



# THE FEDERAL POLYTECHNIC, ILARO

## CRITERIA FOR ACADEMIC STAFF PROMOTION

1. Candidates to provide their cumulative total number of papers i.e. ensuring promotable candidates provide papers showing they are qualified to get to the new status.
2. Candidates to provide papers they have published since they were last promoted to show that they have what is required to move to a new level.
3. Candidates to provide hard copy of journal(s) or link in which they have a paper published to show that the paper was actually published (this means letters of acceptance only would no longer be accepted).
4. Joint papers to be rated lower than a paper written by one person i.e.

### Local Journal

- i. One (1) Author = 1 full mark
- ii. Two (2) Authors = 1 full mark each
- iii. Three (3) Authors and above = ½ mark each

### International Journal

- iv. International Journal (one or two authors) equal 1½ local journal = 1½ mark
- v. International Journal (three authors) equal 1 local journal = 1 mark
- vi. International Book of Proceedings (one or two authors) equal 1 local Journal = 1 mark

5. All books must have ISBN.
6. All books with ISBN are to be verified with National Library to ascertain that the ISBN was dully issued.
7. Authors to provide or ask their publishers to provide evidence that the book is in circulation.
8. Conference papers and not Seminar papers are to be accepted.
9. Promotable Academic Staff facing Disciplinary Committee would be stepped down until the completion of their sanctions.
10. Relevant Master Degree, Professional Qualifications and evidence of payment of Professional membership subscription would be applied where necessary.

11. Production of Practical Projects, Manuals, and Functional fabrication to be accepted for Instructor and Technologist Cadre respectively.

In addition to the above;

12. Academic Staff seeking to be promoted must be registered on academic sites such as: **ORCID, Research Gate, Google Scholar, Linked-In, Scopus** e.t.c.
13. Softcopy of Academic papers to be submitted for promotion must be forwarded to the Academic Integrity Committee in the library using the email - integrityunit@federalpolyilaro.edu.ng for verification and certification of the Turnitin report with **maximum of 20% similarity index for Journal and Conference papers and 25% for Textbook**. However, this is not applicable to papers published before April, 2023. The Reports must be signed and stamped by the Polytechnic Librarian.

The certified similarity index reports stamped from the library (Academic Integrity Unit) for Journals, Conferences and Textbook should be attached to the papers while making submission for promotion exercises.

Please note that the Turnitin Report Certification of Publications should be done at the time of publication of the Academic paper because the similarity indexes of the work would have increased months or years after.

14. All Academic Papers i.e. Journals and Conferences Papers to be submitted for consideration during promotion exercises **must be uploaded on the e-Repository** of the institution through the various School email addresses listed below:
  1. School of Comm. & Info. Tech. - scit.erepository@federalpolyilaro.edu.ng
  2. School of Engineering - se.erepository@federalpolyilaro.edu.ng
  3. School of Environmental Studies - ses.erepository@federalpolyilaro.edu.ng
  4. School of Management Studies - sms.erepository@federalpolyilaro.edu.ng
  5. School of Pure and Applied Science - spas.erepository@federalpolyilaro.edu.ng