



FORESTRY RESEARCH INSTITUTE OF NIGERIA

REGULATIONS AND GUIDELINES FOR PROMOTION

1. PREAMBLE

The Forestry Research Institute of Nigeria was established to be the best and foremost research center of excellence with respect to knowledge-based forestry activities as measured by the acquired scientific breakthroughs in the area of forest resources, conservation, management and utilization, forestry manpower development and general sustainable environmental protection.

Research Institutes are established for doing research. A good Research Institute is known and judged by the quality of its research output. They are expected to reflect the best in terms of contemporary knowledge, academic content and breakthroughs. What makes sound academics depend largely on the extent to which one's colleagues, peer groups and students are able to read his/her contribution in the form of scholarly publications.

2. OBJECTIVES

The objectives for staff promotion are to promote

- (i) Sound scholarship
- (ii) Effective and competent Research/teaching output
- (iii) Professional competence and technical skills where applicable

3. MINIMUM OVERALL AVERAGE SCORE AND PERFORMANCE EVALUATION FORM / APER SCORING CRITERIA

3.1. Minimum Overall Average Score

Research Scientists are expected to obtain the following minimum overall average score in the third year preceding the year of promotion to the next grade.

a. Junior Research Fellow to Research Fellow II	-	50%
b. Research Fellow II to Research Fellow I (Possession of M.Sc. is Compulsory)	-	60%
c. Research Fellow I to Senior Research Fellow	-	60%
d. Senior Research Fellow to Principal Research Fellow (Officers possessing M.Sc.)		70%
OR		
Senior Research Fellow to Principal Research Fellow (Officers possession Ph.D.)	-	60%
e. Principal Research Fellow to Associate Research Professor (Possession of Ph.D. is compulsory)	-	70%
f. Associate Research Professor to Research Professor	-	70%

3.2. APER Scoring Criteria for Promotion of Research Scientists

During the promotion year, the staff concerned shall be assessed based on the APER scoring criteria in Table 1 below.

Table I APER Scoring Criteria for Research Scientists

1	Research/Consultancy Experience and Other Sponsored Research Activities	20%
2	Publications	60%
3	Other Official Duties: a) Participation in Conferences, Seminars, Trainings, etc. (5%) b) Participation in General Institute Administration (5%) c) Approved National and Public Service Assignments (5%) d) Other Official Duties (5%)	20%

3.3. Any year that a candidate will not be put forward for promotion, assessment shall be based on (1 and 3) above only. However, in the promotion year, assessment shall be based on 1, 2 and 3 in Table I & II.

3.4. Criteria for Scoring Research/Consultancy Activities

Weight shall be assigned to FRIN research/consultancy activities as follows:-

- a. Project Coordinator (PC) - 3 Marks
- b. Team Leader (TL) - 2.5 Marks
- c. Research Associate (RA) - 2 Marks

4. Assessment of Research Staff Publications

4.1. Where a publication is the result of a joint effort between the person being considered for promotion and others, the lead author will get 100% of the score awarded to the publication and all other contributors will get 70% irrespective of their position on the authors’ list.

4.2. Sole authorship of an acceptable publication shall be entitled to 100% of the score awarded to the publication.

4.3. An acceptable publication includes a refereed book, journal articles, book chapters, articles in refereed proceedings, monographs and occasional papers, all with distinctive academic quality, originality and contribution to knowledge.

4.4. For a publication to be acceptable, it must have appropriate International Standard Book Number (ISBN).

4.5. Books, chapters in books, refereed conference proceedings, monographs, peer-reviewed occasional papers, and FRIN policy briefs/memoranda shall be assessed. The following represents the guidelines for assessing quality and spread of publications:

4.5.1. **FRIN-Based Publications:** Articles in Journals/Chapter in books, monographs, occasional papers, proceedings published by the Department or Institute within the author’s vicinity and/or the editorial board members are drawn mainly from FRIN. Policy briefs/memoranda approved by the Institute belong to this category of publications.

- 4.5.2. **National Publications:** These shall include articles in Journals/Chapter in books, monographs, occasional papers and proceedings published within Nigeria. In case of a Journal, its editorial board members should not be from the same institution.
- 4.5.3. **International Publications:** Articles in Journals/Chapters in books, monographs, occasional papers and proceedings published outside Nigeria or where the editorial board consists of both Nigerian and non-Nigerians (Evidence of participation of non-Nigerians in the decision-making process of the publication shall be ascertained). In addition, the Journal must be on the Internet, have international spread of contributors and must be regular.
- 4.6. With a view to accommodating the peculiarities of the various sources of publications and academic cadre, the publications spread should be as in Table II a below.

Table IIa: Publications Spread for Junior Research Fellow to Principal Research Fellow

Cadre	Percentages (%) of Spread of Publications	
	FRIN-Based Publications	National/International Publications
Research Fellow II	Maximum 25(Publications not Required)	Minimum 75(Publications not required)
Research Fellow 1	Maximum 30	Minimum 70
Senior Research Fellow	Maximum 25	Minimum 75
Principal Research Fellow	Maximum 20	Minimum 80

Table IIb: Publications Spread for Associate Research Professor to Research Professor

Cadre	Percentages (%) of Spread of Publications		
	FRIN-Based Publications	National Publications	International Publications
Associate Research Professor	Maximum 20	50	Minimum 30
Research Professor	Maximum 20	40	Minimum 40

Table II c: Journal Publications Spread for Associate Research Professor and Research Professor

Cadre	Number of Publications			
	FRIN-Based Publications	National Publications	International Publications	Minimum Number of Journal Papers Required
Associate Research Professor	Maximum 4	Maximum 10	Minimum 6	20
Research Professor	Maximum 5	Maximum 10	Minimum 10	25

- 4.7. The scoring of publications for Research Scientist going for Associate and Research Professorship is as follows:
- a. Journal Publications: A minimum of twenty-five (25) good quality Journals published by a professional association, an institution or a reputable journal publishing outfit (e.g. Elsevier, Taylor and Francis, etc.).

- b. Referred Conference Proceeding Papers: A maximum of ten (10) Referred Conference Proceedings Papers which must be Society based, University based & Institutional based.
- c. Chapters in Books. The books must be research-based books for researchers and tertiary institutions. A maximum of five (5)
- d. Books (Research based books): A maximum of two (2)
- e. Patents: Maximum of three (3)
- f. Monographs / Technical Reports: Maximum of ten (10)

4.8. The attributes of the various publications recognised for purposes of assessment are the following:

A. Books

- 1. Definition of a Book: A book is regarded as a publication divided into chapters and more than eighty (80) pages, excluding cover page. A book shall have an ISBN.
- 2. Publishers should be those recognised by FRIN
- 3. Evidence of peer review should be requested for at the Institute level.
- 4. Textbooks published for primary and secondary schools are **unacceptable** for promotion exercise in the Institute.
- 5. Books published by tertiary institutions are acceptable for promotion exercise in the Institute.
- 6. A published book should be the product of a rigorous assessment by academics in the researcher's area of specialisation.

B. Monographs and Occasional Papers

- 1. Monographs and Occasional Papers must be appropriately indexed.
- 2. Monographs and Occasional Papers must bear the imprints/certification of the sponsoring agencies.
- 3. And any other FRIN in-house set standards for assessing monographs.

Note:

All Research Scientists must note that publications in **FRIN based journals** is **compulsory**.

B (i) Definition and Allotment of Points for Technical Report and Monograph

- (i) The Institute should re-emphasize the provision that a monograph should be defined as “a research paper on one particular subject. It must be the product of an original research and must be published or accepted for publication in a reputable outlet”. Monographs should also bear imprints and be peer reviewed.
- (ii) Since a monograph does not go through the same level of peer review as a journal article, the maximum score for a monograph should remain 2.

- (iii) It should also be emphasized that lectures delivered at workshops and seminars are unacceptable as technical reports and monographs.

C. Journals

1. Journals of international standard are as determined by the Institute A&P Panel in consultation with the Department. The articles in such journals must be peer-reviewed, indexed and should reflect international authorship.

Though journals of international standard may not necessarily be location-bound, the fact still remains that all the journal articles of candidates should not be totally local. A reasonable number of articles should, at least, be published off-shore and should be international. This means that some of the journal articles should be published outside the country.

A candidate being put up for promotion to the grade of Principal Research Fellow and up to the grade of Research Professor should have a reasonable number of journal articles published outside the country

2. Local journals are determined by the Institute A&P Panel in consultation with the Department. Articles in these journals must be refereed, and may or may not be indexed. Contributions and circulation may be limited to Nigeria.
3. All journals, hard copy or electronic, must be peer reviewed.
4. Journals based in Colleges of Education and Monotechnics/Polytechnics are unacceptable for promotion purpose.
5. The location of the journal (country only, not city) in which an article is published should be indicated in brackets after each citation in candidates' CV.
6. In respect of promotion to the grade of Senior Research Fellow not less than 65% of the articles in journals should have been published in journals of international standard. (**International in this context is not location - bound**).
7. In respect of promotion to the grade of Principal Research Fellow not less than 60% of the articles in journals should have been published in journals of international standard. (**International in this context is not location -bound**).
8. Papers published in predatory journals will not be assessed for promotion.

D. Other things to Note on Journal and Non-Journal Publications

1. Books, chapters in books, refereed conference proceedings, monographs, technical reports, copyrights and patents shall be assessed. However, in order to accommodate the peculiarities

of the various disciplines in the Institute, they should not constitute more than 40% of the candidate's publications.

2. A patent refers to “A declaration issued by a government agency declaring someone an inventor of a new invention and having the privilege of stopping others from making, using or selling the claimed invention” while a copyright is “The right by law to be the entity which determines who may publish, copy and distribute a piece of writing, music, picture or other work of authorship” (<http://thesaurus.altervista.org/dictionary>).
 - i. Every patent accepted for appointment and promotion must have gone through standardized procedures and must have been certificated by designated authorities.
 - ii. A copy of the patent's certificate must be presented before its acceptance for promotion purposes.
 - iii. Copyrights are recognized intellectual works and carry the maximum score of 5. Every copyright that is to be considered for promotion purposes must be certificated.
3. For Principal Research Fellow and above, publications that are not in print as at the time of application for promotion shall not constitute more than 10% of the candidate's publication for assessment.
4. For candidates seeking promotion from the grade of Senior Research Fellow to Principal Research Fellow, 75% of publications should be published.
5. Internal assessors should comment on each publication, including stating its contribution to knowledge and relevance to the candidate's field.

E. Scoring of Publications:

Each publication should then be scored using the following system:

- | | | | |
|-------|--|---|--------------|
| (i) | Books (Research based) | - | 5 points |
| (ii) | Chapter in Book | - | 1.5 points |
| (iii) | Refereed Conference Proceedings | - | 2 points |
| (iv) | Teaching Manual, Monographs and Technical Reports | - | 2 points |
| (v) | Patents | - | 8 points |
| (vi) | Journal Articles | - | 5 points max |
| | a. Highly rated journals from G8 countries. Journals from volumes 25 and above | - | 5 points |
| | b. Highly rated journals from G8 countries. Journal articles from volumes 1 – 24 | - | 4 points |
| | c. Journals from developing countries that are society and institutional based with articles that appear in volumes 25 and above | - | 3.5 points |

- d. Journals from developing countries that are society and institutional based with articles that appear in volumes 1 - 24 - 2.5 points
- (vii) Chapter in Book - 1.5 points
- (viii) FRIN Research Publication - 2 .5points

The total points scored from all publications shall be divided by 2.

F. General information:

- i. A page summary of Research Focus is to be prepared by candidates for External assessor's consideration along with the list of publications. A candidate's Research Focus **MUST NOT** exceed one page. It must clearly state their areas of specialty and sub-specialty, and their significant contributions within such. The recommended font type, size and line spacing are Times New Roman, 12 and 1.5.
- ii. External assessors being nominated must be in the same area of specialization with the candidates they are to assess.
- iii. Letters to assessors must request paper-by-paper assessments (i.e. narratives) of candidates' publications.
- iv. The year for which a candidate is seeking promotion must be clearly indicated at the top of his/her CV
- v. Every Research Scientist is expected to do an annual update of his/her CV whether he/she is being considered for promotion or not. This should be handled at the departmental level.
- vi. A flyer should be defined as a candidate who has consistently been productive as evident by promotion as at when due. Applicants who are qualified to be flyers are those who have been publishing consistently and are qualified to apply as Research Professor after not less than five or not more than six years as Principal Research Fellow/Senior Lecturer. Otherwise, those who do not meet the criterion of consistent publishing and have waited for more than six (6) years cannot apply for Research Professorship without going through Associate Research Professor
- vii. Technical Report: It is generally believed that a technical report should be available for assessment.
- viii. Where a candidate has more than one article in the same journal, such articles should be scored independently.
- ix. Only one member of a Departmental A&P Panel should be picked as an assessor for a candidate and not more than 2 members at the department level.

- x. Where there is no correlation between an assessor's comments and his/her final score/pronouncement on a candidate, the whole report should be read and each case determined on its own merit.
- xi. Books/chapters/monographs/technical reports published outside Nigeria are not to be accepted in place of foreign journal articles.
- xii. Articles/books co-authored by a candidate and a would-be-assessor should not be more than 20% of the candidate's publications for the assessor to be found eligible to assess that particular candidate.
- xiii. Each publication should be scored using the points indicated in 4.8 E. The percentage contributions of the candidate are then applied to arriving at the weighted score of the candidate. **(As shown in table III).**

Table III: Minimum Publication Scores for Research Scientist

Grade Sought	Minimum Score from publications for Promotion
Research Fellow II	10 points (Publications not required)
Research Fellow I	15 points
Senior Research Fellow	20 points
Principal Research Fellow	25 points
Associate Research Professor	35 points
Research Professor	40 points

G. Assessment of Administrative Duties

- i. Heads of departments, Provost of Colleges, Heads of Outstations. Heads of Sections/ Heads of Departments in the Colleges, Deans of students, SIWES Coordinator, NYSC Coordinators, Examination Officers, Hall Wardens, Seminar Coordinators, and all others holding administrative positions (see **b**) recognized by the Institute who are not Research Professors should be rewarded for engaging in administrative duties.
- ii. A maximum of 2.5 points is to be assigned to each administrative position held since a candidate's last promotion or appointment subject to the maximum of 5 points for candidates seeking promotion to cadres up to Principal Research Fellow and 10 points for candidates seeking promotion to the Research Professorial Cadre.

5. Assessment of Publications by External Assessors

- 5.1. For promotion to the ranks of Associate Research Professor and Research Professors, candidates put up for promotion shall have their publications sent to external assessors.

- 5.2. Such publications are to be sent to three assessors. Two or three positive reports make the promotion successful; also, two or three negative reports render the promotion unsuccessful and concluded.
- 5.3. For promotion to the rank of Research Professor, one of the external assessment must be off shore and its report will be a major determinant of the success of the candidate.

Note:

Candidates for promotion to the rank of **Principal Research Fellow without a Ph.D.** should score a minimum of **30 points** in publications.

5.4. Criteria Guiding Selection of External Assessors

The following criteria shall guide the selection of external assessors:

- 5.4.1. Assessors must be specialists in the area under review.
- 5.4.2. Consent to serve as assessors must be obtained before publications are sent to assessors.
- 5.4.3. For promotion to ranks of Associate Research Professor and Research Professor, all assessors must be Professors.
- 5.4.4. Each proposed assessor must have attained both national and international eminence in a relevant academic discipline from reputable universities and relevant research institutes.
- 5.4.5. An individual shall not be eligible to serve as an external assessor after three years' disengagement from a university/research system.

5.5. Uniform Format for Assessors' Reports

- 5.5.1. Assessors shall be required to comment and give detailed assessment of each publication. The quality of each publication shall be rated as in Section 4.1.
- 5.5.2. The percentage contribution of candidates as reflected in their CVs as well as maximum scores of publications should be indicated on the score sheet sent to assessors alongside candidates' publications.
- 5.5.3. Each assessor should also be requested to make specific and categorical statements on a candidate's overall contribution to scholarship, research and teaching development.

6. FRAMEWORK FOR THE CONDUCT OF PROMOTION IN THE INSTITUTE

Incompliance with the approved Government guidelines for promotion of Staff the following are expected:

- 6.1 Promotions shall be effective as from the 1st of January of the year it was conducted.
- 6.2 There shall be a standing Departmental Promotions Committee (DPC) for both Senior and Junior Staff (in all Colleges, Zonal Directorates, Centers and all Departments in the Institute,

the Research Coordinating unit shall coordinate all Centers and the Forest Based Resource Centers, the Zonal Directors shall coordinate the Promotion of all Research Outstations in their Zones)

and Institute Central Promotion Committee whose functions shall include consideration of reports from Departmental Promotion Committees (DPC) for submission to the Director-General (FRIN) and the Board.

- 6.3 The relevant Heads of sections in all Departments in the Institute, Centers, Zonal Directorates and Provosts shall consider applications from candidates and shall forward the list of all approved cases to the Heads of Departments in the Institute, Head of Research Coordinating Unit, Zonal Directors and Provosts of Colleges who in turn will present same to the DPC for consideration.
- 6.4 The relevant Heads of Departments in the Institute, Zonal Directorates and Colleges shall be responsible for making recommendations for the promotion of the Staff in their Departments, Centers and Outstations after due considerations by the relevant Departmental Promotion Committees.

6.5 Composition of Departmental Promotions Committee in the Institute, Outstations, Centers and Colleges:

All Departments in the Institute, Centers, Zonal Directorates and Colleges shall have a separate Departmental Promotions Committee whose membership shall include:

1. Heads of Departments /Zonal Directors / Provosts / Head of Research Coordinating Unit
 2. Heads of Sections
 3. Principal Research Fellows, Associate Research Professors and Research Professors, if applicable and available in the Department. In a situation where this is not applicable the most Senior Research Scientist in the Department should be a member.
 4. A Research Professor or Associate Research Professor from any related Department
 5. Departmental Admin. Secretary. The most senior Admin Officer in the Department shall be the Admin Secretary.
- 6.6. Members of Departmental Promotions Committee in the Institute, Centers, Zonal Directorates and Colleges who are Senior Research Fellows shall not participate in the assessment of candidates to the rank of Associate Research Professor.
- 6.7. Members of Departmental Promotions Committee in the Institute, Centers, Zonal Directorates, and Colleges who are Associate Research Professors shall not participate in the assessment of candidates to the rank of Research Professor.
- 6.8 Where a member of DPC is being considered for promotion, he/she should not be present at the meeting where he/her is being considered.

- 6.9 When Departmental Promotions Committee cannot be duly constituted, the Director-General shall constitute one for the Department in the Institute, Centers, Zonal Directorates or Colleges as the case maybe

7.0 Eligibility for Promotion

- 7.1. To be eligible for promotion, a Research Scientist must have spent not less than three years on his/her current post. Senior non Research staff on Conraiss 6-12 must have spent a minimum of three years on the current post, while senior non Research Staff on Conraiss 13- 14 must have spent a minimum of 4years on the current post.
- 7.2. All officers selected for any promotion exercise shall be considered, except those who are under disciplinary action. The DPC should liaise with the secretary of the Disciplinary Committee for information on this, with due consultation with both open and confidential files of concerned individuals as a way of determining if the disciplinary case falls within the year of assessment.
- 7.3. In outstanding and exceptional cases, a Research Scientist may be considered for promotion after spending not less than two years on his/her current post. What makes one outstanding or exceptional is having a research breakthrough that can be patented.
- 7.4. Promotion shall normally be from one Grade Level to an appropriate step of the next higher Grade Level, in line with government guidelines.
- 7.5. Promotion exercise for Research Scientist shall not be limited by vacancies. The promotion of non Research Staff shall be a function of vacancy amongst others.
- 7.6. All staff that were not recommended for promotion, but believes that they ought to have been recommended, shall have a right to petition to the Director-General and thereafter complete the promotion form, if and when their petition attracts merit.
- 7.7. The absence of a Research Scientist from the Institute on study leave, in-service training leave, sabbatical leave, leave of absence or other authorized leave, shall not preclude such staff from being recommended for promotion, if he or she is eligible.
- 7.8. In putting up a candidate, the Provosts of Colleges, the Head Research Coordinating Unit Zonal Directors and all Heads of Departments in the Institute, in consultation with the Head of Sections, shall indicate clearly, the progress the candidate has made since his/her last promotion.
- 7.9. A Research Scientist being put up for promotion should indicate in his/her Curriculum Vitae (CV) the dates of:-
- a) Last promotion or appointment; and
 - b) When last considered for promotion and to what grade level.
- 7.10 Non-Research Scientist eligible for promotion should submit completed and signed APER forms from three/four years preceding the year of eligibility

7.10 Academic Status and Eligibility for Promotion

The attainments of a Research Scientist as at December 31st of the preceding year in terms of academic qualifications and publications will be considered in determining the status and eligibility of a

Research Scientist for promotion. However, acquisition of a Ph.D. degree is compulsory for promotion to the grade of Associate Research Professor and above.

8.0 Appeal against the Decision of Institute Promotion Committee

Any candidate not recommended for promotion and strongly feels otherwise can petition at any stage of appraisal to the FRIN Governing Board through the Director-General of the Institute.

9.0 Procedure for Staff Promotion

- 9.1. In line with Government approved guidelines the month of January each year shall be the period for conducting promotion exercise in the Institute. To accomplish this, the following must be ensured:
 - 9.1.1 In the first week of October of the year preceding the year of promotion, the Institute Secretary will issue a Circular directing all Heads of Departments in the Institute, Centers, Zonal Directorates, and Colleges to commence the process of promotion.
 - 9.1.2 The exercise should be completed within six (6) weeks and the reports submitted to the Institute Central Promotion Committee for further processing.
 - 9.1.3. The Departmental Promotion Committee (DPC) report should be prepared in the prescribed format for submitting the report. Within the framework of this format, the promotion recommendation for the Research Cadre should be based on their Curriculum Vitae (CV), report of assessment of their publication, external assessment report (where necessary). For the Administrative and other support staff cadre, the report should be based on entries in their APER form which accounts for 20% of total score for promotion.
 - 9.1.4 The Administrative and other support staff cadre shall hereafter sit for a written examination to be conducted between the middle of November and the second week of December. The score for the examination will account for the remaining 80%.
 - 9.1.5 The Central Promotion Committee shall objectively consider the reports from the Departmental Promotion Committee (DPC) with their recommendation(s) submitted to the office of the Director-General for further consideration.
- 9.2. Starting from the last week of January each year, promotion recommendations shall be considered and decided upon by the appropriate appointing authorities.
- 9.3. Staff petitioning for promotion shall submit their petitions to the Director-General by the conclusion of the promotion year activities.
- 9.4. These petitions shall be considered immediately after the relevant appointing authorities have completed the consideration of the regular promotion recommendations.

- 9.5 Results of promotion shall be communicated in writing to successful staff, soon after approval by the Governing Board
- 9.6 Involvement in examination malpractices is serious misconduct. Any officer caught will be sanctioned in compliance with the full provisions of the Public Service Rule (PSR)



FORESTRY RESEARCH INSTITUTE OF NIGERIA

GUIDELINES ON THE REGULATIONS FOR PROMOTION OF THE ACADEMIC STAFF IN THE LIBRARY

1.0. APER Scoring Criteria for Promotion of Librarians (Senior Librarian and above)

During the promotion year, the staff concerned shall be assessed based on the APER scoring criteria in Table 1 below.

Table I APER Scoring Criteria for Senior Librarian to Institute Librarian

1	Research/Consultancy Experience and Other Sponsored Research Activities	20%
2	Publications	60%
3	Other Official Duties: a) Participation in Conferences, Seminars, Trainings, etc. (5%) b) Participation in General Institute Administration (5%) c) Approved National and Public Service Assignments (5%) d) Other Official Duties (5%)	20%

1.1. Any year that a candidate will not be put forward for promotion, assessment shall be based on (1 and 3) above only. However, in the promotion year, assessment shall be based on 1, 2 and 3 in Table 1 & II.

2. Assessment of Library Academic Staff Publications

2.1.. Where a publication is the result of a joint effort between the person being considered for promotion and others, the lead author will get 100% of the score awarded to the publication and all other contributors will get 70% irrespective of their position on the authors' list.

2.2. Sole authorship of an acceptable publication shall be entitled to 100% of the score awarded to the publication.

2.3. An acceptable publication includes a refereed book, journal articles, book chapters, articles in refereed proceedings, monographs and occasional papers, all with distinctive academic quality, originality and contribution to knowledge.

2.4. For a publication to be acceptable, it must have appropriate International Standard Book Number (ISBN).

2.5. Books, chapters in books, refereed conference proceedings, monographs, peer-reviewed occasional papers, and FRIN policy briefs/memoranda shall be assessed. The following represents the guidelines for assessing quality and spread of publications:

2.5.1. **FRIN-Based Publications:** Articles in Journals/Chapter in books, monographs, occasional papers, proceedings published by the Department or Institute within the author's vicinity and/or the editorial board members are drawn mainly from FRIN. Policy briefs/memoranda approved by the Institute belong to this category of publications.

- 2.5.2. **National Publications:** These shall include articles in Journals/Chapter in books, monographs, occasional papers and proceedings published within Nigeria. In case of a Journal, its editorial board members should not be from the same institution.
- 2.5.3. **International Publications:** Articles in Journals/Chapters in books, monographs, occasional papers and proceedings published outside Nigeria or where the editorial board consists of both Nigerian and non-Nigerians (Evidence of participation of non-Nigerians in the decision making process of the publication shall be ascertained). In addition, the Journal must be on the Internet, have international spread of contributors and must be regular.
- 2.6. With a view to accommodating the peculiarities of the various sources of publications and academic cadre, the publications spread should be as in Table III below.

Table II a: Publications Spread for Senior Librarian to Deputy Librarian

Cadre	Percentages (%) of Spread of Publications	
	FRIN-Based Publications	National/International Publications
Senior Librarian	Maximum 30	Minimum 70
Principal Librarian	Maximum 25	Minimum 75
Chief Librarian	Maximum 20	Minimum 80

Table II b: Publications Spread for Deputy Librarian to Institute Librarian

Cadre	Percentages (%) of Spread of Publications		
	FRIN-Based Publications	National Publications	International Publications
Deputy Institute Librarian	Maximum 20	50	Minimum 30
Institute Librarian	Maximum 20	40	Minimum 40

Table II c: Journal Publications Spread for Deputy Librarian and Institute Librarian

Cadre	Number of Publications			
	FRIN-Based Publications	National Publications	International Publications	Minimum Number of Journal Papers Required
Deputy Librarian	Maximum 4	Maximum 10	Minimum 6	20
Institute Librarian	Maximum 5	Maximum 10	Minimum 10	25

3. Scoring of Publications:

- 3.1 Each publication should then be scored using the following system:

Guidelines on the Regulations for Promotion of the Academic Staff

- | | | | |
|-------|---|-----|------------|
| (i) | Books (Research based) | - | 5 points |
| (ii) | Chapter in Book | - | 1.5 points |
| (iii) | Refereed Conference Proceedings | - | 2 points |
| (iv) | Teaching Manual, Monographs and Technical Reports | - | 2 points |
| (v) | Patents | - | 8 points |
| (vi) | Journal Articles | - - | 5 points |
- maximum
- e. Highly rated journals from G8 countries. Journals from volumes 25 and above
- 5 points
 - f. Highly rated journals from G8 countries. Journal articles from volumes 1 – 24
- 4 points
 - g. Journals from developing countries that are society and institutional based with articles that appear in volumes 25 and above - 3.5 points
 - h. Journals from developing countries that are society and institutional based with articles that appear in volumes 1 - 24 - 2.5 points
- | | | | |
|--------|----------------------------|---|------------|
| (vii) | Chapter in Book | - | 1.5 points |
| (viii) | FRIN Research Publications | - | 2 points |

The total points scored from all publications shall be divided by 2.

Minimum Publication Scores for Senior Librarian to Institute Librarian

Each publication should be scored using the scale indicated in 3.1 above. The percentage contributions of the candidate are then applied to arriving at the weighted score of the candidate. (As shown in table IV).

Table IV: Minimum Publication Scores for Librarian from Senior Librarian to Institute Librarian

Grade Sought	Minimum Score from publications for Promotion
Senior Librarian	15 points
Principal Librarian	20 points
Chief Librarian	25 points
Deputy Librarian	35 points
Institute Librarian	40 points

Criteria for Scoring Research Publications for Academic Librarians

- (1) Senior Librarian - Principal Librarian

Guidelines on the Regulations for Promotion of the Academic Staff

	Qualification	-	Minimum of Masters Degree 6 Conferences/Seminar papers+ 5 journal articles
(2)	Principal Librarian Qualification	- -	Chief Librarian Minimum of Masters Degree 8 Conferences/Seminar papers + 7 journal articles
(3)	Chief Librarian	-	Deputy Institute Librarian Minimum of Masters Degree 10 Conferences/Seminar papers + 10 journal articles
(4)	Deputy Institute Librarian		Institute Librarian Minimum of Masters Degree 15 Conferences/Seminar papers + 15 journal articles

Note :

Appointment of Institute Librarian is by advertisement and is open to all. The possession of a Ph.D. is an added advantage for appointment into this office.