

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

The BU *Employee Handbook*, though in-exhaustive contains important information about the policies of Babcock University. I accept that the *Employee Handbook* is an integral part of the employment between the University and me, and I understand that I should consult the Human Resources Department regarding any questions not answered in the handbook. I have entered into my employment relationship with Babcock University voluntarily.

Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I understand that I may ask my supervisor or any employee of the Human Resources Department any questions I might have concerning the handbook. I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it. I further agree that if I remain with Babcock University following any modifications to the handbook, I thereby accept and agree to such changes.

I have received a copy of the *BU Employee Handbook 2021* on the date listed below. I understand that I am expected to read the entire handbook and sign this Acknowledgment of Receipt. I understand that this form will be retained in my personnel file.

Signature of Employee

Date

Employee's Name (Printed)

Department

**BABCOCK UNIVERSITY
ILISHAN-REMO, OGUN STATE
NIGERIA**



**EMPLOYEE
HANDBOOK
(FOR FACULTY AND STAFF)
2021**

CORPORATE CORRESPONDENCE

Website:

<http://www.babcock.edu.ng>

E-mails:

Registry:

registrar@babcock.edu.ng

Human Resources:

hr@babcock.edu.ng

Telephones:

Registry: 08058299456/08037141477

Human Resources: 08058299043/08039758690

For Emergency call:

Security Services: 08149514646 (Director) 09055908963 (SOP)

Fire and Safety Services: 08036064444/08058299444

All rights reserved. No part of this publication may be reproduced, stored in a retrieval or recording or otherwise transmitted in any form or by any means electronic, mechanical, photocopying, without the prior written permission of Babcock University.

Printed in Nigeria

By SETOPRINT @ 08035266916

TABLE OF CONTENTS

Vision Statement.....	xv
Mission Statement.....	
Core Values.....	
National Anthem.....	
BU Anthem.....	
BU Administrative Structure.....	
Chapter One.....	
Introduction.....	
1.1 Seventh-day Adventist Educational Philosophy.....	
1.2 Historical Development of Babcock University.....	
1.3 Sabbath Hours.....	
1.4 Citation.....	
1.5 Interpretation.....	
1.6 Meanings of Acronyms and Terms.....	
1.7 Welcome.....	
1.8 Greetings from Human Resources Department.....	
Chapter Two.....	
Employment Policy.....	
2.0 Employment Policy.....	
2.1 Employment Categories.....	
2.1.1 Calls.....	
2.1.2 Career Employment.....	
2.1.3 Contract Employment.....	
2.1.4 Spousal Employment.....	
2.1.5 Sabbatical Employment.....	
2.1.6 Graduate Assistants/Graduate Assistant Librarians.....	
2.1.7 Assistant Lecturers.....	
2.1.8 National Youth Service Corps (NYSC) Members.....	

BU Employee Handbook

2.1.9	Industrial Training (IT) Students.....
2.2	Employment Procedure.....
2.3	Probationary Period.....
2.4	Interdepartmental Transfers.....
2.5	Service Transfer from Public Universities.....
2.6	Promotions Based on Annual Performance Evaluations.....
2.6.1	Faculty Promotion.....
2.6.2	Change of Rank/Position.....
2.6.3	Staff Promotion.....
2.6.4	Criteria for Staff Promotion.....
2.6.5	Procedure for Staff Assessment and Promotion.....
2.7	Employee Productivity and Career Mobility.....
2.8	Policy on Re-employment, Re-engagement or Any Other Dealings with Former Employees
	Chapter Three.....
	Electable and Appointable Positions.....
3.1	Electable Positions.....
3.1.1	Principal Officers.....
3.2	Appointable Positions.....
3.2.1	Associate Vice-presidents/Chief of Staff/ Managing Directors.....
3.2.2	Provosts/Chief Medical Director.....
3.2.3	Deans.....
3.2.4	Vice-Deans/Directors.....
3.2.5	Heads of Departments/Deputy Directors.....
3.2.6	Deputy Directors.....
3.3	Annual Assessment of Electable and Appointable Officers...
	Chapter Four.....
	Employee Training & Development.....
4.1	Educational Sponsorship.....
4.1.1	International Sponsorship Policy.....
4.1.2	Educational Sponsorship and Service Bond.....

BU Employee Handbook

4.2	Duration of Studies and Transition Period.....
4.2.1	Doctoral Degree Programme.....
4.3	Upgrade Upon Acquisition of Additional Qualification.....
4.4	Years of Service Before Embarking on Postgraduate Studies.
4.5	Time-off Sponsorship for Doctoral & Masters Programmes (staff).....
4.6	Study Leave Without Pay.....
4.7	Study Leave for Research/Field Work with Pay.....
4.8	Examination Leave.....
4.9	Research Leave.....
4.10	Research Fellowship.....
4.11	Post-doctoral Fellowship.....
4.12	Conferences & Workshops.....
4.12.1	Faculty Conference/Workshop Attendance.....
4.12.2	Staff Conference/Workshop Attendance.....
4.12.3	Post-conference/Workshop Report.....
4.12.4	Conference/Workshop Sponsorship.....
4.12.5	In-House Training.....
4.12.6	Professional Licence.....
	Chapter Five.....
	Obligations of The Employee.....
5.2	Hours of Work.....
5.3	Break Period.....
5.4	Employees Worship Programmes.....
5.4.1	Staff Morning Worship.....
5.4.3	Inter-Disciplinary Seminars & Faculty Prayer Meetings.....
5.4.4	Attendance at Other Meetings.....
5.5	Absence from Duty.....
5.6	Appearance/Dress Code.....
5.6.1	Dress Code for Female Employees.....
5.7	Parking Rules and Speed Limits.....

BU Employee Handbook

5.8	Emergency Procedures.....
5.9	Equipment and Property Use and Care.....
5.10	Institutional Confidentiality.....
5.11	Undertaking on Confidentiality.....
5.12	Telephone Usage.....
5.12.1	Intercom.....
5.12.2	Cell Phone.....
5.13	Internet Usage.....
5.14	Change of Name.....
5.15.1	Conflict of Interest and/or Commitment Defined.....
5.15.2	Individuals Included Under This Policy.....
5.15.3	Conditions Constituting Conflict Of Interest.....
5.15.4	Statement of Acceptance.....
5.15.5	Reporting Potential or Actual Conflicts of Interest or Commitment.....
5.15.6	Review Process for Conflicts of Interest and/or Commitment.....
5.15.7	Sanctions for Non-compliance.....
5.15.8	Model Statement of Acceptance.....
5.16	Spouse Separation.....
	Chapter Six.....
	Salary, Benefits and Welfare.....
6.1	Salary.....
6.1.1	Honorarium.....
6.1.2	Annual Increment.....
6.1.3	Promotion.....
6.2	Allowances.....
6.2.1	Acting Allowance.....
6.2.2	Per Diem.....
6.2.3	Consultancy Allowance.....
6.2.4	Annual Bonus for Efficient Driving.....
6.2.5	Moving Allowance.....

BU Employee Handbook

6.3.1 Annual Leave.....

6.3.2 Annual Leave Allowance.....

6.3.3 Compassionate Leave.....

6.3.4 Maternity Leave.....

6.3.5 Paternity Leave.....

6.3.6 Medical Treatment.....

6.3.7 Sick Leave.....

6.3.8 Prolonged Sickness.....

6.3.9 Family Health Leave.....

6.3.10 Periodic Drug Test.....

6.3.12 Leave of Absence.....

6.3.13 Marriage Notice.....

6.3.14 Marriage Leave.....

6.3.15 Public Holidays.....

6.3.16 Sabbatical Leave.....

6.3.17 Conditions for Sabbatical Leave.....

6.3.18 Sabbatical Leave Report.....

6.3.19 Principal Officers' End of Tenure Leave.....

6.3.20 Housing.....

6.3.21 Rent Allowance.....

6.4 Welfare.....

6.4.1 Corporate Gifts on Special Occasions.....

6.4.3 Death of Employee's Spouse/Dependent Child.....

Chapter Seven.....

Rules of Conduct and Discipline.....

7.1 Code of Ethics.....

7.2 Rules of Conduct.....

7.3 Tips and Gifts.....

7.4 Children at the Workplace.....

7.5 Sexual Standard.....

7.6 Sexual Harassment Policy and Complaint Procedure.....

BU Employee Handbook

7.6.1	Working Environment.....	
7.6.2	Personal Conduct.....	
7.6.3	Sexual Harassment.....	
7.6.4	Improper Conduct.....	
7.6.5	Reporting Incidents.....	
7.6.6	Third Party Reports.....	
7.6.7	Investigation.....	
7.6.8	Discipline.....	
7.6.9	Prohibition of Retaliation.....	
7.6.10	Harassment of Students.....	
7.7	Disciplinary Procedure.....	
7.7.1	Employee Welfare and Disciplinary Committee.....	
7.7.2	Warning.....	
7.7.3	Query.....	
7.7.4	Suspension.....	
7.7.5	Termination.....	
7.8	Progressive Discipline Chart.....	
7.9	Grievance Procedure.....	
7.9.1	Informal Complaint.....	
7.9.2	Formal Complaint.....	
7.9.3	Appeal.....	
7.9.4	Notification of Resolution.....	
	Chapter Eight.....	
	Severance of Employment.....	
8.1	Retirement.....	
8.1.1	Adoption of Imported Service Credits for Scarce Programmes.....	
8.2	Withholding of Service.....	
8.3	Resignation.....	
8.4	Termination of Appointment.....	
8.5	Dismissal.....	

BU Employee Handbook

8.6	Severance Benefits.....	
8.6.1	Severance Benefits, Full Contract.....	
	Chapter Nine.....	
	Service Units.....	
9.1	Support Services.....	
9.1.1	Presidency Division.....	
9.1.1.1	Office of the President.....	
9.1.1.2	Spiritual Life.....	
	
9.1.1.4	External Affairs, Logistics & Protocol.....	
9.1.1.5	Legal Services.....	
9.1.1.6	Audit, Risk and Compliance.....	
9.1.1.7	E.G. White Research & Adventist Heritage Centre.....	
9.1.1.8	Security Services.....	
9.1.1.9	BUCLEAN.....	
9.1.1.10	Electronic Surveillance.....	
9.1.1.11	Babcock Fire Services.....	
9.1.2	Senior Vice-President/Deputy Vice-Chancellor.....	
9.1.2.1	Registry.....	
9.1.2.2	Office of Institutional Effectiveness.....	
9.1.2.3	Babcock University Centre for Open Distance and e-Learning (BUCODEL).....	
9.1.2.4	Babcock Centre for Executive Development (BCED).....	
9.1.2.5	Library.....	
9.1.3	Financial Administration (Bursary).....	
9.1.4	Development and Strategy.....	
9.1.4.1	Alumni Office:.....	
9.1.4.2	Marketing and Communication.....	
9.1.4.3	Works and Physical Planning.....	
9.1.4.5	Information Technology Development & Services (ITDS)..	
9.1.5	Student Development	

BU Employee Handbook

9.1.5.1 Halls of Residence.....

9.1.5.2 Student Activities.....

9.1.5.3 Catering and Food Services.....

9.1.5.4 Student Support Centre.....

9.2 Babcock University Teaching Hospital (BUTH).....

9.2.1 Nursing Department.....

9.3 Subsidiaries.....

9.3.1 Babcock Investment Group (BIG).....

9.3.2 Babcock Microfinance Bank Limited.....

9.3.4 Hope FM/AWR.....

Appendices.....

Fundamental Beliefs Of The Seventh-day Adventist Church.....255

I N D E X

VISION STATEMENT

A first class Seventh-day Adventist institution,
building servant-leaders for a better world.

MISSION STATEMENT

Building leadership through Christian education,
transforming lives, impacting society for positive change.

To achieve the mission, we are committed to

- A. Achieving excellence in our teaching, research programme and service delivery.
- B. Imparting quality Christian education.
- C. Instilling Christ-like character to the members of our community.

CORE VALUES

Excellence	-	Our Culture
Integrity	-	Our Promise
Accountability	-	Our Moral
Servant Leadership	-	Our Dignity
Team Spirit	-	Our Strength
Autonomy & Responsibility	-	Our Passion
Adventist Heritage	-	Our Commitment

NATIONAL ANTHEM

Arise, O Compatriots
Nigeria's Call Obey
To Serve Our Fatherland
With Love and Strength and Faith
The Labour of Our Heroes Past
Shall Never be In Vain
To Serve with Heart and Might
One Nation Bound in Freedom
Peace and Unity

BU ANTHEM

Hail Babcock, God's Own University
Built on the Power of His Word
Knowledge and Truth, Service to God and Man
Building a Future for the Youth
Holistic Education, The Vision is Still Aflame
Mental, Physical, Social, Spiritual—Babcock Is It!
Hail Babcock God's Own University
Good Life Here, And For Ever More

BU Administrative Structure

President/Vice-Chancellor

Senior Vice-President/Deputy Vice-Chancellor, Academics

Senior Vice-President/Deputy Vice-Chancellor, Management Services

Vice-President, Financial Administration

Vice-President, Student Development

CHAPTER ONE

INTRODUCTION

1.1 SEVENTH-DAY ADVENTIST PHILOSOPHY OF EDUCATION¹

Assumptions [Fundamental basis of our belief]

Seventh-day Adventists, within the context of their basic beliefs, acknowledge that

1. God is the Creator and Sustainer of the entire universe—animate and inanimate.
2. He created perfect human beings in His own image with power to think, to choose and to do.
3. God is the source of all that is true, good and beautiful, and has chosen to reveal Himself to humankind.
4. Humans, by their own choice, rebelled against God and fell into a state of sin that has separated them from God and each other, affecting the entire planet and plunging it into the cosmic conflict between good and evil. In spite of this, the world and human beings still reveal, however dimly, the goodness and beauty of their original condition.
5. The Godhead met the problem of sin through the plan of redemption. This plan aims to restore human beings to God's

¹This statement reflects a broad consensus of Adventist educational leaders and teachers attending the First International Conference on the Seventh-day Adventist Philosophy of Education convened by the General Conference Department of Education and held at Andrews University, April 7-9, 2001. The draft of this statement was prepared by a committee consisting of Humberto Rasi, Chair; Paul Brantley, Secretary; George Akers, inserted the adjustments recommended during the conference and prepared the final version of the statement for worldwide distribution, study, and application. Local explanations are enclosed in square brackets [].

image and the universe back to its original state of perfection, love and harmony.

6. God invites us to choose His plan of restoration and to relate to this world creatively and responsibly until He intervenes in history to bring forth the new heavens and the new earth.

Philosophy

Adventists believe that under the guidance of the Holy Spirit, God's character and purposes can be understood as revealed in nature, the Bible, and Jesus Christ. The distinctive characteristics of Adventist education—derived from the Bible and the writings of Ellen G. White--point to the redemptive aim of true education: *to restore human beings into the image of their Maker.*

Seventh-day Adventists believe that God is infinitely loving, wise, and powerful. He relates to human beings on a personal level, presenting His character as the ultimate norm for human conduct and His grace as the means of restoration.

Adventists recognize that human motives, thinking, and behaviour have fallen short of God's ideal. Education, in its broadest sense, is a means of restoring human beings to their original relationship with God. Working together, homes, schools, and churches, cooperate with divine agencies in preparing learners for responsible citizenship in the world to come.

Adventist education imparts more than academic knowledge. It fosters a balanced development of the whole person—spiritually, intellectually, physically, and socially. Its time dimensions span eternity. It seeks to build character akin to that of the Creator; to nurture thinkers rather than selfish ambition; to ensure maximum development of each individual's potential; to embrace all that is true, good, and beautiful.

Aim and Mission

Adventist education prepares people for useful and joy-filled lives, fostering friendship with God, whole-person development, Bible-based values, and selfless service in accordance with the Seventh-day Adventist mission to the world.

Agencies of Education

The church and the school, along with society's other educational agencies, build on and supplement the work of the home. Effective educational work requires collaboration among the home, church, and school.

(a) Home

The home is society's primary and most basic educational agency. Parents are the first and most influential teachers and have the responsibility to reflect God's character to their children. Moreover, the whole family setting shapes the values, attitudes, and worldview of the young.

(b) Local Church

The local church also has a major assignment in the lifelong educational enterprise. The congregation as a community of faith provides an atmosphere of acceptance and love in which it discipled those within its sphere of influence in a personal faith in Jesus Christ and in a growing understanding of the word of God. This understanding includes both an intellectual aspect and a life in harmony with God's will.

(c) School, College and University

All levels of Adventist schooling build on the foundation laid by the home and church. The Christian teacher functions in the classroom as God's minister in the plan of redemption. The greatest need of students is to accept Jesus Christ as personal Saviour and commit to a life of Christian values and service. The formal and non-formal curricula help students reach their potential for spiritual, mental, physical, social, and vocational development. Preparing students for a life of service to their family, church, and the larger community is a primary aim of the school.

(d) World Church

The World Church at all levels has oversight responsibility for the healthy functioning of life-long learning in all three of the above venues. With reference to the school as an educational agency, its functions are ideally accomplished by institutions established by the Church for that purpose. The church at large should make every effort to ensure that all Adventist children and youth have the opportunity to attend an Adventist educational institution. Realizing however that a large percentage of the church's youth are not enrolled in Adventist schools, the World Church must find ways to achieve the goals of Adventist education through alternative means (e.g., after-school church-based instruction, church-sponsored centres on non-Adventist campuses, etc.)

The Role of Seventh-day Adventist Schools, Colleges, and Universities

The agencies of Adventist education listed are in place and operative. The remaining sections of this document develop [the] implications of the Adventist philosophy of education only for schooling. Implications for other agencies are not within our scope here.

Key Components**(c) The Student**

As a child of God, the student is the primary focus of the entire educational effort, and should be loved and accepted. The purpose of Adventist education is to help students reach their highest potential and to fulfil God's purpose for their lives. Students' outcomes [of their training] constitute a significant guiding criterion in assessing the health and effectiveness of the school.

(d) The Teacher

The teacher holds a central place of importance. Ideally, the teacher should be both a committed Adventist Christian, and an exemplary role model of the Christian graces and professional competencies.

(e) Knowledge

All learning is grounded on faith in a certain set of presuppositions or worldview. The Christian worldview recognizes a supernatural as well as a natural order. Adventists define knowledge more broadly than that which is merely intellectual or scientific. True knowledge encompasses cognitive, experimental, emotional, relational, intuitive, and spiritual elements. An acquisition of true knowledge leads to understanding which is manifested in wisdom and support action.

(f) Curriculum

The curriculum will promote excellence and will include a core of general studies needed for responsible citizenship in a given culture along with spiritual insights that inform Christian living and build community. Such citizenship includes appreciation for the Christian heritage, concern for social justice, and stewardship of the environment. A balanced, integrated curriculum will address the major developmental needs in the spiritual, intellectual, physical, social, emotional, and vocational realms. All areas of study will be examined from the perspective of the biblical worldview within the context of the [theme of the] Great Controversy.

(g) Instruction

The instructional program of the classroom places appropriate emphasis on all forms of true knowledge, purposefully integrating faith and learning. Instructional methodology will actively engage the needs and abilities of each student, giving opportunity to put what is learned into practice, and be appropriate to the discipline and to culture.

(h) Discipline

Discipline in a Christian school is built upon the need to restore the image of God in each student and recognizes the freedom of the will

and the work of the Holy Spirit. Discipline—not to be confused with punishment—seeks the development of self-control. In redemptive discipline, the student’s will and intelligence are engaged.

(i) School Life

A blended emphasis of worship, study, labour, and recreation will characterize the total learning environment, with careful attention given to balance. The campus community will be pervaded by joyful spirituality, a spirit of cooperation, and respect for the diversity of individuals and cultures.

(j) Assessment

The Adventist school, college, or University gives clear evidence that it subscribes to an Adventist philosophy of education. Such evidence is found in the written curriculum, in teaching and learning activity, in the campus ethos, and in the testimony of students, graduates, constituents, employees, and the community at large. Assessment—whether of individuals or institutions—is redemptive in nature and always seeks God’s high ideal of excellence.

Responsibilities and Outcomes

The Seventh-day Adventist Church has made a commitment to provide broad education and spiritual formation for its children, youth, and young adults within the context of the Christian worldview. The Church extends this same opportunity to other children and youth of the community who share similar values and ideas. Adventist education seeks to maintain academic excellence in all teaching and learning activities.

Tertiary Institutions

Adventist institutions of higher education provide students a unique environment for the pursuit of learning in the arts, humanities and religion, science and various professions, within the perspective of the Seventh-day Adventist worldview. Adventist higher education (1) gives preferences to careers that directly support the mission of the

church;(2) recognizes the importance of individual in relation both to God and to fellow human beings;(3) utilizes available resources such as revelation, reason, reflection, and research to discover truth and its implications for human life here and in the hereafter, while recognizing the limitations inherent in all human endeavours;(4) leads students to develop lives of integrity based upon principles compatible with the religious, ethical, social and service values essential to the Adventist worldwide;(5) fosters—particularly at the graduate level—the mastery, critical evaluation, discovery and dissemination of knowledge, and the nurture of wisdom in a community of Christian scholars.

Students completing the tertiary level at an Adventist institution should:

- (a) Have had the opportunity to commit themselves to God with a desire to experience and support the message and mission of the Seventh-day Adventist Church and to live a principled life in harmony with God’s will.
- (b) Exhibit proficiency in critical thinking, stewardship, creativity, appreciation of beauty and the natural environment, communication, and other forms of academic scholarship toward fulfilment of their vocations and life-long learning.
- (c) Manifest social sensitivity and loving concern for the well-being of others in the community, and fellowships within the community of God.
- (d) Maintain a consistent lifestyle that demonstrates a commitment to optimal health practices essential to effective adult living. This includes careful use of time and discriminating selection of music, media, and other forms of entertainment.
- (e) Answer God’s call in the selection and pursuit of their choice careers, in selfless service to the mission of the Church, and in building a free, just, and productive society and world community.

Life-long Learning

Education goes beyond formal schooling. Life-long learning should meet the needs of both professionals and non-professionals. (1) Among professional responsibilities are opportunities for continuing education

for certification and career enrichment for educators, clergy, business and health-care personnel, and others. (2) In non-professional realm, opportunities exist for programmes in such areas as local church leadership, family life, personnel development, spirituality, Christian growth and service to the church and the community. Programmes need to be developed that utilize both traditional teaching techniques and extension learning through media technology. Formal schooling combines with the other agencies of education in preparing the student “for the joy of service in this world and the higher joy of wider service in the world to come”

HISTORICAL DEVELOPMENT OF BABCOCK UNIVERSITY

BABCOCK UNIVERSITY (BU)—as it is now known— began on September 17, 1959 as Adventist College of West Africa (ACWA). Established by the Seventh-day Adventist Church as a senior college for training church workers from the West African sub-region, ACWA opened its doors with only seven ministerial students. By 1966, when it graduated the first set of Bachelor of Arts degree holders in its own name, enrolment included students taking Business Administration as potential accountants within and outside the Church; and two-year Pre-Nursing students in preparation to pursue a nursing career at the Church’s School of Nursing at Ile-Ife, Osun State. History was made in 1975 when ACWA became the first institution in Nigeria to sign and operate an affiliation agreement with Andrews University, Berrien Springs, Michigan, USA. This relationship enabled it to award Bachelor of Arts degrees from Andrews University in Biology, Business Administration, History, Religion and Secretarial Studies.

1975 was also the year ACWA was renamed Adventist Seminary of West Africa (ASWA) in response to the dynamics of its socio-political environment. In 1983, restricting local factors again necessitated the phasing out of the Bachelors programmes in Biology and Business Administration. In 1988, ASWA reached another academic milestone

through an affiliation agreement with the Seventh-day Adventist Theological Seminary of Andrews University, which authorized it to offer Master of Arts in Pastoral Ministry. Master of Arts in Religion was added in 1990 and both programmes were operated during Summer sessions from 1997 to 2007. In order to attain national recognition for its status and programmes, an attempt to obtain a local affiliation with University of Ibadan, under the name “Babcock College” was initiated.

The process of affiliation with the University of Ibadan was still in progress when the Federal Government of Nigeria included Babcock University as one of the first set of private universities in the country, announced on April 20, 1999. At a public ceremony presided over by the then Honourable Minister of Education, Mr. Sam Olaiya Oni, at the National Universities Commission (NUC), Abuja, on May 10, 1999, the Certificate of Registration No:002 was handed over to BU Pioneer Chancellor and Chairman of the University Council, Pastor Luka T. Daniel in his capacity as the President of the Africa-Indian Ocean Division of the Seventh-day Adventist Church. The Proprietors formally inaugurated the University on June 17, 1999. The first batch of 1,006 students arrived on September 13, 1999 and their Matriculation Ceremony was presided over by the Visitor to the University, President of the General Conference and world leader of the Seventh-day Adventist Church from Washington, D.C, USA, Pastor/Professor Jan Paulsen, on January 28, 2000. The University commenced with three faculties (which later became Schools)—Faculty of Education and Humanities, Faculty of Management and Social Sciences, and Faculty of Science and Technology with eleven departments. The School of Law and Security Studies became the fourth School. The 17th graduation on June 02, 2019 marked the 60th Anniversary of the institution, and the 20th Anniversary of the University. The event attracted Federal and State dignitaries, as well as leaders from the World Headquarters of the Seventh-day Adventist Church.

Being a pioneer private University in Nigeria since 1999, Babcock has continued this legacy of upholding a cutting-edge excellence in

education. Babcock now has a postgraduate school which took off in the third quarter of 2010 and a medical school which took off in January 2012.

Similarly, a deliberate expansion policy of our programmes to meet current market demands and maximum service delivery has resulted in departmental upgrades and addition of new programmes.

Today, Babcock hosts the following schools and colleges:

- i. School of Management Sciences
- ii. School of Science & Technology
- iii. School of Computing & Engineering Sciences
- iv. School of Education and Humanities
- v. School of Law & Security Studies
- vi. Veronica Adeleke School of Social Sciences
- vii. Benjamin Carson College of Health and Medical Sciences
- viii. - School of Basic Medical Sciences
- ix. - School of Basic Clinical Sciences
- x. - School of Clinical Sciences
- xi. School of Nursing Sciences
- xii. School of Public & Allied Health
- xiii. College of Postgraduate Studies

As the pace-setter in private education delivery, Babcock has earned awards as the Best Private University in Africa. Indeed, Babcock is the leader in Nigeria in offering an education that inspires hope and transforms lives.

1.3 SABBATH HOURS

In keeping with biblical guidelines, the Sabbath begins at sunset on Friday and ends at sunset on Saturday. Babcock University community observes the Sabbath “according to the commandment” (i. e. Saturday, the day between the Good Friday of Christ’s crucifixion and the Easter Sunday of Christ’s resurrection). The University expects all employees on campus to demonstrate a spirit of understanding and reverence to

God, and are welcome to participate in the worship experience throughout the Sabbath hours.

In this regard, all offices and work activities end at 1.00 p.m. on Friday to enable all employees prepare for the Sabbath.

1.4 CITATION

These regulations shall be cited as the Regulations, Guidelines and Conditions of Service for all employees at Babcock University, and shall come into effect on July 26, 2021 (day approved by Babcock University Administrative Committee).

1.5 INTERPRETATION

Matters of interpretation that may arise from these Regulations shall be referred to Babcock University Administrative Committee and, if necessary, on appeal to Babcock University Governing Council (BUGC).

1.6 MEANINGS OF ACRONYMS AND TERMS

Here are meanings of acronyms and terms in common use at Babcock University. They are arranged in alphabetical order for easy reference.

ADCOM:	Babcock University Administrative Committee
Administration:	Babcock University Administration
A&PC:	Appointment and Promotion Committee
AIT:	Agriculture & Industrial Technology
ASB:	Academic Standard Board
AVP:	Associate Vice-President
AVPER:	Associate Vice President, Enrolment and Records/Registrar
AVPFA:	Associate Vice President, Financial Administration
AVPITDS:	Associate Vice President, Information Technology Development & Services

AVPIE:	Associate Vice President, Institutional Effectiveness
AVPLIB:	Associate Vice President, Library and Information Resources/University Librarian
AVPSL:	Associate Vice President, Spiritual Life
AVPSD:	Associate Vice President, Student Development
AVPWPP:	Associate Vice President, Works and Physical Planning
AWR:	Adventist World Radio—A General Conference outfit at Babcock University for recording radio programmes in Hausa, Igbo and Yoruba Languages.
Babcock:	In this Handbook, Babcock University, BU, Babcock and the University are synonymous.
BCED:	Babcock Centre for Executive Development
BGH:	Babcock Guest House
BCCHMS:	Benjamin Carson College of Health & Medical Sciences
BIG:	Babcock Investment Group
BU:	Babcock University
BUCLEAN:	Babcock University Campuses Landscape Environmental Amelioration Network
BUGC:	Babcock University Governing Council
BUHS:	Babcock University High School
BUP:	Babcock University Press
BUSS:	Babcock University Staff School
BUSS Level:	Babcock University Salary Scale Level
BUTH:	Babcock University Teaching Hospital
BV:	Babcock Ventures
CES:	School of Computing & Engineering Sciences
Chancellor:	Babcock University Chancellor is the President of West-Central Africa Division of the Seventh-day Adventist Church.
CMD:	Chief Medical Director
COLA:	Cost of Leaving Allowance

Congregation:	Assembly of all faculty and staff
COS:	Chief of Staff
CPGS:	College of Postgraduate Studies
DOA:	Director of Alumni
DAP:	Director of Academic Planning
Dean:	Administrator in charge of a School
DARC:	Director of Audit, Risk & Compliance
DCFS:	Director of Catering & Food Services
DHR:	Director of Human Resources
DLS:	Director of Legal Services
DDS:	Director of Development & Strategy
DOW:	Director of Works (Main Campus, BUTH, Iperu)
DQA:	Director of Quality Assurance
DR:	Deputy Registrar
DSS:	Director of Security Services
DVC:	Deputy Vice-Chancellor (Same as SVP)
EAH:	School of Education and Humanities
EGW:	Ellen G. White
EGWRHC:	Ellen G. White Research & Adventist Heritage Centre—A General Conference outfit at Babcock University for research on Spirit of Prophecy as manifested in the writings of Ellen Gould (Harmon) White
Employee:	Generic term for teaching and non-teaching staff at Babcock University, referred to respectively as faculty and staff
ENUC:	Eastern Nigeria Union Conference of the Seventh-day Adventist Church with headquarters at Aba, Abia State
Faculty:	Teaching employees at Babcock University
GC:	General Conference of Seventh-day Adventists with world headquarters in Silver Spring, Maryland, USA
MD:	Managing Director

HOD:	Head of Department—Administrator in charge of a Department
HOU:	Head of Unit
Hope FM:	Babcock University Frequency Modulated (FM) Radio Station
HRC:	Human Resources Committee
HRD:	Human Resources Department (Sometimes HR)
LSS:	School of Law and Security Studies
NNUC:	Northern Nigeria Union Conference of the Seventh-day Adventist Church, with headquarters in Abuja
NUC:	National Universities Commission
OIE:	Office of Institutional Effectiveness
PAH:	School of Public & Allied Health
Per Diem:	Daily Allowance given to an employee when on an authorized and official overnight assignment outside the University.
PR:	Permanent Return
President:	Same as Vice-Chancellor
Principal Officer:	The President/Vice-Chancellor or a Vice President.
Pro-Chancellor:	Babcock University Pro-Chancellor is one of the Union Presidents of the Seventh-day Adventist Church in Nigeria.
Provost:	Administrator in charge of a College made up of Schools on a University Campus
Regular D:	This is the employment status of all Faculty and Staff not above 50 (fifty) years at employment who plan to work at Babcock University as a career under denominational retirement.
Regular U:	This is the employment status of all Faculty and Staff not above 50 (fifty) years at employment who plan to work at Babcock University as a career under Federal Government of Nigeria Pension Scheme.

RIIC:	Research, Innovation and International Cooperation
SAT:	School of Science & Technology
SDA:	Seventh-day Adventist Church, the proprietors of Babcock University
Senate:	A body responsible for all the academic affairs of the University including the provision of courses and the approval of their syllabuses; the admission and academic status of students as they progress through examinations.
SMS:	School of Management Sciences
SON:	School of Nursing Sciences
Staff:	Non-Teaching employees at Babcock University
SVP:	Senior Vice-President (Same as DVC), a Principal Officer next in rank to the President. There are two SVPs (Academics and Management Services)
University, The:	Babcock University
VASSS:	Veronica Adeleke School of Social Sciences
Visitor, The:	Babcock University Visitor is the President of the General Conference of the Seventh-day Adventist Church
VP:	Vice-President—another term for Principal Officers other than the President and SVP
VPFA:	Vice President, Financial Administration
VPSD:	Vice President, Student Development
WAD:	West-Central Africa Division of Seventh-day Adventists with regional headquarters in Abidjan, Cote d'Ivoire
WAMCOM:	Ways and Means Committee
WNUC:	Western Nigeria Union Conference of the Seventh-day Adventist Church, with headquarters in Maryland, Lagos State
WPP:	Works & Physical Planning
WRA:	Wilfred Riley Auditorium

1.7 WELCOME TO BABCOCK

Being part of something greater is what propels people to work at Babcock University. Babcock University offers a larger mission of discovery and care. The pages of this handbook contain important information about policies and procedures that relate to staff employment. It serves as the common-sense guide for all new and existing employees at Babcock University.

Babcock University in compliance with applicable federal, state and the local laws offers equal opportunity of employment to all. The University has a strong commitment to a diverse work force. The policies and procedures in this handbook apply to all staff and faculty, collectively designated employees.

Faculty members, professional staff, and administrators share one sole responsibility - the University's pursuit of its objectives. Individually, all are expected to demonstrate excellence in discharging their assigned duties and responsibilities in the fundamental areas of teaching, research and service.

The principal objective of the handbook is to serve as a reference for human resource professionals, school and departmental heads, and supervisors concerned with the administration of personnel policies, and employees.

The Babcock University employee handbook thus provides general guidelines for employment, benefits, salary administration, and services available to staff members. The University may change these guidelines unilaterally and without notice. It also reserves the right to determine the applicability of any policy to a particular situation. Employees covered by this handbook are those employed on an at-will basis. This means that either the employee or the University may end the employment relationship at any time or for any or no reason.

Welcome to the University with a culture of excellence, and integrity as promise. Our strength is in our team spirit, while servant leadership is our dignity. Adventist heritage is our commitment; autonomy and responsibility our passion. Accountability is our moral.

...The future is bright!

Professor Ademola S. TAYO
President/Vice-Chancellor

1.8 GREETINGS FROM HUMAN RESOURCES DEPARTMENT

Welcome to Babcock University. We are glad that you have accepted our job offer. As a Christian faith based institution, every position is important and so are you. We value people, learning, relationships, sustainability, stewardship, and hope that you quickly feel at home. As a new employee, your commitment to the vision, mission and core values of the University is crucial for our mutual success in academic quality, student success, research and innovation, community and economic development.

To ensure the university's success in accomplishing its mission, this handbook has been prepared to provide you with a basic understanding of the University's mission, vision, policies, and your responsibilities as an employee. It is prepared to make you aware of what you can and should expect from Babcock University – and what we expect from you.

It is our firm belief that your experience here will be enjoyable and rewarding. We look forward to your contributions as we achieve together the guiding philosophy of Babcock University.

Abiola O. Makinde, PhD
Director, Human Resources

CHAPTER TWO

EMPLOYMENT POLICY

2.0 EMPLOYMENT POLICY

Every employment at Babcock University is based on merit (informed by accurate data) which includes appropriate skills and progressive performance on the match to excellence.

2.1 EMPLOYMENT CATEGORIES

2.1.1 *Calls*

Employment appointments extended, through the Governing Council and/or the Board of Trustees, to those who are already employees of any of the organizations of the proprietors of the University. It is equivalent to transfer of workers within the denomination (national and international). The individuals are called because their professional services are deemed essential to the development and growth of the University. This qualifies them to merge their service records.

Employees in this category could accept other calls from within other branches of the proprietor's organization. They could also be subject to Permanent Returns (PR) to their original source of call following established due process.

2.1.2 *Career Employment*

These are employment appointments made by the University, following due process, for employees on a professional career path according to the Bye-Laws of the University.

- a) **Regular-U** (University): This is the employment status of all Faculty and Staff not above 50 (fifty) years at employment, who plan to work at Babcock University as a career under Federal Government of Nigeria Pension Scheme. *However, faculty above 50 years at employment in pre-determined disciplines identified for specific periods by the University Administration as being areas of critical need for University development and mission, may be given Regular U status.* This is only applicable to employees who have not retired, and have not made withdrawals from their Retirement Savings Account (RSA). They benefit from housing allowance, medical allowance (restricted to treatment at BUTH) and child educational allowance (for children in BU schools only, except for programmes not offered by BU; and two children* at a time, not above 24 years of age) policies of the University.
- b) **Regular-D** (Denominational): This is the employment status of all Faculty and Staff not above 50 (fifty) years at employment who plan to work at Babcock University as a career under denominational retirement.

Note 1: Professors who are 50 years and above may also be offered regular employment at Babcock University where such Professors are not already retired, whether they have transferable pension or not.

Note 2: Any Regular-D employee whose status changes to Regular-U for whatever reason is automatically removed from the denominational retirement plan without any financial obligation whatsoever from the University.

Note 3: Denominational retirement computation will be based on service record obtained within the proprietor's system.

2.1.3 Contract Employment

- a) Full Contract Employment: This is an appointment extended to persons who were already retired from service—

government/private/church, etc—or to those over 50 years, according to the Bye-Laws of the University. They benefit from housing allowance, child educational allowance (for children* in BU schools only; and one child* at a time, not above 24 years of age), and medical allowance (restricted to treatment at BUTH and for the employee alone) after the first year of employment. Full contract employment is renewable yearly (for Faculty, one academic year and for Staff, one calendar year). Employment of those who are 60 years and above shall require a successful completion of physical medical examination at BUTH before their names can be put into BU payroll.

Payment of rent allowance of contract employees shall be on a monthly basis, to avoid instances of paying a full year rent to contract employees that don't get their contracts renewed or those who disengage before end of their contract.

*Children/Child in 2.1.2 and 2.1.3 above include legally adopted children of employees who do not have biological children.

Note:

- i. Henceforth, Contract employees are required to apply for renewal at least three (3) months to the end of their current contract. Salaries will not be paid to any contract employee whose contract has expired.
- ii. All of the above are applicable to BU regular employees who convert to full contract status, immediately upon conversion.

2.1.4 Employment of Retirees/Post-Retirement Engagement

1. Once a Faculty of professorial rank has attained the age of 70 years, he/she shall statutorily retire from Babcock University. However, where such a retiree is in a specialized area of high demand (*as may be determined by ADCOM*), he/she may be considered by the

University for re-engagement (on a Contract Employment basis) subject to the following conditions:

1. He/She has acceptable/favorable Health Status
 2. He/She has satisfactory record of compliance with the University Policy/Core Values
2. Once a Faculty of non-professorial rank has attained the age of 65 years, he/she shall statutorily retire from Babcock University. However, where such a retiree is in a specialized area of high demand (***as may be determined by ADCOM***), he/she may be considered by the University for re-engagement (on a Contract Employment basis) subject to the following conditions:
1. At the time of retirement, he/she had attained the position of a Senior Lecturer
 2. He/She has acceptable/favorable Health Status
 3. He/She has satisfactory record of compliance with the University Policy/Core Values
3. Once a staff reaches the age of 65, he/she shall be retired and disengaged from the services of Babcock University.
4. Upon retirement, a retiree from Babcock University is expected to vacate his/her BU allocated residence within three months. ***No further notice shall be given and such retiree is deemed to have waived any further requirement of notice.***
5. Contract employment is a one year renewable contract subject however to satisfying the conditions stated in (1 & 2) above.
6. Such an employee will be placed on a special contract package which inter alia, entails being placed on one level lower than the salary grade wherein he/she retired.

7. Retired Faculty on professorial rank re-engaged on contract basis shall be allocated reduced workload as shall be determined by the University while Senior Lecturers shall be allocated full load except there is an express directive to the contrary by the University Administration.
8. **There shall be no rank upgrade/promotion for Contract or Adjunct Faculty.**
9. **Others**
 1. From the rank of Senior Lecturer to Associate Professor, a faculty who reaches the age of 65 years without attaining the rank of Professor shall be retired, and allowed to go. Where such an employee is re-engaged by the University due to critical need as shall be determined by the University Administration, such faculty shall not be allowed to renew his/her contract more than five times.
 2. In the case of a Professor, upon retirement at the age of 70 years, such a Professor if re-engaged shall not be allowed to renew his/her contract more than three consecutive times (one year at a time), after which he/she shall no longer be eligible for any further renewal of contract.
 3. **Contract employment is for one year in the first instance, renewable annually; up to maximum of three (3) times for Professors and five (5) times for Senior Lecturers to Associate Professors.**
 4. **No promotion or rank upgrade for contract employees.**

In addition to other conditions for contract employment:

1. There must be critical need for such faculty, which critical need is only determinable by ADCOM.
2. The faculty must be of sound mind and vibrant health.
3. Compliance to the BU Core Value must be considered.

4. The faculty must be readily available to work.
5. Information Technology (IT) competence shall be considered before engagement of a contract employee *and or renewal of contract employment*. The employee must demonstrate IT competence in software use before engagement as contract.

Areas of critical need to the University

1. Nursing
2. Medicine
3. Software Engineering

- b) **Fixed Sum Contract:** This is a contract employment based on a lump sum payment per month for a fixed period, and without any other benefits.
- c) **Fixed Term Contract:** This is a contract employment based on a lump sum payment for a pre-determined period.

2.1.5 Spousal Employment

Employment of spouses at Babcock University is subject to the following rules:

1. When a person is employed because of the spouse, he/she becomes a dependent spouse while the first person is the principal spouse. Where a dependent spouse upgrades himself/herself on the level of expertise, the employment status can change from dependent to independent by Administrative action.
2. There is a distinction between the principal spouse (i.e. the first employed spouse) and the employed dependent spouse.
3. When the principal spouse leaves the services of the University, the administration will immediately review the employment status of

the remaining dependent spouse whose employment was based on the employment of the principal spouse.

4. Where, in the opinion of the administration, a couple is deemed to have separated, their family allowances stand forfeited with immediate effect and their employment status will be reviewed accordingly.
5. Irrespective of the fact that all workers at Babcock are employed on their personal merit, no employee would be permitted to work in a situation where he/she reports directly to his/her family member (spouses, siblings or relations, including in-laws).
6. Spousal employment is subject to available of vacancy.

2.1.6 Sabbatical Employment

Professors and Senior Lecturers can be granted sabbatical employment at Babcock University on the following conditions:

- i) There should be an application with a current Curriculum Vitae addressed to BU Director of Human Resources with copies to Head of Department, Dean of School and Senior Vice President, Academics. The package should reach Babcock University not later than 30th June of the year of intending service.
- ii) Shortlisted applicants will be invited by the Director of Human Resources for interaction with the SVP Academics, Dean of School, Head of Department and Professors in the School. Successful candidates will be recommended for employment through Human Resources Committee. Also, arrangement will be made for successful candidates to participate in the pre-session orientation in August, and full sabbatical employment will begin 1st September—the beginning of the academic session.

2.1.7 Graduate Assistants/Graduate Assistant Librarians

Only Babcock University alumni and other constituency graduates in areas of critical need as may be determined by the University, who are 30 years and below, unmarried at the point of entry, with first-class or second class upper (2¹), 4.00 on a 5.00 point scale or 3.20 on a 4.00 point scale, degree results are eligible to apply; and may be employed only after a successful performance in an oral interview. A person employed as a Graduate Assistant/Graduate Assistant Librarian shall become entitled to full benefits payable to BU employees only upon successful completion of both Masters and PhD programmes because it is a training position. However, the year of service will be counted from the day of employment as Graduate Assistant/Graduate Assistant Librarian. Those finally selected shall receive full sponsorship for tuition only in both Masters and PhD Degree programmes run by Babcock University while receiving sustenance allowance. However, where the employee needs additional funding (for laboratory based research), it shall be upon approval by ADCOM. It should be emphasized that the University funding for laboratory based research is not a right of any employee; it is a privilege and it shall be as may be determined by ADCOM, and also subject to the availability of funds for that purpose. All expenses must be backed up with supporting documents verified with Audit, Risk & Compliance Department, and settlement must be made at Bursary and copy of duly signed settlement form must be submitted to HR.

Those that are registered in approved programmes in other Universities shall be refunded as they present their receipts for the University approved categories of expenses for refund. A Graduate Assistant/Graduate Assistant Librarian is entitled to rent, annual leave, annual leave allowance and maternity leave, but shall not be entitled to medical treatment for family members and shall not be entitled to child educational sponsorship. However, maternity leave shall not be used as an excuse for completing the academic programme (both Masters and PhD) within the allotted time for the programme. Babcock University shall not pay for any extension to the programme. Conferences /

workshops shall be sponsored only if it will facilitate the completion of the postgraduate studies. Duration of an employee's status as a Graduate Assistant/Graduate Assistant Librarian shall not exceed three (3) years.

2.1.8 Assistant Lecturers/Assistant Librarians

Whereas the Assistant Lecturer/Assistant Librarian position is a training position, Assistant Lecturer/Assistant Librarian's employment is subject to the individual having an ongoing PhD programme or, at least, an admission for such a programme. The University will pay the tuition fees only for such employee's PhD programme but he/she will pay back if he/she is not confirmed after the probationary period. However, where the employee needs additional funding (for laboratory based research), it shall be upon approval by ADCOM. The University funding for laboratory based research is not a right of any employee; it is a privilege and it shall be as may be determined by ADCOM, and also subject to the availability of funds for that purpose.

An Assistant Lecturer/Assistant Librarian is entitled to rent, leave, leave allowances and maternity leave but shall not be entitled to medical treatment for family members and shall not be entitled to child educational sponsorship. However, paid maternity leave shall only be allowed once in the entire training lifetime of the employee. Conferences/workshops may only be allowed/or sponsored when it will facilitate completion of the PhD programme.

Note: Assistant Lecturers/Assistant Librarians who take doctoral research leave (with payment of Basic, COLA and Enhanced Allowance) during their PhD programme shall be required to sign additional Educational Sponsorship and Service Bond for the period of the research leave.

2.1.9 National Youth Service Corps (NYSC) Members

The University shall engage the services of NYSC members based on justifiable need and it is not subject to permanent employment. The

Youth Corps member to be considered must possess a minimum of a Bachelor's degree (2nd Class Lower Division) and must be Computer literate. Request for Youth Corps members shall be sent by the HOD/HOU to Human Resources Department.

The services of a Youth Corps member with Babcock University terminates on the day of the passing out parade. Corps members must go through BU disengagement process (evaluation by Supervisor, coordinated by HR) before the last monthly clearance is signed, and performance report written.

2.1.10 Industrial Training (IT) Students

IT engagement, always executed through HR, must be based on justifiable need and is not subject to permanent employment. Services must end at the end of stipulated period. After BU disengagement process (evaluation by Supervisor, coordinated by HR), final clearance and reports are written. Babcock accepts IT students with a minimum of National Diploma (ND) and above, and for a maximum duration of one year (twelve months).

2.2 EMPLOYMENT PROCEDURE

All categories of employment at Babcock (faculty, staff, and those by subsidiary units and organizations) are channelled through Human Resources (HR) Department, Human Resources Committee (HRC) and the Administrative Committee (ADCOM). No employment is valid unless and until it has passed through the following process:

- a) Head of Department/Unit (HOD/U) informs Human Resources (HR) of an official job opening through a memo authenticated by the School Dean (for faculty), and the Principal Officer in charge of the Division. HR immediately verifies from Bursary if there is budget provision (identified by a specific Budget Code) for the position.

- b) HR reviews the course-load (in conjunction with DAP for faculty) or workload for staff in the Department/Unit and determines the current need for the vacant position with the Head of Department/Unit as considered necessary which will be presented to ADCOM for approval.
 - c) With ADCOM approval, HR posts (through notice boards, website, or by written announcements) the job opening opportunity for both internal and external applicants for at least two working weeks of ten days. Thereafter HR works with the HOD/U to shortlist, interview and recommend qualified applicants, based on the approved standard recruitment instruments.
 - d) All interviews for internal and external candidates must be arranged through the HR department which shall ensure that the department/unit requiring personnel is adequately represented on the interview panel. It is the responsibility of the panel in consultation with the Department School Appointment & Promotion Committee (DAPC) and School Appointment & Promotion Committees (SAPC) to recommend the rank for each prospective employee.
- i. Only HRC recommends the employment of any faculty/staff to ADCOM for approval.**
 - ii. All employment referencing and certificate verification is conducted by the HR department. All prospective employees will undergo medical examination at the Babcock University Teaching Hospital (BUTH) at the expense of the University upon a successful completion of which the prospective employee will receive an employment letter and be put on the payroll.
 - iii. It is unethical and sanctionable for any employee to promise a job to any candidate or to negotiate salary or specific benefits on behalf of the University. HR will not be obligated to fulfil any**

such promises or commitments made by a supervisor or any representative of the University that is not duly authorized.

- iv. **On assumption of duty, all new employees report to HR for initial orientation conducted in collaboration with the department of the new employee, Office of Institutional Effectiveness (OIE), Bursary, and Security Services.**
- v. **HR shall arrange for every management level employee and above to have an interaction with the President/Vice-Chancellor, and sign the VC's New Employee Notebook.**
- vi. **At the end of one year probationary period, a confirmation evaluation will be administered by the supervisor, coordinated by HR after which the names of all successful new employees will be forwarded to the Governing Council for confirmation. This provision does not apply to contract or sabbatical employees.**
- vii. **A new employee has to work for at least two years, before he or she can apply for study leave. If a new employee is already enrolled in any programme of study prior to his appointment at Babcock University, such must be declared at the point of entry with a formal letter to the Administration, otherwise the University shall not acknowledge it.**

2.3 PROBATIONARY PERIOD

All new employees, except contract and sabbatical, shall undergo a probationary period of one year. At the beginning of the period, specific job descriptions and expected outcomes required of the employee shall be provided by the supervisor. New appointments and confirmation of appointment shall be subjected to documented background checks by HR. However, an employee's appointment may be terminated for unsatisfactory performance during the period of

probation; or at the end of extension period of not more than six months.

Appointment automatically terminates at the expiration of the probationary period of one year unless extended, or confirmed in writing by the University.

New employees (except Graduate Assistants/Graduate Assistant Librarians and Assistant Lecturers/Assistant Librarians) shall become entitled to the full benefits payable to BU employees only upon successful completion of their probationary period and consequent confirmation of their employment. In effect, all new employees are not entitled to benefits such as annual leave, leave allowance, medical treatment for family members, child educational sponsorship and conferences/workshops.

Note: Service cannot be broken during the probationary period. Any break in service of more than ten (10) working days consecutively (other than for sickness) during probation automatically terminates the employment/appointment.

2.4 INTERDEPARTMENTAL TRANSFERS

Transfer of employee from one department to another shall be necessary, only if, in the opinion of the Administration, an employee is likely to function better, either by reason of ability or newly acquired training that makes him/her more relevant to that department. In this exercise, the interest of the University must be given priority.

When a staff (non-teaching employee) seeks to become a faculty (teaching employee), it shall depend on the availability of vacancy or opening in the department of the employee's choice. The employee shall also inform the department to ascertain release. Where such opening exists, the staff shall apply to the

HOD through Human Resources. The application shall be accompanied with full Curriculum Vitae, and a copy shall be sent to the Dean of the School where the department is located. The staff must go through a proper conversion interview which will be coordinated by the Academic Department, Dean of the School, HR and OIE. The conversion interview must include three times of teaching in the classroom, evaluated through OIE, and the staff must have a minimum of 3.5 CGPA on a 5.0 scale in the highest qualification obtained. The background qualification and academic performance will also be considered. The academic transcript of such staff must reflect good “B or A” grades as evidence of strength in core courses. The HOD shall cause the Dean to call a meeting of the School’s A&P Committee to determine the appropriate rank and point of entry on the University Salary Scale if found appointable and submit a recommendation to SVP. The SVP then forwards the recommendation to the President/Vice-Chancellor, through Human Resources Department (that presents employee matters to ADCOM). Academic ranking should not be a conversion of the staff’s remuneration—BUSS Level and Step. This process shall also be applicable to new employees without prior teaching experience coming from outside Babcock University.

Possession of PhD degree does not translate to automatic conversion to faculty status as each case will be determined on merit and need as recommended by the department, and approved by the administration.

2.4.1 EMPLOYMENT OF BU SUBSIDIARY SCHOOL EMPLOYEES IN BU

Babcock University subsidiary employees (employees from BU Staff School, BU High School, BU Schools, Ogba, Lagos & Babcock Academy, Abeokuta, etc) who is engaged in BU shall be placed in line

with the Babcock University salary parity; and service record shall be merged.

2.5 SERVICE TRANSFER FROM OTHER PRIVATE AND PUBLIC ORGANISATIONS

New employees (both staff and faculty) within the employment age bracket are to be employed on regular status (Regular U/D) at Babcock University and their relevant previous services transferred to Babcock University in line with the Federal Government retirement scheme that will allow continuity of service with the University.

2.6 PROMOTIONS BASED ON ANNUAL PERFORMANCE EVALUATIONS

General Guidelines

- a. Annual assessment of all categories of employees is mandatory, whether or not the employee is due for promotion. This shall be done by the HOD/HOU on the Assessment Instrument provided and coordinated by HR.
- b. All promotions (advancement from one cadre to another on parity scale) shall be subject to good evaluation report by the immediate department/unit supervisor.
- c. September 30 of each year is the deadline for all departments/units to return their instruments with recommendations for the annual promotions. The fact that an employee is due for promotion does not mean he/she is qualified for promotion. Academic or professional contributions and/or tests and interviews will determine eligibility.
- d. For the assessment of Directors, HODs, Deans and Principal Officers, see chapter three.

2.6.1 FACULTY PROMOTION

GUIDELINES FOR THE ASSESSMENT AND PROMOTION OF ACADEMIC STAFF

1. General Rules

- i. The Appointment and Promotion Committee (A&PC) shall, on behalf of Council have responsibility for all matters pertaining to the promotion of all categories of staff in the University.
- ii. Promotion shall be an annual exercise. The process shall begin within each Academic Department/Unit from 15th of September to the 30th of October of each year. All papers for appraisal/assessment shall be submitted to the Departments by the 15th of September, in any case not later than the 30th of October of each year. Recommendations from the Departments shall reach the Schools/Faculties by the 1st of November and in any case not later than the 30th of November of the same year. Recommendations from the Schools/Faculties shall reach the Academic Standard Board/Central A&PC, not later than the 1st of December of each year.

Time Lines

15th September to 30th October – Departmental Meetings

1st November to 30th November – School Meetings

1st December to 31st December – Academic Standards Board/A&PC

- iii. Consequently, only attainments (academic qualifications and publications) obtained on or before the 30th of October of each year shall be scored for the candidate for that year.
- iv. The rules guiding promotions, particularly with respect to minimum requirements for publications and teaching/research experience, shall also guide appointments of Academic Staff to the various ranks.

2. Conditions and Procedures for the Promotion of Academic Staff

- i. Promotion exercise shall begin with an annual review of every

academic member of staff to be done in the first instance, at the level of Department. Staff would be expected to fill out the Annual Appraisal Forms and submit same to the Head of Department.

- ii. The submissions would be reviewed by the Departmental A&PC which is made up of all the Professors and Readers in the Department and a Senior Lecturer elected on a yearly basis by the Departmental Board Where there are no Professors or Associate Professors in the department, the number of Senior Lecturers in the Departmental A&PC shall be increased. The Departmental A&PC is chaired by the Head of Department. A comprehensive assessment of each candidate's qualifications and overall performances in the Department/Faculty/School is made at this level. All academic research work and publications shall be evaluated, and not merely enumerated.

iii. Departmental Appointment and Promotion Committee

Membership

- a. Head of Department – Chairman
- b. Professors in the Department
- c. Associate Professors in the Department
- d. One elected member from the Department not below the rank of senior lecturer
- e. Appointed Faculty– Secretary
 - (Where the Head of Department is not a Professor and professorial candidates are to be assessed, a professor chairs the meeting; and where there is no Professor in the department, the Dean chairs such a meeting)
- iv. The School/Faculty A&PC shall receive the results of the assessments and recommendations carried out in each Department and after due consideration, make its own recommendation(s) to the Academic Standards Board/ University Appointment and Promotion Committee (A&PC) using the approved guidelines on the promotion and appointment of academic staff.

v. School Appointment and Promotion Committee (SAC)

Membership

- a. The Dean/University Librarian - Chairman
 - b. Representative from a cognate School/Faculty appointed by the Vice Chancellor (not below the rank of Professor)
 - c. Human Resources' Representative (Officer in charge of Personnel)
 - d. All Heads of Departments of the School/all Heads of the Library Units
 - e. All Professors of the School/Faculty/all Professors of the Library
 - f. Two (2) members elected by the Faculty Board not below the rank of Senior Lecturer/ two members of academic Board of the Library
 - g. School Officer- Secretary
- vi.** Deserving members of staff to be recommended for promotion shall, *inter alia*, be assessed on the following:
- a. Their contribution, by research, to the advancement of knowledge in their area of specialization;
 - b. Their ability as a teacher;
 - c. Their contribution to the University, community and the nation.
 - d. Their alignment to core values of Babcock University
- vii.** Where publications are cited in support of promotion, the Committee making the recommendation shall include its recommendation(s) on the assessment of those publications. There shall be a clear statement from the Committee on the contribution(s) of the person recommended for promotion.
- viii.** Normally, in all cases of promotion and new appointment, the same criteria shall be used for the determination of the rank of the candidate.
- ix.** Promotion cases that fail at the level of the Departmental A&PC and are ratified as failed by the Faculty A&PC shall be rested there and not taken to the University A&PC.
- x.** In the event that an application fails either at the

Department/Faculty/University A&PC (Academic) levels, the candidate concerned must be officially informed within one week by the Head of Department/Dean, whichever is applicable, stating why the application was not successful. A copy of the letter should be forwarded to the candidate's Head of Department/Dean

- xi. For promotion or appointment to academic positions up to Senior Lecturer or its equivalent, the Academic Standards Board/University A&PC shall approve successful cases.
- xii. The quorum for each Appraisal Committee meeting shall be 50% of the members. In the case of Departmental A&PC, the 50% shall include the Head of Department and a Professor or a senior member of the committee. In the case of School A&PC, the 50% must include the Dean, Head of Department whose candidate is listed for consideration, at least Vice-Chancellor's representative and Human Resources' representative. The Human Resources officer shall be in attendance. In case a School/Institute/College is not able to constitute an Appraisal Committee, the Vice-Chancellor shall conduct the appraisal on behalf of the Staff Appointment and Promotion Committee.

3. Time Lag Required (Waiting period) for Promotion

- i. Normally, academic staff shall have served for three (3) full years after their last appointment or promotion in addition to the possession of relevant qualifications and/or experience before they can be promoted.
- ii. Assistant Lecturers who obtain relevant higher qualification (Ph.D. or Postgraduate qualification) before three (3) full years shall advance, upon presentation of the relevant certificate, to Lecturer II.
- iii. Graduate Assistants who obtain relevant higher qualification shall advance upon presentation of the relevant certificate to Assistant Lecturer.

4. Accelerated Promotion in Recognition of Excellence/Commendation

- i. Senior lecturers who have spent five years on the rank and made an invention of world class acknowledgment, OR whose works have earned honours at the level of the Nobel prize OR equivalent, OR has

published twenty (20) or more papers in Category A journals (10 of which must have a Thomson-Reuters assigned impact factor) after regular assessment for promotion make a score of 90% or more shall be deemed to have shown outstanding research capacity. In recognition of such excellence, such a candidate shall be assessed for professorship provided s/he meets the required minimum (particularly for publications and teaching experience), they shall be promoted.

ii. Candidates for promotion to any rank, other than Professor, who score 85% or more, shall be written a letter of commendation by the university senate.

5. Special Appointments

Outside the normal promotion process, the Vice Chancellor in conjunction with the Academic Standards Board/University A&PC can appoint to a particular rank to fulfil certain needs. Such an appointment shall be temporary for one year only until it is subjected to approval or disapproval by the University A&PC.

6. Promotion during Study Leave

- i. A member of staff who is away on Study Leave shall be entitled to his annual increment as long his/her programme of study is relevant to the work in the School/Department/Unit.
- ii. Being away on Study Leave for a period not longer than one year shall not debar a member of staff from promotion if they merit it.
- iii. A member of staff who is continuously on study leave for more than one year (two semesters) shall not be considered for promotion until they have spent at least one year after their return from the Leave provided they have served the University for the mandatory period of three (3) years since their last promotion.
- iv. An academic staff shall not be considered for promotion during the period they are away on Leave of absence unless such a candidate was qualified in time before the commencement of their Leave.

7. Effective Date of Promotion

- i. Promotions shall take effect from 1st January of the year of promotion. However, where a promotion has to be backdated, the backdating may be without financial obligations to the date of such promotion.

- ii. Annual increments take effect from 1st January of each year. It shall however not be automatic, but shall be contingent on the candidate showing material evidence, during the annual appraisal exercise that they have been productive (evidenced in published journal papers) during the year under review.

8. Salary on Promotion

No Academic Staff shall be made to suffer any financial disadvantage consequent upon their promotion.

9. Criteria for Appointment and Promotion of Academic Staff

The assessment of academic staff for appointment and promotion shall be based on the criteria listed below, with each criterion weighted as shown in Table 1.

- a. Academic qualifications
- b. Publications and creative works
- c. Teaching/professional experience
- d. Conferences/learned society activities
- e. Administrative experience and
- f. Community service in the context of teaching and research
- g. Research Grant
- h. Local and International fellowship
- i. Alignment with Core Values

Table 1- General Assessment Criteria for Promotion of Academic Staff

Criteria	Professor/ University Librarian/ Librarian	AP/ Reader	Senior Lecturer/ Librarian	Lecturer I/ Librarian I	Lecturer II/ Librarian II	Assistant Lecturer/ Assistant Librarian
Qualifications	-	-	-	-	5 (PhD)	-
Publications and creative works	45	40	30	25	20	15
Teaching/professional experience	25	25	24	21	18	15
Alignment with Core Values	10	10	10	10	10	10
Community Service	10	10	10	10	10	10
Leadership skills/traits	7	7	7	5	4	4
Research Grant	1	1	1	1	1	1
Local and International fellowship	1	1	1	1	1	1
Conference/Learned Society Activities	1	1	1	1	1	1
Total	100	95	84	74	70	57

N/B: Guidelines for scoring Qualifications, Publications and Creative works, teaching experience, alignment with Core Values, Community Service and Leadership Traits and Skills are found in Sections 9.1 - 9.7 below

NOTE:

Each applicant should score not less than 80% in publications and creative work to be promoted. (Points for each candidate on publication is arrived at by simple summation of points up to the maximum required. Extra points after maximum are not counted)

Each applicant should score not less than 70% in teaching and core values to be promoted

Maximum points accruable to teaching for each cadre is as follows:

Lecturer II -3 years = 3 points

Lecturer I - 6 years = 6 points (With exceptions for professional disciplines such as medicine where fellows are employed as lecturer 1. i.e. They will require only 3 years to get to the rank of Senior Lecturer)s

Senior Lecturer - 9 years = 9 points

Associate Professors and Professors – 10 years = 10 points.

Each applicant should score a minimum of 70% overall to be promoted

All publications being considered for the promotion of faculty should be subjected to plagiarism test.

All papers to be submitted (At least titles and abstracts) should be made available in BABCOCK website

9.1. Qualification

i. A candidate for promotion beyond the rank of Lecturer I must possess a Ph.D.

(A candidate in the department of Law may attain the position of Senior Lecturer without a Ph.D but shall not go beyond Senior Lecturer without a Ph.D)

(A candidate in the college of medicine with a fellowship of the West African College of Surgeons or The National Postgraduate Medical College of Nigeria or its equivalent may attain the position of senior lecturer and above without a PhD)

9.2. Assessment of Publications and Other Productive Works

(a). **Journal Article:** This refers to a full-length article or paper published in a learned journal of good reputation. The maximum point that may be awarded to an article is 2.5 points. More emphasis should be laid on journal articles in promotions to the ranks of Senior Lecturer/Senior Librarian and above.

(b). Journal Categorization

Journals are categorized into three (3) as follows:

- (i). **Category A:** Peer-reviewed journals with Thomson Reuter's assigned impact factor, or journals ranked by Scimago Journal Rank (SJR) or Source Normalized Impact per Paper (SNIP)
- (ii). **Category B:** International peer-reviewed journals not in Category A.; Journals published by Universities/Faculties, Research Institutes, Learned Societies/Professional Bodies. 'International' here is not location-specific, but is a reflection of the international nature of the composition of a journal's editorial board and the affiliations of authors who publish in the said journal.
- (iii) **Category C:** Other peer-reviewed journals not in categories A or B above. Journals in this category must be acceptable to the Department/Faculty.

(c). Scoring of Journal Articles

- i. Where there is more than one author, depending on the category of the journal, the first author shall score the maximum of the total score while the other authors shall score $2/3^{\text{rd}}$ each of what the lead author gets
- ii. An applicant should be lead author in not less than 25% of joint authored publications
- iii. There should not be more than 20% of presented article in any one specific journal
- iv. There should not be more than two (2) articles in any single issue by the same author. Any article beyond two in a single issue should be discountenanced.

Note that what is a major article for an author may be minor even for a co-author if it is not in his/her discipline.

- i. Three (3) of a candidate's required publications should be in category A for promotion to a full professor; while two (2) of a candidate's required publications should be in category A for promotion to an associate professorial rank.

- ii. Candidates are to attach photocopies of the web page showing the Thomson Reuter's Impact Factor ranking or SJR/SNIP categorization for each publication. Thomson Reuter's or SJR/SNIP claims should be verified by a subcommittee of A&PC before the appraisal meeting of the Faculty or University in order to save time during A&PC meetings.
- iii. A maximum of 20% of candidates' required journal papers may be published in one journal. Any other papers in excess of the said 20% shall not be scored.
- iv. For the purposes of promotion to the grade of Senior Lecturer and above, not more than 10% of a candidate's required publications should be in journals that have not gone beyond three (3) volumes, provided only one volume is published annually. Any other papers in excess of the said 10% shall not be scored.
- v. Journals based in Colleges of Education and Monotechnics/Polytechnics are **NOT** acceptable for promotion purposes.
- vi. Papers published online ahead of print (online early) in Category A and B journals shall be scored as published papers provided they have digital object identifier (DOI) numbers.
- vii. When a candidate publishes the same material more than once, only one will be scored.

(d). Definition of a book for the purpose of academic assessment

i. A book is defined for the purposes of promotion/academic assessment, as a publication of more than 80 pages on 12 points or 100 pages on 14 points Times New Roman, single line-spaced, cover excluded. A book must have an ISBN.

ii. Book chapters must be assessed just like journal articles. All books to be considered must be **published, not merely printed.**

Categorization of Books.

Books are grouped into four categories, namely:

(i) **Category A:** Books written as a result of an original piece of work or research which makes an important contribution to knowledge in the author's field. Such a book must be published by a well-known academic publisher as listed in the 2016 world ranking of academic book publishers as approved in appendix 11

ii) **Category B:** Books written as a compilation of existing knowledge in an area in a new form. It must be for Universities and other tertiary institutions. Such a book must be published by a well-known academic publisher. There must be evidence of peer review.

(iv) **Category C:** This category includes books on creative work of art, plays, novels, collection of poems or books edited by the candidate in his/her discipline. There must be evidence of peer review.

(v) **Category D:** This is defined as a write-up lifted from other people's work and paraphrased by the candidate.

NOTE: A single authored book in category A attracts a maximum score of 5 points

The Departmental/Faculty A&PC and not the internal assessor determines the categorization of books.

(e). Format for the submission of internal assessor's report

Internal assessors report should include a paper-by-paper descriptive assessment of the journal article/book/conference paper and a summary sheet following the template given as Appendix I which provides a uniform format.

- i. A paper-by-paper narrative of the overall quality/originality of research and contribution to knowledge in the field of a paper should be followed by a grade on a scale that runs as follows:

ii. Table 2: Interpretation of grades

	Category A journals	Category B journals	Category C journals
Excellent (A)	2.5	2.0	1.5
Very Good (B)	2.0	1.5	1.0
Good (C)	1.5	1.0	0.5
Fair (D)	NA	0.5	0.25
Poor (E)	NA	0.25	0.0
Very Poor (F)	NA	0.0	0.0

NA = Not Applicable

- iii. A standard tabular form for easy reference (See Appendix I)
 The score in the tabular format is expected to be evident from the descriptive assessment in (a) above which should form the basis for the award of grades to publications.

Table 3 Scores for Publications and Other Creative Works

Description of Item	Score	Remarks
(a) Journal article	Major: 0-2.5 points per article Minor: 0-1.5 points per article	See scoring of journal articles above
(b) Single authored Books	Category A: 2.5 – 5 points Category B: 0-2 points Category C: 0-1.5 points Category D: 0 point	
(c) Chapters in Books	0-2.5 points	
(d) Conference Proceedings	Major: 0-1 points per paper	Not more than one contribution in a particular conference volume. Maximum of three (3 conference proceedings papers
(e) Creative Work	Major: 0-1.5 points Minor: 0-1 point	Up to maximum of 5 Creative works
(f) Patented Work	0-2.5 points	Up to a maximum of 3 patented works of which candidate must show evidence

		of patent
(g) Technical Report	0-1 points	Up to a maximum of 3 technical reports. Candidate must provide letter of commission

NOTE: Marks are arrived at by simple summation up to the required points for each cadre. Marks in excess of the required points are not to be added.

9.3 Minimum Score on Publications

The minimum score on publications is 80%. Regarding recommendations to positions in respect of which a minimum score on publications is a prerequisite (see Table 1), the score on publications alone should be considered first. The assessment of the candidate on the entire criteria would be proceeded with only if the minimum score on publications (80%) is attained. If the score on publications falls short of the minimum required, the case for promotion or appointment to the desired rank would be considered to have failed.

9.4 Teaching and Professional Experience

The scoring for teaching and professional experience shall be as follows:

- a). Length of Teaching **10 points** (1 point for each year of full-time teaching in a university/degree awarding tertiary institution to a maximum of 10 years; the same applies to the equivalent Librarianship positions)
 - i. A full-time staff who in a given session proceeds on study leave not exceeding one semester can score a maximum of 0.5 points for the session; the same applies to the equivalent Librarianship positions)
 - ii. A full-time teaching staff that proceeds on study leave for a period of more than one year shall not receive any points, but could receive points for research output/publications.
 - iii. The period of Graduate Assistantship shall not be scored.

- b). Quality of Teaching/Students’ Assessment **5 points**. (Applicants **must have 70% average** in the evaluation)
- c). Computer Literacy **5 points**
- d). Course Outlines **5 points**

Table 4: Scores for conference presentations

Nature of Attendance	Ranks or Position	No. of Points	Remarks
Attendance at a conference and reading a paper there	Senior Lecturer and above	1	Limited to a maximum of one point/year
	Lecturer I and below	1	Limited to a maximum of 1 points/year

9.5 Community Service and Other Contributions to the Nation

The following cases shall score points:

- (a) Attendance and participation at Departmental meetings, 1 point.
- (b) Discharge of Departmental assignments, 1 point.
- (c) Membership of Faculty Committee, 1 point.
- (d) Membership of University Committee/Task Forces, 1 point
- (e) Church Activities and Responsibilities, Pastoral assignments 1 point
- (f) Membership of Editorial Board 1 point
- (g) Delivery of Keynotes and Lead Papers 1 point
- (h) Community and Societal Responsibilities 1 point
- (i) Sponsorship of clubs/class, 1 point
- (j) Key events coordination, 1 point
- (k) (i) National/International assignments such as Membership of Boards etc., 1 point.
- (l) Organization of both National and International workshops, 1 point
- (m) Serving as an External Examiner, assessor, reviewer, 1 point
- (n) Member of NUC or Professional Body Accreditation Team, 1 point.
- (o) Engagement in lofty activities that promote the corporate image of the University and enhance the development of a healthy Town and Gown relationship, 1 point.

Note: The maximum score here remains 10 points irrespective of the

number of committees or level of involvement in some or all of the activities listed above.

9.6 Alignment with Core Values

BU Core Values

S/N	Core Values
1.	Excellence (Promotes and delivers high quality services) 2 points
2.	Integrity (Trustworthy, reliable, transparent) 2 points
3.	Accountability (Acknowledges and assumes responsibility for actions, decisions, and policy implementation within the scope of the employment position) 1 point
4.	Servant Leadership (Actively listens, empathizes and committed to the growth of students and other people) 1 point
5.	Team Spirit (Considerate, willingness to work together towards common goals) 1 point
6.	Autonomy & Responsibility (Demonstrates highest standards in professional competence and behaviour) 1
7.	Adventist Heritage (Committed to the mission, vision & Adventist Philosophy of Education) 2 points

9.7 Leadership Skills and Traits

Leadership skills will be demonstrated by readiness to accept responsibility, actual performance and the ability to achieve set goals with minimal supervision from constituted authorities.

Evaluation shall be based on the following indices:

- a) Appointment as Dean, Director, Head of Department or Coordinator **2 points**

- b) Leadership/membership of University Committees, ad-hoc and statutory Committees, service at Department, School, College, Hall and University levels **1point**
- c) Mentorship of students with evidence of contact **1 point**
- d) Postgraduate supervision **1 point**
- e) Punctuality and attendance at committee meetings **0.5 points**
- f) Feedback from beneficiaries of the leadership initiative **0.5 points**
- g) Records of accomplishments/contributions **1point**

10. The various levels of A&PC should not carry out the duty of the internal assessors. However, these committees should carefully scrutinize an internal assessor's report to ensure adherence to the guidelines. Only changes which do not require expert knowledge of the publication can be effected by the various levels of A&PC.

11. Internal Assessors

- i. Internal assessors should be appointed by the A&PC of the Department for promotion up to the rank of Senior Lecturer. For promotion to the ranks of Associate Professor and Professor respectively, the internal assessors should be appointed in consultation with the Dean
- ii. Two internal assessors should be appointed for a candidate and they should as much as possible be drawn from within the university.
- iii. Where there is no internal assessor to carry out a prima facie assessment, an external expert can be requested to undertake the assessment.
- iv. The effective score for the publications of the candidate will be the average of the total scores of the two internal assessors as determined by the A& PC of the Department or Faculty
- v. Co-authors can be used as internal assessors, provided the number of co-authored papers does not exceed 20% of the candidates' publication. The internal assessor should not assess any co-authored publication.

- vi. The following people/officers shall not serve as internal assessors
 - xiv. Head of Department
 - xv. Relations of candidates by blood or marriage

Internal assessors for promotion up to the rank of Senior Lecturer must be at least Senior Lecturer. Only Professors can serve as internal assessors for promotion to the ranks of Associate Professor and Professor.

12. External Assessors/Assessment

- viii. External assessors must be reputable Professors drawn from universities other than Babcock University, and who qualify to be Professors if assessed by the standards of Babcock University as prescribed in this document.
- ix. They must be in the candidate's discipline and where possible in the candidate's area of specialization.
- x. Candidates for appointment as external assessors must not have been staff of Babcock University in the last five (5) years.
- xi. Nomination of external assessors should be the responsibility of the Faculty A&PC.
- xii. The Human Resources Director or his/her representative shall request the Deans to forward four sets of publications and curriculum vitae of the candidate for promotion to the appropriate organ of the University.
- xiii. The Dean in consultation with the Head of Department shall compile a list of six (6) external assessors to be forwarded to the Vice Chancellor who shall select three external assessors to whom the candidate's publications should be sent. In compiling the list of external assessors, consideration must be given to the geographical spread of the assessors to ensure that they are from quite different localities.
- xiv. The list of six (6) external assessors should be forwarded to the Vice-chancellor along with their full addresses, emails and telephone numbers. This list shall be handled with utmost confidentiality.

- xv. A person who has disengaged from the University system for less than three (3) years shall not be appointed as an external assessor. A person serving as external examiner to Babcock University or finished serving within the last three years shall not be appointed external assessor. Research collaborators/supervisors, relations of a candidate by blood or marriage shall not be appointed external assessor for the said candidate.
- xvi. The consent of the external assessor shall be obtained before publications are forwarded to them.
- xvii. The external assessors shall be given the guidelines required for the discharge of the exercise.
- xviii. An external assessor shall be requested to return the report within three months. Another set of the candidate's publications shall be sent to another external assessor if no report is received after three months.
- xix. The University A&PC shall consider the report of the external assessors presented to the Committee by the Vice Chancellor. A candidate with at least two reports from external assessors adjudged to be favourable by the University A&PC would be taken to be successful.
- xx. The University A&PC shall recommend successful cases to the Governing Council for approval.

13. Appeal

- i. A candidate may appeal directly to the Dean against the decision of the Departmental A&PC. The Dean shall send such an appeal to the Head of Department for their comments. The Head of Department shall in addition to providing the said comments, also transmit a copy of the relevant minutes to the Dean who should bring them to the attention of the Faculty A&PC for consideration and necessary action.
- ii. A candidate may appeal directly to the Chairman of the University's Academic Standard Board/ A&PC against the decision of the Faculty A&PC. The Chairman of the University A&PC shall send such an appeal to the Dean of the Faculty in question for their comments. The

said Dean shall in addition to providing the said comments, also transmit a copy of the relevant minutes to the Chairman who should bring them to the attention of the University A&PC for consideration and necessary action.

iii. A final appeal to the Governing Council, where necessary, shall be forwarded through the Deputy Vice Chancellor Academics. The Deputy Vice Chancellor Academics shall ensure that in forwarding the documents to the Governing Council, all the requisite comments and minutes are transmitted.

iv. A candidate cannot appeal if their case failed as a result of unfavorable external assessors' reports.

v. A candidate whose case fails at the Governing Council shall not be considered for promotion until the next two years

GUIDELINES FOR THE APPOINTMENT AND PROMOTION OF ACADEMIC LIBRARIANS

1. Ranks of Academic Librarians vis-a-viz mainstream academics

The designation of the ranks in the career structure of the academic librarians vis-a-viz the mainstream academic staff is as shown in Table 5.

Table 1 of the proposed guidelines for Assessment and Promotion of Babcock University Academic staff now accommodates Librarians in line with the recommended new designations.

Table 5: Re-designation of ranks of Academic Librarians

I	Professor/Principal Officer position	University Librarian (By advert/appointment)	BUSS 15
II	Professor	Librarian	BUSS 15
III	Associate Professor	Deputy Librarian	BUSS 14
IV	Senior Lecturer	Senior Librarian	BUSS 13
V	Lecturer I	Librarian I	BUSS 12
VI	Lecturer II	Librarian II	BUSS 10
VII	Assistant Lecturer	Assistant Librarian	BUSS 09

2. Criteria for Appointment and Promotion of Academic Librarians

The assessment of academic librarians for appointment and promotion shall be based on the criteria listed below, with each criterion weighted as shown in Table 1.

- Academic qualifications
- Publications and creative works
- Working/Professional experience (Teaching in cases where applicable)
- Conferences/learned society activities
- Administrative experience
- Community service in the context of teaching and research
- Research Grant
- Local and International fellowship
- Alignment with Core Values

3. Advertisement Guidelines for Appointment into Various Academic Cadres in the University Library**ASSISTANT LIBRARIAN**

Candidate must possess a good first degree plus a master's degree in Library and information studies or any other related disciplines (information Science, information and Resource Management etc).

Candidate must possess a master's CGPA that will enable registration for PhD. Registration with Librarian Registration Council of Nigeria (LRCN) is a requirement.

LIBRARIAN II

- i. A candidate must possess a good first degree plus a master's degree in Library and Information Studies or any other related discipline from a recognized University with three (3) years working experience in an academic Library. Candidate must possess a master's CGPA that will enable registration for PhD.

- ii. A good first degree plus PhD in Library and information Science or any other related discipline.
- iii. Registration with Librarian Registration Council of Nigeria (LRCN) and evidence of publication are required.

LIBRARIAN I

- i. Master's degree in Library and information Science or any other related discipline from a recognized University with six (6) years relevant working experience in an academic Library. Candidate must possess a master's CGPA that will enable registration for PhD.
- ii. A candidate with PhD in Library and information Science from a recognized University with three (3) years working experience in an academic Library.
- iii. Registration with Librarian Registration Council of Nigeria (LRCN) and evidence of publication are required.

SENIOR LIBRARIAN

- i. A good first degree plus PhD in Library and information Science or any other related discipline from a recognized University with nine (9) years post MLIS relevant working experience in an academic Library.
- ii. A PhD in Library and information Science or any other related discipline from a recognized University with six (6) years relevant working experience in an academic Library.
- iii. Registration with Librarian Registration Council of Nigeria (LRCN) and evidence of publication are required.

DEPUTY LIBRARIAN

- i. A good first degree plus PhD in library and information Science or any other related discipline from a recognized University with twelve (12) years post MLIS relevant working experience in an academic Library.
- ii. A PhD in Library and information Science from a recognized

University with nine (9) years relevant working experience in an academic Library.

- iii. Registration with Librarian Registration Council of Nigeria (LRCN) and evidence of publication plus administration experience are required.

LIBRARIAN

- i. A good first degree plus PhD with registration with LRCN plus at least fifteen (15) years of professional and research experience since becoming a Librarian II in a University or comparable institution of higher learning.
- ii. All processes of appointment to professorial position apply.

Appendix: Summary Sheet for Internal Assessor’s Report on Academic Publications and Creative Works

Name of Candidate: _____

Dept.: _____

Faculty/School/College: _____

To be filled by the candidate for assessment			To be filled by the assessor			To be filled by A&PC			Comment(s)
S / N	Full reference including name(s) of all authors	Type of publication (Original/ Review)	No of authors	Position of author	Category of publication (A/B/C)	Contribution to knowledge (significant/minimal/non)	Status of publication (major/minor)	Score (0-5)	

Name of Assessor: _____

Signature: _____

Date: _____

Voted Revision to the Current BU Academic Staff Promotion Guidelines

1. At the Governing Council, it was voted that Journal of Adventist Education be graded as Category ‘A’ for promotion in Babcock University.
2. For application to Lecturer II and higher academic ranks up to Full Professor, a minimum number of publications is required before a faculty member can apply. A minimum of 25 papers must be submitted by a candidate applying to the rank of a full Professor; 20 papers is the minimum for applications to the position of Associate Professor, 12 papers is the minimum for applications to the cadre of a Senior Lecturer, 8 papers for Lecturer I rank, 4 papers for Lecturer II.

Rank	Minimum Number of Publications
Professor	25
Associate Professor	20
Senior Lecturer	12
Lecturer I	8
Lecturer II	4

3. Candidates aspiring for promotion to the Senior Lecturer rank must submit a minimum of two (2) Category A papers; those

applying for consideration to the cadre of an Associate Professor must submit three (3) Category A papers, with the applicant as first author in at least one (1) of the Category A papers; while lecturers vying for promotion to the Full Professor rank must tender at least (4) Category A papers, with the applicant as first author in at least two (2) of the Category A papers.

Rank	Minimum Number of First Authored Category A Papers	Minimum Number of Category A Papers
Professor	2	4
Associate Professor	1	3
Senior Lecturer	Nil	2

4. **Category A Journal:** Peer-reviewed journals with Thomson Reuter's assigned impact factor, or journals ranked by Scimago Journal Rank (SJR) or Source Normalized Impact per Paper (SNIP).
 - i. A journal is said to have Thomson Reuter's assigned impact factor, if the journal is listed on the Journal Impact Factor list. Due to a proliferation of the Internet with spurious versions of the Journal Impact Factor list, the Journal Impact Factor list to be consulted will be provided by Babcock University with the updated versions also provided each year.
 - ii. A journal is said to have Scimago Journal Rank (SJR), if the journal is indexed by Scimago as evidenced on the Scimago Journal & Country Rank website. The International Standard Serial Number (ISSN) of the journal as presented on Scimago must be exactly the same as that of the journal the scholar has published in. This is important because of cloned journals.

Cloned Journal: This refers to a journal which shares the same name as another journal but the International Standard Serial Number (ISSN) of the cloned journal is not the same as that of the original journal.

- iii. A journal is said to have Source Normalized Impact per Paper (SNIP), if the journal has a SNIP value as indicated on the **CWTS Journal Indicators** website.
5. **Category A Paper:** A Category A paper refers to a full-length article which satisfies all of the followings:
- i. It must be published in a Category A journal with either Thomson Reuter’s assigned impact factor, Scimago Journal Rank (SJR) or Source Normalized Impact per Paper (SNIP).
 - ii. The core content of the publication must be within the area of specialization of the scholar
 - iii. The journal in which the article or paper is published must cover the area of specialization of the scholar as evidenced on a standardized ranking platform as Scimago Journal Rank (SJR). For journals indexed on Scimago, an article qualifies as major if the area of specialization of the scholar falls within the “Subject Area and Category” of the journal as presented on the Scimago Journal & Country Rank website.
The Area of specialization of the candidate must be indicated clearly on the Scimago Journal & Country Rank website.
For instance, under the “Subject Area and Category” for the African Journal of Medicine and Medical Science, Medicine is indicated but with a focus on Medicine

(Miscellaneous). This means that a paper published in any of the branches under Medicine is covered by this journal. However, if the journal under the “Subject Area and Category” indicates Medicine with a focus on Paediatrics, that will mean that only articles published in Paediatrics will qualify as Category A.

6. i. **Predatory Journal:** A Predatory Journal refers to a journal which deviates from best editorial and publication practices, and/or the use of aggressive and indiscriminate solicitation practices. Any journal listed on the Beall’s List of Predatory Journals and Publishers is said to be predatory. However, the year of publication of the paper is vital. For example, if a paper was published in a journal in 2016, such journal should be checked on the Beall’s list updated in 2017. If the journal name is listed in the 2017 version, then the journal is predatory. However, if the journal is not listed in the 2017 version, it is non-predatory even if it is on the list updated in 2021.
- ii. **Journals Discontinued in Scopus:** If a journal is discontinued in Scopus in a particular year, that journal would not be accepted as Category A if the scholar published in the journal after the year it was discontinued in Scopus but the journal would still be taken as Category B. However, if the scholar published in the journal on or before the year it was discontinued in Scopus, then the journal still qualifies as Category A.

Grading Scheme for Creative Works

	Relevance (immediate and future)	Globalization (local and international)	Sustainability and Scalability	Patency	Category
Creative Works	✓	✓	✓	✓	A
	✓	✓	✓	NIL	B
	✓	✓	NIL	NIL	C

Note: **Relevance** of any creative work refers to how useful such work is to solving immediate and future problems or challenges.

Globalization is concerned with the scope of the solution provided by this work, or the application(s) of the work both locally and globally.

Sustainability and Scalability: **Sustainability** refers to how long the creative work can stand the litmus test of providing solutions to the problem it addresses. While **Scalability** refers to the feature of a creative work that permits the scope to be expanded or contracted to meet evolving demands.

Patency is important to establish the novelty and uniqueness of the creative works.

*To ensure that **necessary** and **appropriate** mechanisms are duly followed to confirm the **validation** and **verification** of the assessment entries under creative works, the University would constitute a*

*committee of experts set up to scrutinize all entries to objectively appraise each submission for **validation and verification.***

Thus, for a creative work to qualify as Category A, it must be adjudged by the University constituted committee of experts to satisfy all of the following parameters: i. **Relevance** ii. **Globalization** iii. **Sustainability and Scalability** and iv. **Patency.**

A creative work is Category B, if it is adjudged by the University constituted committee of experts to satisfy only the following parameters: i. **Relevance** ii. **Globalization** iii. **Sustainability and Scalability.**

For a creative work to qualify as Category C, it must be adjudged by the University constituted committee of experts to satisfy only two parameters namely: i. **Relevance** and ii. **Globalization.**

2.6.2 Change of Rank/Position

No consideration shall be given to an employee who applies for a position and/or accepts the position offered but subsequently applies for regrading before promotion.

2.6.3 Staff Promotion

Staff are non-teaching employees located all over the various divisions, school and departments of the University. They include all accountants, administrative officers, secretaries, artisans, engineers, technicians, technologists, caterers, hall administrators, chaplains, counsellors/social workers, and other non-teaching professionals. All staff who are due for promotion in each year shall be interviewed by the Staff Promotion Committee of the University, chaired by the SVP, Management Services, before such is presented to ADCOM.

2.6.4 Criteria for Staff Promotion

- (a) Under all favourable conditions, the first promotion of staff from one cadre to another between BUSS Levels 1-12 comes after the first four years; this is with the understanding that there will be confirmation of appointment after the first year of the said four years. There will be annual movement on the steps of all the levels. Promotion to Levels 13 and above is by appointment of the Administration.

An employee on probation and Performance Improvement Program (PIP) shall not be promoted until there is a satisfactory report on performance.

- (b) Second and subsequent promotions shall take into consideration:
1. Proven commitment and adherence to University philosophy, mission, and vision
 2. Acceptable Performance on the job
 3. Improvement of skill and/or additional qualification
 4. Vacancies at higher levels (but one is still entitled to increase on the steps until one reaches the bar)

NOTES (for 2.6.1 and 2.6.4):

An employee reprimanded or sanctioned by the University Administration shall:

- (a) not be entitled to annual salary increment in the year of reprimand or sanction;
- (b) forfeit one year in the calculation of minimal eligible promotional years in which case he/she shall automatically lose the immediate or next promotion.

However, outstanding performance by the employee or a high recommendation determined by the Employee Welfare & Disciplinary Committee and approved by the Administration in the same year of reprimand and sanction may be needed to review the effect of reprimand and sanction.

- Employees who are suspended shall lose rent, leave allowance, promotion, salary increment in the year of suspension.
- Employees who were disengaged for offences but pardoned and recalled will not be promoted at the normal promotion period of four years (for staff) or three years (for faculty). Such employees would lose one year of their promotion.

2.6.5 Procedure for Staff Assessment and Promotion

Procedure for Staff Assessment and Promotion is as mentioned under 2.6 (a)-(c) of the General Guidelines on promotion.

2.6.5 Criteria for BUTH Medical Personnel Promotion

There will be written (30%) and oral (30%) exam with appraisal form for Medical Personnel promotions; four years satisfactory appraisal (40%) and vacancy. Any person considered for promotion must have minimum score of 80%.

2.5.7 Procedure for BUTH Medical Practitioner Assessment and Promotion

Medical Practitioner Assessment and Promotion is through an Annual Performance rating by HOD accumulated over a period of three or four years.

2.7 EMPLOYEE PRODUCTIVITY AND CAREER MOBILITY

A faculty member (below the rank of Senior Lecturer) who does not earn a promotion for five years may lose his/her position. At the end of the sixth year without promotion, his/her appointment shall be

terminated. A Senior Lecturer who fails to earn a promotion in eight years shall be asked to retire from the service of the University.

A staff member who fails to earn any promotion in six years goes on probation. At the end of the seventh year, the employment of the staff shall be terminated.

Masters degree (in relevant area) is required for promotion from Level 10 to 12 (Assistant Director), except for the professional cadre. Staff of professional Departments/Units must obtain professional certification (e.g., ACA for Accountants, COREN for Engineers, BL for Lawyers, etc) for promotion to Level 12. A masters degree or professional certification is required for promotion of any category of staff from Level 10 to 12.

2.8 POLICY ON RE-EMPLOYMENT, RE-ENGAGEMENT OR ANY OTHER DEALINGS WITH FORMER EMPLOYEES

- **Severance for Misconduct:** Former employees dismissed for misconduct shall **NOT** be re-engaged/re-employed, or appointed as suppliers/contractors to the University or any of its subsidiaries **UNLESS** there is written proof of executive pardon voted by the Administration.
- **Performance Related Severance:** Former employees under this category may not be re-engaged/re-employed without a successful evaluation of additional acquired skills, qualification or performance enhancing training.
- **Severance under Retrenchment:** Former employees under this category are re-absorbable, subject to existence of suitable job vacancy

NOTE:

1. Former employees under category (a) above shall **NOT** have free access into, and within, the University while those under

categories (b) and (c) above may be allowed access but shall not be permitted to loiter in former office or handle official University documentation without due authorization.

2. Former employees under categories (b) and (c) above may be appointed as suppliers/contractors to the University subject to current rules and policies governing contract awards. Any violation of due process or due diligence in such transactions shall be considered an intentional abuse of process and may lead to sanctions up to legal prosecution.
 3. Employees are to ascertain from Human Resources the reasons for disengagement before dealing with former employees in any official capacity.
- Granting of access, in any form whatsoever, to any former employee, into any office or document or property of the University shall constitute misconduct attracting grave sanctions up to dismissal of the employee granting such access.

CHAPTER THREE

ELECTABLE AND APPOINTABLE POSITIONS

3.1 ELECTABLE POSITIONS

3.1.1 Principal Officers

The election of all Principal Officers of Babcock University is the sole responsibility of the University Governing Council, and they serve for a term of five years.

3.2 APPOINTABLE POSITIONS

3.2.1 Associate Vice-Presidents/Chief of Staff/Managing Director

The Associate Vice-Presidents and Chief of Staff are appointed upon the recommendation of the President/Vice-Chancellor to the University Governing Council on such terms and conditions of service as the Council may prescribe.

Managing Director, Babcock Investment Group (BIG)

The position of Managing Director, BIG is based on the recommendation of the President/Vice-Chancellor and thereafter appointed by ADCOM subject to the ratification of Babcock Investment Group Board.

3.2.2 Provosts/Chief Medical Director

Provosts

A provost is an administrator in charge of a college (made up of schools) in a University campus. The procedure for the appointment of a Provost is as follows:

Senior Vice-President/Deputy Vice-Chancellor (SVP/DVC), Academics consults with the President/Vice-Chancellor and a name is recommended to the Administrative Committee (ADCOM) that votes and sends the name of the acceptable candidate to the University Governing Council for ratification. The Provost shall hold office for an initial period of four (4) years renewable for another four (4) years subject to satisfactory performance.

Chief Medical Director

The Chief Medical Director shall hold office for an initial period of four (4) years renewable for another four (4) years subject to satisfactory performance. The conditions governing the appointment of a Chief Medical Director are as follows:

- Must be a Seventh-day Adventist in good standing.
- Must be medically qualified and registered as such for a period of not less than twelve (12) years.
- Must have a considerable administrative experience in matters of health. Possession of management qualification will be an added advantage.
- Must possess fellowship of Postgraduate Medical College registerable in Nigeria of not less than five years prior to the appointment as Chief Medical Director.
- Must possess current practicing license and be active in medical practice in Nigeria for at least two years.
- The Babcock University Teaching Hospital shall declare the office vacant as necessary and advertise such to the public. Applications shall be received from suitably qualified candidates, and shortlisted applicants will be invited for interview.
- The successful candidate shall after ratification by the Board, be presented for final approval by the BU Governing Council.

3.2.3 Deputy Provost

- i) There shall be a Deputy Provost of College (where necessary) who shall be appointed by the ADCOM at the recommendation of the President/Vice-Chancellor.
- ii) The Deputy Provost shall not be less than a Professor and shall be appointed for four years in the first instance and may be re-appointed for a further period of four years after which he shall not be entitled for re-appointment until after four years of the expiration of his/her last appointment.

3.2.4 Deans

The Head of a School, the Dean shall be a professor appointed by the ADCOM upon the recommendation of the President/Vice-Chancellor, and such Dean shall hold office for a term of two (2) years. Such a person shall be eligible for re-appointment for another term of two years, after which he/she may not be re-appointed again until after two years of the expiration of his/her last appointment. The conditions governing the appointment of a dean are as follows:

- a) Only a professor is eligible for appointment as Dean of a School.
- b) Where there is only one professor in a School, he/she may be appointed Dean for three years. If there is still no other professor, at the expiration of his/her first three year term, his/her appointment may be renewed for another period of three years on the recommendation of the Senior Vice-President/Deputy Vice-Chancellor.
- c) Where there is no professor in a school, the President/Vice-Chancellor shall, on the recommendation of the SVP/DVC, appoint an acting Dean for the School for such period as may be specified in the instrument of appointment, or until a substantive Dean is duly appointed.
- d) In the absence of the Dean, the Vice-Dean shall act for the Dean.

3.2.5 Vice-Deans/Directors

Vice-Deans

- iii) There shall be a Vice-Dean of School who shall be appointed by ADCOM on the recommendation of the President/Vice-Chancellor.
- iv) The Vice-Dean shall not be less than a Senior Lecturer and shall be appointed for two years in the first instance and may be re-appointed for a further period of two years after which he shall not be entitled for re-appointment until after two years of the expiration of his/her last appointment.

Directors

The Director of any department or support unit shall be appointed by ADCOM on the recommendation of the President/Vice-Chancellor, and such a Director shall hold office for a period of three years, and shall be eligible for re-appointment for another term of three years after which he may not be appointed again until two years have elapsed. Such Directors shall exercise general superintendence over the affairs of the department/unit.

3.2.6 Heads of Departments/Deputy Directors

Heads of Departments

- a) The Head of a Department, not less than a Senior Lecturer, shall be appointed by the University Administrative Committee at the recommendation of the President/Vice-Chancellor. Such person shall hold office for a period of two years and shall be eligible for re-appointment for another term of two years after which he/she may not be appointed again until two years of the expiration of his/her last appointment. The Head of Department shall exercise general superintendence over the academic and administrative affairs of the Department and is expected to be familiar with Babcock University policies.
- b) Where there is only one faculty member of the rank of Senior Lecturer or above in a department he/she may be appointed Head of Department for three years. If there is still no other Senior

Lecturer or higher ranked faculty after his/her first tenure, on the recommendation of the Dean in consultation with the SVP/DVC, Academics, the appointment could be renewed for another three years.

- c) In a situation where there is no Senior Lecturer, the most Senior academic staff (of at least the rank of Lecturer I) shall be appointed acting Head of Department for a period not exceeding two years.
- d) The Head of Department or Acting Head of Department shall not hold the office of the Vice-Dean/Dean concurrently.

3.2.7 Deputy Directors

The Deputy Director of any department or support unit shall be appointed by ADCOM upon the recommendation of the President/Vice-Chancellor. Only employees on BUSS Level 12 or above, with a minimum qualification of Master's Degree, are eligible and appointable to this position.

3.3 ANNUAL ASSESSMENT OF ELECTABLE AND APPOINTABLE OFFICERS

- i. Deputy Director shall be assessed by the Director
- ii. Director shall be assessed by the Principal Officer of his/her Division
- iii. Vice-Dean shall be assessed by the Dean of his/her School
- iv. Deans shall be assessed by the SVP/DVC
- v. The Associate Vice-Presidents and Chief of Staff shall be assessed by their Principal Officers
- vi. Deputy Provost shall be assessed by the Provost of his/her College
- vii. Principal Officers shall be assessed by the President/Vice-Chancellor
- viii. The President/Vice-Chancellor shall be assessed by the Pro-Chancellor

The instrument for the assessment of these Officers shall be designed by the central University A&PC with input from HR. The completed assessment forms shall be returned to the DHR.

CHAPTER FOUR

EMPLOYEE TRAINING & DEVELOPMENT

4.1 EDUCATIONAL SPONSORSHIP

Educational sponsorship (monetary) at Babcock University is now limited to Graduate Assistants/Graduate Assistant Librarians and Assistant Lecturers/Assistant Librarians for Masters and PhD; who will be fully bonded in accordance with the current University policy on educational sponsorship and amortization of educational loans. However, Faculty on Lecturer II/Librarian II rank and above, and staff granted permission to go for postgraduate studies shall be on self-sponsorship with reduced workload (faculty)/time-off (staff). They are required to sign the Educational Sponsorship and Service Bond for reduced workload/time-off sponsorship. Note also that the University shall cease to be responsible for further payment for the Assistant Lecturers who are promoted to LII rank while on full educational sponsorship. They shall be required to sign a fresh Employee Educational Sponsorship & Service Bond.

4.1.1 International Sponsorship Policy

Graduate Assistants and Assistant Lecturers may be sponsored for Masters and Doctoral programme outside Nigeria in pre-determined disciplines identified for specific periods by the University Senate as being areas of critical need for University development and mission. Such disciplines as are currently, but not exhaustively identified, include: Nursing, Medicine and Software Engineering.

Graduate Assistants (GAs) and Assistant Lecturers (ALs) studying outside BU for Courses not being offered by BU School of Postgraduate Studies will also be granted tuition assistance only as their counterparts studying in BU. But they must be aware that they are on probation; they must speed up and finish their programme on time.

All educational sponsorships or allowances shall cover only the specified normal duration of the programme. Babcock University will not pay for any extra year or years

All beneficiaries of BU educational sponsorship are required to sign the Employee Educational Sponsorship and Service Bond at Human Resources upon/before the commencement of their programme. Full sponsorship will continue through the doctoral programme for Assistant Lecturers/Assistant Librarians and they will be bonded for additional mandatory service years as contained in the Employee Educational Sponsorship and Service Bond.

4.1.2 Educational Sponsorship and Service Bond

Universities abroad

- PhD
 - (a) 75% sponsorship - 7 years (of service after completion of programme)
 - (b) 50% sponsorship - 5 ½ years
 - (c) Time off - 3 years
- Masters
 - (a) 75% sponsorship - 5 years
 - (b) 50% sponsorship - 3 years
 - (c) Time off - 2 years

Babcock University, Nigerian Public Universities and other Institutions

- PhD
 - (a) 100% sponsorship - 5 years

- (b) 50% sponsorship - 3 years
- iii. Time off - 2 years
- Masters
 - (a) 100% sponsorship - 3 years
 - a. 50% sponsorship - 2 years
 - iii. Time off - 1 year

NOTE: PGD and MPhil sponsorship shall be in terms of time-off ONLY (with one day off duty per week, for course work period only).

4.2 DURATION OF STUDIES AND TRANSITION PERIOD

4.2.1 Doctoral Degree Programme

Faculty on Doctorate degree programme shall be on 50% FTE during the first four Semesters of the programme (coursework and defence of Proposal). Upon notification to HOD, Dean, SVP and HR from the School of Postgraduate Studies of successful Proposal defence, the FTE will now be increased to 75% (for the period covering the Fifth and Sixth semesters).

NOTE: Any extension beyond the specified period may only be granted by the Administration upon the employee's application.

4.3 UPGRADE UPON ACQUISITION OF ADDITIONAL QUALIFICATION

Only Graduate Assistants/Graduate Assistant Librarians and Assistant Lecturers/Assistant Librarians shall be upgraded upon completion of their master's and doctoral degrees respectively.

4.4 YEARS OF SERVICE BEFORE EMBARKING ON POSTGRADUATE STUDIES

New Faculty (Lecturer II/Librarian II and above) must have put in a minimum of one year before applying for further studies. This shall be at personal expense. The one year period is to enable them study and

master the environment/system. The study programme cannot be accepted as reason for non-performance. However, BU shall allow reduced work load and off days, and such faculty shall be bonded for the time-off/reduced workload.

4.5 TIME-OFF SPONSORSHIP FOR DOCTORAL & MASTERS PROGRAMMES (STAFF)

Staff who desire to embark on graduate studies (on or off-campus, doctoral or masters), at personal expense, must have served the University for a minimum of two years. Such staff must have discussed with his/her supervisor one year ahead, and formally informed the supervisor of the intention to proceed on the further studies. Also the staff must notify the administration immediately he/she receives the letter of admission into the programme. Thereafter, the University may grant permission, and specify the days on which the employee could attend lectures (Time-off for studies shall be for course work period only, renewable every semester, subject to submission of academic calendar and positive progress report to the Administration through HR). However, when there is a critical need for the employee's presence at her place of primary assignment, the employee shall be required to be at work, irrespective of the approved day off. Permission must be sought and obtained before the days could be changed. Such a gesture is equivalent to partial sponsorship and beneficiaries must serve BU for a specified period after the successful completion of their course. Midway notification of an ongoing programme will not be tolerated; and discovery of any unauthorized graduate studies would render the employee liable to severe penalties not excluding dismissal.

New Staff who are engaged in academic and professional studies before employment at BU must notify the administration in writing through HR, within the first month of their assumption of duty.

Approved off-campus studies are renewable annually upon satisfactory documentation of progress. Failure to renew automatically renders initial approval for the course invalid. Immediately the course is

completed, the employee is under obligation to notify the University with the copies of all relevant documents. Graduate studies not related to employee's current position will require redeployment (if there is a vacancy) before the employee can be financially upgraded and there shall be no guarantee for status change after the programme.

After completion of one degree programme (first degree or masters), a staff must wait for two years before embarking on another academic programme; irrespective of whatever previous degree(s) he/she may possess.

Note: An employee (faculty & staff) on study programme or study leave cannot change the approved institution or programme (course of study) without the written consent and approval of the Administration.

4.6 FAILURE AND OR REFUSAL TO SIGN THE EDUCATIONAL SPONSORSHIP AND SERVICE BOND

An Employee on Educational Sponsorship, be it time-off or financial mandatory sponsorship, who ignores, neglects and/or refuses to sign the Educational Sponsorship and Service Bond and/or ignores, neglects and/or refuses to submit to Human Resources his/her Original Certificate and or Notification/evidence of Completion of Programme as applicable as and when due, shall be deemed to be in violation of the terms for further Educational Programme as stated in the Letter of Permission by the University Administration and hence, shall be deemed to be in violation of employment condition. The salary of such employee together with any other financial commitment as may be applicable shall be put on hold until the cessation of such violation of condition/term of employment.

The Bond Service Years of those employees who have finished/completed their further educational programmes and are yet to sign their respective Educational Sponsorship and Service Bond, shall

begin to count from the date such Educational Sponsorship and Service Bond is signed by them.

4.7 STUDY LEAVE WITHOUT PAY

Non-graduate Staff with academic qualification of Ordinary National Diploma (OND) or its equivalents and below who plan to advance shall take study leave without pay. Such staff must have worked for a minimum of two years and, must submit application to the *administration* through their Supervisor, HOD, Dean/Division Head and Human Resources Department, at least six months before resumption, and obtain proper permission before proceeding for the programme. Upon completion, such employees may be reabsorbed depending on the relevance attached to their areas of study by the University, and any existing vacancy. (No Department/Unit is exempted).

Midway notification of an ongoing programme by non-graduate employees will not be tolerated; and discovery of any unauthorized under-graduate studies would render the employee liable to severe penalties not excluding termination of appointment.

4.8 STUDY LEAVE FOR RESEARCH/FIELD WORK WITH PAY

Employees on Masters and Doctoral degree programmes who are requesting for study leave for research work must present a recommendation from the employee's Department and School. This shall be in lieu of annual leave (which can be taken as needed). Where an employee needs an extension of the period, such employee shall request for approval from the Administration. Application form is obtainable from Human Resources Department (or printed from the HR website attached to www.babcock.edu.ng).

4.9 EXAMINATION LEAVE

An employee who is pursuing an approved course of study is eligible for examination leave of not more than two weeks at a time and not

more than two times within a year, which will be granted only on the presentation of the official examination time-table. Application Form for examination leave is obtainable from Human Resources Department (or printed from the HR website attached to www.babcock.edu.ng).

4.10 RESEARCH LEAVE

A faculty member may be granted up to **one month** research leave with pay to carry out a research work approved by the University Administration. This must be between May and July of any calendar year. Research Leave shall not be used to complete regular courses or programmes that lead to award of degrees. The Department, School, Head of the Academic Division and Research, Innovation & International Cooperation (RIIC) will need to approve the research proposal. The report and result of the research must be authenticated by the resident institution and submitted to the Administration through the same process on return. Where the result is unsatisfactory, the faculty will be penalized by forfeiting one month's salary, receiving a warning letter from the Administration, and denial of future research leaves. HODs should have time-table for faculty research leaves. Research Leave Application Forms are obtainable from HR (or printed from the HR website attached to www.babcock.edu.ng).

4.11 RESEARCH FELLOWSHIP

When new discoveries are made by BU researchers/employees, the administration will determine the procedure in obtaining a patent and disbursement of grants obtained by the school for research or grant.

4.12 POST-DOCTORAL FELLOWSHIP

Policy on Post-Doctoral Fellowship is as follows:

1. The duration of period covered by the fellowship which is usually dictated by the donor is normally one year.
2. Remuneration depends on the conditions stated in the award. Where the awarding organization does not give full remuneration,

Babcock University shall give the awardee Basic, COLA and Enhanced Allowance to augment whatever stipend the awardee is given. However, the awardee shall be entitled to Child Educational Sponsorship during the post-doctoral fellowship.

3. Eligibility is one year Post PhD graduation and dependent on staff disposition in the applicants' department.
4. For those in University's Bond, they will be bonded for an additional one year for one year of fellowship cumulative to the existing bond.
5. Maximum number of Post-Doctoral Research approval will be four (4) faculty per annum until administration determines otherwise.
6. Guarantors to awardees will bear the cost implication if the awardee defaults.
7. If extension is required, it may be granted but at personal expense, and the awardee shall not be entitled to any benefit during the extension.
8. A faculty may be eligible to proceed on Post-doctoral fellowship if he/she has put in at least two (2) years unbroken service in BU after the completion of PhD.
9. Application for post-doctoral fellowship should be sent to the Administration through the Office of Research Innovation and International Cooperation (after obtaining the endorsement of HOD and Dean, before sending to SVP Academics), with the letter of award from the donor institution adequately stating the conditions of the fellowship.

4.13 CONFERENCES & WORKSHOPS

4.13.1 Faculty Conference/Workshop Attendance

In order to assist employees upgrade themselves and be current in their fields, every faculty has the privilege of attending a maximum of one conference or workshop per year on BU sponsorship, with a maximum of two weeks absence from work. Application forms obtainable from HR (or printed from the HR website attached to www.babcock.edu.ng) must be duly completed and returned to HR at least one month before the conference or workshop.

Each application must include: Conference advert or brochure (including e-mail or fax), Letter of Invitation, Declaration of all costs, Declaration of all sponsorships, and Abstract of topic for presentation.

4.13.2 Staff Conference/Workshop Attendance

Staff have the privilege of attending a maximum of one conference or workshop per year on BU sponsorship, and a maximum of one week away from work. Application forms obtained from HR (or printed from the HR website attached to www.babcock.edu.ng) with the approval of Budget Officer, Supervisor/Director & Division Head must be submitted to HR (for presentation and documentation) at least one month before the conference or workshop. The application for staff conference/workshop must also include documents as stated in 4.12.1 above. The conference/workshop must be relevant to the current area of designation, and where applicable, to the area of weakness identified in the APER form.

Note:

- a. Babcock University sponsorship for conferences/workshops outside Nigeria shall be Per Diem only and it shall take the place of such employee's conference sponsorship for that year.

- b. For 4.12.1 and 4.12.2 above, other than conference required for mandatory continuing professional education, the maximum number of Faculty/Staff to be sent for same conference/workshop in a department at the same time is two. Such faculty/staff are expected to come back and share the knowledge gained, with other members of the department.
- c.
 - i. Regulation is stay for two months after one conference before attending another.
 - ii One conference per session is allowed on sponsorship for both faculty and staff, either within Nigeria (100% sponsorship) or outside Nigeria (Per Diem).
 - iii Conference must be relevant to employee's current job assignment.

4.13.3 Post-Conference/Workshop Report

A post conference/seminar/workshop report, type-written and between two and four pages, must be submitted to HR by all conference attendees two weeks after the conference. This is to enable HR compile a list of facilitators in various areas for BU. Failure to adhere to these guidelines will hinder approval of subsequent conference requests. If a paper was presented, a copy should be submitted to the HOD. Copies of all paper presentations should be deposited with HR (hr@babcock.edu.ng).

4.13.4 Conference/Workshop Sponsorship

Deans, in collaboration with their Heads of Departments, are to determine and recommend to the Senate (through HR and SVP) the Administrative, Academic and Professional bodies that are relevant to their specialties to which the University Administration can give 100 per cent sponsorship. Also, there should be a second list of bodies to which the University could give 50 per cent sponsorship.

Vice-Presidents of various Divisions in collaboration with their respective Directors determine and recommend to ADCOM (through HR and SVP) the Administrative and Professional Bodies that should attract 100 or 50 per cent sponsorship.

4.13.5 In-house Training

1. By HR Training Unit: To strengthen the capacity of BU workforce, HR Training Unit in collaboration with Divisions/Schools/Departments/Units will regularly organize in-house seminars, conferences and workshops for BU employees. Attendance at such programmes will be mandatory for the target group(s) in focus. Supervisors and Directors should authorize attendance by issuing proper and due clearance to nominees in writing or forward list of target group to HR (hr@babcock.edu.ng).
2. By Departments: In order to encourage professionalism and standardization in practices, BU requires Divisions/Schools and Departments to collaborate with HR in organizing in-house seminars, conferences and workshops. HR will not honour any request from any employee in connection with such training(s), if HR is not carried along. Therefore, Divisions/Schools/Departments should submit proposed monthly/quarterly training schedule one month ahead to HRD for approval either in writing or via email HR (hr@babcock.edu.ng).

BU may organize in-house training for staff in relevant areas, including but not limited to, the following:

- a) Communication
- b) Computer Skills
- c) Customer Service
- d) Telephone Etiquette—especially in BUTH
- e) Intercom Etiquette
- f) Safety
- g) Sexual Harassment
- h) Fire Drills

- i) Driving

4.12.6 Professional Licence

Babcock pays for renewal of Professional License only, not continuing Professional Development. The professional body must be relevant to your area of assignment, and BU pays for only one professional body for an employee.

4.13 BUTH EMPLOYEE TRAINING AND DEVELOPMENT

The teaching hospital adopts the BU sponsorship policy subject to availability of funds.

CHAPTER FIVE

OBLIGATIONS OF THE EMPLOYEE

5.1 ID CARD

On assumption of duty, HR gives clearance for the issuance of Identification Card to each employee. This must be worn and displayed at all times by all employees on the University campuses. It should also, when and where necessary and safe, be worn off-campus on official duties. All employees must cooperate with the Security Services as they enforce this rule at the entrance gates.

Loss of the ID Card must be promptly reported to the Security and HR, and the fees for replacement must be paid at the time of replacement. In addition to compliance with other requirements as may be stipulated by the Administration.

5.2 HOURS OF WORK

The University emphasizes punctuality and regularity to work. Working hours are as follows: Mondays to Thursdays: 8:00a.m. to 1:00 p.m.; and 2:00 p.m. to 5:00 p.m.; Fridays: 8.00 a.m. to 1.00 p.m. To improve customer service, peak periods should be handled in such a way as to maintain continuity of service without complete shutdown. Those on shift should observe punctuality and regularity in line with their work schedule. Scheduling of official meetings during break period is discouraged. Supervisors are encouraged to ensure compliance by all employees in their departments/units.

5.2.1 BUTH Hours of Work

- a) Nurses: Morning Shift 7.30am – 3.30pm; Afternoon Shift 1.30pm to 8.00pm; Night Shift 8.00pm – 8.00am

b) Administrative Staff: 7.30am – 4.30pm

5.3 LUNCH BREAK PERIOD

To ensure optimal use of employee's working hours, lunch break time should be observed between the hours of 1:00 p.m. and 2:00 p.m. This is to enable employees get refreshed, and perform maximally. Scheduling official meetings during lunch break period is discouraged. Supervisors are encouraged to ensure compliance by all employees in their departments/units.

5.4 EMPLOYEES WORSHIP PROGRAMMES

5.4.1 Staff Morning Worship

All Administrators and staff are required to attend morning worship at 8:00 a.m. every working day at the Pioneer SDA Church or other designated places. This is to give God His rightful place and demonstrate leadership by example. The duration of worship is twenty minutes—five minutes for announcements, eight to ten minutes for the devotional speaker, and five minutes for opening and closing exercises.

All attendees are required to Clock IN and be seated at every morning worship venue before 8:00 a.m., after which they go into the sanctuary and sit at the designated front rows; Clock OUT when the worship ends. No staff should Clock IN and leaves the venue without permission or Clock OUT before the worship ends. All staff must be at their duty post at 8:30 a.m.

Note: All employees (faculty and staff) should Clock IN at their various offices/buildings after devotion or as soon as they report for duty; Clock OUT whenever they leave their office building and Clock IN when they return; Clock OUT at their various offices/buildings at close of work.

5.4.2 BUTH Staff Morning Worship

All BUTH Staff and Administrators are required to attend morning worship from 7.50 – 8.10am Every working day at Siloam Valley Church or other designated places.

5.4.2 Inter-Disciplinary Seminars & Faculty Prayer Meetings

All faculty are required to attend School Inter-disciplinary Seminars and Weekly School Prayer Meetings at the designated times and places. Attendees are required to Clock IN and OUT at their various venues.

5.4.3 Attendance at Other Meetings

All Faculty are required to attend School meetings, Departmental meetings, and the meeting of The Congregation. Those affected attend the meetings of HODs, Deans, and The Senate.

5.5 ABSENCE FROM DUTY

Absence from work and worships (as stated above) must be reported to the HOD/Supervisor in writing, who in turn forwards it to HR with a recommendation. All unreported absences will attract a penalty. Habitual lateness of up to three times a week will affect the monthly pay cheque (as lateness for three times will equal one day's absence).

5.6 APPEARANCE/DRESS CODE

All employees should be appropriately dressed at all times. Full corporate wear is preferred, except on dress-down hours (i.e. outside official hours) and days (i.e. Fridays). The features of acceptable attire are as documented below:

5.6.1 Dress Code for Female Employees

- Corporate dressing or appropriate clothing as stated above.

- Skirts and gowns must be long enough to cover the knees (3 inches below the knee while standing).
- Avoid dresses/blouses that reveal intimate body parts like chest, thigh, abdomen, shoulder and armpit.
- Avoid transparent clothes that reveal undergarment.
- Avoid coloured nail polish, eye shadow, lipstick or painted eye lashes.
- Moderate use of artificial hair is allowed, but must blend with the natural hair colours, and must not be longer than shoulder length.
- Only wedding and engagement rings are allowed, no other jewellery.

5.6.2 Dress Code for Male Employees

- Corporate Dressing or appropriate dressing as stated above.
- Shirts and Trouser Suits.
- Moderate African attires.
- Wearing of jeans of any description does not meet our corporate image.
- Only wedding rings may be worn.

The University requires that employees respect the tradition of dressing 'jewellery free'. Cosmetics and scents must be inconspicuous, and emphasis should be on a natural appearance. The male Staff are encouraged to maintain appropriate personal grooming with regard to hair, beard and moustache. Dreadlocks are not allowed. The whole aim is to maintain our Adventist heritage of simplicity and authenticity.

5.7 PARKING RULES AND SPEED LIMITS

The following parking rules are to be observed on campus:

1. Park at the designated parking lots.
2. Maintain not more than 20km/h speed limit within the campus.
3. Observe all traffic road signs.
4. Parking on the road is forbidden in all University campuses.

5. Violations shall attract penalties of varying degrees as determined by the University Administration.

Traffic Safety Management Offence Sheet

S/N	OFFENCES	CODE	POINTS	PAYMENT
1	Assaulting Marshal on duty	ADM	3	10,000
2	Attempting to corrupt Marshal on duty	ATCM	3	10,000
3	Construction area speed limit violation	CASV	3	3,000
4	Dangerous driving	DG	3	50,000
5	Do not move violation	DNM	1	2,000
6	Driver's Licence violation	DLV	3	10,000
7	Driving under alcohol/drug influence	DAD	3	5,000
8	Driving with worn-out tyre	WTV	1	3,000
9	Driving without spare tyre	STV	1	3,000
10	Excessive smoke emission	ESE	1	5,000
11	Failure to cover unstable materials	FCM	2	5,000
12	Failure to fix red flag on projected load	RFV	2	3,000
13	Failure to move over	FMO	2	3,000
14	Failure to report accident tow permit (Police)	FRA	3	20,000
15	Fire Extinguisher violation	FEV	1	3,000
16	Hospital Rejection of accident victim	HRAV	--	50,000
17	Inadequate construction warning sign	ICW	--	50,000
18	Light/caution sign violation	LCV	2	2,000
19	Mechanically deficient vehicle	MDV	3	5,000
20	Obstructing Marshal on duty	OMD	2	2,000
21	Operating a vehicle with forged documents	OVFD	3	20,000
22	Overloading violation	OLV	3	10,000
23	Passenger manifest violation	PMV	2	10,000
24	Riding motorcycle without safety helmet	RMH	3	2,000
25	Road obstruction violation	ROV	3	3,000
26	Road marking violation	RMV	2	2,000
27	Route violation	RTV	3	3,000
28	Seat belt violation	SBV	2	2,000
29	Speed limit violation	SLV	2	3,000
30	Unauthorized removal/tampering with road sign	RTRS	3	5,000
31	Underage driving/riding violation	UDRV	2	2,000
32	Used of phone while driving	UPWD	3	4,000
33	Vehicle licence violation	VLV	3	3,000
34	Vehicle number plate violation	NPV	3	3,000
35	Windscreen violation	WSV	2	2,000
36	Wrongful overtaking	WOV	3	3,000
37	Parking at a wrong designation			

5.8 EMERGENCY PROCEDURES

All employees are expected to know the location of Fire Extinguisher and Fire Alarm systems in their various units and offices, and how to use them. During fire emergency, employees are expected to take the following steps and precautions:

1. Press the fire alarm/bell.
2. Call the following Fire & Safety Services Emergency Line: 0803-606-4444; 0805-829-9444.
3. Direct all persons to the nearest rescue point.
4. Attack the fire with the nearest appropriate fire extinguisher.
5. Ensure that all doors to classrooms are locked at set times.
6. Comply with all safety rules applicable in BU as may be determined by the Administration from time to time.

5.9 UNIVERSITY EQUIPMENT AND PROPERTY USE AND CARE

- a) Employees are responsible for all property, vehicles, materials, identification card, keys, computer data or written information issued to them or in their possession or control.
- b) The University will hold the Departmental/Unit Head responsible for any careless or intentional damage to the University property caused by an employee or by his or her proxy.
- c) In the event that property is damaged, lost or stolen, the employee is responsible for reporting the loss and notifying his/her supervisor of any malfunction or damage to University property.
- d) All electrical appliances must be switched off and unplugged when not in use or before leaving the office.

5.10 INSTITUTIONAL CONFIDENTIALITY

All employees are under obligation not to, except as required to be disclosed by law or by competent authorities, use or disclose or attempt to use, divulge or disclose to any person or any authority any of the secrets, confidential or classified information of the University including but not limited to administrative, marketing or business information and know-how, all correspondence, notes, computer disks and tapes, documents, records, data, services, financial information, marketing brochures without being required by their duties or without the written authorization of the administration.

5.11 UNDERTAKING ON CONFIDENTIALITY

In furtherance of the foregoing, every employee, by accepting employment in Babcock University, is deemed to have endorsed the following undertaking, and voluntarily accepts the duties and obligations as set forth herein:

To limit disclosure of Confidential Information within the University to officers, students, clients and/or other employees having a need to know and not to disclose Confidential Information to any third party (whether an individual, corporation, or other entity) without the prior written consent or authorization of the University Administration. The Employee shall have satisfied his/her obligations under this paragraph if he/she takes reasonable affirmative measures to ensure compliance with these confidentiality obligations by every authorized person who receives the Confidential Information through him/her or to whom he/she has permitted access to or use of the Confidential Information.

Provided that it is understood that this Undertaking imposes no obligation upon any employee with respect to any Confidential or Classified Information that: (a) is or becomes a matter of public knowledge through no fault of the employee; (b) is rightfully received by the employee from a third party not owing a duty of confidentiality to the University; or (c) is disclosed without a duty of confidentiality to a third party by, or with the authorization of, the University.

Provided also that it is understood that Confidential or Classified Information shall mean: academic and technical information relating to the University's proprietary ideas, patentable ideas, copyrights and/or trade secrets, existing and/or contemplated products, services and projects, students' and employees' particulars and records, software, research and development, costs, finances and financial projections, marketing, and current or future plans and models, deliberations or decisions of organs, committees or officers of the University regardless of whether such information is designated as "Confidential or Classified Information".

Confidential Information shall also include, and the employee shall have a duty to protect, other sensitive information which are (a) disclosed, in the course of his/her employment, to the employee in writing and marked as confidential (or with other similar designation) at the time of disclosure; and/or (b) disclosed to the employee in any other manner and identified as confidential at the time of disclosure and/or is summarized and designated as confidential in a written memorandum delivered to the Employee; and/or disclosed to the employee in the course of his/her employment.

5.12 TELEPHONE USAGE

5.12.1 Internal communication system

The University Communication Network facilities should be used for official University business only.

5.12.2 Cell Phone

Making and Receiving Calls: Except in emergency situations, making unofficial telephone calls during office hours is prohibited. Making or receiving phone calls while in any official meeting is prohibited.

5.13 INTERNET USAGE

Internet (e-mail, facebook, twitter, youtube, etc) should be used only for official purposes. Abuse of internet usage (including but not limited to

pornographic sites/materials) will subject an employee to discipline, including termination of appointment.

5.14 SOCIAL MEDIA USAGE

Every employee of BU as a member of the University community is charged and own it a duty at all times during the subsistence of his/her employment with the University, to use social media responsibly, decently and responsively, be it on official online platform, personal online platform or otherwise. Social Media includes but not limited to Instagram, Twitter, Facebook, LinkedIn, WhatsApp, Pinterest, Flipboard, Diggs, YouTube, Vimeo, Community Blogs, Snapchat, TikTok, Tumblr, Quora, Reddit, Messenger, WeChat, and Medium.

With the world becoming a global village, an employee wherever he/she is, either physically or online, carries with him/her the face of the University; he/she is therefore expected to behave on any social media decently and responsibly so as not to put the name of the University into disrepute. Irresponsible and or indecent or other inappropriate use of social media as an employee of BU, shall result in disciplinary measures accordingly.

5.15 CHANGE OF NAME

When there is need for a change of name as a result of marriage or for any other reason(s), the employee must notify the University, and accompany the letter with sworn affidavit at a Magistrate or High Court, and the original of a publication in a prominent national daily newspaper. If the change of name is as a result of marriage, in addition to the marriage notice already provided, a copy of the marriage certificate and a copy of the newspaper publication must be attached. The original copy of the newspaper publication must be provided for sighting.

5.16 CONFLICT OF INTEREST AND/OR COMMITMENT POLICY*

5.16.1 Conflict of Interest and/or Commitment Defined

Conflict of interest includes any circumstance under which an employee or volunteer by virtue of financial or other personal interest, present or potential, directly or indirectly, may be influenced or appear to be influenced by any motive or desire for personal advantage, tangible or intangible, other than the success and well-being of the University.

Because of the common objectives embraced by the various organizational units and institutions of the Seventh-day Adventist Church, membership held concurrently on more than one institutional committee or board does not of itself constitute a conflict of interest provided that all the other requirements of the policy are met.

A conflict of commitment includes any situation which interferes with an employee's ability to carry out his/her duties effectively. Elected, appointed, or salaried employees on full-time assignment are compensated for full-time employment; therefore, outside or dual employment or other activities, whether compensated or not, that in any way interferes with the performance of an employee's duties and responsibilities is a conflict of commitment. A conflict of commitment also exists in situations where an employee functions contrary to the values and ethical conduct outlined in the University's statement of ethical foundations and conduct (see University code of Ethics in Chapter Seven) or when an employee functions contrary to established codes of ethical conduct for employees in particular professions (e.g. legal, investments).

5.16.2 Individuals Included Under This Policy

All trustees, officers, executive committee/board members, employees, and denominational volunteers shall be subject to this policy.

5.16.3 Conditions Constituting Conflict of Interest

A trustee, officer, executive committee/board member, employee, or volunteer has a duty to be free from the influence of any conflicting interest or commitment when serving the organization or representing it in negotiations or dealings with third parties. Both while on and off the job, an employee is expected to protect the best interests of the employing organization. The following list, though not exhaustive, describes circumstances and conditions that define conflict of interest and/or commitment:

1. Engaging in outside business or employment that encroaches on the University's time for the full services of its employees even though there may be no other conflict.
2. Engaging in business or employment that is in any way competitive or in conflict with any operation, transaction, activity, policy, or objective of the organization.
3. Engaging in any business with or employment by an employer who is a supplier of goods or services to the University.
4. Making use of the fact of employment by the University to further outside business or employment, associating the University or its prestige with an outside business or employment, or using one's connection to the University to further personal, sectional, tribal or partisan political interests.
5. Owning or leasing any property with knowledge that the denominational organization has an active or potential interest therein.
6. Lending money to or borrowing money from any third party, excluding financial institutions, who is a supplier of goods or services or lending to/borrowing from a trust or anyone who is in

any fiduciary relationship to the University or is otherwise regularly involved in business transactions with the University.

7. Accepting or offering of any gratuity, favour, benefit, or gift of greater than nominal value or of any commission or payment of any sort in connection with work for the University other than the compensation agreed upon between the University and/or the employer and the employee.
8. Making use of or disseminating, including by electronic means, any confidential information acquired through employment by the University for personal profit or advantage, directly or indirectly.
9. Using University personnel, property, equipment, supplies, or goodwill for other than approved activities, programmes, and purposes.
10. Expending unreasonable time, during normal business hours, for personal affairs or for other organizations, to the detriment of work performance for the University.
11. Using one's connections within the University community to secure favours for one's family or relatives.

5.16.4 Statement of Acceptance

1. *By Employees*—At the time of initial employment an employee shall sign a statement indicating acceptance of the conditions of employment as outlined in the University's *Employee Handbook*. This acceptance shall constitute the employee's declaration of compliance and resolve to remain in compliance with the conflict of interest and/or commitment policy. On an annual basis the employer shall provide employees with a copy of the Statement of Code of Ethics (Chapter Seven), plus a copy of the Conflict of Interest and/or Commitment Policy and Agreement for Signing, and shall inform employees regarding the duty to disclose potential conflicts of interest and/or commitment.

2. *By Administrators, Principal Officers, Deans, HODs, Directors, Supervisors, and Trustees*—The chief administrator (i.e. President/Vice-Chancellor), or designee, of the University concerned shall receive annually a statement of acceptance and compliance with the policy on conflict of interest and/or commitment from each administrator, principal officer, dean, head of department, director, supervisor, member of the board/executive committee, and any other person authorized to handle resources of the University. (The University may determine that other individuals shall also be required to submit annually a statement of acceptance and compliance.) Submission of the statement by persons identified above shall constitute a declaration of compliance with the policy and shall place the individual under obligation to disclose potential conflicts of interest and/or commitment that may arise during the ensuing year.

5.16.5 Reporting Potential or Actual Conflicts of Interest or Commitment

All present and potential conflicts of interest must be disclosed:

1. If known, in advance of any meeting, business transaction, or other activity at which the issue may be discussed or on which the issue may have a bearing on the person's approach to the issue, whether directly or indirectly; or
2. If not known in advance, when the actual, possible, or potential conflict becomes apparent, disclosure must be made to the person in charge of the meeting or activity and to the full meeting, or to the person's supervisor, as appropriate. The person should remove himself/herself from the room or situation to avoid participation in all discussions or deliberations on the issue, and voting. All such actions should be recorded in the minutes or records kept. Following full disclosure of the present or potential conflict, the board or equivalent group may decide that no conflict of interest exists and invite the participation of the person.

This policy establishes a process which is self-identifying. However, third parties may report alleged conflicts in writing with supporting documentation, to an officer of the University concerned if the employee fails to disclose a conflict or does so inadequately. The source of third party reports shall be held in confidence by the recipient unless it is required to divulge the information pursuant to a court order or if there is indication that the report is either fraudulent or made with malicious intent.

5.16.6 Review Process for Conflicts of Interest and/or Commitment

The officer or Human Resources office that receives the report of potential conflict shall inform the employee's supervisor and shall have the matter reviewed by the appropriate employing authority or by the committee assigned to review such matters. If the disclosure has come from a department third party, the officer or Human Resources office shall inform the employee concerned and shall give the employee an opportunity to submit any information which may help in the review of the alleged reported conflict. The decision of the Administrative Committee or review committee as to whether or not a conflict exists shall be communicated to the employee in writing.

5.16.7 Sanctions for Non-compliance

Non-compliance includes, but is not limited to failure to:

1. Comply with this policy;
2. Report accurately on the disclosure form;
3. Comply with decisions made by the Administrative Committee or review committee as a result of reported potential or actual conflicts of interest and/or commitment.

Non-compliance may result in disciplinary action, up to and including termination from employment. Termination from employment shall be processed in harmony with existing policies of the University.

5.16.8 Model Statement of Acceptance

THIS DECLARATION applies, to the best of my knowledge, to all members of my immediate family (spouse, children, parents) and its provisions shall protect any organization affiliated with or subsidiary to Babcock University. In the event facts change in the future that may create a potential conflict of interest, I agree to notify Babcock University in writing.

1. I have read the Code of Ethics and the policy on Conflict of Interest and/or Commitment as given to me by Babcock University.
2. I am in compliance with Babcock University's policy on Conflict of Interest and/or Commitment as printed above.
3. I declare as follows that:
 - a. Neither I nor my family have a financial interest or business relationship which competes with or conflicts with the interests of Babcock University.
 - b. Neither I nor my family have a financial interest in nor am or have been an employee, officer, director, or trustee of, nor receive/have received financial benefits either directly or indirectly from any enterprise (excluding less than five percent [5%] ownership in any entity with publicly traded securities) which is or has been doing business with or is a competitor of Babcock University.
 - c. Neither I nor my family receive/received any payments or gifts (other than of token value) from other University entities, suppliers, corporate bodies, or agencies doing business with Babcock University.
 - d. Neither I nor my family serve/have served as an officer, director, trustee, or agent of any organization affiliated with or subsidiary to Babcock University in any decision-making process involving financial or legal interests adverse to Babcock University.

I hereby make the following disclosures relating to my other financial or other personal interests present or potential directly or indirectly that may influence or appear to influence my employment with the University:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Name:..... Rank/Rank.....

Signature:..... Date:.....

5.17 SPOUSE SEPARATION¹

Workers are expected to set a proper Christian example in family relationships. It is important that the family serve as a unit in working for the Church.

- a. Calls shall not be processed for individuals whose spouses are unable to join them within a maximum period of three (3) months. In a case where a call for an individual has already been processed and then the spouse is unable to join him/her within a maximum period of three (3) months, the call should be cancelled.

¹These documents were adapted from the WAD Working Policy of 2008, Nos. E85 & E90.

- b. a. Sponsored study leaves for over a period of one year which do not include the accompanying spouse shall not be approved.
- b. Trips (sponsored or otherwise) for over a period of six months which do not include accompanying spouse shall not be approved.
- c. Babcock University shall view with seriousness any case where an employee has to stay apart from his/her spouse for any consecutive period beyond six months. The University shall recommend immediate resolution of the absence, or consider the release from employment of the worker to be with the spouse.
- d. Exceptions on the grounds of prolonged treatment for illness or other emergency situations shall be approved only after consultation and action by the University Administration.
- e. Any present cases of deviation from the above policy shall be addressed by the University to bring the families concerned together within six months.

CHAPTER SIX

SALARY, BENEFITS AND WELFARE

6.1 SALARY

At Babcock University, employees are remunerated using the Babcock University Salary Scale (BUSS), which ranges from BUSS Levels 1 to 15. Non-degree employees are placed between Levels 1 and 7, while those with degree(s) are from Levels 8 to 15. Upon employment, employees are placed at their appropriate level based on their rank or position as recommended by the Department and School A&PC, and with final approval by the Administration

During orientation, a Bursary staff explains all the entries on employees' pay-slip in accordance with the employment letter.

6.1.1 Honorarium

Honorarium is paid to part-time teachers and for excess workload as approved by the Administration.

6.1.2 Annual Increment

Employees may experience annual increment on their BUSS Levels and Steps on an annual basis as may be determined by the University Administration, especially if they have done acceptable work based on their annual performance evaluation.

6.1.3 Promotion

For the procedure by which employees move from one level to the other, see the section on faculty and staff promotions in Chapter Two.

6.2 ALLOWANCES

6.2.1 Acting Allowance

When the University appoints an employee to act for an officer in a higher capacity for a minimum of one month, an acting allowance shall be payable to the employee acting for the period he/she shall be in the higher position. The value of the acting allowance shall be the difference between the salary of the officer and that of the employee. When there is no difference, an approved amount may be decided by the University administration at the end of the acting period. When the officer returns, or there is an appointment of a new officer, the employee returns to the former position on the normal salary.

6.2.2 Per Diem

When an employee is on an ADCOM authorized assignment outside the University—within and outside Nigeria—the employee will be given a daily allowance (per diem). This allowance takes care of the meals and night allowance and accommodation (i.e. hotel, exclusive of travel, bills). Per Diem is made up of subsidies for breakfast, lunch, supper and night allowance. It is based on an employee's rank or position. To benefit from this allowance, those whose trips are ADCOM authorized should work with the Department of Audit, Risk and Compliance before they put up their claim. Sixty percent (60%) of the allowance shall be paid in the event that the employee does not have official receipt(s) for his/her expenses.

6.2.3 Consultancy Allowance

When an employee is involved in an ADCOM authorized assignment outside the University (while still in full employment of the University), and such assignment attracts financial benefits, the full amount paid to the employee by the organization that the employee served, shall be declared and deposited with the University. Twenty-five percent (25%) of the deposited amount will be credited to the account of the employee as consultancy allowance.

6.2.4 Annual Bonus for Efficient Driving

In order to encourage Babcock University drivers to be more careful, and avoid causing or being involved in auto-accident, an annual bonus for efficient driving shall be given to deserving drivers at a rate to be determined by the administration on a yearly basis.

6.2.5 Moving Allowance

Employees who come to Babcock University by the extension of a “Service Call” (2.1.1) through the Governing Council, will be given movement allowance according to the policies of the University.

6.3 BENEFITS

6.3.1 Annual Leave

All confirmed regular and contract employees between BUSS Level 8 and 15 are entitled to four calendar weeks leave with pay every year, provided there is a satisfactory 11 months service commitment without break in the year under reference. Employees on BUSS Level 1 to 7 are also entitled to annual leave as follows: First 7 years = 2 weeks, 8 to 14 years = 3 weeks, 15 years and above = 4 weeks.

December 21-31 of every year has become a statutory annual leave period for staff. A staff who has exhausted his/her annual leave before this period is not entitled to another leave/holiday during this period except for public holidays therein. Faculty members are allowed to take their four weeks annual leave at a stretch, since they don't actually go on leave during the December break because they would be marking Examination Answer Scripts.

Employees from study leave who are re-absorbed in the middle of the year are entitled to 50% leave with 50% benefits.

An employee who intends to resign within the year, or who takes a minimum of two months leave of absence, maternity leave, sabbatical

leave, or an employee who has been suspended for minimum of one month shall not be entitled to annual leave that year.

Faculty embarks on leave after Summer School (July/August) every year. Staff embarks on leave every year (between April and December) after due process. All who wish to go on leave must obtain the appropriate form printable from the HR page on the Babcock University website, which must be completed in quadruplet. Completed Annual Leave Form must be submitted through HR to ADCOM at least one month before the date of commencement of leave.

All employees are encouraged to take their Annual Leave as and when due, because it benefits both the worker and the organization. Only employees who are expected to work for 11 (eleven) months are qualified to go on annual leave. Monetization of Annual Leave is not encouraged. Annual leave shall not be carried over to the following year, and is not applicable to employees on probation.

6.3.2 Annual Leave Allowance

In addition to the regular monthly salary which an employee receives while on annual leave, the worker is entitled to an Annual Leave Allowance made up of Basic, Cost of Leaving Allowance (COLA) and Enhanced Allowance. Annual leave allowance shall only be paid to employees who have satisfactory 11 (eleven) months service commitment without break in the calendar year under reference.

6.3.3 Compassionate Leave

An employee may be granted up to seven working days off-duty, without loss of salary, in any one calendar year, on compassionate ground, subject to exhaustion of Annual Leave. This is to enable the worker attend to personal circumstances in his/her nuclear family, immediate relations or that of the in-laws. The specifics of the situation must be supplied and compassionate Leave may not be taken at once as it is a privilege, not a right.

6.3.4 Maternity Leave

All employees (other than employees in training) who have worked for a minimum of twelve months, and have the required evidence of pregnancy, stated below, are entitled to three months maternity leave. Those who have not worked for up to twelve months will be permitted to go for leave of absence without pay. The period for maternity leave shall be one month before delivery and two months after delivery. For pre-term delivery, the maternity leave shall take effect from the delivery date. An employee whose delivery date is less than twenty-four months after the last delivery date shall not be eligible for Maternity Leave. Instead, she will be entitled to three months leave of absence without pay. There is neither annual leave nor annual leave allowance during the year of maternity leave. Employees should resist the temptation of applying for an early annual leave when they know that maternity leave will come within the same year. Application for maternity leave shall be accompanied by a certificate from the Chief Medical Director (CMD) of Babcock University Teaching Hospital (BUTH). **A newly married employee must have worked for at-least eight months after marriage, before she can qualify to go for maternity leave.**

On resumption from maternity leave, nursing mothers are allowed to resume work at 9.00 am and close at 4.00 pm for a period of six months.

Note:

- (a) Upon resumption from any leave, a Resumption of Duty Form, obtainable from HR (or printed from the University website - www.babcock.edu.ng), must be completed and submitted to HR not later than one week after resumption. It should be noted that non-compliance will attract deductions from the employee's salary.
- (b) Maternity leave and leave of absence are two separate leaves, and therefore, they shall not be taken together.

6.3.5 Paternity Leave

Five working days shall be given as paternity leave to an employee to enable him assist his wife after child birth. If this period is considered insufficient, the employee is at liberty to take part of his annual leave in addition. This leave is neither granted in advance or arrears but upon the baby's delivery (that is the first five working days following the delivery). **A newly married employee must have worked for at-least eight months after marriage, before he can qualify to go for paternity leave.** Also, an employee whose last child's delivery date is less than twenty-four months, shall not be eligible for Paternity Leave.

Note: All leaves outside annual leave must be backed by adequate documentation. These include but not limited to maternity leave backed by medical maternity leave form, wedding backed by wedding invitation.

6.3.6 Medical Treatment

Medical treatment is available to all regular employees, their spouses and their unmarried, unemployed biological children who are not more than 24 years of age. This includes the provision of medical aids such as eye-glasses. The University will pay 75% for out-patient and 90% for in-patient (on admission) of all bills for treatment at the Babcock University Teaching Hospital and/or any other authorized clinic/hospital.

Situations requiring overseas treatment can only be approved after certification or confirmation by the Chief Medical Director that treatment within Nigeria has been exhausted. Where an employee requires **medical treatment overseas** upon the recommendation from the Chief Medical Director of Babcock University Teaching Hospital (BUTH) when other options within the country have been exhausted, the bill of such treatment shall be evaluated by the Chief Medical Director of Babcock University Teaching Hospital (BUTH) .The total cost not exceeding two hundred and fifty percent (250%) of a Principal Officer's gross annual remuneration, and two hundred percent (200%)

of any other employee's gross annual remuneration will be allowed as medical assistance limit for all confirmed BU employees (not employees on probation) for medical treatment overseas, including transportation. **BU will only grant approval once for the same medical condition; subsequent reviews should be done locally or at the concerned employee's own cost. BU will not be responsible for bills of anyone accompanying the employee, except as intentionally pre-approved with cost before departure.** An employee needing medical treatment overseas must get referral from BUTH and approval from the Administration before proceeding for such medical treatment.

Except in cases of emergency, employees shall first seek permission from the University Administration before arranging for major surgical operations or other medical attentions calling for heavy expenditure.

6.3.7 Sick Leave

If an employee falls sick at any moment the HOD/HOU/Supervisor must be notified immediately. A sick leave note containing the period of sick leave as determined by an attending physician and duly endorsed by the HOD/HOU/Supervisor must be submitted to HR not later than the second day. Otherwise, it will be regarded as leave of absence without pay.

6.3.8 Prolonged Sickness

Some sicknesses may require long stay in the hospital or prolonged absence from work. Sick leave on full pay shall be granted by the University upon the recommendation of the Chief Medical Director of BUTH or any medical practitioner approved by him for a maximum of six months within a period of twelve months. After this period, the employee shall be placed on 50% salary for the next six months. Thereafter a committee shall be constituted by the Administration to determine if the employee should be allowed a further sick leave with 50% pay for another six months or terminate his/her appointment on health grounds.

6.3.9 Family Health Leave

An employee may be granted up to ten working days annually, to take care of a sick spouse, child, parents and/or siblings. Any additional day(s), if granted, shall be deducted from the annual leave or treated as leave of absence without pay. Application for additional days should be directed to the Administration for consideration, up to a maximum of twenty additional days.

6.3.10 Periodic Drug Test

Babcock University may conduct unannounced periodic medical drug test(s) on employees randomly or on employee(s) under suspicion.

6.3.11 Accident at the Workplace

Employees are individually responsible to comply with safety rules applicable at their workplace, by performing their job in a safe manner. In case of accident (when an employee has sustained injury) while on duty, the employee should immediately notify the supervisor, who in turn notifies HR. The employee must be taken to BUTH and the University shall be responsible for the medical expenses. The medical bill shall be paid fully by the employee's department, and employee's salary shall also be paid fully during the period. If, however, the accident is as a result of the employee's negligence, the University shall not be under obligation to take care of the medical expenses. Employees are required to observe all safety rules applicable at their workplace.

When contractors working on BU property are involved in such accident(s), they may be treated at BUTH. Before their discharge, they shall be required to pay for the treatment or, in the event of unavailability of funds, consent in writing for the money to be deducted from the contract sum payable to them by the University or any of its affiliate units.

6.3.12 Leave of Absence

Leave of Absence is an approved period of staying away from the University without pay. It is granted by the Administration when study leave with pay cannot be granted, when an employee is required for temporary national service, or for acceptable personal reasons. Application for Leave of Absence in excess of four weeks, should be submitted in detail one month before the date of leave of absence to the Administration via Human Resources.

Conditions for Leave of Absence are as follows:

1. No employee is allowed to be on leave of absence beyond a maximum period of three consecutive years, upon renewal annually, except for special assignments approved by the Babcock University Governing Council. A written notice of return must be received by the Administration before the annual budget is approved. This is to make the re-absorption of the employee possible (subject to availability of vacancy) within the fiscal period.

Note: ‘Special Assignments’ (mentioned above) shall be as considered, defined and or deemed as being so and approved by the University Administration.

2. It must be understood that Babcock University is not under any obligation to reabsorb an employee who returns from leave of absence; as no position is reserved for anybody’s convenience.
3. The period of leave of absence is not included and or counted as part of service year(s).
4. If after exhausting the period granted for leave of absence, the employee does not resume duty, and yet fails and/or refuses to communicate the reason for non-resumption of duty, such employee is liable to termination of his/her appointment with BU.

5. Subject to the provisions of section 6:3:1, paragraph 4 of this Handbook, it should be noted that no benefits are accruable to an employee who is on leave of absence.
6. Annual renewal of leave of absence, when requested, shall be approved up to the third year of the leave and no more thereafter.
7. Subject to exceptional circumstance(s), request for extension of leave of absence must be submitted to the University Administration not less than three (3) months before the expiration of the period of leave of absence before it can be considered.
8. Henceforth, **resumption from leave of absence** by faculty **shall be at the beginning of first or second** semester, **not** in summer semester.
9. Upon return from leave of absence, the employee must submit a report of the way the leave was spent with supporting documents (e.g. additional studies, research, etc.)
10. Generally, once an employee's leave of absence is more than a year, if allocated official residence, the employee shall vacate such official residence at the point of approval as a condition thereof or at the point of first renewal as the case may be. However, the University Administration may not apply the above provision in certain exceptional cases i.e. University-approved assignments as determined by the University Administration.

6.3.13 Marriage Notice

An employee planning to get married should give a minimum of three months' notice to the University in order to benefit from the University Family Policy (the rights, privileges and benefits granted to employees who are married). This will enable employees who are regular D to work with a chosen ordained minister for pre-marital counselling and

ensure proper planning of the marriage blessing or wedding. It will also give the employee an opportunity to be a good example of integrity to the community. Therefore, it shall constitute a misconduct for any employee to become pregnant or be responsible for a pregnancy (in the case of a male employee) before marriage and as such shall attract disciplinary measures.

6.3.14 Marriage Leave

An employee is granted a maximum of five working days as Marriage Leave.

6.3.15 Public Holidays

All public holidays announced by the Government are observed at Babcock University. The modalities of observance of public holidays are usually announced by Human Resources. Essential services and peculiar schedules (Facilities Management, Physical Planning, Food Services, Power, Water, Fire Services, etc.) are not included in the observance of public holidays.

6.3.16 Sabbatical Leave

Every faculty on regular employment, with the rank of Senior Lecturer and above shall be entitled to one year sabbatical leave after six years of full service in BU. In considering the application, ADCOM shall require a programme of proposed relevant work, and the faculty will serve the University for, at least, two mandatory years, upon completion of the one year sabbatical leave.

6.3.17 Conditions for Sabbatical Leave

- a) Department must have capacity to release the faculty without employing a replacement.
- b) Well-articulated research plan approved by Department, School and University Research Committees must be submitted by the faculty.

- c) A letter of acceptance from University or Research Institute where the Sabbatical will be spent must be submitted to the administration through HOD, Dean and SVP/DVC.
- d) Sabbatical leave may be granted for a research project approved by the Administration.
- e) The applicant must apply to BU Administration for approval to go for sabbatical leave at least six months ahead in order to obtain Governing Council approval latest in June (Sabbatical leave period is August 01 to July 31).
- f) Sabbatical leave applicant must indicate what the leave is to be used for; and, when approved, it must be used for that purpose.
- g) An employee on sabbatical leave cannot change the approved institution without the approval of the Administration
- h) A faculty applying for Sabbatical leave must have put in a minimum of six years unbroken service in BU.
- i) A sabbatical leave applicant must be a faculty on BUSS Level 13 (that is Senior Lecturer Cadre) and above.
- j) An employee who fails to submit a sabbatical leave report within the stipulated period will pay back the salaries he received with the accrued interest.
- k) After sabbatical leave, the faculty must spend a minimum of two years at BU before asking for disengagement.
- l) A faculty applying for sabbatical leave is required to sign a Service Bond at HR.

6.3.18 Sabbatical Leave Report

Employees who have gone on sabbatical leave must submit two reports at the end of their sabbatical leave within one week of return as follows:

- Report from the institution that accommodated the employee, showing the period he/she was there and the work that was done.
- Report from the individual showing what he/she did during the period. This report should highlight some of the faculty's contribution to the host institution as a true ambassador of Babcock University. Among other things, it should also call the

attention of BU to some important lessons (positive and negative) that could be derived from the faculty's experience there.

Sabbatical leave report must be submitted to the University Administration through the SVP (Academics), with a copy sent to HR, not later than three months from the date the employee returned. The employee, upon physical resumption, shall submit to HR a duly completed Resumption of Duty Form (to be collected from HR or downloaded from the BU website: www.babcock.edu.ng). The VC signs the resumption of Duty Form.

6.3.19 Principal Officers' End of Tenure Leave

Due to the nature of the Administrative work of Principal Officers, they shall be entitled to a one-year end of tenure leave. However, if any is re-elected, only one end of tenure leave will apply at the end of the second tenure. The employee, upon physical resumption, shall submit to HR a duly completed Resumption of Duty Form (to be collected from HR or downloaded from the BU website: www.babcock.edu.ng).

6.3.20 Housing (Residential)

Policies, Contract and Procedures

The welfare and well-being of all the employees of Babcock University in regard to their accommodation is of paramount interest to the University Administration. After a day's work, an employee should be able to leave his/her convenient office and go home to a relaxing, secure, peaceful and relatively comfortable accommodation with admirable ambience, friendly environment and neighbourhood.

Babcock University provides three categories of residential accommodation for its employees:

1. Official residential housing infrastructure on its campuses

2. Babcock University rented housing facilities outside its campuses.
3. Direct provision of housing allowance to employees to enable them get rented apartments of their respective choice.

The University has in place the University official residential housing infrastructure on its campuses and few other places outside the campuses for its employees. However, the on-campus housing facilities are limited compared to the strength of the University's labour force. Hence, beside the on-campus accommodation opportunities, Babcock University also gives housing allowance/rent every year to its employees who are unable to get housing allocation on any of the University's campuses.

It should however be emphasised that the allocation of official residential housing infrastructure facilities to employee is not a right but a privilege to such employee advantaged to have such allocation. It is hopeful that the University shall from time to time develop more facilities for the welfare and convenience of its employees.

Be that as it may, every employee privileged to be allocated such housing unit on campus may not be permitted to move into and or reside in such premises until the execution of the Service Tenancy Agreement between him/her and Babcock University. Such employee is expected to strictly comply with the terms and conditions of tenancy as contained in the Service Tenancy Agreement, failure of which may lead to forfeiture of such housing privilege.

Without prejudice to the provisions of the Service Tenancy Agreement in respect of terms, conditions and other covenants binding the respective employee privileged to have been allocated housing unit on campus, such employee must note and adhere strictly to the following:

1. The University properties are to be handled with all reasonable care and caution as the University reserve the right and authority to determine any tenancy arrangement within a short notice.

2. The employee is to use the Allocated Premises ONLY for residential and official purpose(s) and solely for the enhancement of performance of his/her duties.
3. The employee is to observe and ensure compliance with the University's regulations on hygiene and sanitation by keeping the Allocated Premises in a clean and tenantable condition at all times materials to his Agreement.
4. The employee is not to use or permit the Allocated Premises or any part thereof to be used for an illegal or immoral purpose(s) or in manner tending to cause disturbance or nuisance to the other neighbour and or other occupiers of the adjoining land.
5. The employee is not to allow into the premises person or persons who have been declared persona-non-grata (expelled and or unwelcome) on any of the campuses of the University or person or persons not properly cleared by the University.
6. The employee is not to add or alter the structure of Allocated Premises (be it office, or residential) inclusive of any part thereof. Only the University Administration has the authority to either do so or approve for such addition or alteration.
7. The employee is not to use, generate or attempt to generate any electricity either from generating set or other mechanical or electrical processes or procure any generating plant with a view to generating alternative energy within the Allocated Premises other than those provided for the entire campus by the University.
8. The employee is not to litter or put any garbage, filth, waste or trash in and around the Allocated Premises and the adjoining land other than inside the communal garbage can provided by the University for the purpose.
9. The employee is not to engage in or cause or allow any resident/dependent under him/her to labour, (official or otherwise) in and around the Allocated Premises at or during Sabbath hours (Friday 6.30pm to Saturday 6.30pm)
10. The employee is not to breed or rear any domestic, wild (or otherwise) animal within and around the Allocated Premises.

Exemption in writing by the University, may however be granted in certain exceptional situations, particularly to employees with certain specific disabilities.

11. Being a privilege and not a right, a particular employee, on request by the University Administration, must yield up the Allocated Premises to the University, provided there is or are compelling need(s) on the side of the University Administration to do so or the University requires the Allocated Premises for the overriding interest of the University.
12. At the voluntary or involuntary cessation of employment with the University, arising from termination, resignation, retirement or dismissal, end of employment appointment or return of an employee who is an employee elsewhere or transfer of services from the University, the employee shall yield up the possession of such Allocated Premises.
13. An employee is to vacate and or yield up the Allocated Premises at the point of approval of leave of absence, study leave and or sabbatical leave if such leave is more than twelve month calendar year or at the point of first renewal of such leave of absence, study leave and or sabbatical leave after one year (whichever is applicable). However, the University Administration may not apply the above provision in certain exceptional cases i.e. University-approved assignments as determined by the University Administration.
14. The occupation of a transit lodge is for a maximum period of six (6) months after which if accommodation cannot be provided on campus, the University will get such employee a suitable rented accommodation outside the campus at the employee's own cost.

Application for Official Residential Housing Unit on Campus

An employee, interested in official residential accommodation/housing unit on the University campus may apply to the University administration through **Babcock University Housing, Office & Space Allocation Committee (HOSAC)**. This is the Standing Committee of the University in charge of all residential and office accommodation/housing related matters. Such application is to be

addressed and submitted to the Secretary/Estate Manager, Works and Physical Planning, Babcock University, Ilishan-Remo, Ogun State, Nigeria. The application must contain all the necessary information as may be required from time to time. A successful application is followed by the issuance of BABCOCK UNIVERSITY EMPLOYEE QUARTERS ALLOCATION LETTER. This is followed by the execution of Service Tenancy Agreement between the University and the successful applicant.

6.3.21 Rent Allowance

All employees are entitled to rent allowance as applicable to their salary levels. Those in University accommodation are required to pay rent in accordance with the University Policy on Rent. An employee who resigns his/her appointment before completing the 12 months of service for which rent has been paid will pay back the rent for the unexhausted part of the 12 months period. This repayment shall be made with bank draft (not cheque). However, where an employee resigns before the University pays, such employee should also be reimbursed accordingly.

6.3.22 Child Educational Sponsorship

Every regular/full contract employee is entitled to child educational sponsorship per family as follows:

- Sponsorship shall cover the expected regular duration of a child's programme (**an example is if a child is admitted for a six-year programme, the University shall only pay his/her school fees for six years excluding period(s) of repeat**). Any extension of the duration of study for whatever reason including, but not limited to **suspension, extra year/semester**, shall not be sponsored by the University.
- Two children are allowed at a time, up to a maximum of four children for regular employees. The two beneficiaries (**as provided by the employee**) will be sponsored till the completion of the programme (*within the stipulated period*) they registered for.

Exchange of child's name in the case that the registered child is not in school for whatever reason **shall not be allowed**. For contract employees, **ONLY** one child shall be sponsored throughout the period of his/her contract employment in BU.

Note:

- 1. For a child to benefit from this sponsorship programme, his/her birth/legal adoption or evidence of same must have been duly registered/lodged with the HR .**
2. Swapping of one child with another for whatever reason is not acceptable.

6.4 WELFARE**6.4.1 Corporate Gifts on Special Occasions**

The University Administration recognizes the value of exceptional services rendered by employees and corporate units. This recognition maybe shown by giving gifts to the employee or unit as determined by the Administration.

6.4.2 Death of Employee

When an employee dies while in the service of the University, the salary of the month of death shall be paid. If annual leave had not yet been taken, leave allowance shall be paid along with the entitlements of the deceased. The survivors of the deceased will be required to complete an Employee Disengagement Form obtainable from HR Department to ascertain if the deceased was indebted to the University, or if the University is indebted to the deceased. All the entitlements of the deceased will be paid to the next-of-kin as indicated in the deceased's Group Personal Life Insurance form.

In addition to the entitlement stated above, the University shall:

- pay a second month salary to assist the family;
- provide a predetermined percentage of wage factor to cover a standard coffin and all associated dressing material and transportation

(ambulance) to the chosen place of burial (must be within Nigeria, for nationals).

However, the University will not be a party to an elaborate and expensive burial. A commendation service will be conducted in the University campus or where the family chooses, on the date agreed on by the nuclear family members of the deceased. Furthermore, the next-of-kin and family will be entitled to the employee's contribution to the Federal Government Pension Scheme. The next-of-kin to the deceased will also receive the accrued benefit from the Group Personal Life Insurance scheme undertaken by the University on behalf of every employee.

For Corps Members, the University shall give the deceased family the sum of ₦75,000.00 (Seventy-Five Thousand Naira only) as Corps Members' Funeral Assistance Package.

6.4.3 Death of Employee's Spouse/Dependent Child

When a spouse/dependent child of the employee dies, one-month salary is given for burial assistance.

6.4.4 Bereavement Leave

An employee shall be granted up to a maximum of five working days as bereavement leave when he/she loses a nuclear family member (spouse, child, parent, sibling).

6.5 TAKING OF DIFFERENT LEAVES

An employee is not allowed to take more than two different leaves together. Accumulation of leave cannot be extended beyond two calendar months.

Note: No type of leave shall be carried over to another year.

CHAPTER SEVEN

RULES OF CONDUCT AND DISCIPLINE

Every employee of Babcock University is expected to adhere strictly to the following Code of Ethics:

7.1 CODE OF ETHICS

Every employee by virtue of accepting employment in BU, is deemed to have endorsed the following commitment:

Recognizing that employment in Babcock University implies commitment to the institution's vision and mission, and is concurrent with its responsibilities and values, I as a member of faculty or staff of BU affirm and confess Jesus Christ, the Master Teacher as my Mentor in the discharge of my duties. Learning from Him, I strive to disciple our students, modelling His ways with people. Because all truth is God's truth, and because the knowledge of truth is the way to freedom (John 8:32), I pledge myself to search for truth, to share it with those who seek, in harmony with the principles outlined below. I affirm that it is my ethical responsibility as a Babcock Faculty or Staff:

- **To manifest my total commitment to God, to His Word, objective and mission of the Seventh-day Adventist Church in establishing Babcock University.** In fulfilling this principle, I will:
 - (a) Nurture my personal relationship with God through regular devotions, prayer life, and meditation in order to be a proper role model, in that regard, to the students.
 - (a) Accept and study the Bible as God's Word.

BU Employee Handbook

- (b) Accept and study the writings of Ellen G. White as authoritative counsel given to the Seventh-day Adventist Church.
 - (c) Uphold in word and conduct, and actively participate in the spiritual activities of Babcock University (including special/official spiritual activities).
 - (d) Engage in active witness to the saving grace of Jesus Christ, in the context of His soon return.
- **To provide all students with opportunity for the harmonious development of their faculties and potentials.** In fulfilling this principle, I will:
 - (a) Affirm their belief in the dignity of all human beings and pledge fair treatment of all students and employees.
 - (b) Endeavour to expose every student under my influence to Jesus Christ, the only Saviour, and to His family the Church.
 - (c) Recognise my obligation to make discreet use of personal information about any student or his/her home. Release of such information will be made only if sanctioned by law or as authorized by the student and/or his/her family.
 - (d) Abstain from abusing my professional position by requesting or accepting financial, sexual, or other favours from students or their family.
 - (e) Will not engage in theft or embezzlement of any kind including the misuse of expense accounts, falsification of time reports, or the misapplication of resources for which I am responsible.
 - (f) Provide factual letters of recommendation to appropriate persons and agencies upon request from the students with regards to their professional advancement and learning.
 - **To establish, model and safeguard the highest standards in professional competence and behaviour.** In fulfilling this principle, I will:
 - (a) Accept responsibility for my conduct and seek to safeguard the profession by urging the subordinates to abide by high professional standards.

BU Employee Handbook

- (b) Support policies and procedures that will ensure just and equitable treatment of all members of the profession.
- (a) Cooperate in the development and implementation of constructive policies affecting education.
- (b) Give an honest description of assignments and work conditions to applicants seeking employment.
- (c) Support selective recruitment of fully persuaded and committed SDAs and Non-SDAs, and help orient teaching assistants, interns and new faculty.
- (d) Refrain from exerting inappropriate pressure based on the authority of my position at the expense of a colleague.
- (e) Respect and uplift my fellow employees. I will refrain from intentionally placing another in a position of embarrassment, disrespect, or harassment. I will avoid all behaviour that may be construed as sexually inappropriate. I will honour the privacy and guard the safety of others.
- (f) Adhere to the conditions of a contract or to the terms of an appointment until either has been terminated in accordance with policy.
- (g) Use personal and professional information accurately and responsibly when evaluating the character and work of a colleague.
- (h) Maintain integrity when dissenting by basing any criticism on valid assumptions established by careful evaluation of the facts.
- (i) Abide by the grievance process as voted by the governing authority of the University.
- (j) Accept no gratification or gifts which might influence judgment in the exercise of my professional duties.
- (k) Engage in no activities which will impair my effectiveness as a Christian educator or commercially exploit my professional position. The hours of my employment shall be devoted to the work assignments entrusted to me. I will not use the employer's time for personal business or the advancement of personal interests unrelated to the work assigned by my supervisor(s). I will not deprive my employer by entering into other

BU Employee Handbook

employment or activities which impair my performance for Babcock University while on the job. I will aspire to greater efficiency and the reduction of waste in time, effort and resources.

- **To foster an instructional environment in which the free exchange of ideas is prized, in recognition of the Adventist Education which is to train the youth to be thinkers, and not mere reflectors of other men's thoughts.** In fulfilling this principle, I will:
 1. Assume unequivocally the Seventh-day Adventist/biblical stance in my instruction while presenting other views fairly.
 2. Foster responsible discussion of all points of view, respecting the students' right to form their own position, and encourage the students to consider the Seventh-day Adventist position.
 3. Conduct seminars, tutorials and class instruction in the spirit of learning without intimidation and reprisals, leading students to a deeper understanding of and commitment to truth.
 4. Utilize grading, not as an instrument of discipline or coercion, or granting of favour, but as a reliable way of providing students with a fair assessment of their learning in relation to the stated objectives of the course.

- **To maintain the highest norms of scholarship and integrity in research, production, and communication of findings.** In fulfilling this principle, I will:
 - i) Exercise integrity in the use and interpretation of the findings and writings of other scholars.
 - ii) Explore truths on a personal level while understanding and respecting appropriate settings to share my findings.
 - iii) Make appropriate use of time and resources received for professional research and other activities.

BU Employee Handbook

- iv) Fulfil my professional commitments to students, their families, the University, and to other individuals or organizations.
 - v) Make available the data of the research to be referred and published, as long as the privacy or confidentiality of those involved is not violated.
 - vi) Seek to reach a mutual agreement between researchers in a group effort. I will respect the division of work, compensation, access to data, rights of authorship, and other rights contained in the agreement.
 - vii) Respect legal, professional, and religious constraints on research, and use consent forms in the case of human subjects.
 - viii) Respect the property of Babcock University, including any intellectual property that is developed in the course of my employment. I will use the property, facilities, and resources solely for the benefit of Babcock University and in the interest of scholarship, unless otherwise permitted or when financial compensation for such use has been arranged.
- **To be concerned with and involved in the life and conditions of Babcock University and community in which I work and live.**
In fulfilling this principle, I will:
 - i) Share with all citizens the responsibility for the development of sound public policy, especially in the domain of education.
 - ii) Participate in the regular exercise of self-evaluation, the evaluation of programs and the performance of BU for the purpose of maintaining acceptable standards of accreditation.
 - iii) Protect the good name of Babcock University against unreasonable attacks and malicious slander.

BU Employee Handbook

- iv) Participate in activities that will benefit the local communities.
- v) Accept the obligation of maintaining ethical standards in personal life and in the workplace. I believe it is my personal responsibility to report, through established confidential channels, any behaviour that is inappropriate or which undermines the ethical environment in the workplace. I am prepared to be held accountable by my supervisor(s) and peers for professional conduct befitting the moral and ethical values of Babcock University.

7.2 RULES OF CONDUCT

To ensure orderly operations and provide the best possible work environment, all BU employees are expected to follow rules of conduct that will protect the interests and safety of all. The following are considered misconduct, and any of them shall result in disciplinary action; including suspension, termination of appointment or dismissal:

1. Possession, distribution, sale, transfer, use of or being found under the influence of alcoholic beverages or illegal drugs in the work place, on or outside BU premises, or while operating BU owned vehicles or equipment.
2. Gambling in whatever form and manner.
3. Theft or unauthorized removal or possession of Babcock University property.
4. Falsification of records in the workplace.
5. Negligence or improper conduct leading to damage to Babcock University property.

BU Employee Handbook

6. Violation of any safety rules, e.g. fire, security, parking, driving, etc.
7. Sexual or any other form of harassment.
8. Excessive lateness to, irregularity and absenteeism at work, meetings or other University functions.
9. Non-performance or unsatisfactory performance at work.
10. Falsification of employment documents, e.g. certificates, transcripts, reference letters, etc.
11. Private and personal use of Babcock University letter-headed papers, envelopes or other stationery.
12. Use of official hours for private business and issues within and outside the University.
13. Organizing, constituting or assisting any gathering or association on campus without permission from the administration, e.g. product promotion, sales, advertisement, etc.
14. Careless handling and disclosure of classified documents, including examination questions, payroll documents, etc.
15. All forms of fraudulent acts.
16. Physical abuse, assault, fighting or any form of violence.
17. Employees are held responsible for offences committed by their household members (children, relatives and acknowledged guest/visitors) against University ethos and ethics. These include the use of or being found under the influence of alcoholic beverages or illegal drugs, smoking, stealing,

BU Employee Handbook

possession of contraband or stolen goods, violation of speed limits, unwholesome music, etc.

18. Unlawful possession of firearms.
19. Any form of practice of, aiding and abetting the practice of Lesbian, Gay, Bi-sexual, Transgender, and Questioning (LGBTQ) or Paedophilia on or outside Babcock University.
20. Buying or selling or causing to buy or sell any edible or consumable product to any student of Babcock University, no matter the circumstances.
21. Breach of any aspect of the code of ethics and rule of conduct in 7.1 and 7.2 above.

The above list is not exhaustive and disciplinary action shall be taken against any form of behaviour considered incompatible with the ethical standards of the University.

7.3 TIPS AND GIFTS

No employee shall directly/indirectly solicit or accept gratification, tips or gifts in any form (from students, parents, contractors, suppliers, etc.) for services rendered on behalf of the University.

7.4 CHILDREN AT THE WORKPLACE

Children (below 16 years) are not allowed in the workplace. Employees with dependents/children are expected to make regular arrangements for the proper care of their children outside the workplace. Anybody who violates and/or brings in such underage children to the office will be identified and warned at the first instance; the parent will be given a citation at the second instance; while at the third instance, the parent will be suspended.

7.5 SEXUAL STANDARD

Employees of BU are expected, in their work, teaching, influence, and example to uphold Christian sexual standards as held by the Seventh-day Adventist Church. We believe that God's ideal for sexuality is achieved when sexual expression is limited to a man and a woman who are husband and wife committed in life-long marriage. All desires of premarital and extramarital relationships are to conform to this ideal of sexual purity, and behaviours that would suggest otherwise should be avoided. All other forms of sexual expression, whether heterosexual or homosexual and promiscuity, sexual abuse, and exploitation are contrary to the ideals of BU.

7.6 SEXUAL HARASSMENT POLICY AND COMPLAINT PROCEDURE¹

7.6.1 Working Environment

Babcock University recognizes its responsibility to all employees to maintain a working environment free from harassment. It endeavours to achieve this through educating employees that harassment violates the law and will not be tolerated by the University. BU also endeavours to prevent harassment by publishing this policy, by developing appropriate sanctions for misconduct, and by informing all employees and students of their right to complain of harassment.

To maintain a work environment free from harassment and assist in preventing inappropriate conduct in the workplace:

- a) Each employee shall receive, and acknowledge receipt of a copy of this harassment policy and complaint procedure, which will be maintained in the employee's personal file;

¹This document was adapted from the General Conference Human Resources Services on March 20, 2000.

*By receiving and signing for this Handbook, the employee has acknowledged receipt and endorsement of the Code of Ethics, Conflict of Interest and/or Commitment Policy, as well as the Harassment Policy and Complaints Procedure.

BU Employee Handbook

- b) BU has designated the University Pastor, Director of the Student Support Centre, HR Director and HR Employee Relations Officer as the persons to whom complaints of harassment can be made in addition to an employee's department director/supervisor.

7.6.2 Personal Conduct

Employees of BU are to exemplify the Christ-like life and should avoid all appearances of wrong doing. They should not engage in any behaviour that is harmful to themselves or others or that casts a shadow on their dedication to the Christian way of life. Employees should respect and uplift one another. Employees should never be placed in a position of embarrassment, disrespected or harassed because of their gender, race, colour, national origin, age or disability. To do so would be a violation of God's law and civil laws protecting human rights and governing work place conduct.

7.6.3 (a) Sexual Harassment

Sexual harassment is a form of harassment which involves unwelcome sexual advances, requests for sexual favours or other verbal, written, or physical conduct of a sexual nature when:

- a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- b) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting an individual; or
- c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment; or
- d) Such conduct is directed by a faculty or staff, either expressly or implied, towards a student and or employee or any other individual, whether welcomed or unwelcomed by the student and or employee, or any other individual.

(c) Statement of Acceptance

On an annual basis Babcock University shall provide employees with a copy of the Sexual Harassment Policy and Agreement which shall be signed by every employee and returned to HR.

7.6.4 Improper Conduct

Improper conduct by the employer, co-workers and, in some instances, non-employees includes, but is not limited to:

1. Any subtle or other pressure or request for sexual favours or activity, including any suggestion that an applicant's or employee's giving in to or rejecting sexual advances will have an effect on that person's employment or terms of employment;
2. Unwelcome sexual flirtation or propositions;
3. Unnecessary or inappropriate touching of a sexual or abusive nature (e.g., patting, pinching, hugging, repeated brushing against another person's body, etc.);
4. Displays of sexual suggestive pictures, drawings, cartoons or objects;
5. Threats or demands for sexual favours;
6. Unwelcome or derogatory statements related to gender, race, colour, national origin, age, or disability (for example, kidding, teasing, jokes degrading or offensive comments or tricks);
7. Demeaning or degrading comments about an individual's appearance;
8. Denying an employee the opportunity to participate in training or education on account of gender, race, colour, national origin, age, or disability;
9. Limiting opportunities for promotion, transfer or advancement on account of gender, race, colour, national origin, age, or disability; or
10. Requiring a protected employee to perform more difficult tasks or less desirable work assignments in order to force them to retire or resign from employment.
11. An employee making advances expressly or implied to a student, employee or any other individual, whether welcomed or unwelcomed.

7.6.5 Reporting Incidents of Sexual Harassment

Employees who believe that they have been harassed should immediately take the following steps:

1. Make it clear to the offender, not more than twice, that such conduct is offensive and that it should be stopped immediately.
2. If the harassment continues, a written report of the incident should be sent to the Chief of Staff or Director of Student Support Centre, with a copy sent to Human Resources Department within 24 hours from the time of the harassment.
3. Upon receipt of the report, the Chief of Staff, Director for Student Support Centre and Director for Human Resources shall meet to determine the proper steps to take.

7.6.6 Third Party Reports of Sexual Harassment

Employees who are aware of incidents of potential workplace harassment toward others are to report such incidents to the University Pastor or Director for Student Support Centre and the DHR.

7.6.7 Investigation

Complaints of harassment shall be promptly handled and maintained in confidence to the extent possible, in conjunction with the Legal Services Department.

7.6.8 Discipline

A violation of this policy shall result in discipline, up to and including dismissal from employment *and possible public notice published nationwide*.

7.6.9 Prohibition of Victimization

Babcock University prohibits victimization of employees complaining of or reporting harassment.

7.6.10 Harassment of Students

The fore-going provisions on sexual harassment of employees shall also apply, the necessary changes being made, on cases of harassment of students by employees.

7.7 SEXUAL HARASSMENT POLICY AGREEMENT

Babcock University recognizes its responsibility to all employees to maintain a working environment free from harassment of any kind. It endeavours to achieve this through educating employees that harassment violates both the law of God and that of the land, and will not be tolerated by the University. BU also endeavours to prevent harassment by publishing this policy, by developing appropriate sanctions for misconduct, and by informing all employees and students of their right to complain of harassment.

Babcock University also recognizes that while harassment takes different forms in various places, no setting is immune (including Christian organizations). The University acknowledges that sexual harassment is human exploitation and a violation of respect for another person, often involving a complex interaction of gender and power. Furthermore, sexual harassment at Babcock University is any unwanted (and in the case of students, whether wanted or unwanted) or inappropriate sexual conduct either directed at a member of the same sex or of the opposite sex. In the workplace sexual harassment typically involves unwelcome advances offered as a condition of employment or that create a hostile work environment. As a Christian institution, we recognize that sexual harassment has no place within our University community. We must work tirelessly to create an environment in which all people are respected, treated as equals, safe and welcome. It is the policy of Babcock University to prohibit sexual harassment against its students and/or employees in **any** form.

In view of the foregoing, I agree that any of my behaviour/conduct in the following forms shall constitute sexual harassment:

BU Employee Handbook

1. **Verbal Harassment:** epithets, derogatory comments or slurs. Examples: Name-calling, sexually explicit or degrading words to describe an individual, sexually explicit jokes, suggestive comments about a person's anatomy or clothes, sexually suggestive noises, sexual remarks, inappropriate comments or questions about a person's sexual practices, inappropriate relationship propositions, homophobic jokes, making fun of someone because of her/his sexual identity, graphic verbal commentaries about the body or sexual experiences. 2 *Tim. 2:16-22; Eph.5:3-5.*
2. **Physical Harassment:** assault, impeding or blocking movement, touching, or any physical interference with normal work or movement, when directed at an individual. Examples: Touching, pinching, patting, grabbing, constantly hanging around, leering (suggestive staring), intentionally brushing against or poking another person's body, using obscene language against someone, requiring a person to wear or wearing sexually suggestive clothing. 2 *Cor. 6:12-18.*

BU Employee Handbook

3. **Visual Harassment:** derogatory posters, cartoons, or drawings. Examples: Displaying one’s own body, sexually suggestive objects, cartoons, posters, magazines, pictures, or Internet porn web sites; leering, making sexual gestures; writing obscene letters or unwanted love letters or notes; staring at a person's body or parts of a person's body; sending sexually suggestive messages and pictures through social media/internet or text messages. *1 Thessalonians 5:22.*

4. **Unwanted sexual advances:** especially those that condition an employment benefit upon an exchange of sexual favors. Examples: persistent requests for having dates or affairs; threat of termination, or academic failure or harm, transfer, etc. if requested sexual favors are not granted; making or threatening reprisals after a negative response to sexual advances; propositioning an individual. *Ephesians 5:3.*

5. **Sexual advances/relations to students:** an employee propositioning a student, requesting for, having or attempting to have sexual relations with a student; engaging in behaviour or communication of a sexual nature with a student; engaging in any of the conducts in 1-4 above with a student. **Note:** It is immaterial whether the student accepts, welcomes, wants or initiates the relations. *1 Thessalonians 4:3.*

Having read the Sexual Harassment policy as contained above and in the BU Employee Handbook, I
hereby affirm that I shall not engage in any behaviour/conduct that may in any way constitute sexual harassment.

I accept that my non-compliance with the BU Sexual Harassment Policy shall lead to my dismissal from employment.

7.8 DISCIPLINARY PROCEDURE

Upon the report of the occurrence of any misconduct, the appropriate discipline shall be determined after the particular circumstances of the

BU Employee Handbook

case have been carefully considered by the **Employee Welfare and Disciplinary Committee** (EWDC) who will make recommendation to ADCOM. Supervisors and Heads of Departments may originate the following process with due consultation with Human Resources Department:

7.8.1 Warning

1. **Oral Warning:** In appropriate cases, an oral warning should be given upon response to an oral query.
2. **Written Warning:** If an employee does not abide by oral cautionary measure(s) to avert violation of rules and regulations, or in situations where oral warning is considered inappropriate and therefore unnecessary, a formal written warning shall be issued to the employee.
3. **Final Warning:** If the Supervisor/HOU/HOD is not satisfied with the response of the employee, the Supervisor/HOU/HOD shall write a final warning letter to the employee, with copies sent to the DHR, Dean and Head of Division of the employee.
4. **Expiration of Written Warning:** The effect of written warning on employee's promotion expires after 18 months from the date of issue, including months for Performance Improvement Programme (PIP) provided the employee does not receive any other warning within the period, and if the supervisor is satisfied with his/her progressive attitude to work and conduct.

While the Deans, Provosts and Principal Officers apply cautionary measures on HODs and Directors, cautionary measures on the Provosts and Deans shall be applied by the SVP/DVC Academics. Only the President/Vice-Chancellor or his designee has the power to apply cautionary measures to the Principal Officers (SVPs and VPs).

7.8.2 Query

A query is a question or request for information/explanation from a superior officer in respect of perceived negligence or substandard performance or wrongdoing as contained in the rules of conduct as provided for in this *Handbook*. An employee who receives a query shall respond within the time limit specified in the query in order to avoid a more stringent discipline.

7.8.3 Suspension

While disciplinary action is being considered against any employee for violation of rules of conduct, a temporary suspension without pay may be given, except where an employee is placed on technical suspension. Serious offence(s) shall result in an immediate suspension of an employee.

7.8.4 Dismissal

After progressive disciplinary measures have been applied to an employee, and repeated offences are committed regardless of whether the offences are similar or not, the Administration shall dismiss the employee, who by his/her misconduct proves to be incapable of protecting the image and interest of the University. However, a similar outcome may also follow a single offence.[For more information and other conditions leading to severance of employment see Chapter Eight and Clause 15 of BU Bye-Laws.].

7.9 PROGRESSIVE DISCIPLINE CHART

The following is a list of recommended progressive disciplinary actions for established offences and are not intended to be all-inclusive.

S/N	OFFENCE OR JOB DEFICIENCIES	FIRST OFFENCE	SECOND OFFENCE	THIRD OFFENCE	FOURTH OFFENCE
i.	Unauthorized leave.	Written Reprimand	Suspension	Dismissal	
ii.	Habitual tardiness or failure to observe assigned work hours.	Oral Reprimand	Written Reprimand	Suspension	Dismissal
iii.	Abuse of sick leave.	Oral Reprimand	Written Reprimand	Suspension	Dismissal
iv.	Excessive absenteeism.	Oral Reprimand	Written Reprimand	Suspension	Dismissal
v.	Absence of three consecutive work days without notifying the proper departmental authority.	Oral Reprimand by HR	Dismissal		
vi.	Leaving work station without authorization.	Oral to Written Reprimand	Written reprimand to Suspension	Suspension to Dismissal	Dismissal
vii.	Substandard work performance.	Oral Reprimand	Written Reprimand	Suspension	Dismissal
viii.	The failure of a designated employee to report to work during an emergency.	Suspension to Dismissal	Dismissal		

BU Employee Handbook

ix.	Reporting to work under the influence of alcohol or drugs.	Suspension	Dismissal	
x.	Drinking alcoholic beverages or using illegal drugs on the job.	Dismissal		
xi.	Insubordination (the refusal to obey a legitimate direct order from a manager/supervisor).	Written Reprimand to Suspension	Dismissal	
xii.	Falsification of records or documents, impersonation, or omission of necessary information.	Suspension to Dismissal	Dismissal	
xiii.	Falsification of application document(s), or omission of essential information used in determining acceptability for employment.	Dismissal		
xiv.	Stealing (or aiding and abetting such actions of others).	Dismissal		
xv.	Negligence.	Written Reprimand	Suspension to Dismissal	Dismissal

BU Employee Handbook

xvi.	Wilful violation of written rules, regulations or policies.	Written Reprimand	Suspension to Dismissal	Dismissal	
xvii.	Negligence involving life or safety of student or employee.	Dismissal			
xviii.	Failure to maintain satisfactory or harmonious working relationships with employees or supervisors.	Oral Reprimand	Written Reprimand	Suspension	Dismissal
xix.	Discourteous treatment of visitors, customers, alumni and/or other stakeholders.	Written Reprimand to suspension	Suspension	Dismissal	
xx.	Fighting (physical combat).	Suspension to Dismissal	Dismissal		
xxi.	Violation of safety or security policies and practices.	Written Reprimand to Suspension	Suspension to Dismissal	Dismissal	
xxii.	Violation of smoke-free workplace.	Suspension to Dismissal	Dismissal		
xxiii.	Knowingly stamping/writing on the labour sheet of another, or incorrectly reporting	Suspension to Dismissal	Dismissal		

BU Employee Handbook

	time worked.				
xxiv.	Unauthorized use or release of confidential information from clients or employee records or reports.	Suspension to Dismissal	Dismissal		
.	Intentional or unintentional alteration and manipulation of computer information; theft of data or hardware; physical damage; misuse of computer equipment; or release of confidential password.	Written Reprimand to Dismissal	Suspension to Dismissal	Dismissal	
	Unauthorized, misuse, destruction, defacing of University equipment, property or internet services.	Written Reprimand to Dismissal	Suspension to Dismissal	Dismissal	
.	Unauthorized distribution of document of any kind in hard or softcopy within the University community.	Written Reprimand	Suspension to Dismissal	Dismissal	
.	Unauthorized	Dismissal			

BU Employee Handbook

	possession of firearms or weapons on campus.				
xxix.	Sleeping while on duty	Oral Reprimand	Written Reprimand	Suspension	Dismissal
xxx.	Use of profane or abusive language to others.	Oral Reprimand	Written Reprimand	Suspension	Dismissal
xxxi.	Loafing.	Oral Reprimand	Written Reprimand	Suspension	Dismissal
xxii.	Undue interference with other employee's work.	Oral Reprimand	Written Reprimand	Suspension	Dismissal
xxiii.	Gambling.	Suspension to Termination	Termination		
xxiv.	Working on personal jobs during work hours.	Oral to Written Reprimand	Written Reprimand to Suspension	Suspension	Dismissal
xxv.	Use of intercom and official phones for personal matters.	Oral Reprimand	Written Reprimand	Suspension to Dismissal	Dismissal
xxvi.	Use of official phones for unauthorized international calls.	Suspension	Termination	(The employee will also be required to reimburse the department)	
xvii.	Making wilful false statement to supervisor.	Suspension to Dismissal	Dismissal		

BU Employee Handbook

xviii.	Threatening or making threatening actions toward another employee.	Suspension to Dismissal	Dismissal		
xxix.	Engaging in unlawful work stoppages, slowdown, strikes or other activities that disrupt or disturb the normal operation of the Department or University.	Suspension to Dismissal	Dismissal		
xl.	Failure to maintain current license or certificate required by law as a condition for performing a job for the University.	Suspension to Dismissal	Dismissal		
xli.	Improper conduct/ conduct unbecoming of a Babcock University employee.	Written Reprimand to Dismissal	Suspension to Dismissal	Dismissal	
xlii.	Unauthorized use of University funds.	Dismissal			
xliii.	Sexual harassment of an employee or student.	Dismissal			
xliv.	Charged with committing a crime that reflects on an individual's suitability for continued employment.	Suspension to Dismissal	(With possible reinstatement if acquitted)		

BU Employee Handbook

xlv.	Conviction of any crime that reflects on an employee's suitability for continued employment.	Dismissal			
xlvi.	Impeding/interfering with an official investigation or disciplinary process.	Suspension to Dismissal	Dismissal		
xlvii.	Any accumulation of three offences where the first calls for an oral or written reprimand within a twelve-month period.	Suspension to Dismissal	Dismissal		
lviii.	Any accumulation of two suspensions within a twelve month period.	Dismissal			
xliv.	Failure to comply with a written departmental policy.	Oral Reprimand to Dismissal	(Refer to the department's specific policy)		
i.	Excessive failure to Clock IN and Clock OUT.	Oral Reprimand	Written Reprimand	Suspension	Dismissal
li.	Violation of the University traffic rules	See the Traffic Safety Management Offence Sheet in Chapter Five (5). Any employee who breaks the Traffic Rule four times in a 12 month shall be suspended.			
lii.	Violation of the University parking	Written Reprimand	Suspension to	Dismissal	

BU Employee Handbook

	regulations, i.e. parking in reserved or restricted areas, etc.	to Suspension	Dismissal		
liii.	Physical molestation of a student or fellow employee.	Written reprimand to suspension	Suspension to Dismissal	Dismissal	
liv.	Impersonation	Suspension to Dismissal			
lv.	Conflict of Interest	Oral Reprimand to Dismissal	Suspension to Dismissal	Dismissal	
lvi.	Becoming pregnant or being responsible for a pregnancy (in the case of a male) prior to marriage	Suspension to Dismissal	Dismissal		
lvii.	Improper dressing/Violation of the University Dress Code	Written Reprimand	Suspension	Suspension to Dismissal	
lviii.	Improper or Inappropriate Use of Social Media	Written Reprimand	Suspension	Suspension to Dismissal	

7.10 PROCEDURE FOR REPORTING GRIEVANCES

Complaints from employees concerning wages, hours of work, working conditions, performance evaluations, job assignments, reprimands, rules of conduct, the interpretation or application of a rule, regulation or policy; or alleged unlawful or discriminatory termination of an

BU Employee Handbook

employee shall be reported using the following procedure for reporting grievances.

7.10.1 Informal Complaint

The employee should present the complaint to the supervisor for discussion, consideration and resolution of the grievance. If the supervisor is the subject of the complaint, the employee may address the complaint to the Director/HOD/HOU or Dean or DHR as the case may be.

7.10.2 Formal Complaint

If the complaint is not satisfactorily resolved by the officers mentioned in 7.9.1 above, the employee shall present his/her complaint in writing to the Employee Welfare & Disciplinary Committee (EWDC) through HR.

7.10.3 Notification of Resolution

If the person against whom the grievance is directed, having been notified, fails to attend the hearing without prior notification and good cause, the EWDC may proceed with the hearing and take testimony and evidence, and reach a decision on the basis of such testimony and evidence. If the employee who filed the grievance fails to attend the hearing, the complaint will be dismissed without a hearing and a letter dismissing the complaint shall be issued.

Within a reasonable time, not exceeding 90 (ninety) calendar days following receipt of the complaint by the Secretary of EWDC, a written ADCOM decision shall be provided to the employee. This decision shall be final.

All documents relating to the grievance shall be forwarded to Human Resources for inclusion in the employee's personal file.

7.10.4 Appeal

If the employee is not satisfied with the decision as communicated by HR, the employee shall send a written complaint to the Staff Appeal Committee within 15 (fifteen) working days of the receipt of the communication.

CHAPTER EIGHT

SEVERANCE OF EMPLOYMENT

8.1 RETIREMENT

An employee shall be due for mandatory retirement on reaching 65 years of age or at 35 years of service according to church policy. *However, full professors can retire at the age of 70 years in accordance with the government policy.* An employee shall only be eligible for voluntary retirement after a minimum of 15 years of service. All regular employees on retirement will benefit from the Federal Government Pension Scheme.

Employees on denominational retirement will be treated according to denominational policy as follows: An active employee who has reached the age of 60 and has 30 years of service credit may elect to retire from active service and receive benefits. If either at the initiative of an active employee or the employer, a request for retirement is approved under the 60/30 provision as indicated above, the employing organization will pay into the Plan the equivalent of two months of the employee's basic remuneration for each year short of either the normal retirement age of 65 or 35 years of service, whichever is less.

Note: For Seventh-day Adventist full professors, at the age of 65, they will have their employment status changed from Regular Denominational (Regular D) to Regular University (Regular U).

8.2 WITHHOLDING OF SERVICE

An employee can withhold his/her services by requesting for Leave of Absence for a maximum of one year, in the first instance (Refer for details 6.3.12—Leave of Absence). On return, the University reserves the right to post the employee to where there is opening, and if there is none, the University is not under obligation to absorb the employee.

Employees whose Leave of Absence will exceed the approved period should renew the Leave of Absence before the end of the approved period, otherwise it translates into resignation.

8.3 RESIGNATION

An employee may voluntarily resign his/her employment following the conditions in the employment letter. After giving notice of resignation, an employee must obtain a Disengagement Form from HR, and go through the prescribed exit process before severance benefit can be paid.

Employees who are absent from work for three consecutive days without notice are taken to have resigned their appointment (see Procedure for Progressive Discipline Chart, No. 5).

8.4 TERMINATION OF APPOINTMENT

Upon a desire of termination of employment by Staff, the University demands at least one month notice or payment of one full month salary (in bank draft) in lieu of notice to the University. However, the University on the other hand, reserves the right to disengage any employee, in accordance with the rules, regulations and ideals of the University, if such an action is in the overall interest of the University. Notwithstanding anything to the contrary in any other documents, a staff shall only be entitled to one month notice or payment of one month salary in lieu of notice upon termination of his/her employment by the University.

BU Employee Handbook

Upon a desire of termination of employment by Faculty, the University demands at least three months' notice or payment of three full months' salary (in bank draft) in lieu of notice to the University (provided that an academic staff does not terminate his or her employment out of sync with the end of the academic session). However, the University on the other hand, reserves the right to disengage any employee, according to the Bye-Laws of the University; if it is determined that such an action is in the overall interest of the University. Notwithstanding anything to the contrary in any other documents, a faculty shall only be entitled to three months' notice or payment of three months' salary in lieu of notice upon termination of his/her employment by the University.

8.5 DISMISSAL

This is an involuntary termination of appointment initiated by the University, when an employee is found guilty of misconduct considered prejudicial to the interest of the University. No entitlement shall be given to a dismissed employee.

8.6 SEVERANCE BENEFITS

When an employee has disengaged from the services of BU and has gone through the prescribed exit process, the University Administration determines the employee's severance benefits. This will be calculated and paid by the Bursary, with HR verification and assistance.

CHAPTER NINE

SERVICE UNITS

SUPPORT SERVICES

9.1 PRESIDENCY DIVISION

The Presidency is the coordinating centre for the activities of the President/Vice-Chancellor of the institution, managing the schedules, meetings, events and correspondences with the internal and external publics for the smooth and efficient running of the entire University Administration. The President/Vice-Chancellor is the Chief Executive and Principal Officer of Presidency Division and all other Divisions of the University. The following are the Associate Offices, Directorates and Unit under the Presidency Division:

- ❖ Office of the President/Vice-Chancellor
- ❖ Office of Spiritual Life
- ❖ Office of Works & Physical Planning
- ❖ Directorate of Human Resources
- ❖ Directorate of Legal Services
- ❖ Directorate of Audit, Risk & Compliance
- ❖ Directorate of External Affairs, Logistics, Protocol
- ❖ Directorate of Ellen. G. White-SDA Research Centre
- ❖ Directorate of Security Services
- ❖ Electronic Surveillance Unit

9.1.1 OFFICE OF THE PRESIDENT/VICE-CHANCELLOR

The office facilitates and manages the interface among the University Administration, stakeholders and the public. The Chief of Staff to the

BU Employee Handbook

President/Vice-Chancellor serves as the Administrative Head of the Presidency Division

Vision

To be a strong pillar that provides exceptional services to University's stakeholders in teaching, learning, research, and godliness.

Mission

To Maximize the interface of the functions and roles of the stakeholders and external publics, reporting to the Chief Executive for synergy and efficiency in wholistic higher education service delivery

9.1.2 OFFICE OF SPIRITUAL LIFE

The Office is an extension of the ministry compassion, care, and concern of our Lord Jesus Christ. It seeks to help students, staff, faculty and their families develop genuine Christian character motivated by love and self-discipline. The ultimate goal is to establish a mature relationship with God and the University Community. The Office is made up of the following Units:

- (a) University Pastor's Office and Administration
- (b) Chaplaincy Services
- (c) Mission and Outreach
- (d) Stewardship and Development
- (e) Worship Centres Administration
- (f) In-reach and Prayer
- (g) The University Church
- (h) Church District Affairs
- (i) SDA Church Organization Liaison

Vision

To establish a mature relationship with God, humankind and the entire creation.

Mission

To help students, staff and faculty develop genuine Christian character motivated by love and self-discipline.

Roles

1. Affirming Christ on campus through holistic spiritual care-giving and enhancing spirituality.
2. Teaching and encouraging the internalization of Christian doctrines and practices as believed and taught by Seventh-day Adventist Church.
3. Fostering a spiritual environment through prayers, Bible studies, stewardship, community outreaches and various dynamic Christian programmes and seminars.
4. Counselling on personal, spiritual, psychological, emotional, behavioural, relational (social) and intellectual (academic) challenges.
5. Providing opportunities for spiritual self-discovery through one-on-one Bible studies.
6. Organizing worship/spiritual activities in halls and worship centers.
7. Faith-building visitations in homes, hostels and hospitals.
8. Organizing evangelistic programmes in collaboration with the pastoral and University administration.
9. Encouraging student/staff enthusiastic involvement in several ministries on campus.
10. Organizing daily or weekly devotional programmes for students and employees.
11. Organizing twice a month fasting and prayer service within the Office, for the University family and beyond.
12. Organizing family life/marriage and singles enrichment programmes.
13. Providing regular inspirational messages "Thought for the Week" on public notice boards.

9.1.3 Human Resources Department

The Human Resources Department is dedicated to providing services, information, and support to all Babcock University employees in order to achieve both personal and organizational goals. The Department manages the employer brand to bring value to the employees leading to increased commitment, loyalty and retention.

Vision

To attain and sustain a world-class, diversified human capital development in competence and character.

Mission

To recruit, develop, retain and sustain a competent, committed and diverse workforce that provides high quality service to all our stakeholders.

Roles

1. Employment and employee relations
2. Employee training and development
3. Payroll and benefits administration
4. Employee evaluation and performance management
5. Personnel records and data management
6. Educational sponsorship and service bond administration
7. Student work-study programme coordination (which provides vocational and practical training to instil in the minds of students the concept of dignity of labour, and to create opportunity for students to earn some income).

9.1.4 LEGAL SERVICES DEPARTMENT

The Legal Services Department is in charge of all legal matters of the University.

Vision

BU Employee Handbook

To sufficiently protect and defend to the uttermost the vision, mission, ideals and values of Babcock University while upholding the Rule of Law and the universal principles of natural justice in all matters for determination.

Mission

To provide adequate legal advice and representation for Babcock University in all legal matters without compromising the principles, beliefs, and ideals of the University.

Roles

1. The Department represents the University in all legal matters.
2. It offers legal advice to the management from time to time.
3. The Director and other designated legal personnel within the Department are usually respective members of committees, panels or other bodies constituted by the University from time to time.
4. The Department is responsible for the preparation and perfection of documents, particularly those of legal nature.
5. The Department liaises and works with the University's external solicitors, particularly in the court of law, and other incidental matters.
6. It is responsible to the President/Vice-Chancellor to give advice in direct consultations, and to committees of the University, and as may be required by the President/Vice-Chancellor.

9.1.5 AUDIT, RISK AND COMPLIANCE DEPARTMENT

This is an independent appraisal department set up to support the administration, by evaluating the University's set internal control system and providing administration with accurate and timely reports, information, counsel and recommendation on the economical, effective

BU Employee Handbook

and efficient use of resources to achieve the University goals and objectives.

Vision

To be the partner that guarantees the highest standard of financial risk management and control.

Mission

To ensure the University attains her mission through a systematic, disciplined and effective risk management and governance process in accordance with applicable accounting and auditing standards, denominational working policies and other relevant University policies.

Roles

1. The Department provides an independent appraisal of the University's financial and operational activities.
2. It monitors the internal control system, identifies its weaknesses, and recommends procedures to strengthen it.

9.1.6 EXTERNAL AFFAIRS, LOGISTICS AND PROTOCOL DEPARTMENT

This department is responsible for ensuring that official systems of rules, ritual, customs and etiquette governing the affairs of the University are observed. It is also responsible for detailed coordination of complex operations such as human, cargo and vehicular traffic movement, travel issues, and the management of the University external publics.

Vision

To provide first-class logistics, protocol and external affairs services for the University.

Mission

To dispatch a robust relational support and linkages to various publics.

Roles

1. Management of the University external publics via strengthening and deepening the bond between Babcock University and her external publics.
2. Facilitating the movement of goods and humans from airport and seaport to Babcock University.
3. Facilitating land acquisition and documentation.
4. Handling immigration issues.
5. Deep involvement in University events such as Graduation and Convocation ceremonies
6. Keeping custody of the University's Communication equipment, making it available for use at University events as requested.

9.1.7 ELLEN G. WHITE-SDA RESEARCH CENTRE

The Research Centre was officially opened on November 24, 1990, partly for the preservation and promotion of the writings of Ellen G. White. The Centre which serves twenty-two countries in the West-Central African sub-region, is currently located in the Heritage Building at the heart of the campus. It houses all the books writing by Ellen G. White and other related materials. It therefore, provides opportunity for everyone who desires to discover the Biblical foundation for the Spirit of Prophecy, as one of the identifying marks for the remnant Church (Revelation 12:17; 19:10). In addition to the writings of Ellen G. White and other related works at the Centre, there is the Heritage Unit showcasing the history of the Church in this Division.

Vision

To attain or achieve a wide spread availability, reading, understanding and translation of the inspired writings of Ellen G. White.

Mission

To advance the study of Ellen G. White writings.

Roles

1. Preserving the Ellen G. White manuscripts, letters, and historical artefacts and memorabilia from physical danger, such as fire, water, and theft; and assuring their integrity by preventing alterations of texts or unauthorized use of these materials.
2. Meeting the spiritual needs of the Church in the West-Central Africa Division by providing new weekly insights from Ellen White's unpublished letters, published books and manuscripts, and adapting current publications to meet the needs of special groups, such as students, men, youth, women, and children within the West African sub-region.
3. Conducting seminars, workshops and teaching Spirit of Prophecy/Church Heritage classes at all levels of the Church (local church, Districts, Conferences, Union and Division) and in all institutions of learning in WAD. It also includes producing Ellen G. White counsels in CDs and other electronic materials for the edification of our members in the Babcock University community and the entire Division. Preaching in churches, camp meetings, conventions, and writing articles and books to provide a better understanding of inspiration, illumination, and revelation among God's last day people thereby promoting an increased awareness in the study of the Bible and the writings of Ellen G. White.
4. Encouraging the establishment of the Ellen G. White Study Centers in every Conference, Union, and institution of learning within the WAD territory as authorized by the WAD SOP Committee and the White Estate of the General Conference.

9.1.8 SECURITY SERVICES (CAMPUS SAFETY) DEPARTMENT

The Department is responsible for the security and safety of lives and property of the University and the University Community. There are

BU Employee Handbook

trained uniform men and women for the purpose of security. Report any suspicious movement around you on time. The numbers to call if you are under any attack, harassment or victimization are **08149514646 and 09055908963**.

Vision

To lead in all areas of professional safety and security; upholding and enforcing the rules governing Babcock University where diverse social and academic values are free to develop and prosper.

Mission

To engage and develop professionals who will foster feeling to safety in the community in which to learn, work, live and grow.

Roles

1. Sounding Fire Alarms and assisting fire services whenever the need arises.
2. Enforcing Babcock University standards as provided for in the Employee and Student Handbooks.
3. Receiving, registering and releasing lost but found items to identified owners after due process might have been established.
4. Mounting surveillance on and off campus to identify threats and trespassers.
5. Establishing contacts for security information.
6. Liaising with other security agencies to enhance Community Policing Initiative.

9.1.9 WORKS AND PHYSICAL PLANNING

This department creates an enabling environment that will allow the University to fulfil its objectives. An environment where the infrastructure is not only user friendly but also pleasing to the eye. The Department is also responsible for growth and expansion of the University's Physical Infrastructures, adequate provision and standard maintenance of infrastructural support which is crucial to the

BU Employee Handbook

University's vision of achieving excellence in teaching, learning and research.

Vision

To be the benchmark among African Universities in excellent management of physical assets and maintenance services and create the most beautiful university campus in Africa.

Mission

Providing a conducive, work friendly environment through qualitative services in the operation and maintenance of University facilities and infrastructures; and maintaining a beautiful environment that supports innovations and enriches academic experience, environmental experience, environmental health and operational effectiveness

Roles

1. Implement programs, policies and procedures relating to the maintenance, repairs and management of the University's buildings, facilities and vehicles.
2. Allocation of residential and office spaces
3. Providing support in the development and execution of elements of the Campus Master Plan and long-range facility planning, in the area of planning and development of major new construction and /or refurbishment of old facilities.

9.1.10 ELECTRONIC SURVEILLANCE UNIT

The Unit was created to reduce misconduct, provide a safe and secure environment for students, employees and visitors, using the Closed Circuit Television (CCTV).

The Unit comprises of three sections which are

1. Monitoring/Logistics Unit
2. Engineering Unit

BU Employee Handbook

3. Biometrics Unit

Vision

To attain a misconduct-free and safe University Community.

Mission

Provision of a safe and secure environment for students, employee and visitors, through Electronic means.

Roles

1. The installation of cameras, its maintenance, repair and all that concerns the cameras and its technicalities. They also deal with the installation of Biometric Devices within the University Community.
2. Live monitoring of all activities that go on in school.
3. Staff, visitors and students' biometric data and attendance management.

9.2 ACADEMIC ADMINISTRATION DIVISION

9.2.0 SENIOR VICE-PRESIDENT/DEPUTY VICE-CHANCELLOR, ACADEMICS

The Senior Vice-President (Deputy Vice-Chancellor), Academics as one of the Principal Officers of the University is principally responsible to the President/Vice-Chancellor for all academic and some administrative matters. His administrative responsibilities include but is not limited to the following: Acts on behalf of the President/VC in his absence; Chairman, Academic Standard Board; Chairman, Employee Appeal Committee; Chairman, Graduation/Matriculation Committee.

Departments under the Academic Administration Division:

Registry

Laz Otti Library

Office of Institutional Effectiveness

Academic Planning

BU Employee Handbook

Research Innovation & International Cooperation (RIIC)

Babcock University Centre for Open Distance and e-Learning (BUCODEL)

Babcock Centre for Executive Development (BCED)

Babcock University Press

9.2.1 REGISTRY DEPARTMENT

The Registry is the fulcrum of the University from where all administrative and academic activities emanate into all branches of the University. The Units that make up the Registry are:

1. Office of the Registrar
2. Admissions Office
3. Council & General Administration
4. Exams and Senate
5. Data and Archiving
6. ID Card
7. College Secretaries and School Officers who are domiciled in the various Schools and College of the University.

Vision

To provide an ICT driven, efficient and timely students record management.

Mission

Developing and utilizing an efficient system that manages students' records for optimum service delivery.

Roles

1. Admission and registration of new students
2. Coordination of matriculation and convocation of students
3. Generating and keeping students' records.
4. Issuance of certificates and academic transcripts
5. Issuance of students' introduction/recommendation letters
6. Issuance of ID Cards to students
7. NYSC Mobilization

BU Employee Handbook

8. Serve as the Secretariat for most of the Statutory meetings of the University [University Governing Council, Administrative Committee (ADCOM), Senate, Academic Congregation, Students Disciplinary Committee, Students Appeal Committee, Senate Panel on Examination and Academic Misconduct (SPEAM) and Staff Appeal Committee].
9. Enforcement of University academic policies and procedures.
10. Dissemination of authorized information to the University community and general public.

9.2.2 LAZ OTTI MEMORIAL LIBRARY

The University Main Library otherwise known as Laz Otte Memorial Library (LOML) and its branches—law, (Law, Medical, Nursing, Science and Technology, Education and Humanities plus Nnamani Resource Centre) offer cutting-edge services. All the libraries are stocked with high quality, current and adequate resources satisfy the information requirements of the library clientele.

Vision

To attain excellence in service provision in research and instructional materials in a user-friendly Christian environment, pointing users to the Master information provider through reading and scholarship.

Mission

Supporting the University's mission through the provision of current and broad spectrum research, teaching and learning materials for transforming lives and impacting society positively.

Roles

11. Our services extend to the host community and other University libraries outside of Ogun State. All of these are made possible through the dedication, resilience and uncompromising posture to service delivery of the Library's workforce.
12. It provides access to well-represented book holdings, newspapers, etc

BU Employee Handbook

13. The library subscribes for and provides access to electronic resources such as EBSCOHOST, AJOL, HINARI, LEXIS NEXIS and HEIN ONLINE, etc. Several high impact journal titles are available in the Databases.
14. Engage in a robust interlibrary cooperation.

9.2.3 OFFICE OF INSTITUTIONAL EFFECTIVENESS

The Office of Institutional Effectiveness (OIE), an Academic sub-division charged with the responsibility of ensuring that the University does not forget its roots, as well as keep it promise. *Keeping the promise* means fostering excellence in teaching, learning, institutional research, witnessing, and service. We continuously ensure that the University responds to societal needs by raising a rare breed of youths passionately committed to leadership, scholarship, and exemplary character.

The office also houses the Institute for Faith Integration which organizes faith integration programs for faculty, staff, and students to encourage biblical approach to teaching, learning, service, and life in general.

Vision

A driving force for transforming Babcock University into a centre of excellence.

Mission

To uphold Babcock University as a centre of excellence through the development of excellent employees and students, quality service delivery in teaching, learning, institutional research, environmental management, and biblical spirituality.

9.2.3.1 Quality Assurance and Control Unit

This is a Unit in the Office of Institutional Effectiveness headed by a Director. Sub-Units in the Quality Assurance and Control Unit are Facilities, Health and Safety, Products and Supplies, Environment and

BU Employee Handbook

Services, and all the departmental Quality Assurance and Control Officers.

ROLES of OIE

1. Enhancing efficiency and continuous improvement and compliance at Babcock University.
2. Ensuring that the University's quality service and products are maintained.
3. Monitoring for synergy between departments, in relation to products, services, safety and health.

9.2.4 ACADEMIC PLANNING DEPARTMENT

This is a Department under the Office of the Senior Vice-President, Academics. The department oversees the academic business of the University.

Vision:

To provide a conducive teaching and learning environment for employees and students.

Mission:

To coordinate and ensure effective and efficient utilisation of academic resources to achieve the mission of the University.

Role

- iv. Preparation, implementation and review of the Academic Brief.
- v. Preparation of institutional statistics for planning purposes.
- vi. Handling of NUC matters, resource and academic programmes planning, academic development issues and academic quality assurance.
- vii. Promotion of quality practices to ensure that the academic activities in Babcock University are of national and international standard.
- viii. Consultation with school deans and departmental heads to ensure faculty mix and ratio.

BU Employee Handbook

- ix. Coordination and planning of Examination and lecture Time table.
- x. Allocation of classroom suitable classroom spaces for lectures.
- xi. Daily monitoring of classes to ensure attendance by both faculty and students.
- xii. Coordination of the preparation and review of University academic Bulletin.
- xiii. Allocation and upload of semester courses to for students' registration
- xiv. Coordination of University Interdisciplinary Seminar attendance.
- xv. Coordination of institutional and programmes accreditations.
- xvi. Coordination of the Nigerian University System Management Portal (NUSMAP) for NUC Institutional Data.
- xvii. Coordination of Preparation of the University System Annual Review (USARM) for NUC.

9.2.5 RESEARCH, INNOVATION AND INTERNATIONAL COOPERATION

RIIC is a department responsible for fulfilling one of the triple mandate of Babcock University, which is research.

Vision

A research focused department, building capacity in excellent innovative research and development.

Mission

To serve as a catalyst for cutting edge and ethically sound research through interdisciplinary national and global collaboration and joint ventures that impact community and economic development.

Roles

1. To coordinate all research activities in BU

BU Employee Handbook

2. Achieving planning and ensuring the continuous conduct of Inaugural lectures
3. Uploading and maintaining a database of BU faculties' research papers/articles on the web
4. Promoting and managing BU Research grant
5. Training faculty, staff and students in grant writing, research ethics and research method
6. Reviewing all research proposals in the University through the Babcock University Health Research Ethics Committee (BUHREC)
7. Sourcing for grants and linking BU researchers to grant makers/ calls for proposals
8. Facilitating patent registration
9. Disseminating research news and activities through the BU Research Brief
10. Showcasing research output of faculty and students through annual BU research fair and participation in national research fairs
11. Cooperating with schools and departments in planning and floating conferences
12. To seek and promote mutually benefiting international and national cooperation for BU

9.2.6 BABCOCK UNIVERSITY CENTRE FOR OPEN DISTANCE AND e-LEARNING (BUCODEL)

The Directorate of Open Distance and e-Learning is established to run a parallel academic programme to the existing residential Seventh-day Adventist holistic education whose main thrust is to attract prospective students faced with the challenges of keeping their job and homes to advance academically and professionally.

Vision

To be a first-class department aiming to build servant leaders for a better world through Seventh-day Adventist education driven by ICT.

Mission

BU Employee Handbook

To instil in learners, the motivation to attain excellence through web-based blended and distance teaching and learning.

Roles

1. Widen accessibility to mass tertiary education in response to rapid global changes through ICT enabled learning.
2. Review existing e-learning course curriculum to become Open Distance Learning compliant.
3. Train faculty and staff through continuous workshops for skill development in Open distance and e-Learning.
4. Coordinate Open Educational Resources (OER) compliance in Babcock University and train faculty on development and publishing of OER materials.
5. Provide short duration/stand-alone online programmes for Babcock University students and the wider society in collaboration with relevant industries.

9.2.7 BABCOCK CENTRE FOR EXECUTIVE DEVELOPMENT (BCED)

Babcock Centre for Executive Development is Unit empowered and committed to developing leaders to occupy positions of responsibility in all aspects of human endeavours.

Vision

To be a major executive development partner in equipping leaders and entrepreneurs with business and professional skills needed for global business opportunities.

Mission

To contribute to higher education and management development by providing business professionals with research capabilities and the opportunity. Also, to develop their knowledge-base and skills necessary to meet the challenges of executive management in the contemporary global economy.

Roles

BCED undertakes the following; trainings, workshops, professional and academic programmes:

1. e-Views and SPSS for Business Administration & Marketing Postgraduate students/Business Analysts.
2. Professional Diploma in Education (PDE) for Teachers.
3. Certificate, Diploma and Advanced Diploma in Security Management for security personnel.
4. Professional MBA in Airlines & Travels Management for experts in aviation industry.
5. Professional MBA in Security Management for senior security personnel.
6. Certificate and Diploma in Church Administration for Pastors and Christian spiritual leaders.
7. Executive MBA Programme for Chief Executive Officers of companies and decision makers.
8. Part-time undergraduate programme (BSc/BA) for adults who desire to acquire a first degree.
9. Part-time Direct Entry Programme (BSc/BA) for OND, NCE, HND and Third Class graduates who are desirous of converting their qualifications to acquire a first degree.
10. Professional Diploma in Securities and Investments (Chartered Institute of Stockbrokers) for all students with bias in business and Capital Market Operations.
11. Professional Diploma in Fraud Examiners for 300 &400 level ILD students who desire to become Fraud/Examination Marshalls.

BU Employee Handbook

9.2.8 BABCOCK UNIVERSITY PRESS

Babcock University Press is an integrated press system, which provides services in publishing and print production.

Vision:

To be a world-class integrated press system

Mission:

To publish impactful academic and life-changing resources in diverse formats while providing cutting-edge service in print production.

Roles:

1. Provides publishing services from pre-press to print production and finishing operations.
2. Builds list of academic materials for use covering both core University courses and allied academic and non-academic content.
3. Interacts with published and potential authors within and outside Babcock University.
4. Coordinates all University publishing projects on behalf of the University.
5. Serves as an image brand point for external publics of Babcock University.

9.3 MANAGEMENT SERVICES DIVISION

The Division of Management Services promotes the University's mission and vision by strategic interaction with stakeholders for advancement opportunities through community impact broadcasting, campus beautification, effective safety management system, automation and cloud infrastructure migration, and a build-up marketing research implementation.

This division is saddled with the responsibility of providing support services in terms of general administration to ensure that the University's objectives are achieved. Basically, the division is instrumental to the University meeting its corporate vision.

BU Employee Handbook

The Division of Management Services comprises the following Departments:

1. Marketing & Communications Department
2. Alumni, Development & Strategy Department
3. Adventist World Radio/ Hope 89.1 FM
4. Fire & Safety Services Unit
5. Information Technology, Development and Services (ITDS) Department
6. BUCLEAN Unit (get the full meaning)
7. Babcock Transport & Safety Management Authority (BTSMA)

9.3.1 MARKETING & COMMUNICATION DEPARTMENT

The department implements an integrated marketing plan, that enables stakeholders speak a common language in all areas of interest to the University. The department is a full-service marketing, communication, branding, media and technology department that partners with Babcock University Schools, Divisions, Colleges, Departments, Units, and other stakeholders.

Vision

To make Babcock University more competitive, accessible and visible to the public.

Mission

This Marketing Department seeks to achieve the marketing programmes of student enrollment, alumni support, internal and external marketing objectives for Babcock University, and promotes excellence and Adventist heritage.

Roles

The department ensures that significant resources are directed to the task of standardizing Babcock University's identity, image, and core message for the purpose of influencing a variety of its target audience:

students, staff, faculty, alumni, donors, government, the media, host community and friends of the University.

9.3.2 ALUMNI, DEVELOPMENT AND STRATEGY DEPARTMENT

The Department of Alumni, Development and Strategy supports, encourages, and promotes the University's mission and vision by interacting with students, staff, alumni, friends, parents, corporate entities, government agencies and other stakeholders. Our goal is to develop appropriate strategies that will engage and connect these constituents with the University to garner support and secure resources that will enhance its unique place in higher education in Africa.

Vision

Excellent leadership and assistance by increasing understanding and support through expert communication, stewardship, ‘friends–raising’ and fundraising activities.

Mission

To promote the University’s vision, mission, achievements and present its needs to stakeholders through strategic interaction.

Roles

1. Organizes and coordinates career networking – fairs and festivals.
2. Coordinates the activities of the Graduating Class especially the employability training.
3. Coordinates alumni events – homecoming, reunions, etc.
4. Communicates effectively with the alumni.
5. Manages central development writing projects, from inception to completion.
6. Researches, drafts and writes fund-raising reports, gift proposals, and correspondences.
7. Coordinates friends/fundraising visits and activities.

BU Employee Handbook

8. Periodically provides updated contents for development sections of University web page, provides contents for University calendar and other communication tools.
9. Conducts stakeholders' satisfaction survey
10. Carries out education, planning and evaluation of Strategic plan.
11. Other strategic initiatives such as development of the University-wide organogram, Strategic plan software, etc.

9.3.3 ADVENTIST WORLD RADIO/HOPE 89.1 FM

The Babcock University campus radio station is committed to continually producing programmes that promote Adventist heritage and conform with National Broadcasting Commission's (NBC) code using state of the art radio broadcast equipment and software. The radio stations molds future broadcast professionals that would stand out.

Vision

A valued radio station; transforming lives for here and the world to come, using state of the art technology

Mission

Our mission is to educate, train, and transform lives through content production in support of Babcock University's educational goal, and to interact with the general public.

Role

1. Broadcasts major University events: Convocation, Matriculation, Lectures, etc.
2. Trains and mentors Students of Mass Communication specializing in broadcasting, and others from within and outside Babcock University in the basics of radio programmes production and presentation.
3. Produces and presents programmes in different Nigerian languages.

9.3.4 FIRE & SAFETY SERVICES UNIT

Fire and Safety Unit promotes positive safety culture among staff and students through technical, procedural and behavioural measures to

BU Employee Handbook

build good attitude and perception to safety in the University environment.

Vision

Providing a healthy and safe environment.

Mission

To protect life and property of all members of Babcock University community by managing all occupational hazards and risks.

Roles

1. Elimination and control of workplace hazards.
2. Establish preventive maintenance programmes.
3. Keep all employees and students informed of safety and health activities and conditions.
4. Plan for emergencies (e.g. create an evacuation plan, train employees and students and conduct fire drills).

9.3.5 DEPARTMENT OF INFORMATION TECHNOLOGY DEVELOPMENT AND SERVICES (ITDS)

The Department serves as a tool for effectiveness and competitiveness in higher education automation and cloud infrastructure migration. It assists faculty, staff and students by deploying flexible, reliable, manageable, sustainable and secure technologies. It provides information on how the University will tackle problems of disruptive network services, justify necessary increase in bandwidth, meet training needs of staff and faculty in IT software and hardware, teach and learn ICT support, user support services, address issues that border on power as well as risks related to the provision of ICT services, etc.

Mission

Providing functional, efficient, modern integrated information and communication services that enhance teaching, learning and research through resilient, secure applications software and database with the

BU Employee Handbook

highest quality technology-based network services, in the most cost-effective manner.

Vision

Becoming the benchmark for effective deployment and management of information and communication technologies in teaching, learning and research

Roles

1. Provision and maintenance of internet technology-based services to Babcock community and its subsidiaries.
2. Provision of support services to clients.
3. Provision and maintenance of technology-based learning devices.
4. Development and maintenance of web-based applications.
5. Provision and maintenance of various forms of telecommunication services to facilitate internal and external communications.

BUCLEAN

The BUCLEAN is a vital arm of Babcock University, which provides a clean aesthetically pleasing

Mission

To proactively care for and improve the serenity and natural beautification of the campus.

Vision

A first-class campus beautification provider.

Roles

1. Creation and sustenance of serene, aesthetically pleasing campus environment that is efficient and safe.
2. Pest control.

BU Employee Handbook

3. Cleaning of the offices, classrooms, toilets, lobbies, laboratories, etc.
4. Planting and trimming of trees, grasses, mowing, wetting of lawns, weeding and disposal of wastes.
5. Enforcement of general campus environmental upkeep according to guidelines and regulations proposed and voted by the Administration.

9.3.7 BABCOCK TRAFFIC AND SAFETY MANAGEMENT AUTHORITY (BTSMA)

BTSMA as a unit was created to educate and enforce safety rules for road users on campus. Its sole responsibility is to ensure that there is adherence to traffic rules and regulations by members of the University community and the external public. Its operations have drastically reduced crashes and careless driving through educational programmes.

Mission

To ensure safety of life and property within and around the University Community.

Vision

Providing an accident-free environment.

Roles

1. Enforcement of safety rules and regulations.
2. Educating road users and correcting wrong driving behaviour.
3. Liaising between BU and governmental agencies on traffic-related matters.
4. Serving as direction givers to University guests and visitors.
5. Traffic control.

9.4 FINANCIAL ADMINISTRATION DIVISION

Babcock University Financial Administration Division is responsible for the management of the financial resources of the University. The Babcock University Main Bursary is the apex of the Financial

BU Employee Handbook

Administration Division and has an oversight function and control over all other listed outlets. The Division is divided into the following major service outlets:

Babcock University Main Bursary

Babcock Investment Group (BIG) Accounts

Babcock Food Services

Babcock University College of Health and Medical Sciences Accounts

Babcock University Teaching Hospital Accounts

Babcock University High School Bursary

Strategic Procurement Services Department

Vision

To be a referenced, ethical, professional, faith-based financial hub of Babcock University.

Mission

Nurturing a prudent and efficient Financial Administration Division that is committed to discharging its statutory functions in a friendly and professional manner through a system of transparency and accountability.

Role

1. Management and the control of the financial resources of the University.
2. Renders financial advisory services to the major stakeholders of the University which include the University Administration, Staff, Students and Parents

9.4.1 STRATEGIC PROCUREMENT SERVICES (SPS) DEPARTMENT

BU Employee Handbook

The Strategic Procurement Services Department is essentially responsible for the acquisition of supplies, services, and construction activities of the University.

Vision

To build and sustain an efficient institutional procurement framework that meets national and global best standards.

Mission

To professionalize the process of procurement that guarantees Accountability, Transparency, Excellence, Integrity, Competition and Value for Money to support the Institution's best interest.

Roles

The duties performed by the department include, but not limited to the following:

1. Procure the required quality services, materials and equipment, ensuring quantity and good price.
2. Ensure prompt delivery of procured services, materials and equipment to the user departments.
3. Ensure that procurement transactions are conducted in a manner providing full and open competition whenever practicable.
4. Comply with University procurement rules and regulations.
5. Solicit the participation of all qualified contractors and suppliers in the procurement process.
6. Enhance accountability of the management and its participating officers for their procurement decisions and actions.
7. Ensure equity for all parties involved in the procurement process.
8. Ensure quality and durability in all procurement services.
9. Eliminate the possibility of any form of unethical practice in the procurement process of the University.
Complete and sign off settlement of account for each transaction.

9.5 STUDENT DEVELOPMENT DIVISION

The Student Development Division is the nerve centre of the student life, which provides services that enhance students' experience on campus. The Division in pursuance of its mandate facilitates the provision and regular upgrading of facilities (accommodation, cafeteria, worship spaces and sports) to ensure the comfort of students on campus—a home away from home experience!

Vision

To foster a nurturing environment that enhances students' living and learning experiences leading to academic success and character development.

Mission

The Division of Student Development fosters an environment that enhances students' Christian living, social interactions, healthy diet and character development.

Student Development comprises of the following departments:

9.5.1 HALLS OF RESIDENCE

This is the department in the student division that accommodates, provides welfare and inculcates good morals in the students. This department also collaborates with officials of the student association, parents and other departments within and outside the division to elicit good behaviour among students in Babcock University

Vision

To create an environment that identifies needs, promotes an understanding and nurtures the total development of our students.

Mission

To provide a homely environment that promotes healthy life style in the achievement of excellence.

9.5.2 STUDENT SUPPORT CENTRE

Vision

BU Employee Handbook

To provide an environment that is responsive to the remedial, psychological and welfare needs of students.

Mission

Creating a student-centred, individualized counselling, and welfare services to the students in particular and the University community in general.

This is divided into four (4) units; Academic Counselling, Psychosocial Counselling, Special Duties and Social work

1. Academic Counselling deals with the academic issues of students such as providing remedial classes under the Babcock University Academic Empowerment Programme (BUAEP) for students with low GPA, career counselling, interfacing with departments, registry and parents to resolve academic issues, etc.
2. Social Work focuses on biopsychosocial welfare needs of students and their families, bereavement issues, special care for students with health challenges. The ‘Right Choices’ programme is also situated in the unit to take care of drug referrals and post-drug rehabilitation follow up.
3. Psychosocial Counselling attends to all behavioural and relationship issues, Psychosocial testing.
4. Special Duties takes care of the First Year Experience (FYE) for fresh men and women. It also houses the International Students Care programme that caters for the International Students and helps them settle into the University environment.

9.5.3 STUDENT ACTIVITIES

The department of Student Activities takes care of the sport and social life of students. It fosters the holistic development of students in particular and employees by providing the necessary materials and facilities that promote recreational, social and physical activities leading to general wellness and character development.

Vision

To foster the holistic development of student and staff through sporting, cultural activities and programs in a Christian environment.

Mission

Providing recreational opportunities for students and staff in a friendly environment

9.5.4 CATERING & FOOD SERVICES

The Department aims to satisfy the nutritional needs of students and other customers through delivery of healthy vegetarian (lacto-ovo) food and services in a comfortable and hygienic environment.

Vision

To satisfy the nutritional needs of Babcock University students and all other stakeholders.

Mission

To provide healthy and balanced vegetarian diet in a professional manner for the wellness of Students and other customers.

**9.6 BABCOCK UNIVERSITY TEACHING HOSPITAL
(BUTH)**

Babcock University Teaching Hospital (BUTH) is a Seventh Day Adventist Health Institution established to achieve the total healing of man by extending the healing ministry of our Lord Jesus Christ with the mission to ensure holistic medical care through quality services, and the vision to be a worldwide teaching hospital of excellence. She cherishes the following core values of integrity, compassion, competence, confidentiality, accountability, hospitality and medical mission.

At present, it is a 200 bedded facility and offers a 24 hours emergency service in all specialities. It has a well-structured department and unit system that include the following:

BU Employee Handbook

- Administration
- Anaesthesia
- Chemical Pathology
- Community Medicine
- Dentistry
- Dietetics
- Family Medicine
- General Surgery
- Haematology
- Histopathology/Morbid Anatomy
- Internal Medicine
- Medical Laboratory Science
- Medical Microbiology
- Medical Records
- Nursing
- Obstetrics and Gynaecology
- Ophthalmology
- Orthopaedic Surgery
- Otolaryngology
- Paediatrics
- Pharmacy
- Physiotherapy
- Psychiatry
- Radiology
- Social Welfare

From annual comprehensive medical examination, regular health lectures and clinical services, the hospital endeavours to ensure harmonious development of the body and spirit.

Every employee and student is registered in the hospital during Medical Examination at assumption in the University.

BU Employee Handbook

The hospital is equipped to provide appropriate consultations, laboratory investigations, pharmaceutical and other services, followUp, disease prevention and referrals.

Referrals, where indicated, are usually made to other specialized centres within the country, and occasionally to centres outside the country. For the latter, the University Administration approval is required.

Recent Advancement:

BUTH has recently commenced diagnosed endoscopy services in the gastroenterology unit of the Internal Medicine Department.

Also the Otorhinolaryngology Department has commenced endoscopic diagnosis and treatment of patients with ear, nose and throat problems with the new LED System procured from Karl Storz (the first of its kinds in Nigeria).

Qualifications and experience for employment are as applicable in similar institutions in the country.

Condition for Service are as determined by the University Governing Council and the Teaching Hospital Board, and are in most instances similar to that of Federal Teaching Hospitals, with some other added benefits that are peculiar to the Seventh-day Adventist Church System.

9.2.1 Nursing Department

Below are the vision, mission, core values and philosophy of the Nursing Department:

Vision Statement

To be a world class Nursing Force and a faith-based Teaching Hospital where holistic care is rendered in a scientific and technologically driven manner.

Mission Statement

BU Employee Handbook

To render quality Nursing Services that meet best international standard and coordinate comprehensive patient care.

Core Values

Our core values as a department are highlighted in the Acronym CARING which defines us as Nurses.

- C - Compassionate and excellent care, communication and confidentiality
- A - Advocacy and Accountability
- R - Respect for patients and significant others
- I - Integrity, Innovation and Research
- N - Nursing excellence, teamwork and collaboration
- G - Growth and professional development

Philosophy

The Nursing Services of Babcock University Teaching Hospital believes in:

1. Competent assessment, planning, implementation and evaluation of individualized patient care.
2. Providing opportunity for all grades of staff to enhance appropriate knowledge and skills required in the provision of excellent patient care through planned high quality continuing professional development programmes
3. A client care which focuses on the concept of holism in ensuring excellence in the delivery of client care.
4. The resources of the department focusing towards meeting the needs of clients and relatives.
5. All attempts being made to ensure that patients receive the highest possible standard of care during hospitalization and upon discharge.
6. The department's quality improvement system that endeavours to quality, safety, psycho-social and religious aspect.

BU Employee Handbook

7. The client and relatives receiving the relevant educational information necessary for self-care during hospitalization and upon discharge.
8. The Nursing staff that exercises flexibility as appropriate in the provision of quality care according to the change in the client's needs and condition.

9.6 SUBSIDIARIES

9.6.1 BABCOCK INVESTMENT GROUP

Babcock Investment Group (BIG) is the business arm of Babcock University that provides its community and visitors with a reasonable measure of comfort and provide alternative sources of income apart from tuition fee for the University.

Babcock Investment Group Subsidiaries Includes:

Babcock Bread and Confectionaries

Babcock Water

Babcock Superstores

Babcock Farms

Babcock Block

Babcock Guest House (Abuja & Ilishan)

Babcock Food Courts

Babcock Transport (Campus shuttle)

Vision

To be the biggest tertiary institution owned Corporation in Africa.

Mission

Delivery of quality products and services that leaves the customers with positive impression, make our employees happy and our stakeholders delighted.

Roles

BU Employee Handbook

1. Business hub of the University.
2. Provision of reasonable measure of comfort for Babcock University community and beyond.
3. Delivery of quality products and services that leave the customer with positive impression, make employees happy and other stakeholders delighted.
4. Coordination of all subsidiary units of BIG.

9.6.2 BABCOCK MICROFINANCE BANK LIMITED

Babcock Microfinance Bank limited was formed with the aim of offering normal banking services such as acceptance of various types of deposits like savings, term and demand. It also provides credits to its customers.

Vision

To be a viable bank in eradication of poverty and encouraging community development through provision of excellent microfinance services.

Mission

To serve as a catalyst for poverty alleviation, enterprise development, wealth creation through the use of appropriate technology and professional competence.

Roles

1. Provision of small loans, savings and other basic financial services to people that do not currently have access to capital.
2. Provision of educational loan.
3. Provision of Industrial Training opportunities to students from within and without.

BU Employee Handbook

4. Provision of Local Purchase Order services to BU suppliers.

APPENDICES

FUNDAMENTAL BELIEFS OF THE SEVENTH-DAY ADVENTIST CHURCH



SEVENTH-DAY ADVENTIST CHURCH

Seventh-day Adventists accept the Bible as their only creed and hold certain fundamental beliefs to be the teaching of the Holy Scriptures. These beliefs, as set forth here, constitute the Church's understanding and expression of the teaching of Scripture. Revision of these statements may be expected at a General Conference session when the church is led by the Holy Spirit to a fuller understanding of Bible truth or finds better language in which to express the teachings of God's Holy Word.

1. The Holy Scriptures

The Holy Scriptures, Old and New Testaments, are the written Word of God, given by divine inspiration through holy men of God who spoke and wrote as they were moved by the Holy Spirit. In this Word, God has committed to man the knowledge necessary for salvation. The Holy Scriptures are the infallible revelation of His will. They are the standard of character, the test of experience, the authoritative revealer of doctrines, and the trustworthy record of God's acts in history. (2 Peter 1:20, 21; 2 Tim. 3:16, 17; Ps. 119:105; Prov. 30:5, 6; Isa. 8:20; John 17:17; 1 Thess. 2:13; Heb. 4:12.)

2. The Trinity

There is one God: Father, Son, and Holy Spirit, a unity of three co-eternal Persons. God is immortal, all-powerful, all-knowing, above all, and ever present. He is infinite and beyond human comprehension, yet

BU Employee Handbook

known through His self-revelation. He is forever worthy of worship, adoration, and service by the whole creation. (Deut. 6:4; Matt. 28:19; 2 Cor. 13:14; Eph. 4:4-6; 1 Peter 1:2; 1 Tim. 1:17; Rev. 14:7.)

3. The Father

God the eternal Father is the Creator, Source, Sustainer, and Sovereign of all creation. He is just and holy, merciful and gracious, slow to anger, and abounding in steadfast love and faithfulness. The qualities and powers exhibited in the Son and the Holy Spirit are also revelations of the Father. (Gen. 1:1; Rev. 4:11; 1 Cor. 15:28; John 3:16; 1 John 4:8; 1 Tim. 1:17; Ex. 34:6, 7; John 14:9.)

4. The Son

God the eternal Son became incarnate in Jesus Christ. Through Him all things were created, the character of God is revealed, the salvation of humanity is accomplished, and the world is judged. Forever truly God, He became also truly man, Jesus the Christ. He was conceived of the Holy Spirit and born of the Virgin Mary. He lived and experienced temptation as a human being, but perfectly exemplified the righteousness and love of God. By His miracles He manifested God's power and was attested as God's promised Messiah. He suffered and died voluntarily on the cross for our sins and in our place, was raised from the dead, and ascended to minister in the heavenly sanctuary in our behalf. He will come again in glory for the final deliverance of His people and the restoration of all things. (John 1:1-3, 14; Col. 1:15-19; John 10:30; 14:9; Rom. 6:23; 2 Cor. 5:17-19; John 5:22; Luke 1:35; Phil. 2:5-11; Heb. 2:9-18; 1 Cor. 15:3, 4; Heb. 8:1, 2; John 14:1-3.)

5. The Holy Spirit

God the eternal Spirit was active with the Father and the Son in Creation, incarnation, and redemption. He inspired the writers of Scripture. He filled Christ's life with power. He draws and convicts human beings; and those who respond He renews and transforms into the image of God. Sent by the Father and the Son to be always with His children, He extends spiritual gifts to the church, empowers it to bear

witness to Christ, and in harmony with the Scriptures leads it into all truth. (Gen. 1:1, 2; Luke 1:35; 4:18; Acts 10:38; 2 Peter 1:21; 2 Cor. 3:18; Eph. 4:11, 12; Acts 1:8; John 14:16-18, 26; 15:26, 27; 16:7-13.)

6. Creation

God is Creator of all things, and has revealed in Scripture the authentic account of His creative activity. In six days the Lord made "the heaven and the earth" and all living things upon the earth, and rested on the seventh day of that first week. Thus He established the Sabbath as a perpetual memorial of His completed creative work. The first man and woman were made in the image of God as the crowning work of Creation, given dominion over the world, and charged with responsibility to care for it. When the world was finished it was "very good," declaring the glory of God. (Gen. 1; 2; Ex. 20:8-11; Ps. 19:1-6; 33:6, 9; 104; Heb. 11:3.)

7. The Nature of Man

Man and woman were made in the image of God with individuality, the power and freedom to think and to do. Though created free beings, each is an indivisible unity of body, mind, and spirit, dependent upon God for life and breath and all else. When our first parents disobeyed God, they denied their dependence upon Him and fell from their high position under God. The image of God in them was marred and they became subject to death. Their descendants share this fallen nature and its consequences. They are born with weaknesses and tendencies to evil. But God in Christ reconciled the world to Himself and by His Spirit restores in penitent mortals the image of their Maker. Created for the glory of God, they are called to love Him and one another, and to care for their environment. (Gen. 1:26-28; 2:7; Ps. 8:4-8; Acts 17:24-28; Gen. 3; Ps. 51:5; Rom. 5:12-17; 2 Cor. 5:19, 20; Ps. 51:10; 1 John 4:7, 8, 11, 20; Gen. 2:15.)

8. The Great Controversy

All humanity is now involved in a great controversy between Christ and Satan regarding the character of God, His law, and His sovereignty over

the universe. This conflict originated in heaven when a created being, endowed with freedom of choice, in self-exaltation became Satan, God's adversary, and led into rebellion a portion of the angels. He introduced the spirit of rebellion into this world when he led Adam and Eve into sin. This human sin resulted in the distortion of the image of God in humanity, the disordering of the created world, and its eventual devastation at the time of the worldwide flood. Observed by the whole creation, this world became the arena of the universal conflict, out of which the God of love will ultimately be vindicated. To assist His people in this controversy, Christ sends the Holy Spirit and the loyal angels to guide, protect, and sustain them in the way of salvation. (Rev. 12:4-9; Isa. 14:12-14; Eze. 28:12-18; Gen. 3; Rom. 1:19-32; 5:12-21; 8:19-22; Gen. 6-8; 2 Peter 3:6; 1 Cor. 4:9; Heb. 1:14.)

9. The Life, Death, and Resurrection of Christ

In Christ's life of perfect obedience to God's will, His suffering, death, and resurrection, God provided the only means of atonement for human sin, so that those who by faith accept this atonement may have eternal life, and the whole creation may better understand the infinite and holy love of the Creator. This perfect atonement vindicates the righteousness of God's law and the graciousness of His character; for it both condemns our sin and provides for our forgiveness. The death of Christ is substitutionary and expiatory, reconciling and transforming. The resurrection of Christ proclaims God's triumph over the forces of evil, and for those who accept the atonement assures their final victory over sin and death. It declares the Lordship of Jesus Christ, before whom every knee in heaven and on earth will bow. (John 3:16; Isa. 53; 1 Peter 2:21, 22; 1 Cor. 15:3, 4, 20-22; 2 Cor. 5:14, 15, 19-21; Rom. 1:4; 3:25; 4:25; 8:3, 4; 1 John 2:2; 4:10; Col. 2:15; Phil. 2:6-11.)

10. The Experience of Salvation

In infinite love and mercy God made Christ, who knew no sin, to be sin for us, so that in Him we might be made the righteousness of God. Led by the Holy Spirit we sense our need, acknowledge our sinfulness, repent of our transgressions, and exercise faith in Jesus as Lord and

Christ, as Substitute and Example. This faith which receives salvation comes through the divine power of the Word and is the gift of God's grace. Through Christ we are justified, adopted as God's sons and daughters, and delivered from the lordship of sin. Through the Spirit we are born again and sanctified; the Spirit renews our minds, writes God's law of love in our hearts, and we are given the power to live a holy life. Abiding in Him we become partakers of the divine nature and have the assurance of salvation now and in the judgment. (2 Cor. 5:17-21; John 3:16; Gal. 1:4; 4:4-7; Titus 3:3-7; John 16:8; Gal. 3:13, 14; 1 Peter 2:21, 22; Rom. 10:17; Luke 17:5; Mark 9:23, 24; Eph. 2:5-10; Rom. 3:21-26; Col. 1:13, 14; Rom. 8:14-17; Gal. 3:26; John 3:3-8; 1 Peter 1:23; Rom. 12:2; Heb. 8:7-12; Eze. 36:25-27; 2 Peter 1:3, 4; Rom. 8:1-4; 5:6-10.)

11. Growing in Christ

By His death on the cross Jesus triumphed over the forces of evil. He who subjugated the demonic spirits during His earthly ministry has broken their power and made certain their ultimate doom. Jesus' victory gives us victory over the evil forces that still seek to control us, as we walk with Him in peace, joy, and assurance of His love. Now the Holy Spirit dwells within us and empowers us. Continually committed to Jesus as our Saviour and Lord, we are set free from the burden of our past deeds. No longer do we live in the darkness, fear of evil powers, ignorance, and meaninglessness of our former way of life. In this new freedom in Jesus, we are called to grow into the likeness of His character, communing with Him daily in prayer, feeding on His Word, meditating on it and on His providence, singing His praises, gathering together for worship, and participating in the mission of the Church. As we give ourselves in loving service to those around us and in witnessing to His salvation, His constant presence with us through the Spirit transforms every moment and every task into a spiritual experience. (Ps 1:1, 2; 23:4; 77:11, 12; Col 1:13, 14; 2:6, 14, 15; Luke 10:17-20; Eph 5:19, 20; 6:12-18; 1 Thess 5:23; 2 Peter 2:9; 3:18; 2 Cor. 3:17, 18; Phil 3:7-14; 1 Thess 5:16-18; Matt 20:25-28; John 20:21; Gal 5:22-25; Rom 8:38, 39; 1 John 4:4; Heb 10:25.)

12. The Church

The church is the community of believers who confess Jesus Christ as Lord and Saviour. In continuity with the people of God in Old Testament times, we are called out from the world; and we join together for worship, for fellowship, for instruction in the Word, for the celebration of the Lord's Supper, for service to all mankind, and for the worldwide proclamation of the gospel. The church derives its authority from Christ, who is the incarnate Word, and from the Scriptures, which are the written Word. The church is God's family; adopted by Him as children, its members live on the basis of the new covenant. The church is the body of Christ, a community of faith of which Christ Himself is the Head. The church is the bride for whom Christ died that He might sanctify and cleanse her. At His return in triumph, He will present her to Himself a glorious church, the faithful of all the ages, the purchase of His blood, not having spot or wrinkle, but holy and without blemish. (Gen. 12:3; Acts 7:38; Eph. 4:11-15; 3:8-11; Matt. 28:19, 20; 16:13-20; 18:18; Eph. 2:19-22; 1:22, 23; 5:23-27; Col. 1:17, 18.)

13. The Remnant and Its Mission

The universal church is composed of all who truly believe in Christ, but in the last days, a time of widespread apostasy, a remnant has been called out to keep the commandments of God and the faith of Jesus. This remnant announces the arrival of the judgment hour, proclaims salvation through Christ, and heralds the approach of His second advent. This proclamation is symbolized by the three angels of Revelation 14; it coincides with the work of judgment in heaven and results in a work of repentance and reform on earth. Every believer is called to have a personal part in this worldwide witness. (Rev. 12:17; 14:6-12; 18:1-4; 2 Cor. 5:10; Jude 3, 14; 1 Peter 1:16-19; 2 Peter 3:10-14; Rev. 21:1-14.)

14. Unity in the Body of Christ

The church is one body with many members, called from every nation, kindred, tongue, and people. In Christ we are a new creation; distinctions of race, culture, learning, and nationality, and differences

BU Employee Handbook

between high and low, rich and poor, male and female, must not be divisive among us. We are all equal in Christ, who by one Spirit has bonded us into one fellowship with Him and with one another; we are to serve and be served without partiality or reservation. Through the revelation of Jesus Christ in the Scriptures we share the same faith and hope, and reach out in one witness to all. This unity has its source in the oneness of the triune God, who has adopted us as His children. (Rom. 12:4, 5; 1 Cor. 12:12-14; Matt. 28:19, 20; Ps. 133:1; 2 Cor. 5:16, 17; Acts 17:26, 27; Gal. 3:27, 29; Col. 3:10-15; Eph. 4:14-16; 4:1-6; John 17:20-23.)

15. Baptism

By baptism we confess our faith in the death and resurrection of Jesus Christ, and testify of our death to sin and of our purpose to walk in newness of life. Thus we acknowledge Christ as Lord and Saviour, become His people, and are received as members by His church. Baptism is a symbol of our union with Christ, the forgiveness of our sins, and our reception of the Holy Spirit. It is by immersion in water and is contingent on an affirmation of faith in Jesus and evidence of repentance of sin. It follows instruction in the Holy Scriptures and acceptance of their teachings. (Rom. 6:1-6; Col. 2:12, 13; Acts 16:30-33; 22:16; 2:38; Matt. 28:19, 20.)

16. The Lord's Supper

The Lord's Supper is a participation in the emblems of the body and blood of Jesus as an expression of faith in Him, our Lord and Saviour. In this experience of communion Christ is present to meet and strengthen His people. As we partake, we joyfully proclaim the Lord's death until He comes again. Preparation for the Supper includes self-examination, repentance, and confession. The Master ordained the service of foot washing to signify renewed cleansing, to express a willingness to serve one another in Christ-like humility, and to unite our hearts in love. The communion service is open to all believing Christians. (1 Cor. 10:16, 17; 11:23-30; Matt. 26:17-30; Rev. 3:20; John 6:48-63; 13:1-17.)

17. Spiritual Gifts and Ministries

God bestows upon all members of His church in every age spiritual gifts which each member is to employ in loving ministry for the common good of the church and of humanity. Given by the agency of the Holy Spirit, who apportions to each member as He wills, the gifts provide all abilities and ministries needed by the church to fulfil its divinely ordained functions. According to the Scriptures, these gifts include such ministries as faith, healing, prophecy, proclamation, teaching, administration, reconciliation, compassion, and self-sacrificing service and charity for the help and encouragement of people. Some members are called of God and endowed by the Spirit for functions recognized by the church in pastoral, evangelistic, apostolic, and teaching ministries particularly needed to equip the members for service, to build up the church to spiritual maturity, and to foster unity of the faith and knowledge of God. When members employ these spiritual gifts as faithful stewards of God's varied grace, the church is protected from the destructive influence of false doctrine, grows with a growth that is from God, and is built up in faith and love. (Rom. 12:4-8; 1 Cor. 12:9-11, 27, 28; Eph. 4:8, 11-16; Acts 6:1-7; 1 Tim. 3:1-13; 1 Peter 4:10, 11.)

18. The Gift of Prophecy

One of the gifts of the Holy Spirit is prophecy. This gift is an identifying mark of the remnant church and was manifested in the ministry of Ellen. G. White. As the Lord's messenger, her writings are a continuing and authoritative source of truth which provide for the church comfort, guidance, instruction, and correction. They also make clear that the Bible is the standard by which all teaching and experience must be tested. (Joel 2:28, 29; Acts 2:14-21; Heb. 1:1-3; Rev. 12:17; 19:10.)

19. The Law of God

The great principles of God's law are embodied in the Ten Commandments and exemplified in the life of Christ. They express

BU Employee Handbook

God's love, will, and purposes concerning human conduct and relationships and are binding upon all people in every age. These precepts are the basis of God's covenant with His people and the standard in God's judgment. Through the agency of the Holy Spirit they point out sin and awaken a sense of need for a Saviour. Salvation is all of grace and not of works, but its fruitage is obedience to the Commandments. This obedience develops Christian character and results in a sense of well-being. It is an evidence of our love for the Lord and our concern for our fellow men. The obedience of faith demonstrates the power of Christ to transform lives, and therefore strengthens Christian witness. (Ex. 20:1-17; Ps. 40:7, 8; Matt. 22:36-40; Deut. 28:1-14; Matt. 5:17-20; Heb. 8:8-10; John 15:7-10; Eph. 2:8-10; 1 John 5:3; Rom. 8:3, 4; Ps. 19:7-14.)

20. The Sabbath

The beneficent Creator, after the six days of Creation, rested on the seventh day and instituted the Sabbath for all people as a memorial of Creation. The fourth commandment of God's unchangeable law requires the observance of this seventh-day Sabbath as the day of rest, worship, and ministry in harmony with the teaching and practice of Jesus, the Lord of the Sabbath. The Sabbath is a day of delightful communion with God and one another. It is a symbol of our redemption in Christ, a sign of our sanctification, a token of our allegiance, and a foretaste of our eternal future in God's kingdom. The Sabbath is God's perpetual sign of His eternal covenant between Him and His people. Joyful observance of this holy time from evening to evening, sunset to sunset, is a celebration of God's creative and redemptive acts. (Gen. 2:1-3; Ex. 20:8-11; Luke 4:16; Isa. 56:5, 6; 58:13, 14; Matt. 12:1-12; Ex. 31:13-17; Eze. 20:12, 20; Deut. 5:12-15; Heb. 4:1-11; Lev. 23:32; Mark 1:32.)

21. Stewardship

We are God's stewards, entrusted by Him with time and opportunities, abilities and possessions, and the blessings of the earth and its resources. We are responsible to Him for their proper use. We acknowledge God's ownership by faithful service to Him and our fellow

men, and by returning tithes and giving offerings for the proclamation of His gospel and the support and growth of His church. Stewardship is a privilege given to us by God for nurture in love and the victory over selfishness and covetousness. The steward rejoices in the blessings that come to others as a result of his faithfulness. (Gen. 1:26-28; 2:15; 1 Chron. 29:14; Haggai 1:3-11; Mal. 3:8-12; 1 Cor. 9:9-14; Matt. 23:23; 2 Cor. 8:1-15; Rom. 15:26, 27.)

22. Christian Behaviour

We are called to be a godly people who think, feel, and act in harmony with the principles of heaven. For the Spirit to recreate in us the character of our Lord we involve ourselves only in those things which will produce Christ like purity, health, and joy in our lives. This means that our amusement and entertainment should meet the highest standards of Christian taste and beauty. While recognizing cultural differences, our dress is to be simple, modest, and neat, befitting those whose true beauty does not consist of outward adornment but in the imperishable ornament of a gentle and quiet spirit. It also means that because our bodies are the temples of the Holy Spirit, we are to care for them intelligently. Along with adequate exercise and rest, we are to adopt the most healthful diet possible and abstain from the unclean foods identified in the Scriptures. Since alcoholic beverages, tobacco, and the irresponsible use of drugs and narcotics are harmful to our bodies, we are to abstain from them as well. Instead, we are to engage in whatever brings our thoughts and bodies into the discipline of Christ, who desires our wholesomeness, joy, and goodness. (Rom. 12:1, 2; 1 John 2:6; Eph. 5:1-21; Phil. 4:8; 2 Cor. 10:5; 6:14-7:1; 1 Peter 3:1-4; 1 Cor. 6:19, 20; 10:31; Lev. 11:1-47; 3 John 2.)

23. Marriage and the Family

Marriage was divinely established in Eden and affirmed by Jesus to be a lifelong union between a man and a woman in loving companionship. For the Christian a marriage commitment is to God as well as to the spouse, and should be entered into only between partners who share a common faith. Mutual love, honour, respect, and responsibility are the

fabric of this relationship, which is to reflect the love, sanctity, closeness, and permanence of the relationship between Christ and His church. Regarding divorce, Jesus taught that the person who divorces a spouse, except for fornication, and marries another, commits adultery. Although some family relationships may fall short of the ideal, marriage partners who fully commit themselves to each other in Christ may achieve loving unity through the guidance of the Spirit and the nurture of the church. God blesses the family and intends that its members shall assist each other toward complete maturity. Parents are to bring up their children to love and obey the Lord. By their example and their words they are to teach them that Christ is a loving disciplinarian, ever tender and caring, who wants them to become members of His body, the family of God. Increasing family closeness is one of the earmarks of the final gospel message. (Gen. 2:18-25; Matt. 19:3-9; John 2:1-11; 2 Cor. 6:14; Eph. 5:21-33; Matt. 5:31, 32; Mark 10:11, 12; Luke 16:18; 1 Cor. 7:10, 11; Ex. 20:12; Eph. 6:1-4; Deut. 6:5-9; Prov. 22:6; Mal. 4:5, 6.)

24. Christ's Ministry in the Heavenly Sanctuary

There is a sanctuary in heaven, the true tabernacle which the Lord set up and not man. In it Christ ministers on our behalf, making available to believers the benefits of His atoning sacrifice offered once for all on the cross. He was inaugurated as our great High Priest and began His intercessory ministry at the time of His ascension. In 1844, at the end of the prophetic period of 2300 days, He entered the second and last phase of His atoning ministry. It is a work of investigative judgment which is part of the ultimate disposition of all sin, typified by the cleansing of the ancient Hebrew sanctuary on the Day of Atonement. In that typical service the sanctuary was cleansed with the blood of animal sacrifices, but the heavenly things are purified with the perfect sacrifice of the blood of Jesus. The investigative judgment reveals to heavenly intelligences who among the dead are asleep in Christ and therefore, in Him, are deemed worthy to have part in the first resurrection. It also makes manifest who among the living are abiding in Christ, keeping the commandments of God and the faith of Jesus, and in Him, therefore, are ready for translation into His everlasting kingdom. This judgment

vindicates the justice of God in saving those who believe in Jesus. It declares that those who have remained loyal to God shall receive the kingdom. The completion of this ministry of Christ will mark the close of human probation before the Second Advent. (Heb. 8:1-5; 4:14-16; 9:11-28; 10:19-22; 1:3; 2:16, 17; Dan. 7:9-27; 8:13, 14; 9:24-27; Num. 14:34; Eze. 4:6; Lev. 16; Rev. 14:6, 7; 20:12; 14:12; 22:12.)

25. The Second Coming of Christ

The second coming of Christ is the blessed hope of the church, the grand climax of the gospel. The Saviour's coming will be literal, personal, visible, and worldwide. When He returns, the righteous dead will be resurrected, and together with the righteous living will be glorified and taken to heaven, but the unrighteous will die. The almost complete fulfilment of most lines of prophecy, together with the present condition of the world, indicates that Christ's coming is imminent. The time of that event has not been revealed, and we are therefore exhorted to be ready at all times. (Titus 2:13; Heb. 9:28; John 14:1-3; Acts 1:9-11; Matt. 24:14; Rev. 1:7; Matt. 24:43, 44; 1 Thess. 4:13-18; 1 Cor. 15:51-54; 2 Thess. 1:7-10; 2:8; Rev. 14:14-20; 19:11-21; Matt. 24; Mark 13; Luke 21; 2 Tim. 3:1-5; 1 Thess. 5:1-6.)

26. Death and Resurrection

The wages of sin is death. But God, who alone is immortal, will grant eternal life to His redeemed. Until that day death is an unconscious state for all people. When Christ, who is our life, appears, the resurrected righteous and the living righteous will be glorified and caught up to meet their Lord. The second resurrection, the resurrection of the unrighteous, will take place a thousand years later. (Rom. 6:23; 1 Tim. 6:15, 16; Eccl. 9:5, 6; Ps. 146:3, 4; John 11:11-14; Col. 3:4; 1 Cor. 15:51-54; 1 Thess. 4:13-17; John 5:28, 29; Rev. 20:1-10.)

27. The Millennium and the End of Sin

The millennium is the thousand-year reign of Christ with His saints in heaven between the first and second resurrections. During this time the wicked dead will be judged; the earth will be utterly desolate, without living human inhabitants, but occupied by Satan and his angels. At its close Christ with His saints and the Holy City will descend from heaven to earth. The unrighteous dead will then be resurrected, and with Satan and his angels will surround the city; but fire from God will consume them and cleanse the earth. The universe will thus be freed of sin and sinners forever. (Rev. 20; 1 Cor. 6:2, 3; Jer. 4:23-26; Rev. 21:1-5; Mal. 4:1; Eze. 28:18, 19.)

28. The New Earth

On the new earth, in which righteousness dwells, God will provide an eternal home for the redeemed and a perfect environment for everlasting life, love, joy, and learning in His presence. For here God Himself will dwell with His people, and suffering and death will have passed away. The great controversy will be ended, and sin will be no more. All things, animate and inanimate, will declare that God is love; and He shall reign forever. Amen. (2 Peter 3:13; Isa. 35; 65:17-25; Matt. 5:5; Rev. 21:1-7; 22:1-5; 11:15.)