

UNIVERSITY OF NIGERIA, NSUKKA
OFFICE OF THE REGISTRAR

MEMORANDUM

DISTRIBUTION (See below)

June 11, 2018

Our Ref: UNP/GAAP/ACAD/SATS/VOL.V

SUBJECT: Regarding Submission of Appraisal Papers for 2017 Appraisal Year (Mop-Up) Exercise for Academic/Senior Administrative and Technical Staff Promotions/Regularization

This is to bring to your attention for further action, that the Appointments and Promotions Committee (Academic & SATS) respectively have scheduled to hold meetings to consider outstanding cases of promotion/regularization for 2017 appraisal year on Tuesday, July 3, 2018 and Thursday, July 5, 2018.

Consequent upon the foregoing, all concerned Faculties/Administrative Departments/Institutes/Units/Centres are directed to forward their recommendations to Appointments and Promotions Committee (Academic & SATS) respectively through the Principal Assistant Registrar, Personnel Services not later than **June 20, 2018**.

Also, recommendations on CONUASS 6-7 and CONTISS 14 shall be forwarded to the University Appraisals Committee (UAC) and the Central Administration Appraisals Committee (CAAC) respectively through the Principal Assistant Registrar, Personnel Services **on or before June 20, 2018** for the meetings scheduled for Tuesday, June 26 and Thursday, June 28, 2018.

For avoidance of doubt, the schedule for the meetings is as follows.

Central Administration Appraisals Committee CAAC)	University Appraisals Committee (UAC)	Appointments & Promotions Committee (Academic)	Appointments & Promotions Committee (SATS)	Junior Staff Central Appraisals Committee (JSCAC)
Tuesday June 26, 2018	Thursday June 28, 2018	Tuesday July 3, 2018	Thursday July 5, 2018	Monday July 9, 2018

Any submission not received on or before **June 20, 2018** will not be considered alongside the 2017 Appraisal exercise, rather such late submission will be taken as part of 2018 appraisals that will commence in August 2018.

Members of staff are strictly advised to take advantage of this exercise to regularize their appointment as those who fail to do so would be deemed not qualified for the positions they are occupying on appointment.



Chris C. Igbokwe, Esq.
Registrar

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