



## ELIZADE UNIVERSITY, ILARA- MOKIN, ONDO STATE

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A COMMUNIQUE ISSUED AT THE END OF THE ONE-DAY ANNUAL RETREAT ORGANISED FOR ALL TEACHING AND SENIOR NON-TEACHING STAFF OF ELIZADE UNIVERSITY, HELD AT THE LAW AUDITORIUM, ELIZADE UNIVERSITY, ILARA-MOKIN, ONDO STATE ON TUESDAY, JANUARY 14, 2025

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### **INTRODUCTION:**

A One-Day retreat for all teaching and senior non-teaching staff was held on Tuesday, January 14, 2025 at the Faculty of Law Auditorium, where the Principal Officers of the University served as resource persons.

The retreat was organised to serve as an orientation for both old and new staff of the University, especially those recently appointed into positions of responsibility as Heads of Departments or Units, or Deans of Faculties, as well as to remind participants generally about their obligations to the University and the responsibilities of the University towards them.

It was also a medium for discussing University issues of great importance and an enlightenment session for young academic staff on issues bordering on their academic progression.

At the end of the One-Day Retreat, participants agreed on the following outcomes:

1. Starting from the 2024 exercise, Academic staff promotions shall be based on the new promotion guidelines approved by the Governing Council in December 2023 which are more stringent than the previous ones in terms of publication outlets, scores required and leadership roles in the authorship of publications.
2. Faculty members should partner with the University in its drive to be strategically positioned to improve on its visibility and ranking nationally, regionally and globally.

3. All lecturers should ensure the uploading of their course lectures on the University iLearn module for Part One students as a matter of urgency and in line with the new CCMAS requirements.
4. All University staff should endeavour to engage in good conduct always, be accountable for their actions, and desist from every form of unethical practice.
5. Heads of Departments should ensure that Departmental Board of Examiners meetings are held after each examination at the earliest, to review the conduct of examinations and consider results; no single person has the authority to alter results after the collective decision of the Departmental Board of Examiners.
6. Monthly departmental meetings must be held as and when due to consider all pertinent issues in the department.
7. Heads of Departments and Units should not abdicate their responsibilities or be derelict in their duties on the pretext of delegation of duty.
8. It is the obligation of candidates being recommended for promotion to package their papers neatly and correctly, as well as ensure that the Curriculum Vitae being submitted for that purpose follows the University-approved format.
9. All cases of promotion, confirmation of appointments and applications for sabbatical appointments, leave of absence, fellowship leave, renewal of contract appointment etc, must be based on the recommendation of the Head of Department and must undergo review at departmental and faculty levels before they are presented to the Appointments, Promotions & Disciplinary Committee (AP&DC).
10. All students' requests such as applications to register above or below the maximum or minimum credit units, leave of absence, change of programme, and other recommendations such as appointment of external examiners shall be processed by the Heads of Departments to the Faculty Board Meetings and processed further to Senate.
11. Scholars should avoid publications in predatory journal outlets and must prioritize quality over quantity in their publications; they should register their academic presence on google scholar, and on social media handles like LinkedIn. Researchers must avoid all forms of unethical practices.

12. Heads of Departments should not put their staff whose appointments have not been confirmed up for promotion and the HOD's recommendations must speak to all the six criteria listed in the Promotion guidelines of the University.
13. Minutes of meetings, decision extracts, etc. should be made available in record time, while senior administrative staff must be intentional in carrying out their duties to facilitate the smooth operations of the University.
14. The Dean or the Chairmen of Committees are responsible for the vetting of the minutes of Faculty Board and other Committee meetings. This should not be left entirely to Secretaries.
15. Holders of Cash advance should retire them within 4 weeks of receiving the money.
16. Heads of Departments should start preparing their budgets for the next financial year ever before the Bursary calls for it.
17. Every Lecturer should have a research focus and area of expertise through which they can mentor younger colleagues and students alike.
18. Researchers should include 5-10% administrative charge that is deductible by the University to their budget while processing research grants.
19. All lecturers should visit the library to check the available holdings, create a reading list and give students assignments which would require them to make use of the library.
20. Academic staff who are good at writing award winning research proposals should assist their colleagues who are less endowed. Researchers should endeavour to join research groups for collaborative work.