



# National Open University of Nigeria

Policy Title	Policy On Digital Administration and Management of Staff
Policy No:	NQSA/POL/HR/002
Owner:	National Open University of Nigeria (NOUN)
Approved By:	The University Senate
Manager/Driver:	Registrar
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## 1.0 Introduction

Academic and operational activities in National Open University of Nigeria (NOUN) is spread across the nation and beyond. NOUN has several study centres that attend to students' needs. To drive the operations and staff management at the various study centres and those that attend to students virtually, NOUN has adopted Hybrid system of staff management driven by technology.

## 2.0 Purpose

The purpose of this policy is to achieve the vision, mission, core values and objectives of the university through its management technique.

## 3.0 Scope

This scope of this policy covers all academic and operational activities.

## 4.0 Definitions

- 4.1 Digital means involving the use of computer technology.
- 4.2 Workspace means the place used for work.
- 4.3 Technology means application of scientific knowledge for practical purposes.
- 4.4 Infrastructure means facilities, systems and services necessary for the faculties, directorates, departments, and units to function.

- 4.5 Staff is an employee(s) in NOUN.
- 4.6 Administration focuses on policy formulation that determines staff functions.
- 4.7 Management focuses on policy implementation and execution of functions.

## **5.0 Principles**

- 5.1 NOUN has policy guidelines for every academic and operational activities.
- 5.2 Each activity or task in NOUN is guided by its Standard Operational Procedures (SOPs).
- 5.3 There is a procedure for monitoring and evaluating staff performance in NOUN.

## **6.0 Policy Statements**

- 6.1 In NOUN, technology shall be used to manage staff performance.
- 6.2 NOUN shall use in-person, hybrid and remote technique in staff employment and promotion. The hybrid shall be a combination of in-person and virtual or remote technique.
- 6.3 Sending of messages or information within the university shall be mostly done through emails or dedicated platforms to reduce paperwork and to ensure there is no loss of information or delay in getting to the concerned staff considering the diversity of staff locations.
- 6.4 There shall be inclusiveness in the use of technology in managing staff activities and in communication processes in NOUN.
- 6.5 All staff in NOUN shall have operational official email addresses to ease internal communication.
- 6.6 Remote discharge of duties by staff may be allowed if approved by the University Management when there is need for it.

## **7.0 Policy Implementation**

- 7.1 The Directorate of Quality Assurance should have a platform to monitor compliance of staff activities for both full-time and part-time staff including resource persons.
- 7.2 The Directorate of Quality Assurance should have a platform to evaluate the various activities in NOUN.
- 7.3 The Registry should develop a process to manage staff remotely. This should include communication.
- 7.4 Every message or information sent through emails or a dedicated platform which is known to stakeholders shall be binding on staff and students.

## **8.0 Sanctions on Violating this Policy**

Any staff who violates the policy or hinders the successful implementation of the policy shall be handed over to the University Disciplinary Committee.

## **9.0 Policy Alignment**

- 9.1 NOUN Open, Distance and eLearning Policy.
- 9.2 Scheme of Service for Senior Staff of National Open University of Nigeria (NOUN).
- 9.3 ICT Policy

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