



Principles of Good Governance and Ethics in the Workplace

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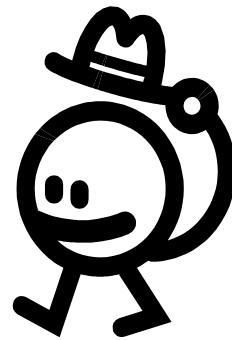
University of Lagos

**Training For Deans, Designated Directors, Heads Of
Department & Deputy Registrars**

22nd -23rd August, 2023



Housekeeping and Climate Setting



Definition of Governance:

“The need for governance exists anytime a group of people come together to accomplish an end”.



- ▶ Governance refers to all processes of governing, the institutions, processes and practices through which issues of common concern are decided upon and regulated.
- ▶ ***Governance determines who has power, who makes decisions, how other players make their voice heard and how account is rendered.***

Principles of Good Governance:

1. **Legitimacy and Voice**
 - Participation, consensus orientation
2. **Direction**
 - Strategic Vision
3. **Performance**
 - Responsiveness, Effectiveness, Efficiency
4. **Accountability**
 - Accountability and Transparency
5. **Fairness**
 - Equity and rule of law



Principles of Ethics

- Ethics are the principles that guide us to make a positive impact through our decisions and actions.

Workplace ethics are the set of values, moral principles, and standards that need to be followed by both employers and employees in the workplace.



Good vs Bad Workplace Ethics

GOOD WORK ETHIC "EARNEST ERIC"



- Always arrives to work and finishes his project on time or early.
- Is happy to do overtime when appropriate.
- Takes breaks when needed to check his phone.
- Keeps personal problems out of the workplace.
- Admits to his mistakes.

VS

POOR WORK ETHIC "PASSIVE PETER"



- Often arrives to work late and clocks out early.
- Often needs extensions on his project deadlines.
- Typically doesn't do overtime.
- Often caught scrolling through social media during working hours.
- Blames others for his mistakes.

Our Bryq-commendation?
Pass on Passive Peter and invest in Earnest Eric!

Ethical vs Unethical Behaviors in The Workplace

- a. Develop Professional Relationships
- b. Communicate Effectively
- c. Compliance with Rules & Regulations
- d. Take Responsibility
- e. Maintain Professional Standards
- f. Be Accountable
- g. Respect Your Colleagues

Ethical

- a. Unfriendly Work Environment
- b. Unrealistic Expectations
- c. Undue Pressure
- d. Verbal Harassment
- e. Sex for Job/Promotion
- f. Sexual Harrassment/Abuse
- g. Theft/Embezzlement

Unethical issues–set rules, accept feedback/complaints, spell out consequences, take disciplinary action following due process.



Our Workplace

- UNILAG overlooks the Lagos Lagoon giving the main campus a scenic view.
- The economic activities around the city presents countless opportunities for teaching, learning and research.
- ***Green Campus***



Our Workplace : Statistics



**ALL
STUDENTS
62,215**

*Full time: 40,481
DLI=12,443*



**WORLD UNIVERSITY
RANKING
400-500**

STAFF

Academic =1,650

Male 606 Female 1,103

Non Teaching =3,253

Male 1,986 Female=1267

GENDER DISTRIBUTION FOR ALL STUDENTS

FEMALE



48.5%

MALE



51.5%

STUDENTS' CATEGORIES

**STUDENTS'
ENROLMENT (%)**

BACHELORS DEGREE



57%

DISTANCE LEARNING

20%

POST-GRADUATE DEGREE



15%

OTHERS



8%

ACADEMIC PROGRAMMES



88

**Undergraduate
Programs**



129

**Postgraduate
Programs**

12

FACULTIES

6

INSTITUTES

26

CENTRES



University Governance Architecture –Laws

Laws establishing the University

- ▶ There are a set of laws governing the establishment and management of the University of Lagos. These legislations determine the University's institutional and governance architecture.
 - The University of Lagos Act Cap U9 Laws of the Federation of Nigeria 2004 (enacted in 1967) (“**the Primary Legislation**”)
 - The Universities (Miscellaneous Provisions) Act 1993 (“**the Primary Legislation of General Application**”) with Amendment Act 2003, 2012)

- ▶ **The Primary Legislation sets out,**
 - the various **organs** of the University (**Council, Senate, Congregation and Convocation**),
 - the **principal officers** of the University (Chancellor, Pro-Chancellor, Vice-Chancellor, Deputy Vice-Chancellor, Registrar, Bursar, University Librarian),
 - the **scope of authority and powers** of the respective organs and Principal Officers, supervision and discipline of staff and students.

University Governance

Visitor and Principal Officers

- ▶ The Visitor to the University is the President of the Federal Republic of Nigeria.

University Council

- ▶ The Council is the supreme governing authority of the University responsible for those policy decisions, general superintendence of the affairs of the University, and, in particular, the control of the property and expenditure of the University.

Senate of the University

- ▶ The Senate of the University has responsibility to control and organise the academic activities of the University, admission and discipline of students.


Court of Governors College of Medicine Idiaraba, Lagos

University Governance

UNILAG Administration Support Units

- ▶ The university core functions of Teaching, Research and Community services are supported by input from units that are managed by quality **non-teaching staff, technical staff and technologist**.
- ▶ Some of those major administrative units include the; Registry, Bursary, Security unit, Fire Service, Works & Physical Planning department, Medical Centre, Sports Centre, Unions ASUU, SSANU, NAAT, NASU

Student Governance & Representation

- ▶ UNILAG students run a vibrant student representation body at the Faculty/ Institutes, the various academic Departments, the several hostels of residence and clubs/ societies.
 - ▶ In terms of inclusivity in university administration, our students have statutory representation on the following boards/ committee; Student Disciplinary Board #1, Student Welfare Board #1, Sports Council #1, Security Advisory Committee #2.
- 

University Governance: Standing Boards/Committees of Council and Senate

Standing Committees of Council

- ▶ Finance and General Purposes Committee
- ▶ Appointments and Promotions Board
- ▶ Administrative and Technical Staff Committee
- ▶ Junior Staff Appointment and Promotions Committee
- ▶ Tenders Board
- ▶ Budget Implementation Committee
- ▶ Council Committee on Accreditation

Standing Committees of Senate

- ▶ Development Committee
- ▶ Provost & Deans Committee
- ▶ Business Committee of Senate
- ▶ Student Welfare Board
- ▶ Academic Planning Committee
- ▶ Ceremonies Committee
- ▶ Honours Committee
- ▶ Central Research Committee

The University of Lagos runs on a Committee system.

The committee system helps to ensure that the community is largely administered and governed and all individual members of the community participate in its management either directly or indirectly through elected representatives.

University Governance: Management Boards/Committees

University Management Committees

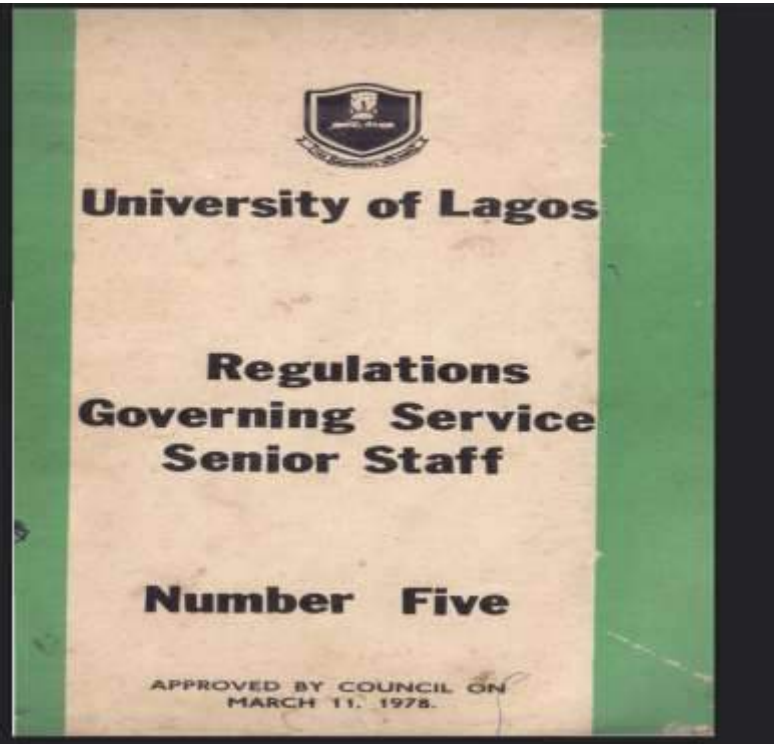
- ▶ Central Time-table Committee
- ▶ Senate Honours Committee
- ▶ Staff Welfare Advisory Board
- ▶ Security Advisory committee
- ▶ Halls of Residence Management Board
- ▶ University Medical Centre Management Board
- ▶ Housing Committee
- ▶ **Board of Survey**
- ▶ UNILAG Property Management & Development Board
- ▶ Tenders Board
- ▶ Endowment Board
- ▶ Sports Council
- ▶ UNILAG Transport and Traffic Committee
- ▶ Distance Learning Institute Management Board
- ▶ **Procurement Planning Committee**
- ▶ University Budget Implementation Monitoring Committee
- ▶ Staff School Board of Governors
- ▶ Counselling Centre Management Committee

CONVOCATION is the body comprising all the graduate members of staff as well as graduate alumni of the University. Convocation is **represented in Council but not in Senate**

CONGREGATION is the body comprising all the graduate members of staff of the University and has **representation in Senate and Council.**

University Governance: Policies & Regulations

- ▶ University governance is predicated on several policy documents including but not limited to the Conditions of Service and other extant circulars. FME and NUC has oversight functions,



University Governance: Policies & Regulations

- ▶ Policy on Students /Staff, Students/Students/ Staff/ Staff Romance and Romantic Relationship
- ▶ E-Learning Policy
- ▶ Research Policy
- ▶ Research Ethics Policy
- ▶ **Ad-hoc Disciplinary Panels-**
- ▶ Investigative Panels/Administrative Panels/Disciplinary Panels

S.P. NO 2016/101

UNIVERSITY OF LAGOS

SENATE

RE: REVISED VERSION OF EXISTING AND PROPOSED UNIVERSITY'S POLICIES

In a memo dated 24th November, 2017, the Registrar forwarded to the Vice Chancellor a copy of the revised version of existing and proposed University's policies. (Copy attached).

The policies are as stated thus:

- Policy concerning the employment of pregnant women (Page 5)
- Policy on staff development pattern (Page 7)
- Policy on mandatory drug test for newly admitted students (Page 10)
- Policy of boys quarters allocation (Page 12)
- Dress code for students of University of Lagos (Page 13)
- Policy on staff and student relationship/responsibilities (Page 15)
- Cell phone usage policy (Page 22)
- Plagiarism policy (Page 28)
- Equal opportunity policy (Page 32)
- Whistle blowing policy (Page 37)

Consequently, the Vice Chancellor has directed that the revised version of existing and proposed University's policies be brought to the attention of Senate for consideration.

Senate is hereby requested to consider the policies and take appropriate decision.

University Governance Mechanisms and Drivers

► *NowLet,s pause !*

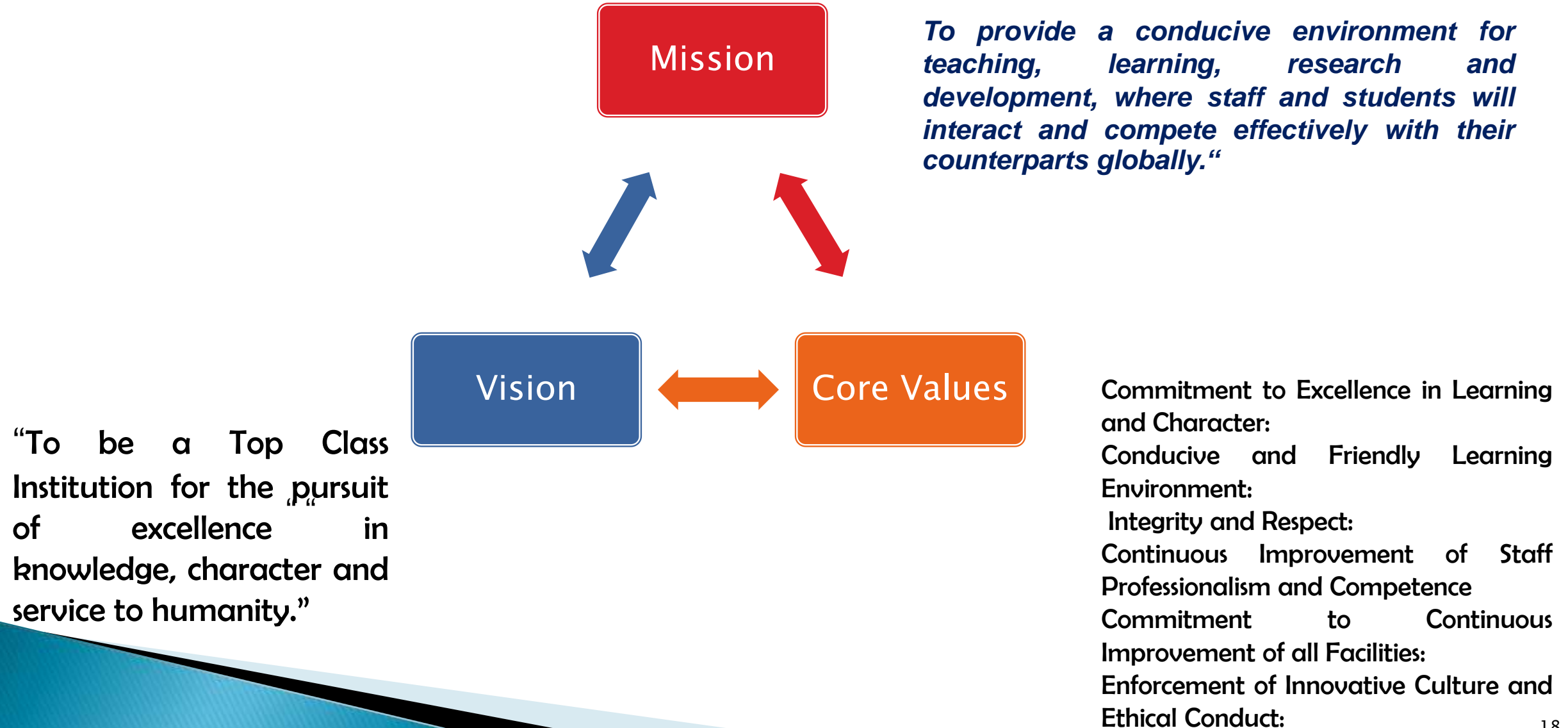


A 2-DAY TRAINING FOR
DEANS, DESIGNATED DIRECTORS,
HEADS OF DEPARTMENT AND DEPUTY REGISTRARS

Theme:

**ACHIEVING THE UNIVERSITY OF THE FUTURE:
OUR COLLECTIVE RESPONSIBILITY**

Governance Mechanisms: Mission, Vision and Core Values



Governance –University Logo, Mace and Anthem



The logo of the University of Lagos is represented by a rising sun embedded in the green–white–green of the nation's flag a book and the lagoon, depicting academics and the natural environment of the University.



The Mace



Verse 1:
University of Lagos, the rising sun,
A fountain of excellence,
A Citadel of learning by the lagoon front,
Home of sound minds,
Chorus:
In Deed In Truth
We rise beyond the skies
Our Mission is to uphold our great heritage
We are the Nation's Pride

Governance –Academic Ceremonies /Regalia/ Faculty Colours

University Academic Ceremonies are:

- Convocation ceremonies for the award of degrees and honorary degrees
- Matriculation
- Inaugural Lectures
- Valedictory Lectures
- Foundation Day Lectures
- Special Senate meetings in Honour of Departing Vice-Chancellors or ranking Professors, and
- Installation of Chancellors and Vice-Chancellors

S/ N	FACULTY/COL LEGE	APPROVED COLOURS
1	Arts	White
2	Education	Light yellow
3	Engineering	Orange
4	Environmental Sciences	Light grey
5	Management Sciences	Green
6	Law	Sky blue
7	Pharmacy	Purple
8	Science	Golden yellow
9	Social sciences	Mint green
10	College of medicine	Royal blue

Governance: Strategic Sectors, Goals & Objectives



Themes

- 7 Strategic Sectors

Objectives

- 34 Objectives

Targets/Goals

- 91 Targets/Goals

Tasks/Initiatives/Projects/Activities

- 667 Tasks at the Unit/Faculty/Department level

Strategic Sectors, Goals & Objectives

Sector	Objectives	Targets/Goals	Tasks/Projects
Academic Matters	8	32	223
Student Matters	4	7	126
Human Resources	3	5	45
Physical Infrastructure	9	30	110
Environment	3	3	85
Health/Safety/ Security	5	10	53
Finance	2	4	25
Total	34	91	667

21st Century UNILAG

Making UNILAG Future Ready and Creating a Fit-for-Purpose Workforce

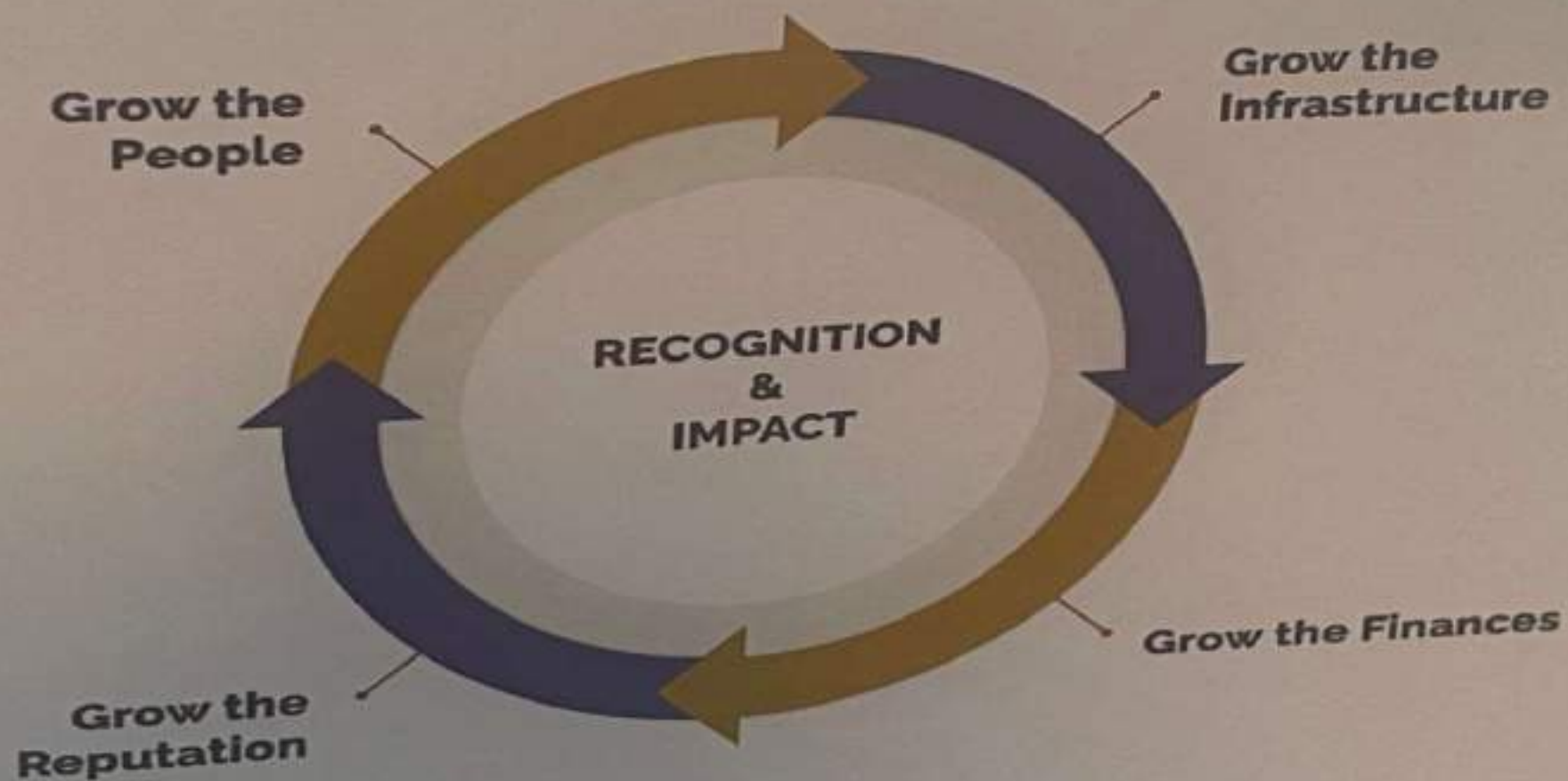


PROFESSOR FOLASADE T. OGUNSOLA

*MBChB, FMCPPath, FWACP, FRCPath (UK) PhD
(Cardiff) FNAMEd, FAMedS, FAS*

13th Vice-Chancellor

The Solution Framework



University Governance Roles and Responsibilities

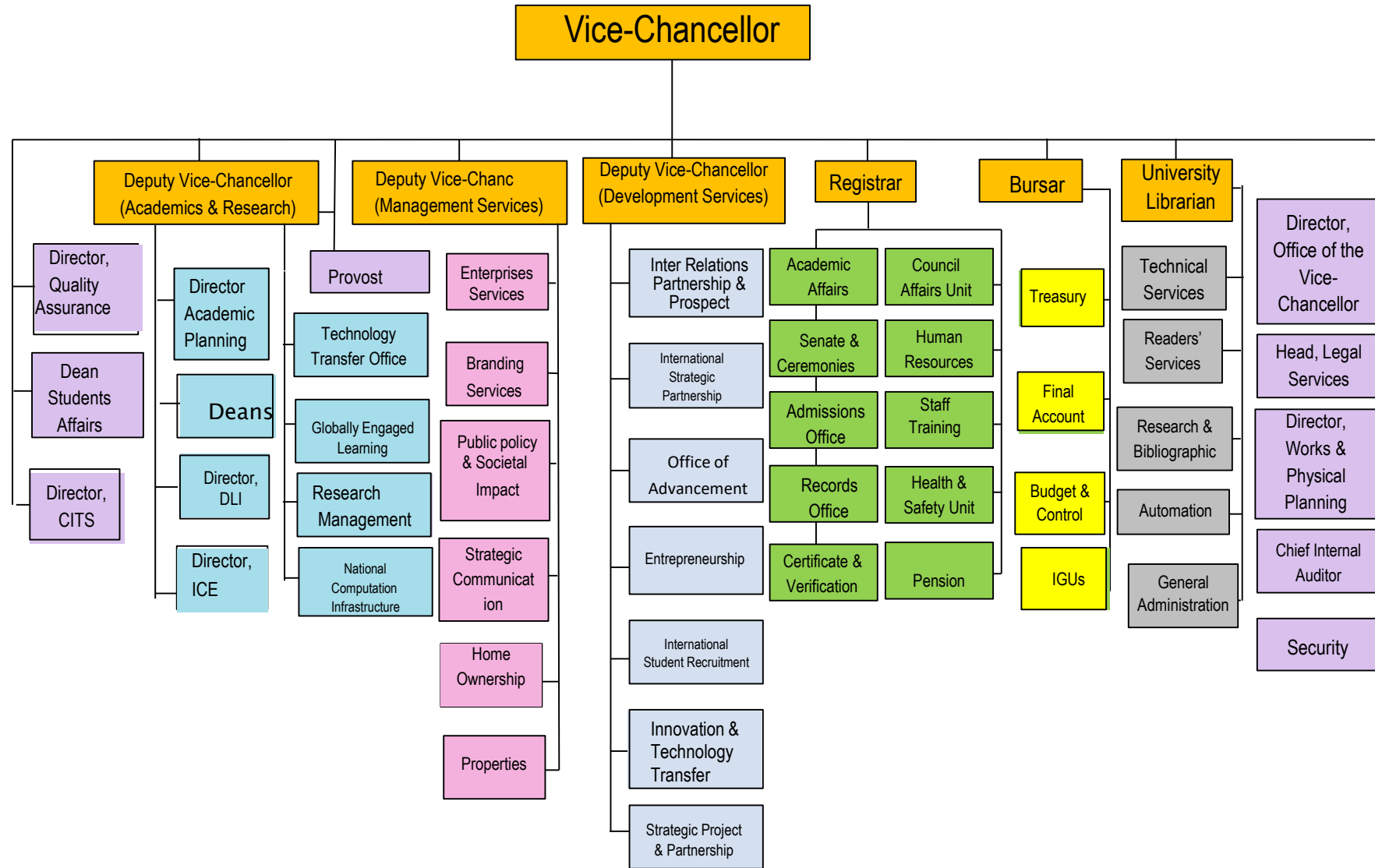
► *NowLet,s pause !*



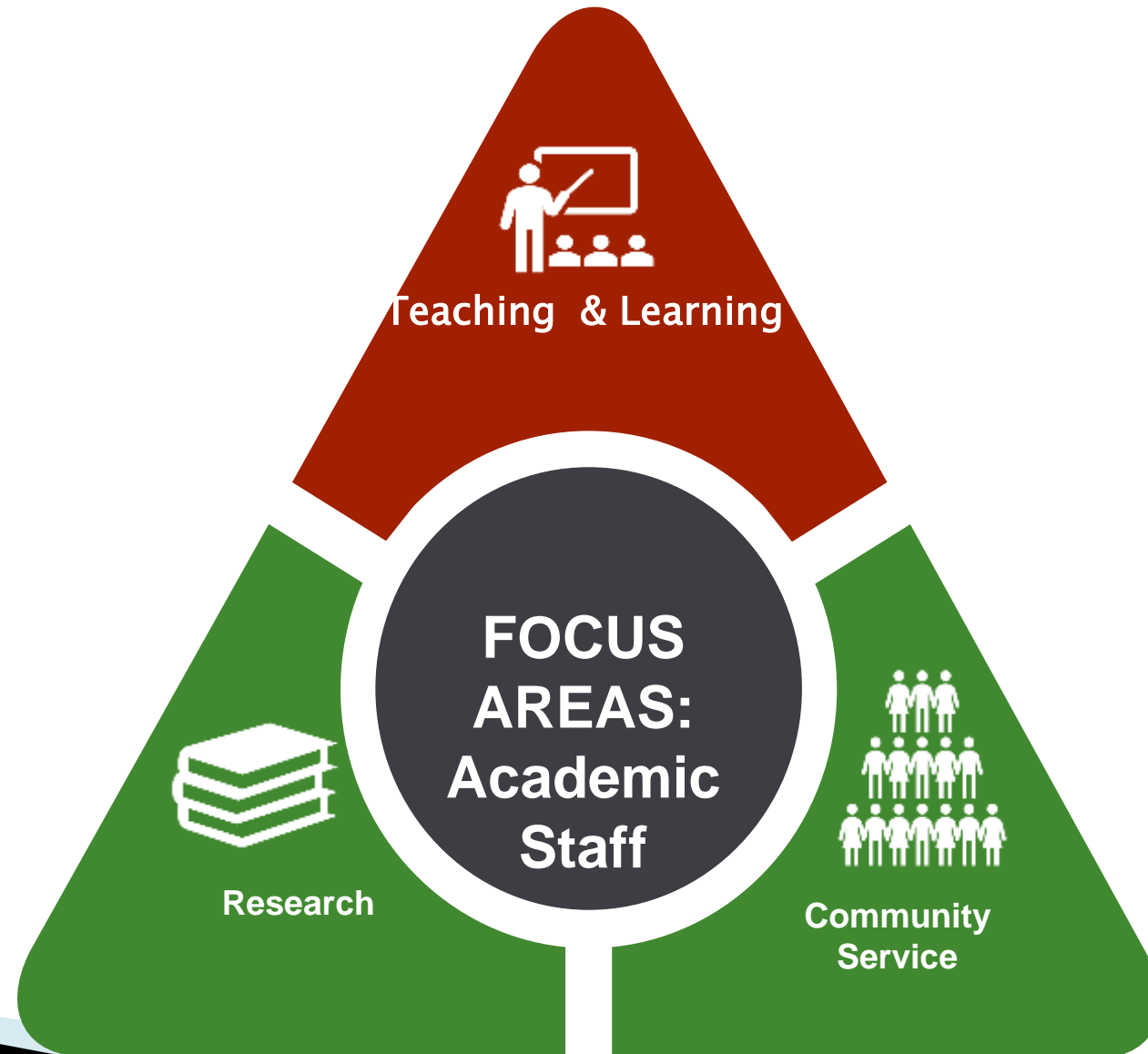
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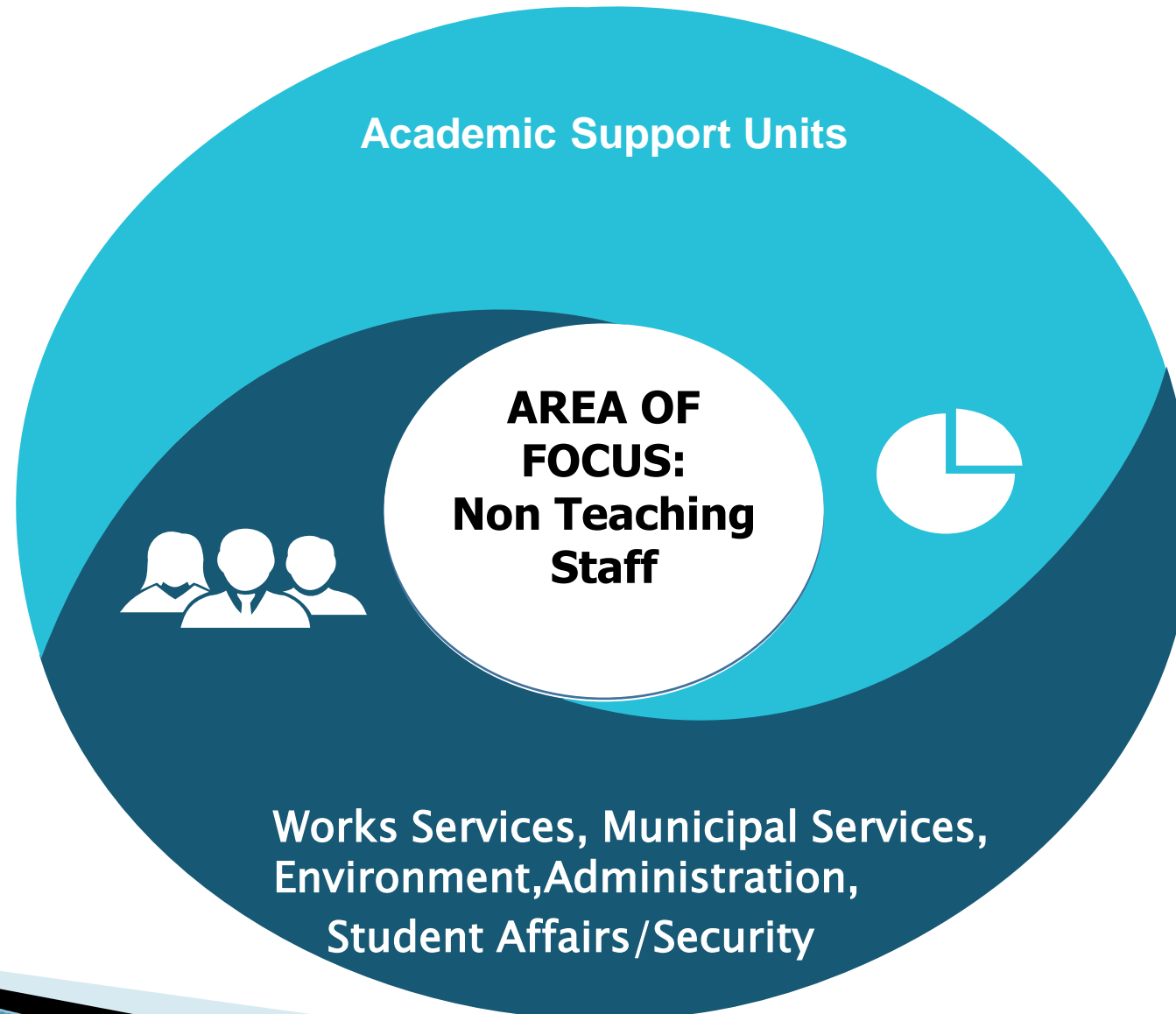
**ACHIEVING THE UNIVERSITY OF THE FUTURE:
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University Governance :Roles and Responsibilities



University Governance :Roles and Responsibilities







- ▶ **Teaching, Research and Administrative-** Leadership, Strategic Plan/Policies/Mails/Delegations
- ▶ **Statutory Meetings-** Department, Board of Studies/Examiners/Senate
- ▶ **Departmental Committees-** Scheme of Examiners,, Moderation of Questions, SERVICOM , Quality Assurance, Workplan, Schedule of Duties.
- ▶ **Budget Implementation-** Procurement Planning and Financial Regulations
- ▶ **Staff Welfare:** Promotion and Assessment of APER Forms/ Various Leaves/ Overtime Claims
- ▶ **Nominations** for Trainings/TETFUND/Needs Assessment/ Conferences
- ▶ **Discipline - Queries/Misconduct-Staff and Students**
- ▶ **Mentorship/ Tormentor ship**
- ▶ **Municipal Services/**
- ▶ **Security**



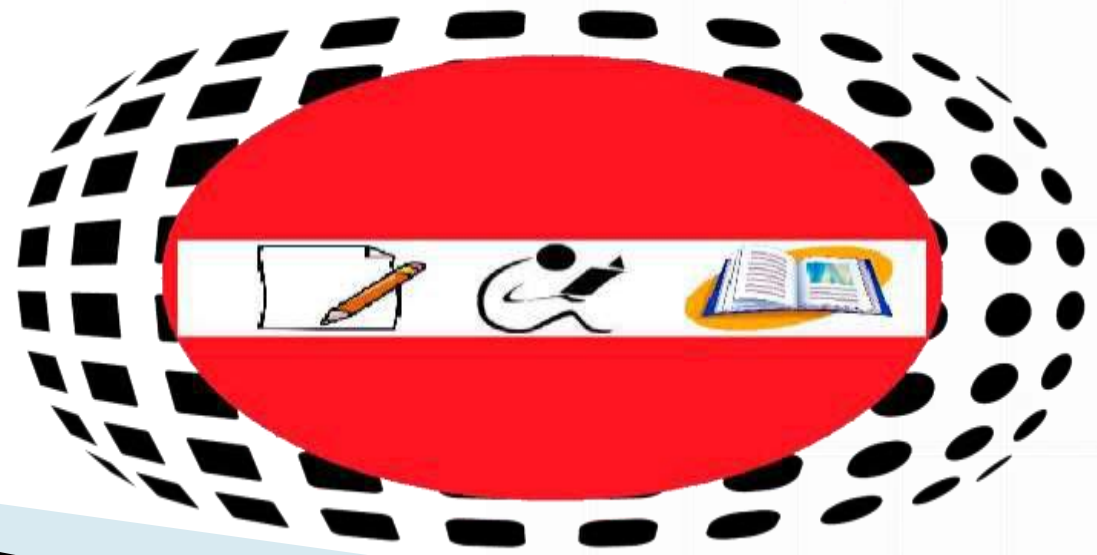
e-Governance: Future Ready UNILAG

Digital Native or Digital Immigrant?

A person born or brought up during the age of digital technology and so familiar with computers and the Internet from an early age (Oxford dictionary).

Someone who was born before the existence of digital technologies and adopted it to some extent later in life. (Urban Dictionary)

Digital *Immigrant*



e-Governance –Future Ready UNILAG

Technology Driven University :

Teaching and E-Learning – Pedagogy, Academic Records

Administration / Meetings –

- Governing Council,
- Senate,
- Management,
- Boards– Faculties & Statutory ;
- Committees– Statutory & Adhoc,
- Congregation,
- Convocation,
- Alumni, Congress,
- Cooperative Societies

Security/Crime Control – e Surveillance

Elections – Students, Senate, Council

Communication Unit – News Flash, Campus News, Website



FUTURE READY Agenda

Making UNILAG Future Ready and Creating a Fit-for-Purpose WorkForce



- **Financial Re-engineering for Multiple Streams of Income**
- **Unlocking Human Potential**
- **Technology Driven Processes**
- **Unrelenting Internationalisation**
- **Research for Development**
- **Entrepreneurship and Innovation**

- **Ranking with the Best**
- **Enhancing Students and Staff Experience**
- **Alumni Repositioning**
- **Decolonising our Education and Celebrating our History & Culture**
- **Yielding Inquiring Minds**




LESSONS
LEARNT

Beyond The Philosophical....Case Studies--1

- ***The new HOD finds the predecessor had committed all funds for the rest academic year.***

Beyond The Philosophical....Case Studies--2

□ ***A highly-liked Departmental Secretary was involved in examination malpractice through sale of questions to selected students. This was established when a Lecturer in the department caught a student in an exam with prepared answer sheets. The general feeling of members of the department was that the matter should be dealt with at the departmental level with the Secretary seriously warned while HOD should seek his transfer***



University Governance and Ethics – CONCLUSION

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Sosongho

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