

POLICY ON STAFF DEVELOPMENT PATTERN

PREAMBLE

To build up capacity amongst non-teaching members of staff, it is desired to encourage staff to pursue various training programs that could be of short, medium and long term duration. Annually, a large number of staff embark on self-development programmes and ultimately express the desire to have their effort rewarded by the university upon completion. In order to streamline this, the following is being proposed:

SPONSORSHIP FOR CONFERENCES

- i. To allow for wider coverage, a staff shall be eligible for consideration for only one conference sponsorship per year, except where he/she is nominated for in-house or local workshop.
- ii. Only duly registered full members (non-students) or professional bodies shall be eligible for consideration of sponsorship at conferences of relevant professional bodies to encourage members of staff to be active members of such bodies. Such status should be verifiable from their records or accompanying documents.
- iii. In exceptional cases, members of staff whose papers have been accepted for presentation may be given full applicable rates.
- iv. A database of conference/ workshop attendance will be kept at the Human Resources Management Department to readily determine members of staff who have membership of professional bodies, and have benefitted from sponsorship by the university.
- v. Self-sponsorship of conferences shall be encouraged.

SPONSORSHIP FOR WORKSHOP/SEMINARS/STUDY VISITS

- i. Nomination of eligible staff for in-house workshop/ training programmes shall be made by the Heads of Departments/Unit on request from Staff Training and Development Unit to cover staff in various units with emphasis on equity and fairness. The coordination of nominations shall be done by the Human Resources Management Department on the directive of the Registrar.
- ii. Heads of Departments/Units shall have the opportunity to ensure that members of their staff are given the necessary opportunity to undertake appropriate training, by identifying the training needs (i.e., the additional skill, knowledge and attitude) required to effectively perform their duties. Such identified training needs should be communicated to the staff training and development unit immediately after the compilation of their performance appraisal reports.
- iii. It is mandatory for any officer that has been sponsored to submit a study/training report and certificate of participation (where applicable) to the

- Human Resources Management Department within one week of completion of the programme.
- iv. Where possible, the ST&DU should reproduce the training in-house in order to share the knowledge/skill gained with relevant staff/units in the university.
 - v. Heads of Departments/units should ensure equity and fairness/fair play in the nomination of staff for training and as much as possible ensure every staff in the Department/Unit is nominated for training over a period of time.
 - vi. In case a staff has not gone for training for a while, the Head of Department/Unit should provide information to the staff training and development unit on why the staff has not had such opportunity.

STUDY LEAVE

In order to build up capacity amongst members of staff, it is desirable to encourage staff to pursue various training programs that could be of short, medium and long term duration. To be considered for any of these leaves, an applicant must satisfy the following conditions:

1. Apply for and be granted approval before commencing on any short-term of programme of study (within or outside the University of Lagos).
2. The University may grant study leave with pay for officers handling schedules in highly demanding and sensitive areas.
3. Only members of staff that have been granted approvals shall proceed on such programmes.
4. Staff may decide to embark on self-development efforts provided that such programmes would have no effect on the performance of their scheduled duty.

Short Term Study Leave

These are training programmes that would normally not last for more than one month. They could be in form of certificate programs or study tours. For such programs, staff could either be nominated for participation or they could apply for time-off.

Medium Term Study Leave

These are programmes that could last for up to one semester and usually earns the participant a diploma/certificate. Staff could either be nominated for participation or they could apply for time-off. However, if the university is sponsoring such a candidate, he/she should be made to sign the bond form. Only confirmed staff shall be eligible for this.

Human Resources Management Department is to streamline the process and requests for nominations. Applications must be on individual basis and must be based on the recommendation of the Human Resources Department/user department.

Long Term Study Leave

These are programmes that would take the candidate out of his/her normal schedule of duty for a period in excess of one semester but not more than four sessions. Such courses usually lead to the award of a degree, and may be carried out both locally and or internationally. To be considered one or more of the following conditions must be met:

- i. The course of training must be relevant to the job schedule of the staff.
- ii. As with medium term training, only a member of staff whose employment has been confirmed should be eligible for sponsorship
- iii. The approval for a candidate to pursue such programme should be based on the ability of the department/unit to cover the schedule without need for a replacement.
- iv. Approval must be obtained in advance of commencement.
- v. For staff undertaking programmes requiring one/two day release, prior approval must be obtained to enable them pursue the programme on such time basis.
- vi. Staff on study leave are not eligible for annual leave in accordance with extant rule.

Personal/Self Development Effort

- i. Staff embarking on long term self-development study programmes such as the Open University Programmes or the Distance Learning Institute course must obtain prior approval of their Head of Department or Unit before commencement.
- ii. The period of residential training must coincide with the annual leave period of the individual concerned.

CONCLUSION

It is expected that with these guidelines, the university will be able to have a wider coverage and equity in its staff development effort which should lead to a more dynamic and virile workforce well equipped to deliver on their schedules.

These guidelines should be reviewed every five years to make it responsive to the needs of the university community and curb abuses. Management is hereby invited to consider this proposal and recommend for further consideration as necessary.

Senate Approved Date: November 29, 2017