



## National Open University of Nigeria

SOP Title	Faculties SOP
SOP No:	NQSA/SOP/TEL/001
Owner:	National Open University of Nigeria (NOUN)
Approved By:	The University Senate
Manager/Driver:	All Deans (Each Dean to manage its faculty activities)
Date of Approval:	
Date of Next Review:	The date will be 3 years from the date of approval (to be inserted after approval)

Please indicate the followings:

Faculty: \_\_\_\_\_

Department: \_\_\_\_\_

### Purpose

The faculty SOP aligns with the university policies on teaching and learning. It is designed to guide teaching and learning activities in the university for continuous improvement.

## Faculty Activities

1. Faculty Management of Student Academic Matters
2. Programme Design and Development
3. Course Design and Development
4. Programme Review
5. Course Material Review
6. Semester Course Review and Setting up of Course Page in the LMS
7. Admission
8. Orientation of fresh students and new staff
9. Learning Supports
  - a. Student Course Advising
  - b. Addressing students' enquiries and complaints
  - c. Communication with Study Centres
  - d. Student counselling
  - e. Allocation of courses and facilitation schedule
  - f. The facilitation (asynchronous and synchronous)
  - g. Technical support and internal support
10. Assessment and Evaluation
  - a. Test Item Development for both TMAs/CMTs/Exams
  - b. Validation/Moderation of Test items
  - c. TMAs uploads to Moodle Platform
  - d. Examination
    - i. Monitoring
    - ii. Conference marking

- e. Authentic Assessment:
  - i. Internship/Industrial attachments/SIWES
  - ii. Seminars/teaching practices/practicum/moot court etc
  - iii. Creativity and Innovation (Entrepreneurship)
- f. Evaluation of Learning (Formative and summative):
  - i. Evaluation of Learning: Formative
  - ii. Release of Students' Academic Results
  - iii. Evaluation of Learning: Summative:
    - 1. End of course feedback through student survey using questionnaires.
  - iv. Learning analytics
    - a. Computer generated course analysis
    - b. Item analysis
    - c. Student performance by course and test items
  - ii. Using the outcomes of the evaluation to improve course design and learning support.
  - iii. Storage of used answer booklets.

11. Staffing

12. Students' Management

13. Course allocation

14. Course management

15. Facilities, Laboratories, and Learning Resources

16. Students' Research Projects/Dissertations/Theses

a. Topic Approval

b. Supervision

c. Plagiarism check

d. External Assessment/Defence

17. Staff Research

18. Staff Development

19. Collaborations

20. Quality Assurance

- 21. Community Service
- 22. Public Information and Updates
- 23. Office Administration
- 24. Accreditation
- 25. Ad hoc Activities

**Activities and Actions**

<b>S/N</b>	<b>Activity (Assigned Task)</b>	<b>Steps (Task Description)</b>	<b>Maximum Days to Complete each Step</b>	<b>Action by (Name and ID Number)</b>	<b>Expected Evidence of Completed Activity (Task)</b>
1	Faculty Management of Student Academic Matters	Coordination of academic programmes in the faculty.	90 days		<ol style="list-style-type: none"> <li>1. List of departments and their programmes.</li> <li>2. List of Heads of Departments (HODs) showing their qualifications and date of appointment as HOD.</li> <li>3. Minutes and decision extract of faculty board meetings on approval of programmes.</li> <li>4. Minutes and decision extracts of faculty board meetings on approval of OPP and DPP.</li> <li>5. Faculty minutes and decision extracts on external report and implementation of the DPP.</li> <li>6. Evidence of faculty orientation of new staff and students.</li> </ol>

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					7. Student enrolment by department, programme, year, and semester in the past 10 years to date.
2	Programme Design and Development	1. Programme Justification: 1.1 Need Assessment 1.2 Relevance to NOUN vision, mission, objectives, and core values.	30 days		Need Assessment Report.
		2. Constitution of programme design and development team to include Subject Matter Experts on the cadre of Senior Lecturer and above, Instructional designer(s), Industry(s), Professional(s), Learning Technologist(s), representative of learners.	2 days		1. Letters sent to team members indicating the course(s) assigned. 2. List of team members by title, name, current institution, designation, highest qualification, area of specialization, employment status in NOUN (full time, adjunct, facilitator, ad hoc etc) phone number, email, years of experience in the specialised area, two related jobs where similar experience has been used, courses assigned.
		3. Development of OPP	15 days		1. Memo/letter used in submitting OPP to DAP with clearly stated course codes and titles. 2. DAP acknowledgement of receipt of the OPP.

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					3. Clearly stated philosophy of the programme that aligns with NOUN mission and vision. 4. Evidence of staff and students mastery of the stated philosophy. 5. Evidence of curriculum compliance with NUC BMAS/CCMAS with evidence of innovation showing that courses are above minimum standard.
		4. Development of DPP	15 days		1. Memo/letter used in submitting DPP to DAP. 2. DAP acknowledgement of receipt of the DPP.
		Senate approval of Programme	90 days		Senate minutes and decision extract approving establishment/re-establishment of the programmeki
		Programme approval by NUC	365 days		1. Application form for the establishment of the programme. 2. Resource verification result
3	Course Design and Development	1. Constitution of team members	20 days		1. Copy of the letter sent to team members. 2. Letter of acceptance or filled form from team members. 3. List of team members by title, name, current institution, designation, highest qualification,

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					area of specialization, employment status in NOUN (full time, adjunct, facilitator, ad hoc etc) phone number, email, Courses assigned.
		21 Course Design	14 days		1. Senate approved programme DPP 2. Course Table of specification approved by NOUN press
		22 Course Development	90 days		1. Link to fully developed course material with the integration of instructional videos. 2. Evidence of interactivity of the course material. 3. Proof of approval of the developed content by NOUN Press.
		4. LMS Course Page Set up	7 days		1. Link to the course page on the Moodle platform. 2. Evidence of interactivity of the self-learning material. 3. Links to instructional videos. 4. Evidence of student's logs in the courses.
4	Programme Review	1. Department initiates need to faculty board with justification	30 days		Document justifying the need for programme review. This must show

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					the gaps and percentage of review required. Where required review is more than 30%, it will be recommended for re-writing/re-development.
		2. HOD takes faculty approved copy to DAP	3 days		Document acknowledging receipt by DAP
		3. HOD receives Senate approved copy from DAP	30 days		Document showing Senate approval
		4. Reviewing of the programme in accordance with Senate approved copy.	30 days		1. A document showing what was reviewed and the percentage of review. 2. Approval document from NOUN Press.
5	Course Material Review	1. The Course Coordinator or Full-time Lecturer in charge of course(s) initiates review at the Department Academic Board and present Instructional Material Review Chart. This review includes Instructional Videos.	14 days		1. List of courses by programme, course code, course title, year of publication, and proposed date of review. 2. Instructional Material Review Chart to show S/N, Criteria (summary of learners' feedback, summary of employers' feedback, summary of accreditors, summary of learning analytics on the course, relevance of course learning outcomes, module



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					<p>structure and relationship to course outcomes, unit structure and its relationship to module outcomes, level and relevance of interactivity in each unit, relevance of learning activities, relevance of learning resources, level and relevance of assessment type, format of presentation, adequacy of the volume of content, course difficulty level, course edition, date of last publication. Language structure), Current Status in the Material, Required Review, Remarks for Reviewer.</p> <p>3. Letter to Departmental Academic Board initiating the review.</p>
		2. The HOD presents the departmental approved review chart at the faculty academic board.	15 days		Acknowledgement of receipt of the review chart by the Faculty Officer for Faculty Board Meeting.
		3. Preparation for review	15 days		1. Letter of approval to commence review from faculty board

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					2. Evidence of communication to NOUN Press (CMDU) 3. Evidence of approval of reviewers and remuneration by management 4. Letter of commissioning sent to reviewers and the review guide.
		4. The Review	40 days		1. Reviewer's chart to show S/N, Criteria (summary of learners' feedback, summary of employers' feedback, summary of accreditors, summary of learning analytics on the course, relevance of course learning outcomes, module structure and relationship to course outcomes, unit structure and its relationship to module outcomes, level and relevance of interactivity in each unit, relevance of learning activities, relevance of learning resources, level and relevance of assessment type, format of presentation, adequacy of the volume of content, course difficulty level, course edition, date of last publication. language

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					structure), Current Status in the Material, Required Review, Reviewer's remarks show what was done with reference to the course material. 2. Link to the course material
6	Semester Course Review and Setting up of Course page in the LMS	1. Facilitator checks for dead links in the course and review.	7 days		Chart showing the dead links and the new links.
		2. The facilitator checks for obsolete information in the course that may affect learning and prepares addendum or support document with reference to the obsolete information.	7 days		Chart showing the obsolete information and the replaced resource(s).
		3. Facilitator set up the course page in the LMS.	7 days. (Must be completed before the beginning of a new semester).		Link to course page in the LMS.
7	Admission	1. Setting and reviewing of criteria for admission.	7 days		Link to set criteria

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		2. Confirming undergraduate fresh students' admission status.	7 days		Link to cleared admitted students
		3. Post Graduate Admission: Goes to NOUNMIS portal to view the students' academic transcripts uploaded by SPGS to confirm or deny admission of all applicants.	14 days		List of admitted students by year, faculty, department, and programme.
		4. Send list of shortlisted candidates to SPGS.	5 days		Endorsed memo acknowledging the receipt of the shortlisted candidates.
		5. Received approval of the shortlisted candidates and a link where study centres can find the list of shortlisted candidates for clearance from SPGS	7 days		1. Document approving the shortlisted candidates at the SPGS Board. 2. Link to qualify candidates. Same place where the study centres can find the list.
		6. Departmental input on increasing students' enrolment.	90 days		1. Departmental framework on increase of students' enrolment. 2. Data showing enrolment by programme in the past five years with explanation on the enrolment pattern.
8	Orientation of fresh students and staff	1. Departmental orientation of fresh students before commencement of new semester.	4 days		1. Link to the recorded session of the orientation 2. Pictures from the orientation. A link could be provided.

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					3. Orientation programme of event.
		2. Faculty orientation of fresh students before commencement of new semester.	1 day		1. Link to the recorded session of the orientation 2. Pictures from the orientation. A link could be provided. 3. Orientation programme of event.
		3. Faculty orientation of new staff before assigning responsibilities.	2 days		1. Orientation programme of event. 2. Pictures from the orientation with dates.
9	Learning Supports	1. Student Course Advising	100 days		1. Links to supporting documents if any. 2. Textual record of chats and emails.
		2. Addressing students' enquiries and complains.	2 days		1. Enquiry and complaints received from NICC. 2. Evidence of communication with the concerned students on the presented enquiry or complaints sent from NICC 3. Memo to NICC on the resolved issues. 4. Evidence of communication with students with direct enquiry and complaints to the department.

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		3. Communication with study centres.	100 days		<ol style="list-style-type: none"> <li>1. Memos sent to study centre directors on specific academic issues affecting students.</li> <li>2. Guide provided to study centres on specific academic activities regarding students' learning.</li> </ol>
		4. Student Counselling	90 days		<ol style="list-style-type: none"> <li>1. Counselling logbook (physical log book at study centres or link to digital log book).</li> <li>2. Evidence of Counsellor-Student Ratio of 1:50).</li> <li>3. Evidence of group counselling or e-counselling platform.</li> </ol>
		5. Allocation of courses and facilitation schedule.	14 days		<ol style="list-style-type: none"> <li>1. Allocation schedule signed by the head of department.</li> <li>2. Memo used in sending the allocation and facilitation schedule to DLCMS.</li> </ol>
		6. The facilitation (asynchronous and synchronous)	56 days		<ol style="list-style-type: none"> <li>1. List of facilitators by serial number, name, highest qualification, area of specialization, status (internal or external).</li> <li>2. Links to recorded video conferencing.</li> </ol>

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					3. Copy of staff logs and activities in the Moodle platform.
		7. Technical support and internet support	90 days		1. Evidence of free internet at study centres. 2. Record of IT support from ICT, MIS, and DLCMS.
10	Assessment and Evaluation	1. Test Item Development for both TMAs/CMTs/Exams	15 days		1. Link to past TMA/CMA questions, marking guides or answers in the academic programmes in the past six (6) semesters. 2. Link to past exam questions and marking guide or answers in the academic programmes in the past six (6) semesters. 3. Memo from HOD acknowledging the receipt of submitted questions for the current semester.
		2. Validation/Moderation of Test Items	15 days		1. Report submitted by the external person who moderated the examination papers and marking guides. 2. Evidence of the use of the questions moderation reports. 3. Memo of submission of validated or moderated test items from HOD to DEA.

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					4. Memo from DEA acknowledging receipt of the test items.
		3. TMAs uploads to Moodle Platform	30 days		Link to TMAs on the Moodle platform.
		4. Exam: Examination Monitoring	60 days		Report of the exercise
		5. Exam: Conference Marking	21 days		<ol style="list-style-type: none"> <li>1. Coordinators' report</li> <li>2. The coordinator is to provide a link to markers' feedback using google form. DEA is to provide uniform questionnaires for all markers.</li> <li>3. Subject officers' report to show the name of marking Centre, list of markers by name, qualification, institution of affiliation, Phone No, email address, course marked, Number of scripts assigned and marked, and date cleared.</li> </ol>
		6. Authentic Assessment: Internship/Industrial attachments/SIWES	90 days		A link to the activities carried out or a written report.
		7. Authentic Assessment: Seminars/teaching practices/practicum/moot court etc	90 days		A link to the activities carried out or a written report.



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		8. Authentic Assessment: Creativity and Innovation (Entrepreneurship)	90 days		<ol style="list-style-type: none"> <li>1. Link to product or service developed.</li> <li>2. Pictorial illustration of the value created by the product or service.</li> </ol>
		9. Evaluation of Learning: Formative	56 days		<ol style="list-style-type: none"> <li>1. Link to feedback on course discussion forums.</li> <li>2. Link to feedback to the students on TMAs performance. Constructive and positive feedback is required. This goes beyond just presenting the students' score. There must be evidence of feedback at the close of every TMA i.e. at the end of TMA 1 provide feedback and so on.</li> <li>3. Link to self-assessment exercises constructive feedback explaining the right answer.</li> <li>4. Link to feedback on assignments and practical courses.</li> </ol>
		10. Release of Students' Academic Results	21 days after exam.		<ol style="list-style-type: none"> <li>1. Link to students' academic progression.</li> <li>2. Link to semester's result</li> </ol>
		11. Evaluation of Learning: Summative:	30 days		<ol style="list-style-type: none"> <li>1. Link to end of course feedback survey questionnaire.</li> </ol>

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		<ul style="list-style-type: none"> <li>i. End of course feedback through student survey using questionnaires.</li> <li>ii. Learning Analytics:               <ul style="list-style-type: none"> <li>a. Computer generated course analysis as presented in the Moodle platform.</li> <li>b. Item analysis</li> <li>c. Student performance by course and test items.</li> </ul> </li> <li>iii. How the outcomes of the evaluation were used to improve course design and learning support.</li> </ul>			<ul style="list-style-type: none"> <li>2. Report of the course feedback questionnaire.</li> <li>3. Learning analytic report.</li> <li>4. Link to or report of evidence of use of the survey and analytic reports on course improvement and learning. .</li> </ul>
		12. Programmes Outcomes: Changes that occur over time because of outputs (graduation)	365 days		<ul style="list-style-type: none"> <li>1. Graduate Tracer study reports in the past five years.</li> <li>2. Graduate employer's report.</li> </ul>
		13. Programme Impact: Specific impact graduates from the programmes have made on the economy.	365 days		<ul style="list-style-type: none"> <li>1. List of the graduates by year of graduation, programme, name, matric number, email address, phone number, and specific impact made.</li> </ul>
		14. Storage of used answer booklets	15 days after exams		<ul style="list-style-type: none"> <li>1. Links to the storage platform</li> <li>2. Pictures of storage</li> </ul>

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11	Staffing	1. Full Time Academic Staff	90 days		1. List of academic staff with their qualifications and area of specialization as well as assigned courses for coordination, assigned courses facilitation, staff status (Internal or External), email address, and phone number.
		2. Appointment of part time facilitators and adjunct lecturers a) Shortlisting from applicants b) Send shortlisted names to DVC Academic c) Updates part time facilitators and adjunct lecturers list in the department	30 days		1. Memo showing the list of shortlisted names sent to DVC Academic. 2. Updated list of facilitators and adjunct lecturers by name, institutional affiliation, highest degree, specialization, responsibility given, phone number and email address.
		3. Non-Teaching Staff	90 days		1. List of non-teaching staff with their qualification, designation, and duties/responsibilities assigned.
		4. Staff Files	30 days		1. Staff files containing certifications and evidence of staff training. 2. Link to staff records where the file is kept in the digital format.
12	Students' Management	1. Student Enrolment by Programme, Year, and level			Either a link to view student enrolment by programme, name, matric number, email, phone

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		<i>Please note that the enrolled is same as registered in this instance.</i>			number, year, and level or a list of enrolled students by programme, name, matric number, email, phone number, year, and level.
		2. Student Files			<ol style="list-style-type: none"> <li>1. Link to students' records</li> <li>2. Hard copy students' files at study centres in agreement with the list of enrolled students in a programme.</li> </ol>
		3. Programme Help Desk at Study Centres.			<ol style="list-style-type: none"> <li>1. List of programme desk officers at study centres.</li> <li>2. Monthly report of desk officers to the Head of Department.</li> </ol>
		4. Robust I&AG	90 days		<ol style="list-style-type: none"> <li>1. Link to student's handbook for each programme</li> <li>2. Link to LMS and the guide for its use.</li> <li>3. Link to students on semester information update.</li> <li>4. Links to three past students' orientations.</li> <li>5. Evidence of information guide to desk officers at study centres.</li> </ol>
13	Course Allocation	Allocate courses to lecturers in their areas of specialization for management.	7 days		List of course allocation by year, name, highest degree obtained with name of the degree e.g. Ph.D.

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					Educational Planning, area of specialization, Staff Designation e.g. Lecturer II, Assigned Courses
14	Course Management	1. Strategic Planning: Developing short- and long-term plans for course offerings, resource allocation, and growth.	7 days		Course yearly plan
		2. Administration: Follow-up course registration and student records and calling the attention of counsellor where need be.	90 days		Link or emails showing communication between the course manager and the students, and between the course manager and counsellors.
		3. Quality Assurance: Ensuring the quality of course content, assessments, and student support.	30 days		Document showing actions taken and links to verification page(s).
		4. Course Development: Designing, updating, and maintaining course materials.	60 days		Document showing the input made on course development with links to verifiable pages.
		5. Support Structure: Guide the students on available learning support	90 days		1. List of students enrolled in the course by year, name, matric number, programme, learning ability (normal or special learning need – Visual etc). You can provide the link to the list.

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					2. Communication with students. You can provide just the link to the communications.
		6. Monitoring and Evaluation: Regularly assessing course effectiveness for continuous improvement	21 days		Document showing gaps and improvement implemented
15	Facilities, Laboratories, and Learning Resources	1. Language Laboratories available to students	90 days		1. Digital language laboratory 2. Other language laboratories in available
		2. Science Laboratories available to students	90 days		1. Chemistry 2. Physics 3. Biology 4. AI 5. Cyber Security 6. MIS 7. Computer 8. Mathematics 9. Etc in line with programme in question.
		3. Video Recording Studio	90 days		1. List of facilities in the studio and usage 2. Picture sample of usage. 3. Physical presence of studio(s).
		4. Farm/Agric Extension	90 days		1. Evidence of services at the study centre

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					2. Evidence of student practice
		5. Practice	90 days		1. Evidence of students' practical teaching and practices. You may provide links to see the exercises, pictures, and list of participants with names, matric numbers, and semester 2. Rubrics, scoring sheets, and feedback. 3. Evidence of micro teaching. 4. Evidence of Entrepreneurship skills development.
		6. Learning Resources	90 days		1. Evidence of virtual library. Provide a link to the library. 2. List of e-library database with resources for each programme with evidence of staff and student access. 3. Physical library and usage. 4. Evidence of library activities at study centres and department. 5. Evidence of assistance provided to students on the use of virtual and physical library of library.

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		7. Fire-fighting equipment	90 days		<ol style="list-style-type: none"> <li>1. Extinguishers and sand buckets in strategic places at the study centres.</li> <li>2. Fire alarms</li> </ol>
		8. Maintenance	90 days		<ol style="list-style-type: none"> <li>1. State of physical facilities e.g. halls, staff and students conveniences computers, etc</li> <li>2. State of cleanliness in the environment.</li> </ol>
		9. Laboratory attendance	90 days		List of Laboratory attendants and their qualifications for each programme.
16	Students' Research Projects/Dissertations/Theses	1. Topic Approval	14 days		Memo from HOD to students, project supervisors, and centre Directors on approved topics.
		2. Supervision: Undergraduate	90 days		<ol style="list-style-type: none"> <li>1. List of project supervisors and their areas of specializations. You can provide just the link to view the list.</li> <li>2. Monthly Progress report. HODs to provide an electronic form for progress report.</li> </ol>
		3. Supervision: PGD and Masters	180 days		<ol style="list-style-type: none"> <li>1. List of project supervisors and their areas of specializations. You can provide just the link to view the list.</li> </ol>



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					2. Monthly Progress report. HODs to provide an electronic form for progress report.
		4. Supervision: M.Phil. and PhD.	1,095 days		1. List of project supervisors and their areas of specializations. You can provide just the link to view the list. 2. Monthly Progress report. HODs to provide an electronic form for progress report.
		5. Plagiarism Check	14 days		List of students by serial number, name, matric number, degree type, programme, research topic, plagiarism check result, date checked.
		6. External Assessment/Defense	90 days		Report of external assessor(s)
17	Staff Research	1. Department Research, seminars, workshops, and conferences	365 days		1. Yearly activity plan 2. Programme, list of participants and pictures from the dissemination of Research output(s) 3. Programme of event, attendance list and pictures from the seminars, workshops, and conferences.

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		2. Faculty Research, seminars, workshops, and conferences	365 days		<ol style="list-style-type: none"> <li>1. Yearly activity plan</li> <li>2. Programme, list of participants and pictures from the dissemination of Research output(s)</li> <li>3. Programme of event, attendance list and pictures from the seminars, workshops, and conferences.</li> </ol>
		3. Individual Research	365 days		<ol style="list-style-type: none"> <li>1. List of published research by serial number, title of the research, Journal where published, date of publication, link to the publication where applicable.</li> <li>2. Programme and pictures of research output dissemination where available.</li> </ol>
18	Staff Development	<ol style="list-style-type: none"> <li>1. Conference Attendance               <ol style="list-style-type: none"> <li>a) In-person attendance of local and international conference.</li> <li>b) Virtual attendance of local and international conferences</li> </ol> </li> </ol>	365 days		<ol style="list-style-type: none"> <li>1. List of staff that have attended conferences showing the name of the conference, level of attendance (as paper presenter, delegate, just in attendance etc),</li> <li>2. Certificate of attendance</li> <li>3. Abstract of presentation</li> </ol>

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					4. Pictures of participation with clear indication of the name of conference.
		2. Short and long courses or trainings.	365 days		1. List of staff that benefitted indicating their roles in the department and type of training received. 2. evidence of enrolment 3. certificate of completion 4. link to course page if virtual.
		3. Self-Development: a) Participation in short courses b) Participation in webinars c) Etc	365 days		1. List of staff that benefitted in the last 3 years indicating their roles in the department and type of training received. 2. evidence of enrolment 3. certificate of completion 4. link to course page if virtual.
19	Collaborations	Collaboration with other departments, institutions, and organisations on academic and innovation matters.	365 days		1. Memorandum of Understanding (MoU) or Signed Statement of Agreement. 2. Evidence of Implementation and deployment.
20	Quality Assurance	1. Departmental Quality Assurance Committee.	90 days		1. Minutes of Departmental Board Meetings where academic matters related to programmes are discussed.

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete each Step	Action by (Name and ID Number)	Expected Evidence of Completed Activity (Task)
					<ol style="list-style-type: none"> <li>2. Committee minutes meetings and extracts on quality assurance mechanisms on departmental academic programmes.</li> <li>3. Departmental Quality Assurance Framework guiding the quality of course material content, facilitation, guidance, feedback, assessment, and evaluation of students' academic performance</li> <li>4. Reports from the University Quality Assurance Directorate on Academic matters and Accreditation Reports or Resource Verification where the programme is yet to receive accreditation.</li> <li>5. Evidence of quality assurance mechanisms in student's handbook.</li> <li>6. Evidence of improvement from the feedback received from the University Directorate of Quality Assurance Directorate and Accreditation Reports.</li> </ol>

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete each Step	Action by (Name and ID Number)	Expected Evidence of Completed Activity (Task)
		2. Faculty Quality Assurance Committee	90 days		<ol style="list-style-type: none"> <li>1. Committee minutes of meetings or extracts on quality assurance mechanisms guiding the quality of faculty academic programmes.</li> <li>2. Faculty Quality Assurance Framework guiding the quality of course delivery, assessment, and evaluation of students.</li> </ol>
		3. Directorate of Quality Assurance	90 days		<ol style="list-style-type: none"> <li>1. List of Quality Assurance Officers and their status.</li> <li>2. The university Quality Assurance Policies, Processes, and Procedures.</li> <li>3. Faculties Standard Operating Procedure (SOP).</li> <li>4. SOP Compliance Reports for the past five years.</li> <li>5. Quality Assurance Monitoring and Evaluation Reports on Academic Operations in the last five years</li> <li>6. Reports of Quality Assurance Yearly Advocacy in the University.</li> <li>7. Quality Assurance Audit reports.</li> <li>8. Link to Directorate of Quality Assurance Activities and</li> </ol>

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete each Step	Action by (Name and ID Number)	Expected Evidence of Completed Activity (Task)
					University Policies – <a href="http://www.nou.edu.ng">www.nou.edu.ng</a>
		4. Senate Committee on Quality Assurance	90 days		Committee extract decisions on academic matters in the past five years.
21	Community Service	This could be done at individual level or as department or at faculty level. The activities include: 1. academic support, 2. health care and wellness services, 3. childcare and education, 4. environmental initiatives, 5. social services and welfare, 6. emergency preparedness and response, 7. etc.	365 days		1. Evidence of existing gap(s). 2. Pictures of the events. 3. Feedback from participants.
22	Public Information and Updates	1. Information updates of departmental and faculty website. 2. Information dissemination to students and study centres	90 days		Links to verifiable information.
23	Office Administration	1. Preparation and Attendance of Senate Meetings	90 days		1. Notice of meeting. 2. Summary of documents prepared for the meetings. 3. Attendance sheet.

<b>S/N</b>	<b>Activity (Assigned Task)</b>	<b>Steps (Task Description)</b>	<b>Maximum Days to Complete each Step</b>	<b>Action by (Name and ID Number)</b>	<b>Expected Evidence of Completed Activity (Task)</b>
		2. Participation in Senate Committee Meetings	90 days		1. Notice of meeting. 2. Attendance sheet.
		3. Faculty and Departmental Board Meetings	90 days		1. Notice of meeting. 2. Attendance sheet
		4. Sub-Committee Meetings	90 days		1. Notice of meeting. 2. Attendance sheet
		5. Preparation for departmental and faculty board meetings.	90 days		1. Notice of meeting. 2. Summary of documents prepared for the meetings. 3. Attendance sheet.
		6. Extracts, Minutes and report writing	90 days		Covering memo of dissemination.
		7. Department and faculty representative at meetings	90 days		1. Notice of meeting. 2. Attendance sheet
24	Accreditation	1. Preparation	30 days		1. Filled self-study form 2. List of required information and action taken.
		2. The accreditation exercise	14 days		1. Evidence of activities during the exercise.
		3. Accreditation Reports	30 days after the release of accreditation report by NUC		1. Technical report of last accreditation visits to the programme. 2. Evidence of action taken based on the reports.
25	Ad hoc Activities	State any other assignment that comes up within a semester e.g.	90 days		3. Memo or letter of nomination or participation.

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete each Step	Action by (Name and ID Number)	Expected Evidence of Completed Activity (Task)
		committee meetings, Senate meetings, Academic Board meetings, Attendance or presentation of Inaugural Lectures etc.			4. Evidence of participation.

Note:

1. Under action by, state the name of the staff and indicate if the staff is internal or external.
2. Where programme or courses are involved, state the name, programme/course(s) assigned, and in bracket state whether internal or external.

### Team of Developers

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