any investigation by the State Police Department.

## **5.6. FOOD SERVICES**

Staff may purchase their meals at the University Cafeteria. Such staff are, however, required to adhere to the Cafeteria Rules and Regulations.

## **5.7. RESIDENTIAL QUARTERS**

- a. The University has plans to accommodate all staff on Campus.
- b. All residential apartments, flats or houses allotted to staff are expected to be kept in good and neat tenantable condition.
- c. Parents are to ensure that their growing children do not deface the walls with pencils, markers, sharp objects etc.
- d. Taps should always be turned off after use, to avoid undue overflow.
- e. All staff are expected to live harmoniously in the spirit of brotherly love, respect the privacy of their neighbours by controlling the volume of their audio/audio-visual equipment, and be their neighbours' keeper.

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- f. Peradventure strange faces or movements are noticed around the premises, staff are to quickly alert the Security Staff on patrol or contact the Security Post.

## **5.8. OTHER THINGS TO KNOW**

### **a. Identification Cards**

- i. As a security measure, staff members are issued staff identification cards showing their names, designations and departments. The card should be worn openly at all times within the University premises.
- ii. The staff identification card is issued for the staff's own use and shall never be lent to another person. If misplaced, the Office of the Registrar shall immediately be notified and arrangements made for another one to be issued.
- iii. When a member of staff leaves the University's employment, he/she must submit his/her identification card to the Human Resources Unit as part of exit procedures.

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## PART TWO

### CHAPTER SIX

#### APPOINTMENT AND PROMOTION

##### **6.1. APPOINTMENTS AND PROMOTIONS COMMITTEE FOR ACADEMIC STAFF**

There shall be a standing Committee of the University known as the Appointments and Promotions Committee for Faculty whose composition, duties and the guidelines for promotion are as set out in the prevailing Appointments and Promotion Criteria.

##### **6.2. APPOINTMENTS AND PROMOTIONS COMMITTEE FOR NON-TEACHING STAFF**

There shall be a standing Committee of the University known as the Appointments and Promotions Committee for Administrative, Professional and Technical Staff, whose composition, duties and the guidelines for promotion are as set out in the prevailing Appointments and Promotion Criteria.

###### **a. Terms of Reference**

To consider all appointments to, and promotions within, the administrative, professional and technical units, except the office of the Registrar and Director of Financial Services, provided always that the Vice-Chancellor shall have the power to make



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temporary appointments to such posts for a period not exceeding one year, subject to the provisions of the Law.

## **b. Membership of the Committee**

- i. The Registrar or, in his/her absence, his/her representative shall be the Chairman of the Committee
- ii. The Dean of Student Affairs
- iii. The Chaplain or his representative
- iv. The Director, Financial Services
- v. The Director, Centre for Learning Resources
- vi. The Director of Physical Planning & Development
- vii. The Head of Department concerned, if not already a member, or a person deputed by him for the occasion.
- viii. The **Head, Human Resources** Unit (or any officer **not below the rank of a SAR**) shall be the Secretary to the Committee.
- ix. The Registrar shall forward the report of the Committee to the Board of Regents for onward processing for approval by the Appointments and Promotions Committee of the Board of Regents.

## **6.3. APPOINTMENTS**

General Provisions on appointments includes:

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- a. Subject to the proviso in the University Law relating to the making of temporary appointments, vacancies on the established Staff shall be advertised except where, for good reasons, the Committee authorized that any particular vacancy is filled without advertisement. In such a case, however, the candidate shall not be exempted from the usual assessment.
  - b. There shall be constituted, in respect of each appointment, a University Assessment and Interviewing Panel that shall interview and assess candidates for appointment and make a recommendation to the Board of Regents.
  - c. Membership of the University Assessment and Interviewing Panel
    - i. The Vice-Chancellor or his/her Representative.
    - ii. The Head of Department concerned, or if the appointment is to a professorship in the department, the Dean of the College concerned, in addition to the Head of Department, except where the Head of Department is himself a candidate in which case, he/she shall not serve on the Panel.
    - iii. Two persons with knowledge of the subject or field in respect of which Candidates are being assessed or interviewed.
    - iv. The Registrar or his/her representative as Secretary.
    - v. Accredited agencies elsewhere (e.g. the Inter-University Council) may be used for interview, assessment and recommendation of candidates, but the responsibility and authority for making appointments shall remain vested in the University.

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- d. The criteria used for promotion **shall** be used for appointments, and performance at interview shall count towards teaching experience, which is normally taken into consideration in determining a candidate's suitability for promotion.
  - e. Where it is necessary to extend a temporary appointment made the proviso in the law such an extension **shall** be referred to the Committee for decision.

#### **6.4. TENURE OF APPOINTMENT**

All appointments shall have a probationary period of two years, in the first instance. They may be extended for specific periods or confirmed to retiring age at the discretion of the Board. Professorial appointments are tenable to retiring age.

#### **6.5. INCREMENTAL DATE**

The general incremental date of those in receipt of salaries on an incremental scale shall be the first day of the Month of resumption into the new academic session, provided that the salary on which increment is to be made is entered on not less than one year before the said date.

#### **6.6. PROCEDURE FOR APPOINTMENT TO PERMANENT ACADEMIC POSITIONS**

- a. During the first week of the last month in a concluding academic session, Heads of Departments shall seek approval from the Vice-Chancellor to initiate the process to fill vacancies that exist in their departments.

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- b. In respect of any vacancy that is to be filled, the Heads of Departments shall submit a request as approved in (a) for advertisement stating clearly the requirements for filling the post. The Registry shall advertise accordingly.
  - c. Where a chair is vacant, the Dean of the College shall submit to the Board of Regents through the Vice-Chancellor, a request for advertisement stating clearly the requirements for filling the post. Following the approval, the Registrar shall advertise the approved request accordingly. The Dean shall be responsible for short-listing candidates for interview.
  - d. The Registry shall put out the advertisement locally and request the accredited agencies elsewhere to put out the advertisement overseas where necessary.
  - e. As applications are received by the Registry, copies shall be sent to accredited agencies overseas and they, in turn, shall send to the Registry, copies of those received by them.
  - f. After the closing date, the Registry shall, on the advice of the Vice-Chancellor or the Dean when an Acting Head is a candidate, prepare a list of those qualified in terms of the advertisement and call for references.
  - g. After the receipt of references and the deposition of publications, the Registrar shall ask the Head of Department in consultation with his/her senior colleagues, to prepare a shortlist, which shall be returned to the Registry within a reasonable time.
  - h. Without prejudice to (g) the Registrar can also shortlist candidates for interview, in consultations with Head of Department and the Dean of the College.

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- i. The Dean, on the advice of the Head of Department, where applicable shall suggest the membership of an interviewing and assessment panel for the approval of the Vice-Chancellor. On receipt of the Vice-Chancellor's approval (with or without amendments) the Registry, in consultation with the Dean, shall fix a suitable date for interview.
  - j. Members of the Assessment and/or Interviewing Panel shall evaluate, where necessary, the publications of persons invited for an interview.
  - k. In the meantime, the agencies overseas, where appropriate, shall be requested to set up Selection Panels to interview candidates available and assess others, including candidates who have applied directly to the University.
  - l. The Recommendations of the local Panel, as well as those of the agencies overseas, shall be put before the University Management Board for final determination of the appointment.
  - m. Thereafter, approval for the appointment of the successful candidates shall be sought from the Board of Regents.
  - n. As soon as possible, after the approval of the Board of Regents, the Registry shall issue the letter of appointment in accordance with the decision of the Board of Regents.
  - o. The Deans of Colleges shall be consulted by the Acting Heads of Departments in all matters of appointments.

## **6.7. APPOINTMENT OF ACADEMIC STAFF**

The guidelines for the appointment and promotions of all academic staff are stipulated in the appointment and promotion

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guidelines of the University, as available in prevailing Appointments and Promotion Criteria. However, the following additional guidelines also apply to specific cadres:

### **6.8. ASSISTANT LECTURER/RESOURCE OFFICER II**

- i. A candidate, who has a Master's degree in his/her respective field, maybe appointed Assistant Lecturer, provided such a candidate possesses at least a second-class honours degree in the relevant field.
- ii. Persons appointed to the Assistant Lecturer grade shall be on probation for a period of not more than three years. It shall be extended for another maximum period of two years on grounds of satisfactory evidence of continuing research, after which it shall lapse.

### **6.9. APPOINTMENT OF LECTURER GRADE II/ RESOURCE OFFICER I**

- i. A candidate for appointment as a Lecturer II in the University shall normally have a PhD, in addition to possessing at least a second-class honours degree in the relevant field.
- ii. A candidate who has an M.Phil. qualification may be appointed as Lecturer II provided the candidate has a substantial number of publications as well as an adequate number of teaching years in the University.
- iii. A candidate, who has passed the final examinations of relevant professional bodies may be appointed as Lecturer II, provided the candidate has at least a second-class honours degree in the relevant field.

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- iv. A candidate who is already registered for a PhD programme and has a relevant and substantial number of academic publications, as well as adequate number of teaching years in a University, may also be considered for appointment as Lecturer.

#### **6.10. UPGRADING TO LECTURER GRADE II**

- i. An Assistant Lecturer may be upgraded to Lecturer Grade II on obtaining his/her PhD degree.
- ii. A candidate who has an M.Phil. qualification may be upgraded to Lecturer II after a period of two years as Assistant Lecturer, provided the candidate has a substantial number of publications.

#### **6.11. APPOINTMENT TO THE GRADE OF LECTURER I/ SENIOR RESOURCE OFFICER**

- i. A candidate for appointment as a Lecturer I in the University shall meet the conditions specified for appointment as Lecturer II.
- ii. Appointment to the grade of Lecturer I shall be made on the basis of:
  - Adequate experience;
  - Adequate teaching ability;
  - Competence in research; and
  - Publications

**NOTE:** *In relation to (iii) and (iv), a special allowance may be made for exceptional clinical or other professional competence.*

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## **6.12. APPOINTMENT TO THE GRADE OF SENIOR LECTURER/ PRINCIPAL RESOURCE OFFICER**

- a. A candidate for appointment as a Senior Lecturer in the University shall meet the conditions specified for appointment as Lecturer 1.
- b. Appointment to the grade of Senior Lecturer shall be made on the basis of:
  - i. Adequate experience;
  - ii. Adequate teaching ability;
  - iii. Adequate research; and
  - iv. Adequate publications.

**Note:** *In relation to (iii) and (iv), a special allowance may be made for exceptional clinical or other relevant professional competence.*

## **6.13. APPOINTMENT TO THE GRADE OF ASSOCIATE PROFESSOR/DEPUTY DIRECTOR**

- a. A candidate for appointment as Associate Professor in the University shall meet the conditions specified for appointment as Senior Lecturer.
- b. For an appointment to the grade of Associate Professor, the candidate shall be fully assessed on the following criteria:
  - i. Adequate experience, including where applicable, professional competence;
  - ii. Outstanding research and publications; and
  - iii. Adequate teaching ability.



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- c. When the Committee is satisfied that there is *prima facie* case, it shall proceed to seek the advice of three outside assessors, who will be appointed by the University.

#### **6.14. APPOINTMENT TO THE GRADE OF PROFESSOR/DIRECTOR (LIBRARIAN)**

- a. For an appointment to the grade of professor, the candidate shall be fully assessed on the following criteria:
  - i. Adequate experience, including, where applicable, relevant professional competence;
  - ii. Very outstanding research and publications;
  - iii. Exceptional teaching ability;
  - iv. Evidence of leadership in research and post-graduate supervisions; and
  - v. Administrative ability or competence.
- b. Only candidates from the grade of Associate Professor of two years standing or Senior Lecturer of at least three years standing shall be considered.
- c. Appointment from the grade of Senior Lecturer to the grade of Professor may be considered provided that the candidate has met the criteria under (a) (i) and (ii) above.
- d. When the committee is satisfied that there is *prima facie* case it shall proceed to seek the advice of three outside assessors, who will be appointed by the University.

**Note:** *The same criteria used for the promotion of staff to these positions shall be used for the appointment.*

#### **6.15. APPOINTMENT OF PART-TIME LECTURERS**

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- a. The Head of Department shall recommend a candidate to the Dean. The recommendation shall be accompanied by an up-to-date curriculum vitae of the candidate.
  - b. The Dean shall satisfy himself that the candidate is prima facie qualified to participate in the teaching or allied programmes of the department.
  - c. Remuneration of part-time lecturers is as determined by the Board of Regents from time to time.

## **6.16. ASSOCIATE AND HONORARY LECTURERS**

- a. **Appointments:** Associate Lecturers may be appointed to any of the teaching departments of the University. The rate of remuneration and travel expenses are as determined by the Board of Regents, from time to time, depending on qualification and experience.
- b. **Duties:** Associate Lecturers shall normally be involved in the practical work of the department and shall handle not less than two courses or equivalent workload per semester. Associate Lecturers shall take part in practical and project supervision.
- c. **Qualifications:** Candidates who are certified by the appropriate College authority as possessing special expertise or professional competence that the departments need may also be appointed Associate Lecturer. Only candidates with at least a Master's degree and not above the rank of Senior Lecturer may be so appointed.
- d. **Appointing Authority:** The appointment of Associate Lecturers shall be made in the first instance by the

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Appointments and Promotions Committee and renewed annually by the same Committee.

## **6.17. APPOINTMENT TO HEADSHIP OF DEPARTMENTS AND RESEARCH CENTRES**

- a. Eligibility:** To be eligible for appointment as Head of a Department or Director of a Centre, the member of staff must be a full Professor in the Department or Centre concerned and must normally be holding a permanent appointment.
- b. Appointment:**
  - i. The Board of Regents shall appoint the Head of a Department on the recommendation of the Vice-Chancellor.
  - ii. Where there are two or more professors, headship shall be by the recommendation of the University Management Board for the approval of the Board of Regents.
  - iii. Where there are no professors, or at the discretion of the University Management Board, an acting head shall be appointed following the Board of Regent's approval, from among Associate Professors and Senior Lecturers up to a maximum of two years renewable, as desirable.
  - iv. Where there are no persons of the rank of Senior Lecturer and above in a Department, the Dean shall act as Head of Department, and be assisted by the highest-ranking lecturer in the Department.

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## **6.18. ESTABLISHMENT OF ADDITIONAL CHAIRS IN THE DEPARTMENTS**

When a full-fledged Department has been established, there is ipso facto the establishment of a chair in that Department. It follows, therefore, that there is, in every department of the University, at least one established chair. To institute additional chairs, therefore, the criteria shall be as follows:

- a. Demonstrated research commitment and postgraduate development in an area much wider than the originally defined scope of the department;
- b. The growth of the undergraduate curriculum, as indicated by the scope, number and variety of courses;
- c. Regulations (a) and (b) above shall not, in any way, prejudice the establishment of specific chairs that may be endowed from an outside source. Such offers of endowment shall, however, be considered, in the first instance, by the Senate on the joint recommendation of the Head of Department concerned and the Dean of the College. A report shall later be made to the Appointments and Promotions Committee and an appointment made to the Chair, in accordance with normal University regulations and procedures.

## **6.19. DETAILED PROCEDURE FOR ESTABLISHMENT OF MULTIPLE CHAIRS AND PROFESSORSHIPS**

- a. The establishment of a second chair in a department shall receive the prior approval of the relevant College Assembly before it goes to the Senate.

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- b. In all cases, the establishment of an additional chair in any department shall be a deliberate act of the Senate.
  - c. The practice of promoting individuals to full professorship on the basis of academic merit shall continue irrespective of regulations (a) and (b) above, but when such personal professorships become vacant, the vacancies shall not be filled at any level lower than that of a Senior Lecturer.
  - d. When a chair is vacant, it must be advertised and filled accordingly.
  - e. The Annual University Estimates, as well as the Calendar, should indicate clearly the number of established chairs and other posts in such departments.

## **6.20. TEMPORARY ACADEMIC APPOINTMENTS**

- a. Requests for temporary appointments shall be accompanied by an advertisement for the position(s).
- b. Where the appointment is for one year, it may be terminated in writing by the Registrar through the Head of Department and Dean at any time during this period by one month's notice in writing unless otherwise stated in the letter of appointment.

## **6.21. APPOINTMENT OF POST-DOCTORAL RESEARCH FELLOWS**

The appointment of post-doctoral research fellows is normally tenable for one year in the first instance, and for a maximum of three years, subject to annual review. The appointment may be similarly terminated at any time by the Registrar during this period by three months' notice in writing.

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## 6.22. ACADEMIC STAFF HIERARCHY

Criteria for Determining Seniority shall include:

- a. The date of the first appointment, or promotion to a given cadre, shall normally be the only criterion for determining seniority.
- b. The Chairman of the Committee of Deans shall be the Dean, School of Postgraduate Studies and shall have one of the Deans acts for him/her whenever he/she is away: in such circumstances, the Acting Chairman of the Committee of Deans shall be by appointment by the Board of Regents or the Chancellor acting for the Board.

## 6.23. CONFIRMATION OF APPOINTMENT OF ACADEMIC STAFF

- a. All appointments to the grades of Assistant Lecturer, Lecturer II, Lecturer I and Senior Lecturer shall be as stated in the Appointments and Promotions criteria and shall be subject to review. The appointment may be extended for specific periods or confirmed to retiring age at the discretion of the Board of Regents.
- b. Confirmation to retiring age after an initial period of three years **shall** be made on the following grounds.
  - i. Satisfactory evidence of continuing research since appointment.
  - ii. Evidence of adequate teaching ability and experience.
  - iii. Membership of relevant professional bodies, where applicable.
  - iv. Evidence of being worthy in character, and

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- v. Medical fitness to stay on the job.
  - c. Appointments not confirmed at the expiratory period **shall** be deemed to have lapsed and the affected member of staff shall immediately be informed accordingly.
  - d. All academic appointments, other than those of Professors, shall be reviewed three years from the date of the first appointment, regardless of whether the person concerned has, in the meantime, been promoted from one grade to another, appointed to a higher grade, or transferred from one department to another.
  - e. The Departmental Appointments and Promotions Committee and other permanent staff on grades higher than the grade of the lecturer being considered for confirmation of appointment shall carry out the assessment of the lecturer using the criteria stipulated in prevailing Appointments and Promotion Criteria.
  - f. Candidates seeking confirmation of appointment must submit their current curriculum vitae, following the University guidelines for appointment/promotion of staff.
  - g. Assessment of each of the above five main criteria for confirmation of appointment shall be carried out as indicated below:

### **6.23.1. Criteria for Confirmation of Appointment**

- a. **Satisfactory Evidence of Continuing Research since Appointment**
  - i. **Published papers:** These are papers published in Learned Journals or Refereed Proceedings of Conferences

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- ii. **Papers accepted for publication:** Candidates shall attach evidence of acceptance.
  - iii. **Conference papers:** These are papers presented during conferences, which may not be published.
  - iv. **Patents:** These must be properly registered.
  - v. **Supervision of Postgraduate projects:** This applies to postgraduate Lecturers (Lecturer II with PhD and **above**)
  - vi. For Postgraduate Lecturers (Between Lecturer Grade II with PhD and Senior Lecturer) and lecturers appointed on the basis of considerable professional experience, items (i), (ii), (iii), (iv) and (v) **shall** apply.

#### **b. Evidence of Adequate Teaching Ability and Experience**

- i. There shall be an annual assessment of all courses by means of questionnaire (electronic or otherwise) completed by students duly registered for that course.
- ii. There shall be annual reports by the External Examiners and the Chief Examiner on all courses taught in the University; such reports shall also be used to evaluate adequate teaching and experience.

#### **c. Membership of Relevant Professional Bodies**

- i. The Relevant Professional Certificates shall be presented.
- ii. Evidence of payment of dues and attendance at professional meetings/conferences shall be provided by the staff.



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#### **d. Evidence of being Worthy in Character**

This **shall** be assessed by the Departmental Appointments and Promotions Panel on the basis of:

- i. Character (absence of acts adjudged to be misconduct);
- ii. Students/staff relationship;
- iii. Professional ethics;
- iv. Participation in departmental activities and responsibilities;
- v. The annual open assessment reports of the staff for the past three years.

#### **e. Medical Fitness to Stay on the Job**

This **shall** be determined by the Director of Health Services of the Landmark University Medical Centre (CUMC) upon the conduct of appropriate medical tests and examinations. The Human Resources Unit shall make request to the Director of Health Services of the Medical Centre (CUMC) for such reports to be sent to the Head of Department under confidential cover.

### **6.24. CONFIRMATION OF APPOINTMENT OF NON-TEACHING STAFF**

All Senior non-teaching staff appointments shall be reviewed **after six months of productive engagement** from the date of the first appointment for purposes of confirmation, regardless of whether the person concerned has in the meantime, been

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promoted from one grade to another, appointed to a higher grade, or transferred from one department to another.

## **6.25. GENERAL PROVISIONS ON THE CONFIRMATION OF APPOINTMENTS**

- a.** Temporary service of a person appointed to an established post (academic and non-teaching) may count as part of a period of probation or of the initial period of tenure, provided that temporary service is relevant and has been in the same department to which the person is being appointed.
- b.** Appointments not confirmed at the expiratory period shall be deemed to have elapsed and the affected staff informed accordingly.
- c.** Recommendations for confirmation of academic staff appointments by Heads of Departments should be submitted to the College Appointments and Promotions Committee for assessment and subsequent recommendation to the Central Appointments and Promotions Committee. Similarly, recommendations for confirmation of senior non-teaching appointments shall be submitted by Heads of Departments or Units through the normal channel to the College Dean or Registrar as appropriate, to the relevant Committee for consideration.

## **6.26. RULES GOVERNING CONTRACT APPOINTMENT**

The following shall be the laid down rules governing the employment of contract staff.

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### **6.26.1. Contract Appointment for Retiring University Staff**

- a. Applications **shall** be accompanied by a medical report of fitness from the University's Medical Centre;
- b. Notices of retirement must have been accepted before any member of staff could be recommended;
- c. There must be justification for wishing to retain such staff, in which case, what the Department stands to lose if such a member goes away must be clearly stated;
- d. Contract appointment shall not normally be given to staff who retired voluntarily.

### **6.26.2. Contract Appointment for External Applicants**

- a. Persons who have served in other universities or establishments and desire to work in the University shall be employed under the same conditions of service as contained here except for provisions that have implication for tenure.
- b. Specifically, however, their employment shall also observe the following:
  - i. Contract appointment shall be for one year in the first instance.
  - ii. The appointment of a contract staff may be renewed subsequently after everyone (1) year subject to satisfactory performance and good medical report on the contract staff.
  - iii. Contract staff may not benefit from facilities that require payment on a long period e.g. Vehicle Acquisition Scheme, Computer Acquisition Scheme etc.

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- c. Contract staff are not entitled to any payments by way of emoluments aside from their salaries as determined by the approved prevailing policy by the Board of Regents at the time of appointment or renewal.
  - d. Contract staff may not benefit from the seminars and conferences support until after two years of satisfactory performance of their duties, except by special approval of Board of Regents.
  - e. Contract staff can terminate their appointment before the expiration of their annual contract and are not expected to pay the balance of salary for that year.
  - f. The University can, at any time and for whatever reasons, terminate the appointment of any contract staff in the course of the contract year, and shall not be required to pay the balance of the salaries in lieu.
  - g. Every appointed contract staff shall maintain his/her status on appointment as long as the contract subsists. The appointment shall be based on the provisions in the prevailing Appointments and Promotions Criteria.
  - h. A person who is already a Professor, before retiring and is applying to the University as a Contract Staff shall be placed in accordance with his/her status on retirement before coming to Landmark University. However, this consideration excludes the applicant's salary status from their previous engagements as their emoluments would be determined by the prevailing policy at the time of appointment.

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## **6.27. EMPLOYMENT OF MARRIED COUPLES**

Married couples can be employed in the University if both are qualified, the essence of this is to encourage the employment of professionally and qualified spouses of staff.

### **6.27.1. Recruitment Procedure for Employment of Married Couples**

For the employment of married couples, the normal selection procedure as prescribed by Management **shall** follow subject to the following:

- a. A Spouse **shall** not participate in the appointment or recruitment exercise of the other.
- b. A staff's Spouse **shall** only be short-listed for appointment based on performance at the interview conducted.

### **6.27.2. Rules for Such Employment**

- a. A husband and his/her wife shall not be employed in the same department except in extra-ordinary cases with the approval of the Registrar in order to avoid conflict of interest.
- b. A Spouse shall not participate in any process that involves the making or reviewing of administrative decisions concerning the other.
- c. A Spouse shall not participate in the evaluation or promotion exercise of the other.

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- d. Both Spouses must sign an undertaking to abide by the Rules and Conditions of their contract of employment and to serve the interest of the University.

## **6.28. PROMOTIONS CRITERIA FOR ACADEMIC STAFF**

The promotion criteria for all academic staff and members of staff of the Centre for Learning Resources of the University are as set out in prevailing Appointments and Promotion Criteria.

## **6.29. PROMOTIONS FOR NON-TEACHING STAFF**

There shall be pre-qualification requirements, a mandatory annual appraisal, promotion test and oral interview for all staff, which shall be taken into account during promotion exercises.

## **6.30. ASSESSMENT CRITERIA FOR PROMOTION**

A candidate for ordinary promotion to the next grade shall be assessed on the following criteria: General ability; Disposition to work; Initiative; Personal Integrity; Attitude to work; and Experience.

## **6.31. REQUIRED MINIMUM NUMBER OF YEARS FOR PROMOTION**

Subject to review by the Appointments and Promotions Committee for Senior Staff (Non-Teaching), and Appointment and Promotion Committee for Junior Staff, all basic qualifications described in the University Career Structure for non-teaching staff, stand as main requirements for consideration before a member of staff can be termed as eligible for promotion into next level.

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## **6.32. QUALIFICATIONS**

A candidate recommended for promotion to a higher grade must possess the qualification and experience for that post as shown in the career structure.

## **6.33. ACCELERATED PROMOTION**

This is a promotion to the next higher grade before serving for the prescribed minimum number of years after the last promotion or appointment. A candidate for accelerated promotion to the next grade shall be assessed based on the criteria specified in the prevailing appointments and promotion criteria.

## **6.34. REPRESENTATION**

### **6.34.1. Individual Representation for Promotion**

The Committee *shall* normally consider only recommendations put forward and supported by the Head of Department concerned. It shall be in order, however, for a member of staff, not recommended for promotion to forward a statement of his/her case through the Registrar, setting out his/her claims to be considered for promotion.

### **6.34.2. Procedure for Making Representation Arising from Promotions Exercise**

Representation shall be made in the first instance to the Head of the Department concerned and if there is still need, through the Head of Department to the Registrar. When the Registrar considers it necessary or at the request of the person concerned, he/she refers the matter to the appropriate committee. In exceptional cases, further appeal may be made directly to the

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Board of Regents through the Registrar. Petitions may be submitted within one month of receiving notification of non-approval of the promotion from the Human Resources Unit.

### **6.35. POINT OF ENTRY INTO SCALE ON PROMOTION**

Adjustments of salaries shall **not** be made, for promotion, on the basis of years of graduation of the concerned. All officers promoted with effect from the same date shall be placed at the bottom of the salary scale of the grade to which they are promoted irrespective of years of graduation or salaries before the promotion, except that adjustments shall be made to ensure that any staff promoted from one grade level to another shall enter the higher scale at a point that gives him/her a salary increase that is at least equal to twice the incremental step in his/her old scale.





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## CHAPTER SEVEN

### TERMINATION/RESIGNATION OF APPOINTMENT

The employment relationship between the staff and the University is based upon a mutual decision that the staff has the right to terminate the employment whenever he/she chooses, for any reason, or no reason. The University shall have the same right. It is, therefore, customary for any Faculty member, either tenured or non-tenured, who does not intend to continue employment at the university, to notify the University Administration in writing of that intent at the beginning of the previous academic session, but, in any case, not later than the beginning of the last semester he/she intends to teach. This is without prejudice to specific provisions for exercising such right as provided for in other University Policies

Should any University Staff have reason to resign, it is important that such a staff first discuss with his/her supervisor, HOD or Dean. If his/her intention to resign is due to dissatisfaction with working conditions or fellow employees, he/she may be further required to discuss it with the **Human Resources Unit** before making a final decision.

A member of staff will not be eligible to use vacation or other leave pay after submitting a resignation. Also, a doctor's certificate will be required in order for him to be paid for any sick time claimed after submitting a resignation. However, in furtherance of good practice and the preservation of goodwill to all men, the University's Management expects staff leaving the University to

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discuss with it as this is expected to foster a relationship which can help the staff in the fulfilment of his/her destiny.

### **7.1. SENIOR ACADEMIC AND PROFESSORIAL STAFF**

A senior academic staff, from the rank of Senior Lecturer to professor, shall not terminate his/her appointment other than on the 31<sup>st</sup> of August in any year, after having given to the Board of Regents through his/her Head of Department and Dean three months' notice in writing of his/her intention to do so, or pay three months' salary in lieu unless the consent of the Board of Regents is otherwise obtained.

### **7.2. ACADEMIC STAFF (OTHER THAN SENIOR ACADEMIC STAFF AND PROFESSORS)**

A Lecturer, from Assistant Lecturer to Lecturer I, shall not terminate his/her appointment other than on the last day of the last month in the academic session, and after having presented through the Head of his/her Department and Dean, one month's notice in writing of his/her intention to do so, or pay one months' salary in lieu of notice, unless the consent of the Board of Regents is otherwise obtained.

### **7.3. NON-TEACHING STAFF (OTHER THAN THE REGISTRAR)**

A member of senior staff may terminate his/her appointment with the University at any time by one months' notice in writing to the Registrar through his/her Head of Department/Unit.

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#### **7.4. TERMINATION BY THE UNIVERSITY**

The appointment of a tenured staff member of the University can be terminated by a notice of thirty days (30) to that effect. The University shall pay such staff one month's salary in lieu of such notice where the termination circumstances require his/her immediate departure.

#### **7.5. TEMPORARY NON-TEACHING STAFF**

Temporary Non-Teaching Staff appointments are tenable for a period of one year and may be terminated by either side at any time by one month's notice in writing, without any pecuniary implications on either side.



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## CHAPTER EIGHT

### **PAYROLL POLICY/SALARY SCALE**

#### **8.1. SALARY SCALE**

The University operates the following special salary structures called Landmark University Academic Salary Scale (LUASS) and Landmark University Salary Scale (LUSS) for academic and non-teaching staff respectively. The salary scale is similar to what operates in the salary structure of Federal Universities.

Staff salaries are determined by a Salary Administration policy adopted by the University according to the grading of staff as determined by the Board of Regents. The current wages scales and grades are set out in the salary administration policy. Job descriptions have been compiled and evaluated on the basis of the value of a member of staff's job compared to other jobs in Landmark University.

In special circumstances, the Board of Regents may make an appointment on contract, secondment or transfer outside the salary scale.

#### **8.2. RATE OF PAYMENT FOR PART-TIME STAFF AND DEMONSTRATORS**

- a. The rate of pay for Part-Time work for the University shall be as approved by the Board of Regents from time to time.

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- b. The rates of the allowance payable to Demonstrators shall be specified by the Board of Regents from time to time.

### **8.3. POINT OF ENTRY**

- a. The point of entry in the University Salary Scale for a member of staff on first appointment shall, except as provided in the sub-paragraph of this paragraph, be fixed at the minimum of the scale.
- b. New appointees possessing relevant previous experience, particularly technical ability or any special qualifications, such as exceptional scholarship, high academic standing, and alumni status of any of universities under the Education Commission of the Living Faith Church World Wide, may, on the recommendation of the selection panel and subject to the approval of the Board of Regents be permitted to enter the salary scale at a higher point.

### **8.4. INCORRECT GRADING**

Where a staff member has been wrongly graded or placed on a wrong point on a salary scale at his/her appointment, the error may be rectified within a year of the date of his/her appointment.

Where a staff member in the first year of his/her appointment discovers that he/she has been wrongly graded on the salary scale, he/she may appeal through his/her Head of Department to the Registrar who will refer the case to the Appointments and Promotions Committee.

A staff member whose salary is altered as a result of having been wrongly graded or placed on a wrong point on the salary scale shall be eligible to receive such arrears as may be due to him or

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be required to refund any overpayment made as a result of this error.

## **8.5. ANNUAL INCREMENTS**

- a. A member of staff who has not reached the maximum point in the salary grade applicable to him/her shall be granted an increment annually in accordance with the appropriate salary scale.
- b. An increment is granted on the understanding that a staff member has attained at least the standards of efficiency and conduct that may reasonably be expected of an officer of his/her status or rank.
- c. The incremental date of members of staff whose service in the University, has been entirely satisfactory, shall be the 1<sup>st</sup> of the month in which a new academic session commences, provided he/she has served six months or more and has not reached the maximum point in his/her salary scale.
- d. As a disciplinary measure, the University may defer or withhold the increment of any staff on account of any shortcoming.
- e. Where the increment of a member of staff has been deferred, the withholding of the increment should be for one year and he/she shall have the right to appeal to the Registrar.



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## **8.6. INCREMENT IN SALARIES OF TEMPORARY/CONTRACT STAFF**

For Temporary/Contract Staff, there shall be a fixed monthly salary and shall not be due for annual increment.

## **8.7. EXPATRIATE**

Expatriates are to be paid competitive salary in addition to their expatriate allowance.

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## CHAPTER NINE

### DISCIPLINE

It shall be the duty of every staff member of the University to acquaint himself/herself with the disciplinary rules or any other regulations in force in the University.

#### **9.1. STAFF DISCIPLINARY COMMITTEE**

A Staff Disciplinary Committee for Academic/Non-Teaching staff shall be constituted on a permanent basis to look into cases of alleged misconduct or any breach of these Regulations.

#### **9.2. ACADEMIC /NON-TEACHING STAFF**

There shall be an Academic/Non-Teaching Staff Disciplinary Committee whose duties shall be to investigate and report on any academic/non-teaching staff disciplinary matter referred to it by the Registrar.

##### **9.2.1. Membership**

- a. Chairman - The Vice-Chancellor's nominee (Not less than the rank of a Professor)
- b. The Registrar or Head, Human Resources Unit
- c. The Dean of Students' Affairs
- d. The Deans of Colleges
- e. One Senate Representative

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- f. The University Chaplain
  - g. The Head/Director of the Unit of the member of staff concerned, except in a case where the Head/Director of the Unit is the staff whose conduct is under investigation.
  - h. Secretary: The Registrar's nominee. Provided no one shall sit as a member of this Committee who is considered connected with the matter under investigation.
  - i. A member of the University Legal Unit.

### **9.2.2. Terms of Reference**

The terms of reference of the Committee shall be to:

- a. Investigate, consider and determine all disciplinary cases involving members of the Academic/Non-Teaching Staff of the University, except the Principal Officers as established by the University or any other member of staff as the Board may direct, provided always that any member of staff aggrieved by a decision of the Committee may appeal to the University Faculty, Staff and Students Appellate Committee for reconsideration within twenty-one days of the decision of the Committee.
- b. Make recommendations to the Registrar on issues concerning disciplinary matters as they relate to Staff of the University.
- c. Review as may be directed by the Registrar cases already concluded when fresh information that was not available at the time the initial conclusion was reached by the Committee, is received.

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- d. Carry out any other assignment that may be given by Management from time to time.

### **9.2.3. Tenure**

Appointed members shall hold office for two years in the first instance, renewable for another period of two years, but no member shall serve for more than a total period of four years.

## **9.3. DISCIPLINARY PROCEEDINGS**

Disciplinary proceedings shall be initiated in accordance with the provisions of this chapter when an allegation of an act(s) of misconduct or general inefficiency is made against a member of staff or in cases where any of the provisions of these conditions of service is breached.

### **9.3.1. Disciplinary Procedure**

The following procedure shall be adopted:

- a. The cases requiring disciplinary measures shall first be reported to the Registrar who shall invite comments from the member of staff concerned.
- b. The report and the comments shall be submitted to the Registrar, who shall refer the same to the Committee.
- c. The Committee, after receiving the report and comments, shall consider the same and determine the nature of the alleged offence committed by the member of staff concerned and thereafter proceed as follows:
  - i. Where it is satisfied that there is no offence committed by the said member of staff, or where it is satisfied that it has no jurisdiction over the

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matter, the Committee shall dispose of the matter as it deems fit;

- ii. Where it is satisfied that an offence has been committed and that the offence lies within its jurisdiction, the Committee shall ***proceed and*** direct that the member of staff concerned be notified of the nature of the offence committed and that he/she should show cause why disciplinary action should not be taken against him/her for the offence alleged; and a day shall be fixed for the hearing of the matter.
- iii. Where a witness is called to testify, the staff shall be entitled to be present and to put questions to such a witness.
- iv. If the member of staff does not make any representation within the time fixed by the Committee, the Committee may take such actions as it deems appropriate against him.
- v. If the officer submits a representation and the Committee is not satisfied that he/she has exculpated himself, and considers that the staff should be dismissed, it shall make a recommendation accordingly.
- vi. If upon considering the representation of the staff, the Committee is of the opinion that the staff does not deserve to be dismissed from service but deserve some other punishment, it shall recommend such punishment as it considers appropriate.
- vii. If upon considering the representations of the officer, the Committee is of the opinion that the

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officer does not deserve to be dismissed, but that the facts of the case disclose grounds for requiring him to resign compulsorily, it shall so recommend.

- d. On receipt of the recommendations of the Committee by the Registrar, a review would be made followed by a submission of the final recommendation to the Board of Regents for approval according to the procedures for discharging such matters as prescribed in the University Law.

### **9.3.2. Audio, Video Recording and Verbatim Report**

The Committee should feel free to use any lawful means at its disposal to ascertain the facts of the situation. It may decide to obtain written reports and to interview the member of staff alleged to have committed the misconduct and other necessary parties to the case. The audio/video-recording and/or verbatim report of proceedings in shorthand (for transcription and detailed analysis at a later stage) can be used by the **Committee** (depending, of course, on the nature of the case). These will ensure that investigations are thorough and that missing links in written allegations and written self-defence are identified and taken into account.

### **9.3.3. Open Interrogation**

The Committee can allow open interrogation if found necessary, but this should not be made a standing rule since the Staff Disciplinary Committee **shall** not be seen as constituting itself into a Court of Law.

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### 9.3.4. Dissemination of Information

- a. Since cases of disciplinary nature are delicate and sensitive, the recommendations of the Committee **shall** not be publicized to the University Community, so that the persons concerned may not feel that their public image is being damaged unnecessarily through undue publicity. This is without prejudice to giving information to the University Community in respect of cases that demand such publicity.
- b. Any member of the University Community who may desire information regarding the decisions of the Committee on any disciplinary matter can request such information from the University Management Board.

### 9.3.5. Meeting Schedule

The Committee shall meet as may be required from time to time. However, no disciplinary case shall be left un-discharged later than 2 weeks after the matter was reported.

## 9.4. OFFENCES AND PENALTY

#	Misconduct	Penalty
1	Forgery	From Termination to Dismissal
2	Impersonation	From Termination to Dismissal
3	Cultism	Dismissal
4	Alcoholism	Termination
5	Possession and use of hard drugs	Dismissal
6	Cohabiting	Termination

#	Misconduct	Penalty
7	Homosexuality/ Lesbianism and any form of sexual perversion	Dismissal
8	Sexual misconducts	Termination
9	Plagiarism and Academic Dishonesty	From Demotion to Termination
10	Examination Misconducts	From Termination to Dismissal
11	Theft	From Termination to Dismissal
12	Assault	From Suspension (without pay) to Termination
13	Falsification of Certificate(s)/ Document(s)	Dismissal
14	Fraud	Dismissal
15	Abscondment	Dismissal
16	Verbal Assault	From Letter of Warning to Suspension
17	Insubordination/ Gross Insubordination	Strong Letter of Warning to Termination
18	Incitement	Strong Letter of Warning to Termination
19	And any other offence(s) that violates the Core Values of the University	

#### **9.4.1. Gradation of Discipline**

The Committee's disciplinary measures shall be based on the following rank order as specified in paragraph **10.6** with **(a)** as the mildest and **(f)** as the most severe, and shall be applied according to the nature and the gravity of the offence and the offender's previous records.



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#### **9.4.2. Rank Order of Disciplinary Measures**

- a. Serious reprimand (in writing);
- b. Specified punitive measures, such as:
  - i. Loss of annual increment for a specified period;
  - ii. Delay of promotion/appointment for a specified period;
  - iii. Loss of headship or other administrative position of honour and responsibility for a specified period; and
  - iv. Deferment of confirmation of appointment for a specified period.
- c. Suspension for a specified period.
- d. Forced resignation (non-compliance with this option leads to (e)).
- e. Termination of appointment/contract (applicable when the resignation is not considered adequate punishment.)
- f. Dismissal which is applicable in cases of gross misconduct shall follow the processes laid down in the University Law.

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## CHAPTER TEN

### ACCOMMODATION

#### **10.1. PREAMBLE**

Accommodation shall only be given to interested staff on approval of the application. The general policy is that all academic and senior non-teaching staff of the University that apply shall be provided with residential accommodation if available as at the time of application in accordance with these provisions.

#### **10.2. HOUSING ALLOCATION**

*An assigned Officer from the Office of the Registrar in conjunction with the Estate Unit of the Directorate of Physical Planning & Development shall be charged with the responsibility of allocation after approval by the University Management.*

#### **10.3. MODE OF ALLOCATION**

Allocation is based on a point system, carefully worked out to reflect rank, length of service and entitlement to University quarters depending on the availability of accommodation vacancies.

Interested staff shall apply and after allocation shall be served with the Conditions of Tenancy which they shall be required to sign.

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A Breach of the provisions of the terms of the tenancy shall lead to the forfeiture of the tenancy.

#### **10.4. SPOUSES**

In the case of married couples who are members of staff of the University, they shall be entitled to only one apartment at the staff quarters. The rentals for such quarters will be deducted from the salary of the allottee.

#### **10.5. CHANGE OF ACCOMMODATION**

- a. Members of staff wishing to change accommodation may apply for such at the Office of the Registrar, provided there is opening. A list of applicants in order of merit on the basis of points scored is kept up to date in the office of the Registrar. When quarters, such as are applied for are available, every applicant's claim is considered on its merit.
- b. The apartment of a member of staff, who is about to be considered for a change of accommodation is first inspected by the Estate Unit. If the apartment or furniture is found to be in a bad state and there is need for redecoration as a result of misuse during the applicant's tenancy, the applicant shall not be entitled to relocation until a determined percentage/proportion of the renovation cost has been paid by him.
- c. Members of staff for whom a change of accommodation has been granted shall be required to take occupation of the new allocation within two weeks of the date of allocation and may be required to sign a new tenancy agreement. Member of staff who fails to comply with the

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above shall have the new allocation revoked or shall be surcharged economic rent, where he/she holds the keys of both the old and new allocations.

## **10.6. TENURE OF ACCOMMODATION**

Where a member of staff applies for a change of accommodation and accepts an allocation based on his/her application, an application for a further change will not, in normal circumstances, be considered within the next two years.

However, in special circumstances, such applications for change shall be duly considered by the Central Administrative Board. Special circumstances shall be as determined by the Central Administrative Board.

## **10.7. APARTMENT OF STAFF ON LEAVE**

- a. Members of staff are not permitted to sublet University apartment during any period of absence from the University.
- b. Member of staff on any approved leave may retain their apartments on campus as long as there is provision for the deduction of rents from the staff's salary while they are on leave.
- c. A member of staff going on any unpaid leave for any period of time would be required to forfeit his/her apartment, and apply for a fresh apartment on his/her return.

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## **10.8. SWAPPING OF APARTMENTS**

Any change of accommodation must be approved by the office of the Registrar and any handing over of keys of the apartment must be made to the Estate Officer in the Directorate of Physical Planning and Development.

## **10.9. VACATION OF QUARTERS**

Any member of staff resigning from the University must vacate his/her quarters not later than the day in which his/her contract expires. If an apartment or furniture is found to be in a bad state and there is need for repairs or renovation, as a result of misuse during the staff member's tenancy, the staff concerned shall not be cleared until a determined proportion or percentage of the renovation cost has been paid by him.

## **10.10. GUIDELINES FOR ALLOCATION**

The Office of the Registrar handles all cases of accommodation allocations, executive allocations or otherwise. An officer empowered for such in Office of the Registrar works with the Estate unit, as all allocations must be approved by the Registrar.

## **10.11. GUIDELINES FOR ALLOCATION OF ACCOMMODATION**

Allocations of accommodation are governed by the following guidelines:

- a. All applicants for accommodation shall fill out a set of forms to determine eligibility.

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- b. Any member of staff found to have given false information adjudged misleading to the Management shall be disqualified for housing allocation for two years.
  - c. A tie in points will be resolved by elimination on the basis of the following factors in the order shown below:
    - i. If the house being considered has a study, preference will be given to Academic Staff.
    - ii. Rank is a broad reflection of salary and of rent payable: preference is given to the applicant of highest rank.
    - iii. Need for moving: preference is given to the applicant who has the greatest need for moving, i.e. the applicant who is currently least comfortably housed.
    - iv. The number of children: preference is given to the applicant with the highest number of children.
    - v. Length of service: preference is given to the applicant with the longest continuous service.
    - vi. Length of occupancy of present quarters: preference is given to the applicant with the longest stay in his/her present quarters.
  - d. Members of staff to whom apartments have been allocated should take up occupation within two weeks. Any needed repairs or renovation will be carried out after occupation.
  - e. Any rejection of allocation after it had been initially accepted by a member of staff precludes any other application for one year except for reasons that the present allocation is not currently in a habitable state.

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- f. No applicant shall reject the allocation of apartment after acceptance.
  - g. The cohabitation of any form is highly prohibited and shall attract severe penalty.

### **10.12. ENQUIRIES**

Routine enquiries regarding the availability of housing may be made at the Registrar's Office.

### **10.13. RENTS**

All staff accommodated in Staff Quarters shall pay rents on the quarters at the rateable value of the house occupied as may be recommended from time to time, by the Central Administrative Board, and approved by the Board of Regents. Rent shall be deducted from the staff salary.

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## CHAPTER ELEVEN

### LEAVE

The University recognizes the following categories of leave for its entire staff:

#### 11.1. VACATION/ANNUAL LEAVE FOR ACADEMIC STAFF

- a. Vacation/Annual Leave shall be within the long vacation period of the academic year of the University.
- b. Members of the academic staff are free to take their vacation/annual leave during the long vacation.
- c. A member of staff shall be entitled to annual leave if he/she has spent twelve months of continuous service with the University.
- d. The duration of the Annual Leave of staff of the University is as follows:

Academic Staff	
Scale	Leave Duration
LUASS 6 – 12	30 days
LUASS 13 – 14	40 days

Non-Teaching Staff	
Scale	Leave Duration
LUSS 1 – 6	21 days
LUSS 7 – 17	30 days
LUSS 18 – 20	40 days



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## **11.2. LEAVE FOR DEANS/DIRECTORS/HODS**

Deans of Colleges and Heads of Departments/Units may, where necessary be allowed, for the duration of their term, to take their annual leave at the convenience of their faculties or departments during the year.

## **11.3. VACATION/ANNUAL LEAVE FOR NON-TEACHING STAFF**

Members of the non-teaching staff shall take their annual leave at the discretion of their Head of Department and upon the authorization of the Registrar.

## **11.4. PRO-RATA LEAVE**

Leave in the first year of appointment shall be pro-rata for six months or over if served during the calendar year within which the date of taking up duty falls. Service of fewer than six months within the first calendar year shall not qualify for leave. The same shall apply during the last year of service.

## **11.5. DEFERMENT OF LEAVE**

Leave or any part thereof shall not be carried forward from one calendar year to the next; otherwise, it shall be forfeited. In exceptional circumstances and when exigencies of service demand that a member of staff cannot proceed on annual leave during the leave year, an application for short-term postponement of the leave may be considered by the Registrar.

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## **11.6. TEMPORARY STAFF**

Leave for temporary staff shall be defined in their agreements and shall not normally exceed fifteen days in any calendar year.

## **11.7. VACATION/ANNUAL LEAVE YEAR**

Vacation/Annual must fall within the long vacation periods in two main batches.

## **11.8. LEAVE ALLOWANCE**

Approved leave allowance shall be paid to staff at the end of the last month of Academic session.

## **11.9. CASUAL LEAVE**

- a. All Principal Officers, Deans of Colleges and Directors of Centres shall seek the Chancellor's approval through the office of the Vice-Chancellor, in writing, whenever they have good reasons to be absent from the University for periods exceeding three (3) days. Separate approval will be similarly obtained by a Principal Officer when he/she may have to be absent for more than three days for purposes of fulfilling an academic engagement like Seminar, Conference etc.
- b. However, upon the authority of the Registrar through the office of the Dean, a member of academic staff may be granted permission to be away from the University on good grounds for a period not exceeding three working days.

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## **11.10. MATERNITY LEAVE**

- a. Maternity Leave shall be for legally married female staff only.
- b. Pregnant female staff members shall be entitled to 12 weeks (twelve weeks after delivery) maternity leave with half pay (50% of monthly gross salary).

The annual leave for that year will, however, be regarded as part of the maternity leave. Where the annual leave has already been enjoyed before the grant of maternity leave, that part of the maternity leave equivalent to the annual leave will be without pay.

- c. No maternity leave with pay shall be granted except the staff has been in continuous service of the University for not less than twelve months.
- d. A staff member on temporary employment may be granted twelve weeks maternity leave, however, the leave will be granted with no pay.
- e. Maternity leave shall be taken at a stretch counting from the date the Director of Health Services recommends the date of confinement.
- f. A nursing mother after resumption shall be granted an hour off duty every day for a maximum period of six months from the date of the birth of the child.

## **11.11. SICK LEAVE**

A member of staff not being on leave of absence who is absent from duty on the ground of ill-health will provided such absence is covered by proper authority, be regarded as absent on sick

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leave. More details are available in the Sick Leave policy document.

## **11.12. SABBATICAL LEAVE**

Sabbatical leave is for all full-time academic staff and to provide opportunities to Faculty for scholarly development and contacts which shall contribute to their professional effectiveness and gain new information and experience in order to remain current in their field and benefit the University consequently. Sabbatical leave will not be granted for the purpose of taking regular academic or other employment of financial advantage elsewhere.

### **11.12.1. Eligibility**

All academic staff from Senior Lecturer and above who shall have served with Landmark University for at least seven years shall be eligible for sabbatical leave.

### **11.12.2. Duration of Leave**

- a. Members of Staff with at least seven years of full-time service may be granted a sabbatical leave of two semesters. Such leave shall not be granted more than once every seven years. Faculty on sabbatical shall resume normal duties at the expiration of the period or repay all salaries received during such periods where he/she fails to resume duties.
- b. Faculty who on the request of the departmental head and with the approval of the Dean, postpones appointment for the required or expected year of such Sabbatical leave may be eligible for a subsequent leave the next year.

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### **11.12.3. Salary and Benefits**

Faculty on sabbatical leave shall be entitled to half salary for the duration of the Leave.

### **11.12.4. Application Procedure and Review Mechanism**

Application for sabbatical leave shall be in writing to the **Vice-Chancellor** through the **Registrar** accompanied with a Curriculum Vitae and it shall include:

- i. The duration of the leave
- ii. A brief description of the anticipated programme, venue of the leave and a well-considered plan for spending the leave in a manner that will clearly contribute to the interest of the University
- iii. A detailed written statement of the plan and a clear indication of its professional advantages.
- iv. The application shall be received in the Vice-Chancellor's office – four weeks before the end of the Omega Semester of the preceding year.

### **11.12.5. Report**

The Faculty shall on return to the University after the Sabbatical Leave, submit a written report of the work done during the leave to the Vice-Chancellor through his/her Dean.

## **11.13. RESEARCH LEAVE**

- a. Research leave is intended for the pursuit of research and other scholarly activities which may include the conduct of research, scholarship, critical professional or development

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work resulting in the possible publication, demonstration or presentation of the results.

- b.** The purpose of the Research Leave broadly covers all cases of study leaves towards Masters or Doctoral degrees, research fellowships, e.g. full-bright fellowships, post-doctoral fellowships, teaching fellowships, summer fellowships etc.
- c.** The research leave would afford full-time academic staff the opportunity to enhance their quality as world-class scholars, teachers and researchers and this is essential to the teaching and research programmes of the University. It is also to provide an opportunity to initiate work on a new research project or to develop a research project.
- d.** It is the intention of the University therefore to support Research, and, subject to the operational and budgetary feasibility of granting leaves.
- e.** The University Policy and practice ensure that equal and adequate opportunity for Research Leave exists for all tenured faculty members. In particular it is the University's responsibility to ensure that appropriate financial and staffing arrangements are made to fulfil the teaching, library, administrative, extension and University contractual research responsibilities normally assumed by a Faculty member awarded leave.

#### **11.13.1. Duration of Leave**

- a. Duration of Leave ranges from One (1) month to Twelve (12) months.
- b. Eligible faculty may make a onetime request of up to a maximum of Twelve (12) months, once in every three academic sessions.

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- c. An individual faculty cannot request an extension of the Research Leave, as during the same fiscal year.

### **11.13.2. Eligibility, Salary and Benefits**

- a. The Applicant must be a full-time academic staff of the University and must have completed his/her probationary period.
- b. Percentage of Salaries during the research leave period is as follows:

<b>#</b>	<b>Leave Duration</b>	<b>Salary Percentages</b>
1	One (1) month	100%
2	Two (2) months – Six (6) months	70%
3	Seven (7) months – Twelve (12) months	50%

- c. Any extension on the approved duration will attract no pay, and such faculty's appointment would be deemed to have been terminated and would have to reapply for re-absorption on return, subject to vacancy.

### **11.13.3. Forms of Research Leave**

Essentially, there are two forms of Research Leave that will be approved by the University. These are:

- a. **External Research Leave:** i.e. leave funded by an outside body.
- b. **Internal Research Leave:** i.e. leave funded by the University

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Request for the various forms of research leave, regardless of the funding, shall be assessed by the same criteria outlined above and may be taken in Landmark University or at another University.

#### **11.13.4. Special Research Leave**

- a. In exceptional cases, a Faculty who has served less than the required number of years of service in the University may be granted Special Research Leave, on the same financial conditions as described in paragraph 16.3 (b) above. The Landmark University Centre for Research, Innovation and Development (LUCRID) may recommend such leave in consultation with the appropriate department and the office of the Registrar. It is understood that only one such leave will normally be approved in any one year.
- b. A Research Faculty whose research was underway when he/she was employed can apply for the Special Research Leave.

#### **11.13.5. Application Procedure for Research Leave**

- a. Application for a Research Leave will be made in writing and it must contain the following:
  - i. The starting and ending date of the proposed leave, and the phasing, if proposed;
  - ii. an outline of the research or other scholarly activity proposed;
  - iii. a statement of how the proposed activity will benefit the Faculty, the Department and/or the University;
  - iv. a current curriculum vitae;



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- v. disclosure of any external funding received or applied for in support of the activity;
  - vi. Any other information the applicant wishes to be considered.
- b.** An individual seeking Research Leave must submit a research leave application to the LUCRID following the normal protocol. The LUCRID will review applications three times each year:
- c.** The LUCRID will consider each application against the following criteria:
- i. the value of the project to the Faculty, Department, the University, and the broader research community; and
  - ii. The practicability of the publication of the research work;
  - iii. The suitability of the proposed project;
  - iv. The likely contribution of the proposed work to the University's international research standing; and
  - v. The merit of the project.
- d.** The Landmark University Research and Development Committee will respond to applicants, after due consideration and directives by the University Academic Board, and notify their supervisors of a decision well ahead of time as appropriate.

#### **11.13.6. Report on Research Leave**

A written report on the project or investigation undertaken will be submitted to the LUCRID and the Human Resource Unit of the

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Registry, within two weeks of the end of the leave. The report allows for proper evaluation of the Faculty's accomplishments while on leave and becomes part of the material considered in the Annual Performance Review the following year. The Faculty will be encouraged to present his/her projects and results to colleagues and staff in the interests of academic contributions to the University context.

#### **11.14. APPEAL PROCEDURE**

A Faculty whose application for research leave is refused can appeal to Management through the Head of his/her Department for reconsideration.

#### **11.15. RESIGNATION DURING LEAVE**

- a. Members of Academic Staff shall not resign their appointments, withdraw, retire from the service of the University or seek transfer of service until after they have served the required bond on their return from the approved leave or leave of absence as prescribed in the Staff Development Policy.
- b. Members of Academic Staff, who fail to comply with the provisions in (a) above and who subsequently resign their appointments, retire from the University service or move to other bodies in or outside the country, shall fully indemnify the University according to the staff development policy.

#### **11.16. THE OBLIGATION OF STAFF ON APPROVED LEAVE**

- a. A member of staff granted any form of leave shall abide by the conditions of the leave.

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- b. A member of staff on sabbatical leave must return to his/her duty post in the University for at least one year immediately following the end of the leave.
  - c. If a member of staff fails to return to his/her duty post after any type of approved leave, he/she shall be deemed to have abandoned his/her duty post and terminated his/her own appointment.
  - d. In the event of (c) above, the Registrar shall, by the authority of the Vice-Chancellor, communicate the implication to the affected staff. In addition, the staff concerned may be asked to refund any salaries and allowances unjustifiably received during the period of unauthorized overstay from leave.
  - e. In the event of (c) above, the University shall declare the post of such a person vacant. The affected staff may only be considered for re-absorption subject to vacancy. If he/she is re-absorbed, the period of break shall not count as his/her service years in the University.
  - f. The University reserves the right to recall a member of staff on any type of approved leave, whether the leave period has been exhausted or not. Failure to comply may lead to sanctions, including the application of (c) above.

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## CHAPTER TWELVE

### PASSAGES

#### **12.1. BAGGAGE ALLOWANCE ON APPOINTMENT, TERMINATION, RESIGNATION AND RETIREMENT**

A senior staff recruited from overseas shall be entitled to economy class air passages or approved first-class sea passages for himself, his/her wife and up to four children below the age of 21 years and the following baggage allowance:

- a. **By Air:** 80 kilos Air-freight unaccompanied per person; Or 180 kilos Air-freight unaccompanied for a married Couple (paid against valid documents only).
- b. **By Sea:** 40 cubic feet (1.5 cubic meters) per person, or 80 cubic feet (3 cubic meters) for a married couple (paid against valid documents only).

#### **12.2. CATEGORIES**

A staff member can claim one category only. Children have no baggage allowance, except that which is allowed by carriers for passengers generally. The above claim is always subject to the production of vouchers in respect of:

- a. His journey to Nigeria from his/her place of engagement on first appointment: and
- b. His departure from Nigeria to his/her place of domicile on his/her retirement or resignation or termination in

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accordance with his/her contract, provided that where a Senior Staff resigns while on overseas leave, he/she shall not ordinarily be entitled to passages for himself, his/her wife or his/her children to return to Nigeria except at the discretion of the Chancellor, subject to a report to Board of Regents.

- c. Baggage does not include a motor vehicle.
- d. A member of staff domiciled outside Nigeria cannot resign, terminate, retire or transfer his/her appointment while on leave from the University.
- e. The provision of Regulation 13 (a) and (b) also apply to all persons recruited outside Nigeria.

### **12.3. LEAVE ALLOWANCE**

Leave allowance shall be paid to expatriates as applicable to Nigerians.

- a. The allowance is 10% of annual basic for Staff who has worked for at least one (1) year.
- b. A new Staff who has worked for between 6 and 11 months shall be prorated.
- c. Contract staff are not entitled to leave allowance.

### **12.4. OVERSEAS PASSAGE FOR SABBATICAL LEAVE/STUDY LEAVE**

No member of staff shall be entitled to passages for the purpose of overseas Sabbatical Leave/Study Leave.

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## **12.5. LEAVE PASSAGES ON SPECIAL GROUNDS**

- a. A member of staff or his/her spouse, who on medical grounds of obvious emergency requires passage to overseas, may have such return passage paid.

No other leave passage shall be claimed in respect of the same session or calendar year by the member of staff.

- b. Free passage to overseas on medical grounds may not be granted without the authority of the Chancellor on the recommendation of the Director, University Medical Centre.

## **12.6. PASSAGE FOR OFFICIAL BUSINESS**

Passages on University business can be authorized by the Chancellor on behalf of the Board of Regents. There is no family or baggage allowance entitlement. Fares while on University business in overseas countries shall be on economy class only, except the Principal Officers, who shall be in business class.

## **12.7. MEDICAL INSURANCE**

All staff going abroad on approved trips are obliged to take medical insurance policy where such policy exists. The University **shall** reimburse the cost of the premium paid.

Further information on this can be obtained from the Director, University Medical Centre.

## **12.8. PASSAGE FOR AN EXPATRIATE WOMAN MARRIED TO A NIGERIAN**

An expatriate woman married to a Nigerian has the same contractual rights, obligations and privileges as are applicable to

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a Nigerian member of staff. The husband's country of domicile is, for purposes of passage regulations, also the wife's home.

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## CHAPTER THIRTEEN

### ADVANCES/ALLOWANCES

#### 13.1. SALARY ADVANCE

- a. Members of staff may be granted salary advance. A salary advance is intended to assist a member of staff in meeting extraordinary personal or household expenses.
- b. In exceptional circumstances, and with the specific approval of the Registrar, a salary advance, not exceeding One (1) month's salary, may be granted to a member of staff to meet urgent personal financial needs.

Such advance shall scarcely be given to any member of staff and shall be repayable by deduction from salary or otherwise in not less than three consecutive monthly instalments beginning in the month following that in which the advance was made.

- c. On the first appointment of a member of staff, one month's salary advance may be approved by the Registrar to such a member of staff. Such an advance shall be refunded in not more than three consecutive monthly instalments deducted from salary, the first instalment to be made in the month in which the advance is granted.



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### 13.2. TOURING ADVANCES

An advance *shall* be given to a member of staff who has been approved to go on an official trip outside his/her place of current assignment.

### 13.3. OTHER ADVANCES

Other Advances may be granted to staff if in the opinion of the University, there is need for such consideration.

### 13.4. NON-REGULAR ALLOWANCE

- a. **Heads of Departments:** An allowance at a rate to be determined by the Board of Regents, from time to time, shall be payable to a Head of Department.
- b. **Deans:** An allowance at a rate to be determined by the Board of Regents, from time to time, shall be paid to Deans.
- c. **Directors:** An allowance at a rate to be determined by the Board of Regents, from time to time, shall be paid to the Directors.
- d. **Principal Officers:** An allowance at a rate to be determined by the Board of Regents from time to time, shall be payable to the Principal Officers.

### 13.5. ACTING APPOINTMENT ALLOWANCE

Regulations in respect of acting appointments and allowances shall be as follows:

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- a. An acting Head of Department in the University shall be paid an acting allowance at the University's approved rate subject to the written approval by the Board of Regents.
  - b. A non-teaching member of staff who is called upon to assume the responsibilities of an officer on a higher level, while the position remains vacant shall be paid an acting allowance in accordance with the rates determined by the Board of Regents.

### **13.6. APPROVAL OF ACTING APPOINTMENTS**

All acting appointments to headship of academic departments and to the positions of Registrar; Director, Financial Services; Director, Centre for Learning Resources, Director, Physical Planning & Development and Director of University Medical Centre shall be approved in writing by the Chancellor; other acting appointments shall be on the recommendation of the Head of Department and written approval of the Registrar.

### **13.7. ACTING ALLOWANCES FOR NON-TEACHING STAFF**

- a. Non-teaching members of staff who are called upon to take the full responsibility of the next higher post shall be paid an allowance as determined by the Board of Regents.
- b. Before an acting appointment commences, a Head of Department must obtain prior approval from the Registrar in writing.

### **13.8. TRANSPORT AND TRAVELLING ALLOWANCES**

Subsistence allowance shall be paid to staff on official duty on rates as currently determined by the Board of Regents.

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### **13.9. SUBSISTENCE ALLOWANCE**

Subsistence allowance shall be paid to staff on official duty on rates as currently determined by the Board of Regents.

### **13.10. ESTACODE RATES**

- a. **Overseas Night Allowance:** Rates as currently determined by the Board for Regents shall apply.
- b. **Overseas Subsistence or Incidental Allowance:** Rates as currently determined by the Board for Regents shall apply.
- c. **Allowance for Training Courses Overseas:** Rates as currently determined by the Board for Regents shall apply.
- d. **Overnight Rates for Local Travel:** Rates as currently determined the Board of Regents shall apply.

### **13.11. TRAVEL GRANTS/LEAVE ALLOWANCE**

A member of staff shall not be eligible to claim leave allowance in the year in which he/she resigns or his/her appointment terminates (if it occurred before the end of the session as stipulated in Chapter 7), or in which he/she proceeds to or returns from study leave, training or sabbatical or other leave approved by the University.

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## CHAPTER FOURTEEN

### WELFARE MATTERS

#### 14.1. RETIREMENT AGE

- a. A member of staff of the University shall be considered of retiring service age when the staff has served continuously for at least 10 years. Cessation of appointment before this service length shall be regarded as service withdrawal.
- b. A member of staff of the University may continue in the service of the University after the age of **65** provided he/she shall produce a certificate of medical fitness from the University Medical Centre at that age and every 3 years after and every year after the age of 70.
- c. Service after the age of **65** shall normally be under contract appointment for officers who joined University service before or at the age of **40**; otherwise contract appointment begins from the age of **55**.
- d. The medical examination of members under consideration for the extension of service beyond the retiring age as specified above will normally be arranged by the Registrar through the University Medical Centre.

#### 14.2. RETIREMENT AND PENSION ENTITLEMENTS

- a. A member of staff shall have the right to stop serving the University at any time he/she desires to exercise that right provided such notice of cessation of appointment

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conforms to the provisions of Chapter Seven and other policies of the University involving appointment and termination of services.

- b. The award of gratuity shall be based on merit to deserving members of staff at the discretion of the Board of Regents.
- c. A member of staff who has put in a minimum of two years of continuous service prior to **December 31, 2018**, and ceases to be a staff of the university, shall be entitled to gratuity provided such cessation is not as a result of termination of his/her appointment for any kind of misconduct or dismissal by the University.
- d. The position of the Pension Reform Act (PRA) 2014 shall be considered in the computation of an officer's entitlement such that the employer's contribution up to **December 2018** shall be deducted from the officer's gratuity.
- e. An officer's entitlement at the cessation of his/her appointment shall be paid to him only net of whatever cost is outstanding against him to the University, as will be made known to him as soon as notice of cessation is given.

### **14.3. PENSION RETIREMENT SAVINGS AS STIPULATED IN THE PRA 2014**

From January 1, 2019, onward, the University shall no longer pay gratuity to its staff but shall continue to contribute to the Pension Retirement Savings of the staff as stipulated in the PRA 2014. For the avoidance of doubt, the Government Pension Scheme replaced the Defined Benefit Scheme in 2004 and was not an addition to it.

#### 14.4. ENTITLEMENT SCHEDULE ON CESSATION OF APPOINTMENT

A member of staff that gives due notice of cessation and whose notice is accepted shall be entitled to the following gratuity at the expiration of such notice:

#	Duration	Entitlement
1	Minimum of 2 years	One (1) month's basic pay less employer's pension contribution computed up to December 31, 2018.
2	Between 3 – 4 years	Two (2) months' basic pay less employer's pension contribution computed up to December 31, 2018.
3	Between 5 – 6 years	Four (4) months' basic pay less employer's pension contribution computed up to December 31, 2018.
4	From a minimum of 7 to 9 years	One (1) month's basic pay multiplied by the number of years served less employer's pension contribution computed up to December 31, 2018.
5	From a minimum of 10 years' service	The staff member shall be entitled to one (1) month's gross pay multiplied by number of years served less employer's pension contribution computed up to December 31, 2018.
6	A member staff shall be entitled to long service bonus after he/she has put in a minimum of 30 years of continuous service; which long service bonus shall be as determined by the Board of Regents.	

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## **14.5. EXCLUSION FROM ENTITLEMENT ON CESSATION OF APPOINTMENT**

- a. For the purpose of making a claim as set out in paragraph 4 above, an officer must have served in the University continuously.
- b. If for any reason an officer who had taken his/her benefits secures fresh appointment to return to Landmark University service, his/her computation shall be treated entirely as if he/she is just starting service.
- c. Officers duly permitted to proceed on leave of absence or study leave or other non-university service, absence shall normally not include such a period as part of service unless a special approval of the Board of Regents had earlier been sought and obtained.
- d. By virtue of obtaining approval to proceed on leave as in (c) above, an officer's service year shall be deemed to continue when he/she returns to this University.
- e. Notwithstanding any of the above provisions, a staff member dismissed from service or whose appointment was terminated for any kind of misconduct shall not be entitled to the above benefits, except his/her pension as provided in the pension section.

## **14.6. PENSIONS**

- a. Every regular member of staff who has meritoriously served the University shall participate in and benefit from the contributory Pension Fund as enacted by the Act of the National Assembly.

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- b. The University shall pay into the Scheme the specified proportion of staff salary on a monthly basis and shall also cause to be deducted from staff salary the prescribed proportion by the same Act and shall cause the contribution to be paid into the Scheme.
  - c. A member of staff shall not be hindered by the University from drawing from the Pensions Scheme, as prescribed by the Act irrespective of the service status with the University.





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## CHAPTER FIFTEEN

### MEDICAL CARE

The University maintains a Medical Centre for the benefit of members of staff and their families among others. However, it shall be the duty of every staff member to take a due care to ensure the good health of himself and family.

#### **15.1. OVERSEAS TREATMENT**

Any senior member of staff whose employment status is confirmed shall be entitled to **50%** subsidized medical treatment overseas provided the illness occurs while abroad on University approved trip such as attendance at conferences, study leave, training course, sabbatical leave, etc.

#### **15.2. TREATMENT DURING "HOME LEAVE"**

Home leave means leave taken by expatriate staff in his/her country.

- a. To qualify for University reimbursement during "home leave" vacation or in-between contract, expatriate staff must submit before assumption/resumption of duty a record of "prior medical condition", in addition to the usual medical certificate of fitness.
- b. Based on available information from the past medical record, each application for treatment during vacation shall

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be treated on its own merit with a view to ensuring that the interests of both the University and the Staff are adequately protected.

### **15.3. EMERGENCY TREATMENT OUTSIDE THE UNIVERSITY**

In cases of emergency, a member of staff, who, in accordance with his/her contract of service, incurs any expenditure in respect of medical treatment for himself or family outside the University, may claim a refund of any such expenditure subject to a maximum of what would have been paid if the person concerned had been treated in the University Medical Centre. Any such claim for a refund must be supported by proper receipts and such claims shall be carefully investigated and evaluated by the University's Director of Medical Services.

### **15.4. TREATMENT OF HEALTH PROBLEMS ARISING FROM DIRECT OCCUPATIONAL HAZARDS**

Notwithstanding the above provision, any member of staff suffering ill health on account of an occupational hazard of exposure directly arising from his/her involvement in official duty shall be entitled to 100% medical subsidy. However, an overseas treatment, in this case, will be at the discretion of the Board of Regents.

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## CHAPTER SIXTEEN

### PUBLIC APPOINTMENTS

#### 16.1. ACADEMIC STAFF

Members of staff holding full-time teaching, research or administrative posts shall not be permitted to hold more than one paid post in the Public Service of the Federation.

All such paid posts shall be subject to the approval of the **Board of Regents**. The Chancellor may, on behalf of the **Board of Regents**, give approval in cases of urgent request for public appointments.

#### 16.2. OUTSIDE APPOINTMENTS/CATEGORIES OF APPOINTMENTS

The following are the usual categories of other appointments that are likely to be offered to members of staff of the University:

- a. Appointment requiring expertise in respect of which the appointee is already employed and paid by the University.
- b. Appointment requiring expertise in respect of which the appointee is not directly employed and paid by the University.
- c. Appointments which require no special expertise other than ordinary experience and public spirit.

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- d. Appointments which are in the nature of political patronage.

### **16.3. PERMISSION TO ACCEPT APPOINTMENT**

In all cases where the appointment has been offered by any of the governments of the Federation, a public corporation, public utility company, a local government council, a reputable religious organization or any organization of a public nature, the member of staff may be permitted to accept the offer if:

- a. In the case of partial appointment, the amount of time that will be spent by the officer in carrying out the functions of the outside appointment or assignment is not such as will jeopardize the efficient performance of the University duties of the member of staff; and
- b. the general and obvious effect of the acceptance is not in conflict with the interests of the University as an institution of higher learning.

### **16.4. PROCEDURE FOR LEAVE OF ABSENCE TO TAKE OUTSIDE APPOINTMENTS**

- a. All applications for permission to take up an outside appointment or assignment shall be sent to the Registrar through the Head of the applicant's Department for the consideration of the Appointments and Promotions Committee. Very urgent cases requiring a decision before the next meeting of the Appointments and Promotions Committee shall be referred by the Registrar to the Vice-Chancellor.

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- b. The Vice-Chancellor shall make recommendations based on the submissions from the Appointments and Promotions Committee for the consideration of the Board of Regents. The Board of Regents shall give final approval on such matters.
  - c. The Vice-Chancellor may, on behalf of the Appointments and Promotions Committee, make recommendations to the Board of Regents, in cases of urgent requests for public appointments, particularly during the vacation period.
  - d. During the semester, requests for members of staff to serve with either the Federal or State Governments shall be submitted through the Registrar to the Appointments and Promotions Committee for consideration in the first instance.
  - e. Requests for extension of periods of such leave of absence shall also be considered by the Appointments and Promotions Committee. Each application for extension shall be considered on its own merit.
  - f. The periods of such leave of absence shall not be counted towards the confirmation of the appointment of the individuals concerned, in view of the fact that it would be difficult to assess such persons on the basis of the criteria normally used for confirmation of appointments by the University.
  - g. Such periods of leave of absence shall not normally exceed four years and shall be without pay.
  - h. Any member of staff granted a leave of absence by the University to serve in the public service shall give up his/her right to University accommodation.
  - i. Arising from the foregoing, Heads of the Departments affected shall be required to approach the Senate for the

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creation of supernumerary posts, if and when the situation demands it. Such requests must, however, be fully justified on academic grounds only.

## **16.5. REMUNERATION FROM OUTSIDE APPOINTMENTS/CONSULTANCY SERVICES**

The University reserves the right to control the acceptance of outside appointments by a full-time employee of the University.

- a. That the remuneration/honoraria to be allowed to a full-time University employee on outside appointment after taxation should be 75% of the total contract value for the individual, 15% to the Department of the member concerned, and 10% to the University.
- b. That payment by the appointing outside authority or body shall be made directly to the University Financial Services Department, which in turn shall pay the appointee as appropriate.
- c. That the University's share and the Department's share shall be managed by the Directorate of Financial Services, and tied strictly to scholarly purposes, for example, departmental research projects, the publication of the University's inaugural lectures, education-based class trips, hosting of town and gown seminars etc.

## **16.6. REGULATIONS ON OUTSIDE APPOINTMENTS**

- a. The maximum number of outside appointments that a member of staff can hold at a time shall not be more than one provided none of the appointments is full time.

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- b. The University Management Board shall consider each case on its own merit relying on the recommendations of the Head of Department and/or Dean of the College of the member of staff concerned, and make recommendations for the approval of the Board of Regents.

### **16.7. MODE OF PRESENTATION OF REQUEST FOR OUTSIDE APPOINTMENT**

Requests from members of staff for permission to take up outside appointments shall be accompanied by letters of invitation from the appointing body and the recommendations of the Head of Department and/or the Dean of the College of the applicant. The approved format for presenting requests is obtainable from the Registrar's office.

### **16.8. MODE OF PAYMENT FROM OUTSIDE APPOINTMENTS**

Transport allowance shall not be considered as part of the remuneration for outside appointment deductible by the University since the outside appointing body would normally specify the allowance it will pay.

### **16.9. REGULATIONS ON LEAVE OF ABSENCE ON PUBLIC APPOINTMENTS FOR NON-TEACHING STAFF**

- a. The University may grant not more than one-year leave of absence without pay to members of non-teaching staff who wish to take up the full-time public appointment. This excludes members of staff invited to National, State, Local Government, etc. services, as they shall continue to be



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granted leave of absence for the period of their national assignment.

- b. Leave of absence shall be granted to members of staff for one year only, in the first instance on the recommendation of the respective Head of Department and may be renewed for a maximum period of three years.
- c. The University may grant an unpaid leave of absence of one year only on domestic grounds to female staff who wish to accompany their husbands proceeding on leave of absence. This may be extended, for good reason, to a maximum period of three years, provided such female staff do not take up full-time appointment in the public service during the period.
- d. Application for a temporary leave of absence of not more than three months shall be considered and approved for officers on LUSS 1 - 17 and LUASS 6 - 12 by the University Management Board. The Board of Regents **shall** consider the application for such leave of officers on LUSS 18 - 20 and LUASS 13 - 14.

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## CHAPTER SEVENTEEN

### STAFF DEVELOPMENT

#### **17.1. DEVELOPMENT PROGRAMME FOR ACADEMIC STAFF**

The University provides staff development opportunities and Staff Development Fellowship to support its Academic Staff to acquire higher qualifications.

##### **17.1.1. Criteria for Benefiting from Programme**

An academic Staff member who has served continuously and satisfactorily for at least two years in the University may qualify for staff development provided;

- a. He has secured admission for a higher degree programme in any University in Nigeria. In very special cases, applicants may be considered for sponsorship to Universities outside Nigeria.
- b. The candidate's area of research and study is clearly and currently relevant to the growth and emphasis of the Department, on the one hand, and the University on the other.
- c. The candidate is specifically recommended by the Head of the Department and the Dean of the College, providing strong reasons that satisfy such a privilege to the staff.
- d. In all cases, candidates are to note that the award of a Staff Development Programme or Fellowship is a privilege and not a right and that nothing in the above condition

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precludes the Board of Regents from exercising discretion to approve that a staff member is granted such privilege or otherwise.

- e. Members of staff, who benefits from the Staff Development Fund for purposes of in-service training or otherwise, will be bonded to the University as prescribed in paragraph 4 below.

### **17.1.2. Fellowship/Sponsorship Benefits**

Candidates who secure the University Staff Development Fellowship may be entitled to the following:

- a. Payment by the University of all tuition and examination fees of the staff while undergoing his/her study at the new university;
- b. If Fellowship is to be enjoyed outside the country, the University may also pay living allowances based on the living conditions, as determined by responsible authorities of the host university.
- c. Payment of the staff member's salary and entitlements for the duration of the course subject to a maximum of three years.

Nevertheless, there will be a yearly evaluation of the progress of the candidate to determine whether the Fellowship should continue or not;

- d. Freedom from lecturing students of the University for the first year if in a Nigerian university and for the three years, if in a foreign university;

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## **17.2. DEVELOPMENT PROGRAMME FOR NON-TEACHING STAFF**

The University also provides staff development opportunities and Staff Development Fellowship to support its non-teaching staff to acquire higher qualifications.

### **17.2.1. Criteria for Benefiting from Programme**

Non-teaching Staff, who have served continuously and meritoriously for at least three years in the University may be considered for the Staff Development Programme or Fellowship provided;

- a. He/she has secured admission into an institution of higher learning for a course directly relevant to his/her career in Landmark University.
- b. The duration of such a course shall not exceed two years. In very special cases, a staff member may be considered for sponsorship in an overseas institution for a period not exceeding one academic session.
- c. In all cases, candidates are to note that the award of a non-teaching Staff Development Programme or Fellowship is a privilege and not a right and that nothing in the above condition precludes the Board of Regents from exercising discretion to approve that a staff member is granted such privilege or otherwise.
- d. He must have been specifically recommended to the Board of Regents by the Head of Department through the Registrar.

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### **17.2.2. Other Criteria**

Nothing in this provision shall exclude a member of staff from being discretionally considered for such a privilege before the 3 years of satisfactory service.

### **17.2.3. Fellowship Benefits**

Non-teaching staff who secure a Staff Development Fellowship may be entitled to the following:

- a. Payment by the University of all tuition and examination fees while undergoing his/her study, provided his/her performance is satisfactory.
- b. Payment of living allowance, if outside the country, based on the prevailing cost of living as determined by responsible authority to the host institution.
- c. Payment of salaries and entitlements for the duration of the course subject to a maximum of two years provided he/she is adjudged to have performed satisfactorily at assessment intervals while undertaking the programme.

### **17.2.4. Fellowship/Sponsorship Conditions**

Candidates so selected will be required to enter into a bond to serve the University for three months for every one month of sponsorship or two years for every one year of sponsorship.

## **17.3. CRITERIA FOR AWARDING GRANTS FROM THE STAFF DEVELOPMENT FUND**

- a. Applications should be made by the Departments before the end of the First Semester for consideration in the Second Semester;

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- b. Grants should normally be used to provide supplementation for Staff who could be released by their Departments for up to one academic year to pursue studies in an area of interest to the Department and the University;
  - c. Grants from the fund should be made only to non-teaching Staff who are already in the service of the University and have been recommended by their departments to acquire competence in new administrative, professional and technical areas;
  - d. Allocation of grants to departments should be related to departmental projections within the quinquennial plan;
  - e. As far as possible, the allocation of grants shall take into account the various needs of the faculty, departments and units, as well as staff dispositions within the departments and units;
  - f. Normally, no member of staff shall receive grants from funds more than once in five (5) years;
  - g. Grants should normally cover return passages only for the staff member, his/her cost of tuition, where applicable, and a fixed maintenance allowance per month according to approved rates. No 'dependents' allowance will be paid; maintenance allowance, where applicable to a particular case, will be reduced by the amount of outside assistance that the recipient of the grant may have benefited from.
  - h. Members of staff, who benefits from the Staff Development Fund for purposes of in-service training or otherwise, will be bonded to the University as prescribed in previous sub-sections above.

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#### **17.4. STAFF ACADEMIC DEVELOPMENT PROGRAMME WITHIN THE UNIVERSITY**

An extensive Staff Academic Development Programme within the University for Academic Staff has been put in place by the University. The conditions for benefiting from the Programme are in the appropriate Policy Documents.

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## APPENDIX I

### LIVING FAITH CHURCH WORLDWIDE TENETS OF FAITH

We Believe....

#### **THE SCRIPTURES**

The Bible is the inspired Word of God, the Product of holy men of old, who spoke and wrote as they were moved by the Holy Spirit. We accept the New Covenant, as recorded in the New Testament, as our infallible guide in matters pertaining to conduct and doctrine (2 Tim. 3:16; 1 Thess. 2:13; 2 Peter 1:21).

#### **THE GODHEAD**

Our God is one, but manifested in three persons – the Father, the Son, and the Holy Spirit, each being co-equal (Phil. 2:6).

God the Father is greater than all; the Sender of the Word (Logos) and the Begetter (John 14:28; John 16:28; John 1:14).

The Son is the flesh-covered Word, the One Begotten, and has existed with the Father from the beginning (John 1:14; John 1:18; John 1:1).

The Holy Spirit proceeds forth from both the Father and the Son and is eternal (John 15:26).



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## **MAN, HIS/HER FALL AND REDEMPTION**

Man is a created being, made in the likeness and image of God, but through Adam's transgression and fall, sin came into the world.

*"...all have sinned, and come short of the glory..."* (Rom. 3:23)

"As it is written, There is none righteous, no, not one." (Rom. 3:10)

Jesus Christ, the Son of God, was manifested to undo the work of the devil and gave his/her life and shed his/her blood to redeem and restore man back to God (Rom. 5:12; 1 John 3:8).

Salvation is the gift of God to man, separate from works and the law, and is made operative by grace, through faith in Jesus Christ, producing works acceptable to God (Eph. 2:8).

## **ETERNAL LIFE AND THE NEW BIRTH**

Man's first step towards salvation is godly sorrow that worketh repentance. The New Birth is necessary for all men, and when experienced, produces eternal life (2 Cor. 7:10; John 3:3-5; 1 John 5:12).

## **WATER BAPTISM**

Baptism in water by immersion is a direct commandment from our Lord and is for believers only. The ordinance is a symbol of the Christian's identification with Christ in his/her death, burial, and resurrection (Matt. 28:19; Rom. 6:4; Col. 2:12; Acts 8:36-39)

The following recommendation regarding the water baptismal formula is adopted: to wit: *"On the confession of your faith in the Lord Jesus Christ, the Son of God, and by his/her authority, I baptize*

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*you in the Name of the Father, and the Son, and the Holy Ghost. Amen."*

## **BAPTISM IN THE HOLY GHOST**

The Baptism in the Holy Ghost and fire is a gift from God, as promised by the Lord Jesus Christ to all believers in this dispensation, and is received subsequent to the New Birth. This experience is accompanied by the initial evidence of speaking in other tongues, as the Holy Spirit, Himself gives utterance (Matt. 3:11; John 14:16, 17; Acts 1:8; Acts 2:38, 39; Acts 19:1-7; Acts 2:4).

## **SANCTIFICATION**

The Bible teaches that without holiness no man can see the Lord. We Believe in the Doctrine of Sanctification as a definite, yet progress work of grace, commencing at the time of regeneration and continuing until the consummation of salvation at Christ's return (Heb. 12:14; 1 Thess. 5:23; 2 Peter 3:18; 2 Cor.3: 18; Phil. 3:12-14; 1 Cor. 1:30).

## **SIGNS AND WONDERS**

Signs and Wonders made manifest through insight into New Testament mysteries (Mk. 4:11; 1Cor. 2:10) such as:

- Laying on of hands to impart the gifts of God (2 Tim. 1: 6; Deut. 34.9)
- Holy Communion (1 Cor. 11:23-26)
- Anointing people and things with oil (Mk 6:13; Ex. 30:25-31)
- Feet – Washing (John 13:3-10)

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- Anointed clothing material (Acts 19: 11-12)
  - Blood of Sprinkling (1 Cor. 5:7; Ex. 12:1-25)
  - Prophetic Utterance (Isa. 44: 26; Mk. 11:23).

## **DIVINE HEALING**

Healing is for the physical ills of the human body and is wrought by the power of God through the prayer of faith and by the laying on of hands. It is provided for in the atonement of Christ and is the privilege of every member of the Church today (James 5:14, 15; Mark 16:18; Isa. 53:4, 5; Matt. 8:17; 1 Peter 2:24).

## **THE RESURRECTION OF THE JUST AND THE RETURN OF OUR LORD**

The angels said to Jesus' disciples, "*... this same Jesus, which is taken up from you into heaven, shall so come in like manner as ye have seen him go into heaven*" (Acts 1:11). his/her coming is imminent. When He comes, "*... the dead in Christ shall rise first: Then we which are alive and remain shall be caught up together with them in the clouds, to meet the Lord in the air...*" 1 Thess. 4:16, 17).

Following the Tribulation, He shall return to earth as King of Kings, and Lord of lords together with his/her saints, who shall be kings and priests. He shall reign a thousand years (Rev. 20:6).

## **HELL AND ETERNAL RETRIBUTION**

The one who physically dies in his/her sins without accepting Christ is hopelessly and eternally lost in the Lake of Fire and, therefore, has no further opportunity of hearing the Gospel of repenting. The Lake of Fire is literal. The terms "eternal" and "everlasting", used in describing the duration of the punishment of

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the damned in the Lake of Fire, carry the same thought meaning of endless existence as when used in denoting the duration of joy and ecstasy of saints in the Presence of God (Heb. 9:27; Rev. 19:20).



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## APPENDIX II

### THE 12 PILLARS OF THE LIVING FAITH COMMISSION

God commissioned me with a Word of Faith ministry to my generation. Remember Paul said, "*...if the trumpet give an uncertain sound, who shall prepare himself to the battle?*" (1 Cor. 14:8).

We have experienced amazing testimonies ever since this Commission was handed down since 1981!

The Holy Ghost has committed the Word of faith into my hands, which He inspired me to classify into the following specific areas of emphasis, in direct response to Isaiah 40:6: "*The voice said, Cry. And he said, What shall I cry?*", and I discovered that even the books we have authored thus far can be comfortably put under the same subheadings.

I have named these 12 areas of emphasis as the 12 Pillars of our Commission.

We have stood firm upon these twelve stones! And they have resulted in breakthroughs – both for the Ministry and all that are partakers with us, of the same grace. We have crossed Jordan into power, bearing the ark of liberation.

Here are the 12 stones, after the order of Joshua 4:1-8, 20-24 and their accompanying books till date published by Dominion Publishing House (DPH).

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*Note: All books are authored by Dr. David O. Oyedepo except otherwise indicated.*

## **FAITH (1 JOHN 5:4; EPH. 6:16)**

"For whosoever is born of God overcometh the world; and this is the victory that overcometh the world: even our faith." - 1 John 5:4

- Exploits of Faith
- The Law of Faith
- Satan Get Lost!
- Born to Win
- Overcoming Forces of Wickedness
- The Path of the Eagle
- Keys to Divine Protection
- Long Life, Your Heritage

## **THE WORD (JOHN 1:1-12; HEB. 1:3)**

*"Who being the brightness of his/her glory, and the express image of his/her person, and upholding all things by the word of his/her power, when he had by himself purged our sins, sat down on the right hand of the Majesty on high." - Heb. 1:3*

- The Force of Freedom
- The Miracle Seed
- Stirring Up the Grace of God (Faith Oyedepo)
- Nurturing the Incorruptible Seed

## **THE SUPERNATURAL (PS. 82:5-7; JOHN 3:8)**

- Releasing the Supernatural
- Wonders of the Age (DPH)

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- Put Your Angels to Work
  - The Blood Triumph

### **THE HOLY SPIRIT (ACTS 1:1-8; ISAIAH 10:27)**

*"And it shall come to pass in that day that his/her burden shall be taken away from off thy shoulder, and his/her yoke from off thy neck, and the yoke shall be destroyed because of the anointing." – Isaiah 10:27*

- Anointing for Breakthrough
- The Release of Power
- The Mystery of the Anointing Oil

### **PROSPERITY (3 JOHN 2; PS. 35:27; ZECH. 1:17)**

*"Beloved, I wish above all things that thou mayest prosper and be in health, even as thy soul prospereth." - 3 John 2*

- Breaking Financial Hardship
- Covenant Wealth
- The Hidden Covenants of Blessings

### **PRAYER (1 JOHN 5:14)**

*"And this is the confidence that we have in him, that, if we ask anything according to his/her will, he heareth us" – 1 John 5:14*

- Keys to Answered Prayer



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## **HEALING (ISAIAH 53:3-4; JER. 8:22, MATT. 8:17)**

*"That it might be fulfilled which was spoken by Esaias the prophet, saying, Himself took our infirmities, and bare our sicknesses." – Matt. 8:17*

- Keys to Divine Health
- The Healing Balm
- Communion Table (Faith Oyedepo)

## **WISDOM (PROV. 24:3-4; ISAIAH 33:6)**

*"And wisdom and knowledge shall be the stability of thy times, and strength of salvation: the fear of the Lord is his/her treasure."*  
- Isaiah 33:6

- The Winning Wisdom
- Excellency of Wisdom
- Wisdom Diary Series

## **SUCCESS (JOSHUA 1:8 -10)**

*"This book of the law shall not depart out of thy mouth; but thou shalt meditate therein day and night, that thou mayest observe to do according to all that is written therein; for then thou shall make thy way prosperous, and then thou shalt have good success."*

- Success Buttons
- Toward Excellence in Life and Ministry
- Marriage Covenant (Faith Oyedepo)
- Making the Most of Opportunity (David Abioye)

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## **VISION (PROV. 29:18, JER. 29: 11)**

*"Where there is no vision, the people perish: but he that keepeth the law, happy is he." - Prov. 29: 18*

- Understanding Vision
- Service: The Master Key (Faith Oyedepo)
- Spiritual Apprenticeship (David Abioye)
- Stewardship: The Pathway to Honour (David Abioye)

## **CONSECRATION (HEBREWS 12:14, 2 TIM. 2:19)**

*"Nevertheless the foundation of God standeth sure, having this seal, the Lord knoweth them that are his. And let every one that nameth the name of Christ depart from iniquity." - 2 Tim. 2:19.*

- Dynamics of Holiness
- Emergence of the Glorious Church
- Conquering Controlling Powers
- A Living Witness (Faith Oyedepo)
- Dignity of the Believer (Faith Oyedepo)

## **PRAISE (2 CHRO. 20:20 – 22; PS. 67:1-7; 149: 1-9)**

*"And when they began to sing and to praise, the Lord set ambushments against the children of Ammon, Moab, and Mount Seir, which were come against Judah: and they were smitten." – 2 Chron. 20:22*

- Wonders of Praise
- Overcoming Anxiety (Faith Oyedepo)

## **Bishop David Oyedepo**

*Founding Bishop*