#### *UNIVERSITY OF LAGOS*

**REGULATIONS GOVERNING THE APPOINTMENT OF DEAN AND SUB-DEAN**

Article 9 of the Lagos University Statute No.1 provides as follows:

1. In the case of each Faculty, School, Institute or other teaching unit established by regulations, one of the professors assigned to that teaching unit shall be the Dean of that teaching unit.

2. The Dean of a teaching unit shall be appointed in such manner as may be prescribed and shall hold the office of Dean for such period and on such terms as may be prescribed.

3. The Dean shall be chairman at all meetings of his Board of Studies when he is present, and when he is not present, such other member of the Board present at the meeting as may be prescribed, or in that member’s absence such other member of the Board present at the meeting as the Board may appoint for that meeting, shall be the chairman at the meeting.

4. It shall be the function of the Dean of a teaching unit to present to Congregation for the conferment of degrees persons who have qualified for degrees of the University at examinations held in the branches of learning for which responsibility is allocated to the Board of Studies of that unit.

Senate has prescribed the manner of appointing Deans as follows:

(a) Where there are two or more full professors in a teaching unit of the University, the Assembly of Teachers shall elect by secret ballot one of the professors as Dean of that unit.

(b) Where there is only one professor in a teaching unit, that professor shall be deemed to be Dean of that unit.

(c) Where there is no full professor in a teaching unit, or where although there are two or more full professors no nomination is received from such a teaching unit, the Vice-Chancellor shall after consultation with the teaching unit concerned appoint someone to act as Dean of it for such period as may be specified in the instrument of appointment, or until a Dean is duly appointed or elected as the case may be.

(d) The term of office of a Dean shall be two academic years in the first instance; but a Dean is eligible for re-election for a further period of two years only.

(e) There is a time limit of 24 hours before the meeting for the election of Dean for lodging valid nomination papers with the Academic Secretary. All papers lodged outside this time will be rejected.

(f) The Vice-Chancellor may delegate to a Dean such functions and powers as may be specified from time to time in that behalf.

(g) For the purpose of these regulations, the expression “teaching unit” means a College, Faculty, School or Institute of the University, and the expression “Assembly of Teachers” means all the members of a teaching unit including those of its Board of Studies.

The regulations governing the appointment of a Sub-Dean are as follows:

(i) Sub-Dean shall be elected by members of the Faculty Board of Studies, and where there are two or more candidates election shall be by secret ballot.

(ii) The term of office of the Sub-Dean shall be one year in the first instance. An incumbent of the office shall be eligible for re-election for a second term of office. Thereafter, he shall only be eligible for re-election after two years from the date of the expiration of his second term of office.

(iii) The candidate for the post of Sub-Dean shall be below the rank of professor, but not below that of senior lecturer.

(iv) The Dean and the Sub-Dean shall not belong to the same Department.

(v) The Sub-Dean shall not hold office as Acting Head of a Department during his term of office.