



FORESTRY RESEARCH INSTITUTE OF NIGERIA

GUIDELINES FOR COMPLETING PERFORMANCE EVALUATION FORM / PUBLICATION FORMATS

(Research / Academic Staff)

Addendum Issues relating to Promotion Exercises in the Institute

Arrangement of Publication in CV and Submission

- All papers should be arranged according to the format of the Online Performance Assessment Form.
- A situation where journal papers are mixed with proceedings will no longer be entertained and any candidate that fails to adhere strictly to the new format will be stepped down i.e. will not be considered for promotion. Departmental Promotion Committees should ensure strict compliance to the above condition before sending the publications of such candidates to the Central Promotion Committee.
- Publications should be arranged chronologically, starting from the **most current** (asterisk those that have appeared since your last promotion).
- Your **Surname and initials** should be in bold typeface in all your listed publications (*see format/guideline below*).
- Henceforth, candidates submitting papers for promotion should ensure that the country of the journal house (e.g. Nigeria, Ghana, Brazil etc.) should be boldly indicated beside the title of the journal (*see format/guideline below*). It is equally important that the DOI of the paper should be included for easy assessment. **Any paper that does not indicate the country where the journal house is domiciled may not be assessed for promotion.**
- All publications should be printed, chronologically arranged, numbered as stated in Promotion Form and packaged using soft binding (hard binding for Associate Professor and Professor)

Letters of Acceptance

- Only **one (1) letter of acceptance** of paper received from a journal/conference house will be assessed for promotion of candidates to the positions of Associate Professor and Professor while only **two (2) letters of acceptance** will be allowed for other categories of research staff)
- The letter of acceptance submitted **MUST** be accompanied with evidence of payment (where appropriate) and editors contact details).

Predatory Publications

- Predatory journals are journals that fall within the set of journals published by individuals or organizations that are usually not University/research Institute based or Association based. They are usually without or with very minimal review standard or process.
- There are however, some few exceptions that do not fall within the category listed above but have been recognized and accepted within the academic cycle as internationally reputable journal houses. **Examples include Taylor and Francis, Elsevier, Springer, Wiley etc.**
- It is important to note that there are also fake versions of these reputable journals; hence care must be taken when assessing candidates' papers. Where in doubt, candidates should be asked to submit the reviewed versions of the paper submitted to the journal in question to ascertain the thoroughness of the review process of that journal.
- In view of the above, publications in predatory journals or by predatory publishers are not acceptable (consult adopted FRIN List – FRIN Website) and **will not be assessed for any candidate.**

Guidelines for Completing Performance Evaluation Form / Publication Formats

Area of Specialization

- For both Associate Research Professor and Research Professor positions, at least 60% of your publications should be in your area of specialization.
- Other researcher scientists and lecturers should also endeavour to align their research efforts in chosen area of specialization.

Number of papers in a journal/spread of publications

- In line with what is obtainable in the universities and other academic cycles, the maximum number of papers that may be assessed for promotion from a single journal (not edition) is 3 irrespective of the presumed quality of the journal with the exception of FRIN journal. This is to encourage the spread of publications by candidates and avoid the concentration of papers in one journal whether local or international.
- Publication of papers by researchers in FRIN journal is mandatory. Henceforth, any candidate due for promotion **without** any paper in FRIN journal will be stepped down until that requirement is fulfilled. Meanwhile, the maximum number of papers published in FRIN journal that may be assessed for promotion shall be as follows:

Principal Research Fellow	4
Senior Research Fellow	3
Research Fellow I	3
Research Fellow II	3
- Please note that the maximum number of papers in FRIN journal assessed for the position of Professor and Associate Professor is 5 and 4 respectively.

Petition on promotion matters

- Where a candidate discovers that he/she was not promoted after he/she had earlier assessed himself/herself and found to have met the requirement, such a candidate has the right to petition and demand to know why he/she was not promoted and this should be at most one month (not later than 30 days) after the release of the promotion list.
- **Any petition relating to promotion after one month will not be entertained.**

Patented and Trademarked product(s)

- A patented product shall be the outcome of a research published in a reputable journal or as a technical manual. Such patented product must have passed through the various processes of authentication, validation and duly registered and certificated in the name of the Institute.
- A patent will attract 8 points and the maximum number of patented works that can be assessed for promotion shall be three (3) for all categories of positions. **It is important to note that no provision is made for the assessment of trademarked product in the promotion guideline.**
- However, a comprehensive technical report arising from the trademarked product may be considered for promotion.

Frauds and other Academic offences

- Fraud in any form or shade is a crime in civil service and is punishable under the law.
- Academic frauds in the form of plagiarism, publishing a paper in two or more journals, publishing another author's paper by the substitution of names, etc. are criminal offences that attract punishments in line with extant rules and regulations.
- Punishment for such crimes could range from demotion, denial of promotion to outright dismissal depending on the severity of the offence(s).

**PROCEDURE FOR PROMOTION TO PROFESSORIAL CADRE FROM
THE DEPARTMENT TO INSTITUTE PROFESSORIAL ADVISORY
COUNCIL (PAC)**

(Associate Research Professor / Research Professor)

The promotion to professorial cadre in the Institute shall follow the underlisted process:

1. A staff willing to be considered for promotion to the rank of either Associate Research Professor or Research Professor shall fill the appropriate Performance Evaluation Form in line with the Promotion Guidelines.
2. He / She shall submit the filled form and a soft-bound copy of all his/her publications to his/her Head of Department. In the case of Colleges, the submission shall be made to the Provost. The publications should be numbered and arranged in the same way as they have been listed in the Performance Evaluation Form.
3. Where the Head of Department or Provost is a Professor, he/she will convey a meeting of other Professors in the Department to evaluate the submissions. Where he/she is the only Professor, a minimum of two other Professors within the Institute will be invited to join the Departmental evaluation team. In Departments where there is no Professor yet, three Professors from the Institute will be constituted for the evaluation of their staff. Evaluation at this stage shall be to ensure that the staff has complied with the Promotion Guidelines and that the publications submitted are appropriate and adequate. It should be noted that only Professors can assess staff for promotion to Professorial cadre; therefore, the Departmental evaluation team should consist only Professors.
4. After passing through this first stage, the staff will be requested to submit three copies of the Performance Evaluation Form and three soft-bound copies of the publications to the sub-committee of Professorial Advisory Council (PAC) for consideration. It is at this stage that paper-by-paper assessment and scoring will be done in line with the standard stipulated by PAC. A report from the sub-committee shall be submitted to PAC for further consideration.
5. The Professorial Advisory Council shall consider the report of its sub-committee and decide on which staff are prima-facie qualified for promotion to the rank of Associate Research Professor or Research Professor. Five external assessors shall be recommended for each prima-facie qualified staff based on the area of specialization.
6. The Institute's Director-General shall select three out of the five recommended external assessors for each staff and contact them to assess the staff. The Institute's promotion guidelines shall be sent to the external assessors to facilitate their assignment.
7. The reports from the external assessors shall be considered by PAC. For a staff to be promoted, it is mandatory that at least two of the three external assessors' reports be positive.

GUIDELINE / FORMAT FOR LISTING PUBLICATIONS

Thesis/Dissertation

You should list your thesis/dissertation starting with the most recent (i.e., Doctoral, Master's and First Degree, as applicable). In each case, the order should be Surname, Initials, Year, Title of thesis/dissertation, Type of thesis/dissertation in italics (whether PhD, Master's or Bachelor's), where it was submitted to (Department, Institution, Town, Country), and total number of pages.

Examples for a staff named Dr. O. A. Smith:

Smith, O. A. (2001). Insect biodiversity in undegraded and degraded forests in Omo forest reserve, Nigeria. *PhD thesis*, Department of Forest Resources Management, University of Ibadan, Ibadan, Nigeria. 210p.

Smith, O. A. (1996). Arboreal arthropod association with epiphytes and the effects of gap harvesting in Oluwa forest reserve, Nigeria. *M.Sc. dissertation*, Department of Forest Resources Management, University of Ibadan, Ibadan, Nigeria. 156p.

Smith, O. A. (1993). Effect of sample plot size on volume estimates in *Tectona grandis* plantations in Gambari forest reserve, Nigeria. *Final Year Project Report*, Department of Forest Resources Management, University of Ibadan, Ibadan, Nigeria. 85p.

Books/Monographs

a. Authored Books

The order of listing should be Surname, Initials, Year, Title of Book in italics, Publisher, Town, Country, total number of pages, and ISBN.

Smith, O. A. (2018). *Forest Entomology Practices in Nigeria*. Ibadan University Press, Ibadan, Nigeria. 300p. ISBN 978-1-85421-211-6

If the book has more than one author, it will be listed as follows:

Adeleke, J. B., Abubakar, A., **Smith, O. A.**, and Okafor, U. E. (2018). *Forest Entomology Practices in Nigeria*. Ibadan University Press, Ibadan, Nigeria. 300p. ISBN 978-1-85421-211-6

If the book is not the first edition, add this information between the title and the publisher.

If the book is an e-book, instead of publisher information, provide the Digital Object Identifier (DOI) or the Uniform Resource Locator (URL).

Adeleke, J. B., Abubakar, A., **Smith, O. A.**, and Okafor, U. E. (2018). *Forest Entomology Practices in Nigeria*. DOI:10.1006/C2110-0-64686-4

Adeleke, J. B., Abubakar, A., **Smith, O. A.**, and Okafor, U. E. (2018). *Forest Entomology Practices in Nigeria*. <https://www.prineer.com/gp/book/9783662134261>

b. Edited Books

The order of listing an edited book is as follows: Editor's Surname, Initials, (Ed.) (Year). *Title of the Book*. Publisher information. Total number of pages. ISBN

If the book has more than one editor, use (Eds.) instead of (Ed.)

Smith, O. A., and Okafor, U. E. (Eds.) (2020). *Common Forest Insects in Nigeria*. Ibadan University Press, Ibadan, Nigeria. 300p. ISBN 978-1-95434-215-2

c. Contribution to Books (Book Chapters)

Author Name, Initial(s). (Year). Title of chapter. In Editor Name (Ed.), Title of book (page numbers).
Publisher information. Page numbers containing the book chapter.

Smith, O. A. (2020). Forest defoliators. In Smith, O. A., and Okafor, U. E. (Eds.), *Common Forest Insects in Nigeria*. Ibadan University Press, Ibadan, Nigeria. pp.225-258.

Journal Papers

Listing of journal papers should be done as follows: Author(s) surname and initials (Your own name and initials should be in bold font), year of publication in parentheses, title of the paper, name of journal in italics (in full, not abbreviated), volume number (and issue number in parentheses where available), page numbers containing the paper, DOI number/publication link (where available), [country of publication in bold font, and your percentage contribution].

Smith, O. A. (2018). Population dynamics of *Anaphe venata* Butler (Lepidoptera: Notodontidae) in Old Oyo National Park, Nigeria. *Nigerian Journal of Forest Resources*, 32(4), 7-17. <https://doi.org/10.103/njtr000185> [**Nigeria**, 100%]

Abubakar, A., **Smith, O. A.**, and Okafor, U. E. (2015). Assessment of edible insects in *Gmelina arborea* plantations in Akure forest reserve, Nigeria. *Ghana Journal of Forestry*, 13, 19-26. [**Ghana**, 30%]

Conference Papers

Only papers published in refereed Conference Proceedings should be listed. Where a conference paper has already been published in a journal and listed as a journal paper, it should not be listed as a conference paper here. The order of listing is as follows:

Author(s) surname and initials (Your own name and initials should be in bold font), year of publication in parentheses, title of the paper, In name of editors, title of the proceedings, Proceedings of the Association or Society in italics, location of the conference, date, and page numbers containing the paper, Name of Country and your percentage contribution to the paper.

Examples:

Smith, O. A. and Okafor, U. E. (2017). Comparative analysis of insect census methods in the rain forest ecosystem. In Oladele, O. M., Okoye, C. J., Salisu, I. D. and Etim, E.E. (Eds.). Forests and National Development. *Proceedings of the 10th Annual Conference of the Forest Protection Society of Nigeria*, University of Abuja, Abuja, Nigeria. March 3 -6, 2017. pp. 57-62. [**Nigeria**: 60%]

Technical Report / Monograph

This refers to reports of research projects or consultancy projects submitted to the Institute/College through the Head of Department. Unsubmitted reports should not be listed as there will be no way to assess them.

A technical report should normally comprise the following; Title of the Report; Executive Summary/Introduction; Objectives or Purpose of the project; Methodology i.e. how the project was executed stating when, where and the team or personnel involved; Findings/ Results; Problems identified and Recommendations; Conclusions; and References (if any)

The order of listing technical report is as follows:

Author(s) of report (person or organization) Family name, Initials Year of Publication, *Title of report* - italicized and sentence case, Report series name and Report number (if available), Publisher/Institution, Place of publication.

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Abubakar, A., **Smith, O. A.**, and Okafor, U. E. (2015). Assessment of insect damage in young *Gmelina arborea* plantations in Omo forest reserve, Nigeria. *FRIN Technical Report No. 25*. Department of Ecology, Forestry Research Institute of Nigeria. Ibadan, Nigeria.

It should be noted that the technical report must be related to the candidate's areas of research/activities and must be part of the mandates of the Institute. The number of technical reports, manuals, monographs should not be more than 10 % the total publication required for the promotion of the candidate to the next level. Specifically, the maximum number of TR, manuals, monographs etc that may be assessed for promotion to any position is 10.

Format for listing Extra Curricula Activities

Activities within the Institute (e.g., administrative roles, delegated duties, etc)

- **Head of Department:** Environmental Modelling and Biometrics (2017 – 2021)
- **Head of Unit:** Taxonomy Unit: Department of Forests Conservation and Protection (2019 – 2021)
- **Head:** Examination Committee, Federal College of Forestry, Ibadan (2015 – 2020)
- **Member:** Projects and Seminar Committee, Federal College of Forestry, Jos (2010 – 2015)
- **Reviewer:** FRIN Journal (Journal of Forestry Research Management)

Activities outside the Institute (e.g., international / national / public / community services)

- **External Examiner/Supervisor:** Ph.D. / Masters / Bachelors Student: University of Ibadan, Oyo State (2019).
- **Member:** National Organizing Committee of Forestry Association of Nigeria Conference (2020).

Participation in Conferences, Workshops, Seminars, Trainings, etc (Title, Venue and Date: evidence must be submitted)

- Capacity Building Workshop on Emerging Issues in Tropical Forest Measurements organized by the Forests and Forest Products Society at Delta State University, Asaba Campus, Delta State Nigeria on Monday, 25th and Tuesday, 26th April, 2016.

Attraction of Research Grants (Awarding / sponsoring body, title of the grant, amount and duration)

- UNESCO Programme of Participation – Improving livelihoods of women and youth through capacity building and empowerment in green enterprises: USD 20,000. Jan. 3rd 2020 to Jan 4th 2021.

Consultancy Experience / Other Sponsored Research Activities (Title of project, awarding body, date, role played)

- Capacity building Green Economy in Biosphere Reserve (GEBR) methodologies of five (5) African countries (including Cameroon, Chad, Niger, Central African Republic and Nigeria) on Green Economy Enterprises in Biosphere Reserves in the context of BIOPALT programme. UNESCO (2018): Project Implementer / Facilitator

Membership of Learned / Professional Societies (with certification number)

- **Member:** Forestry Association of Nigeria (FAN) – 100345
- **Member,** Forests and Forest Products Society (FFPS) - 315