



**PRESENTATION TO THE UNILAG ADMINISTRATIVE &
EXECUTIVE OFFICERS
ON
PROFESSIONALISM AND EXCELLENCE**

**BY
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@ Faculty of Science Board Room

WEDNESDAY, 21ST MAY, 2025

OUTLINE

- ❖ **Motivational Video – The Tree**
- ❖ **A Brief History of UNILAG**
- ❖ **Introduction**
- ❖ **Promoting Professionalism and Excellence in the Registry**
- ❖ **Essential Skills for Professional Excellence**
- ❖ **Challenges in the Registry**
- ❖ **Strategies for Enhancing Professionalism**
- ❖ **Best Practices for Achieving Excellence**
- ❖ **The Role of Leadership in Driving Change**
- ❖ **Professionalism in the Digital Age**
- ❖ **Conclusion**

A BRIEF HISTORY OF UNILAG

The University of Lagos was established in 1962 by an Act of Parliament, University of Lagos Act No. 11 of 1962. Its establishment was an immediate response to the national need of a competent, professional workforce that would drive the social, economic, and political development of the country.

On October 22, 1962, the University took off with a modest intake of 131 students, and since then, has produced tens of thousands of graduates who have gone ahead to make their marks in various areas of human endeavour.

The Act which established the University of Lagos initially provided for an eleven-member Provisional Council for the University, a Senate to preside over academic affairs, and a separate Council for the Medical School located at the University Teaching Hospital at Idi-Araba, a few kilometres away from the main (Akoka) campus. That was rather unique, because, by the authority of the Act, the University consisted of two separate institutions – the Main University and the autonomous Medical School. This initial arrangement was reviewed in 1967 with the promulgation of the University of Lagos Decree 1967 (Decree No. 3 of 1967). The new establishment law created a more integrated institution by establishing a single Council for the whole University.

The Medical School ceased to exist as a separate institution and it became an integral part of the University of Lagos subject to the full authority of Senate.

The University began with three faculties: Commerce and Business Administration, Law, and Medicine. At its first meeting, the Board of the Faculty of Commerce and Business Administration changed the name to the Faculty of Business and Social Studies. The faculties of Arts, Education, Engineering and Science were added in 1964.

VISION

To be a Top-Class Institution for the pursuit of excellence in knowledge, character and service to humanity.

MISSION

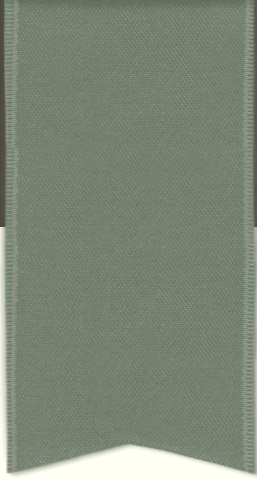
To provide a conducive environment for teaching, learning, research and development, where staff and students will interact and compete effectively with their counterparts globally.

CORE VALUES

- ❖ **Commitment to Excellence in Learning and Character**
- ❖ **Conducive and Friendly Learning Environment**
- ❖ **Integrity and Respect**
- ❖ **Continuous Improvement of Staff Professionalism and Competence**
- ❖ **Commitment to Continuous Improvement of all Faculties**
- ❖ **Enforcement of Innovative Culture and Ethical Conduct**

MOTTO

In Deed and in Truth



INTRODUCTION

WHAT IS PROFESSIONALISM?

Professionalism is the conduct, behaviour, and attitude expected in a professional setting. It encompasses qualities such as integrity, respect, responsibility, and competence, ensuring that individuals contribute positively to their workplace and industry.

Keys Aspects of Professionalism:

- 1. Ethical Behaviour** – Upholding honesty, integrity, and fairness in all interactions.
- 2. Reliability & Accountability** – Meeting deadlines, fulfilling commitments, and taking responsibility for actions.

3. Respect & Courtesy – Upholding honesty, integrity, and fairness in all interactions.

1. Reliability & Accountability – Meeting deadlines, fulfilling commitments, and taking responsibility for actions.

A word cloud centered around the term 'CEO'. The words are in various sizes and colors (brown, orange, red). The most prominent words are 'CEO', 'strategy', 'team', 'leader', 'executive', 'director', 'goal', 'chief', 'talent', 'idea', 'confidence', 'corporate', 'governance', 'teamwork', 'financial', 'meetings', 'skills', 'talent', 'idea', 'confident', 'boss', 'lead', 'decisions', 'employee', 'partnership', 'business', 'lifestyle', 'career', 'responsibility', 'authority', 'manage', 'hierarchy', 'manager', 'invent', 'success', 'exclusive', 'making', 'job', 'businessman', 'professional', 'chairman', 'recruiter', 'power', 'sales', 'expertise', 'formal', 'president', 'confidence', 'corporate', 'governance', 'teamwork', 'financial', 'meetings', 'skills', 'talent', 'idea', 'confident', 'boss', 'lead', 'decisions', 'employee', 'partnership', 'business', 'lifestyle', 'career', 'responsibility', 'authority', 'manage', 'hierarchy', 'manager', 'invent', 'success', 'exclusive', 'making', 'job', 'businessman', 'professional', 'chairman', 'recruiter', 'power', 'sales', 'expertise'. A hand is visible on the right side, holding a pen.

A Chief Executive Officer (CEO) is the highest-ranking executive in a company, responsible for overseeing its overall operations, strategy, and success.

The Chief Executive Officer in the University system is usually the senior academic administrator.



He is also the organisational or institutional head whose responsibility is to provide strategic leadership and direction to the organisation or institution, and also champion the attainment of the goals collectively set.

The operations of the Chief Executive Officer varies from one institution to another, but usually include supervision and oversight of curricula, instructional and research issues. He has the onerous task of making the organisation fit to meet rapidly changing market and economic environment, weaves a pattern of complex decisions into a coherent and resilient fabric, and constantly connects the dots between competing strategic challenges and conflicting demands.

ROLES AND DUTIES OF A CEO

The Heads of University's various Schools, Colleges or Faculties generally reports to the Chief Executive Officer variously called the Vice Chancellor, President and or the Provost. The Chief Executive in a University system in turn is responsible to the institution's Governing Council, Court of Governors, Board of Regents, etc. as the case may be for oversight functions of all educational issues and activities including research and academic personnel, as well as finance.

It is a dynamic and very demanding office; consequently, whosoever will manage the office, particularly in the Higher Education Industry (HEI), must be ready to go extra miles in making sacrifices of his time, comfort, commitment and others to ensure the smooth running of the office.

Here are some of the major duties expected of a CEO:

❖ Leadership and Vision

- Sets the institution's strategic direction and long-term goals. He is charged with the responsibility of implementing the strategic goals and objectives of the institution to fulfill its triple mandate of teaching, research and community service.
- Defines the institution's mission, values, and culture.

❖ Decision-Making and Strategy

- He advises the Governing Council on ways to effectively deliver good quality services and prudent management of all resources within the budget guidelines in accordance to laid down laws and regulations.

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- He must be a policy formulator and apt decision maker.
 - He must be at the fore-front of supporting motivation of staff, and be a visionary leader.
 - He must ensure that up-to-date information is made available for staff and students.

❖ **Operations and Management**

- He oversees all operations, manages financial and physical resources in the interest of all.

❖ **Financial Oversight**

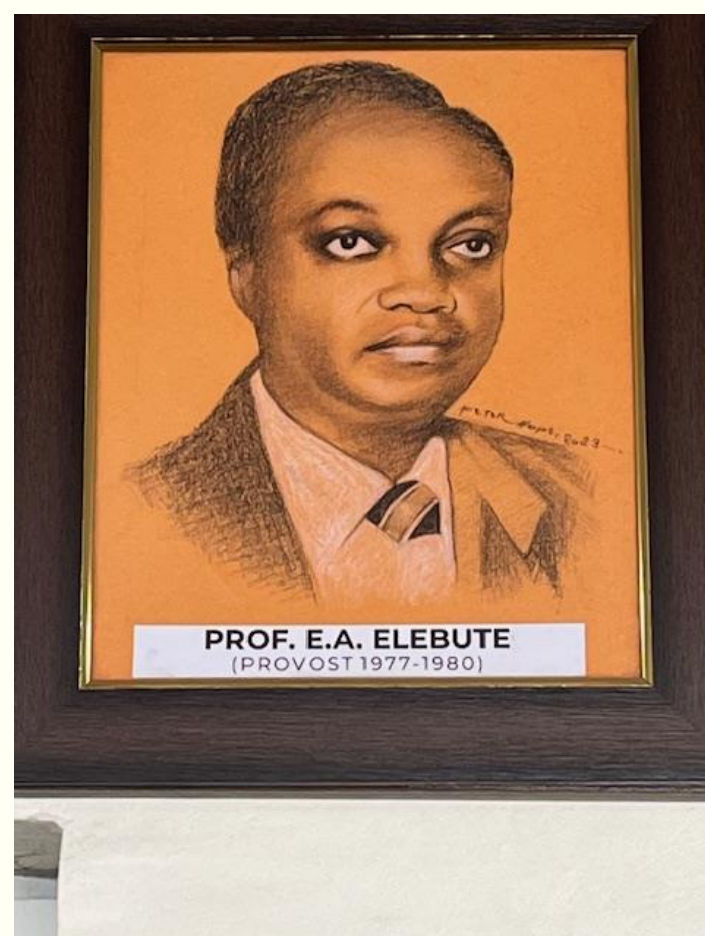
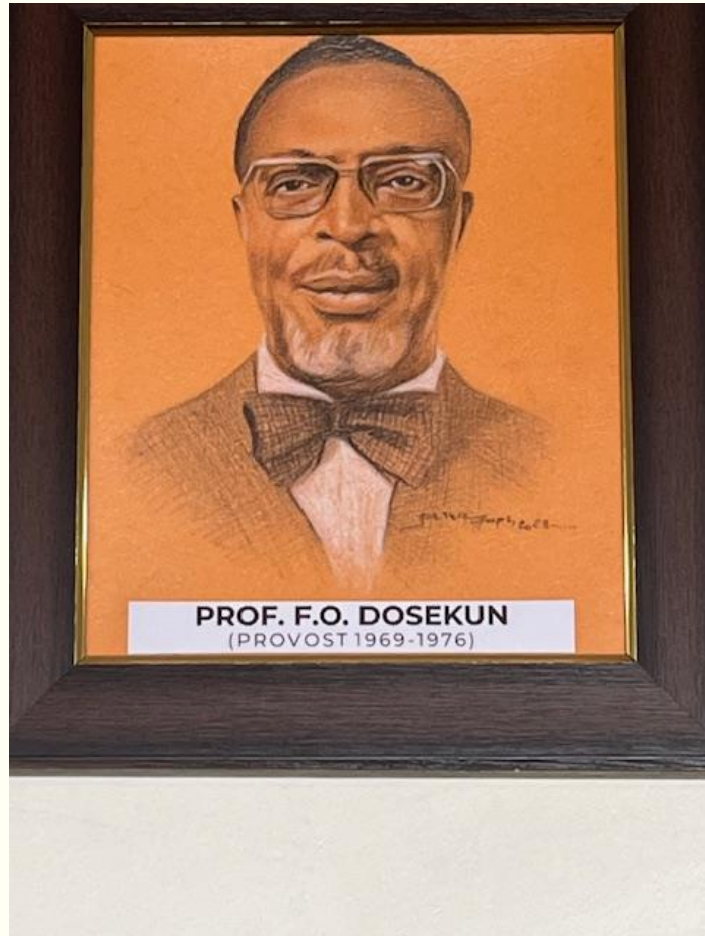
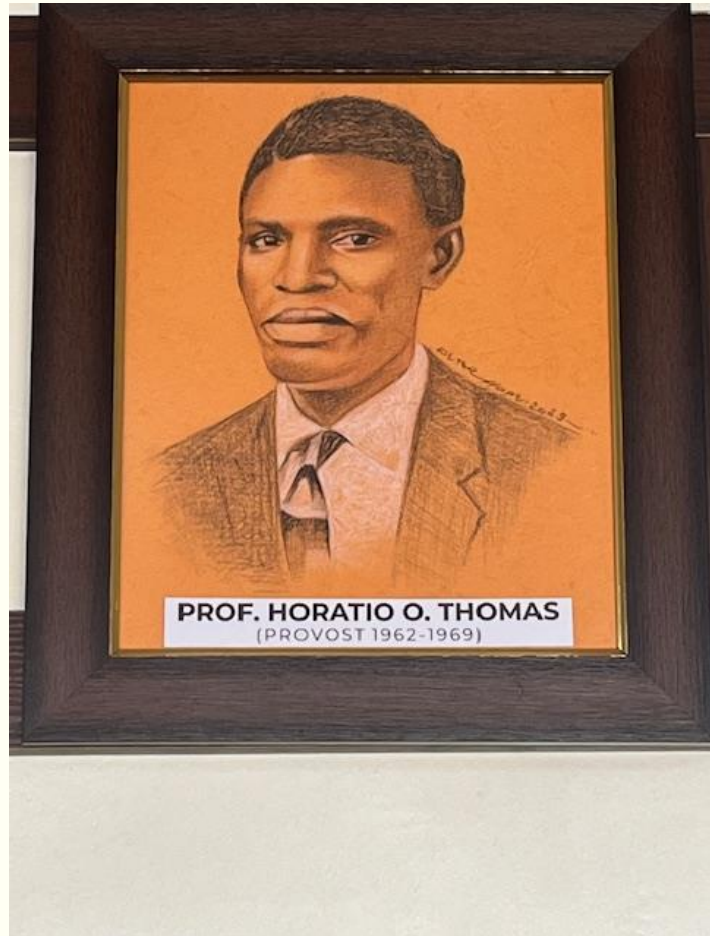
- He ensures compliance with institutional regulations and ethical practices.
- He recommends to the Council, significant operational changes and major capital expenditures, where these are beyond his delegated authority.

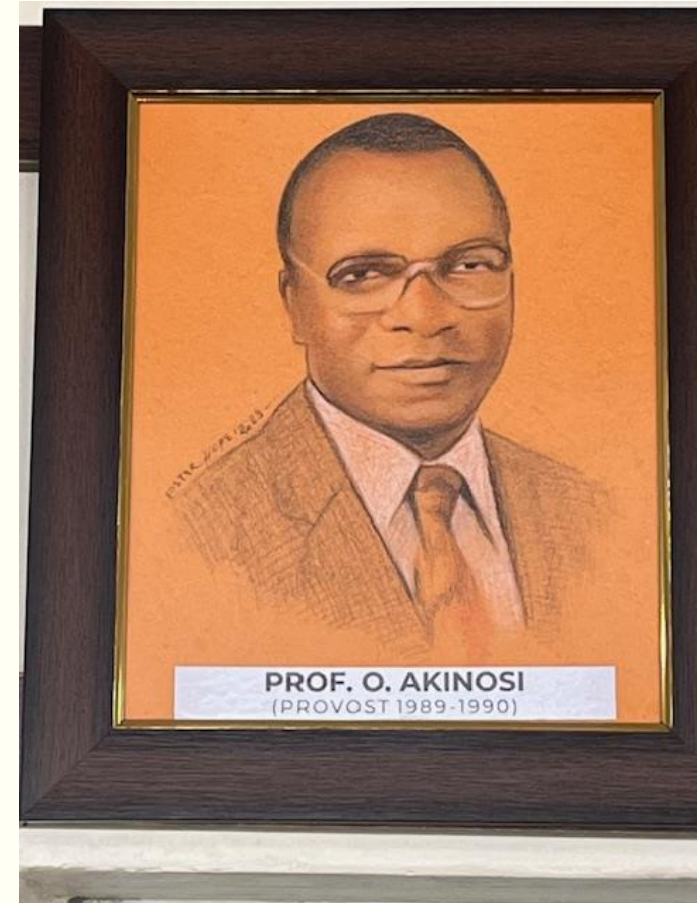
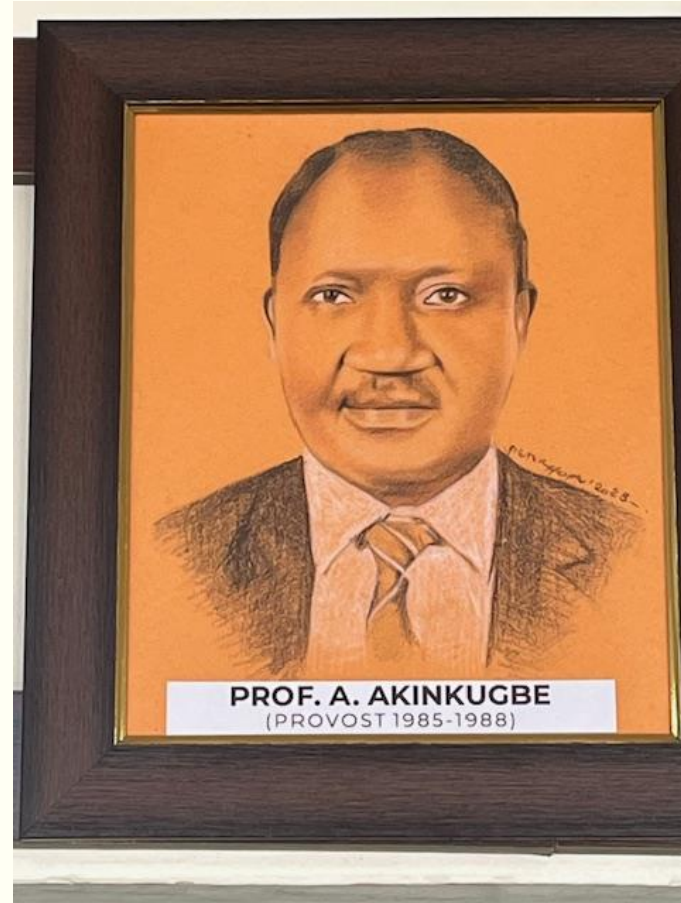
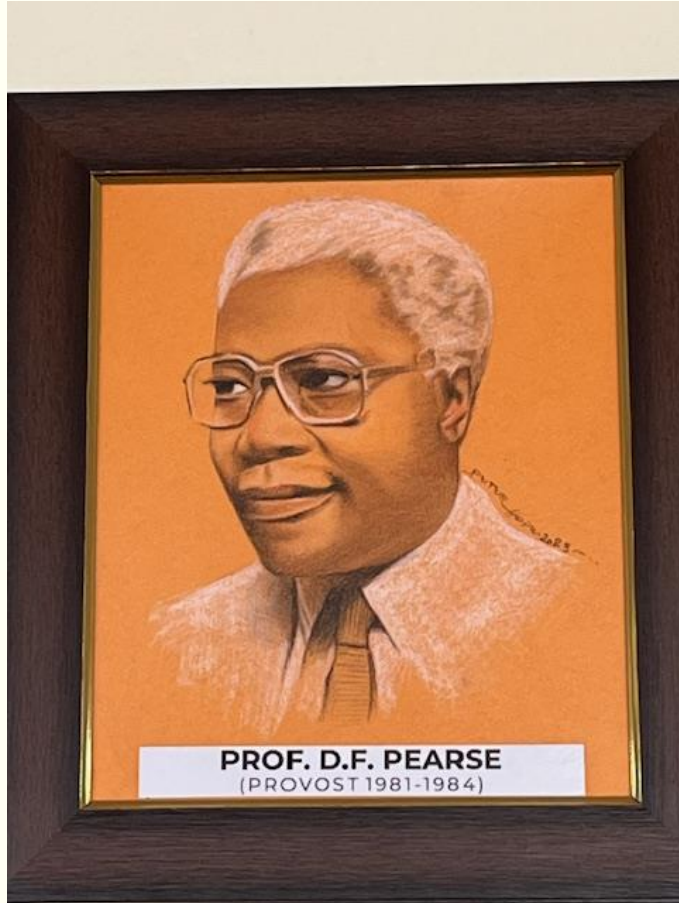
❖ **Communication and Stakeholder Engagement**

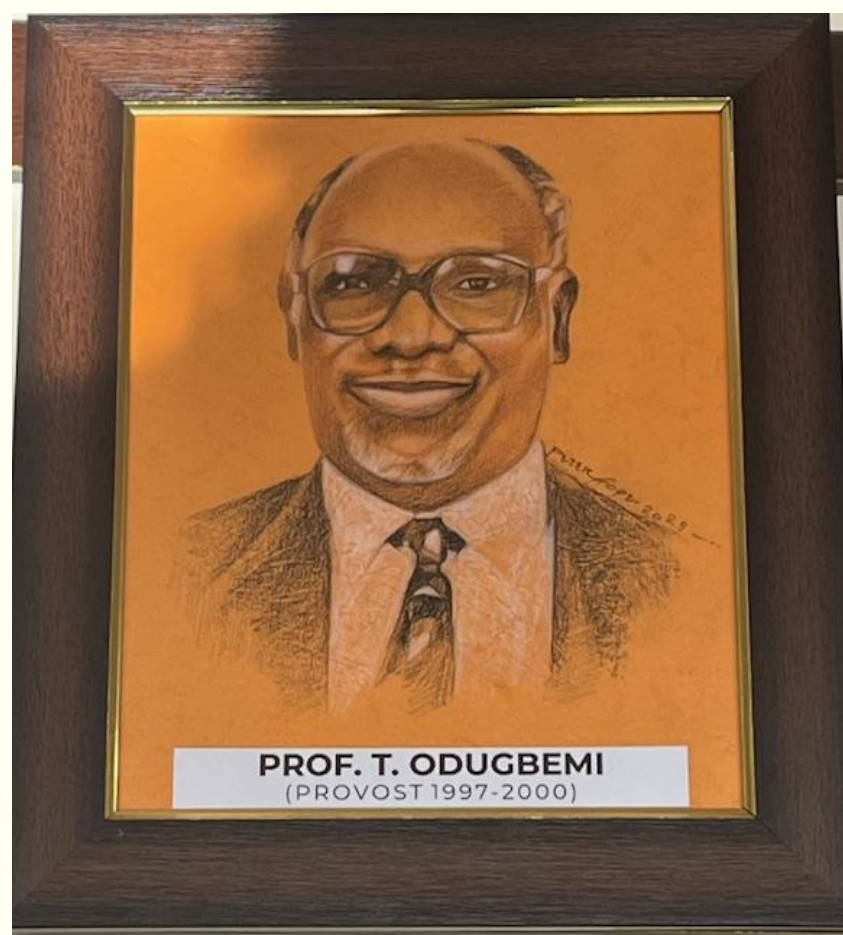
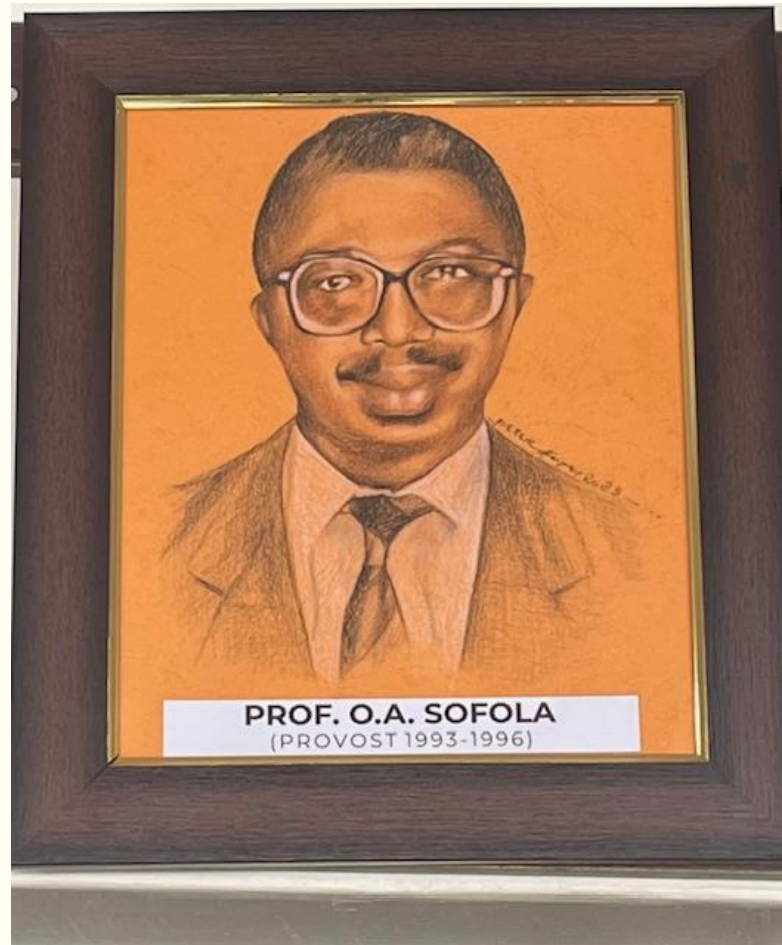
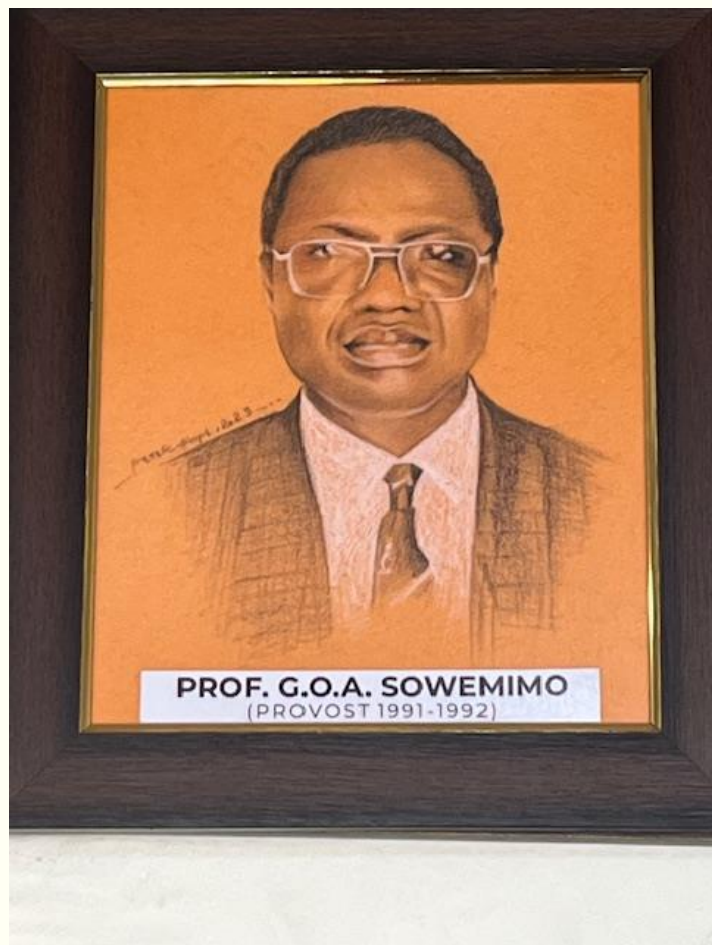
- Articulate strategies for ensuring constructive, cordial relationships and communication between the town and the gown.
- He is the number one Brand Ambassador, Canvasser, Marketer and Chief Fundraiser for the institution.
- He must be able to identify research-funding sources and establish strategies to approach funders.
- He is the Image Maker of the institution.
- Articulating strategies for attracting donations in cash and kind to the College on a continuous basis and to devise safe and adequate ways of building up the fund maximally.

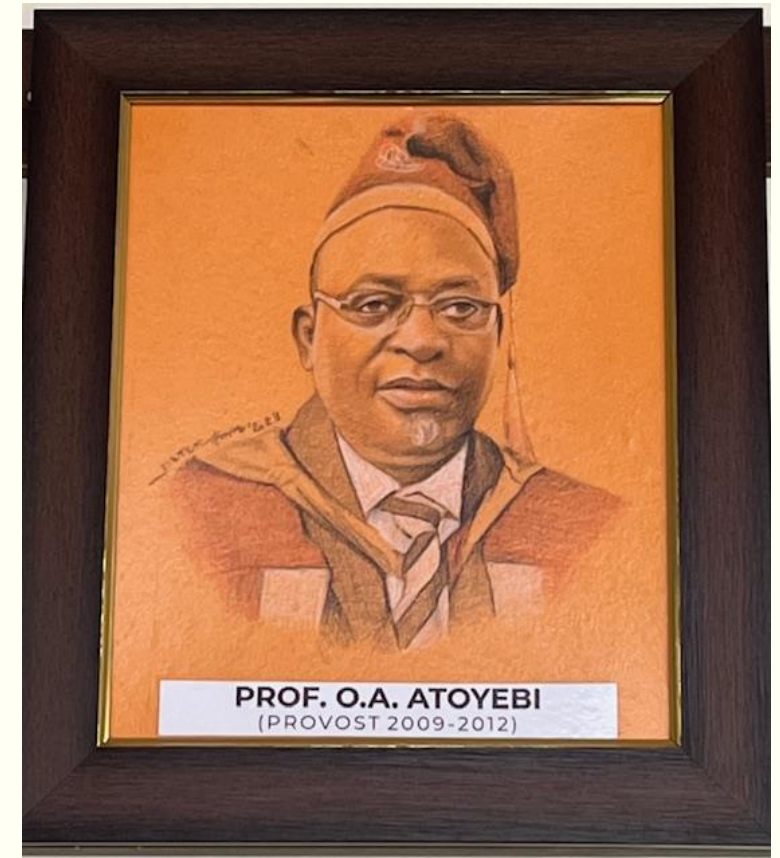
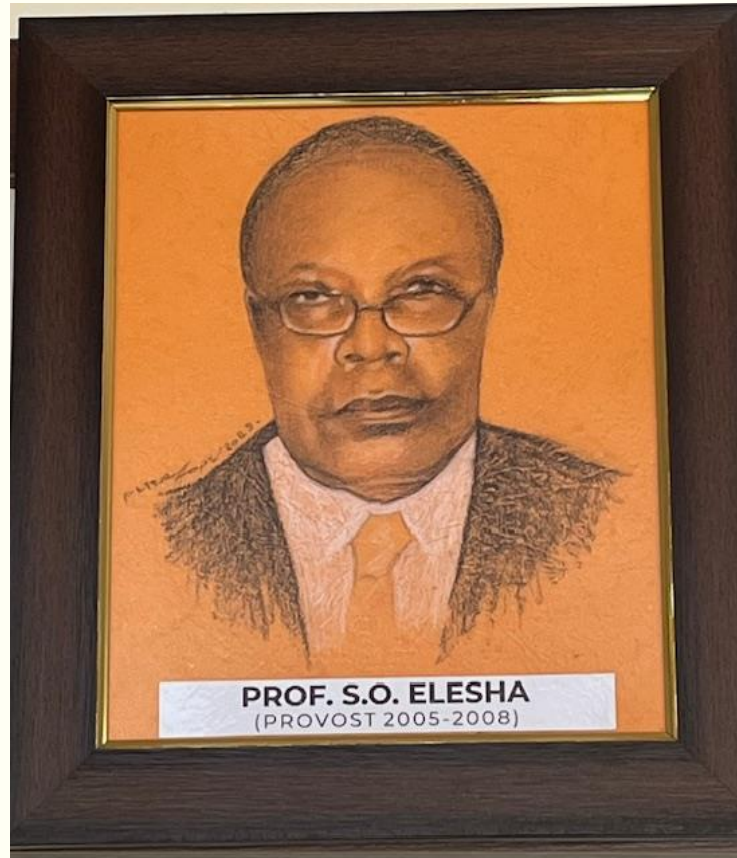
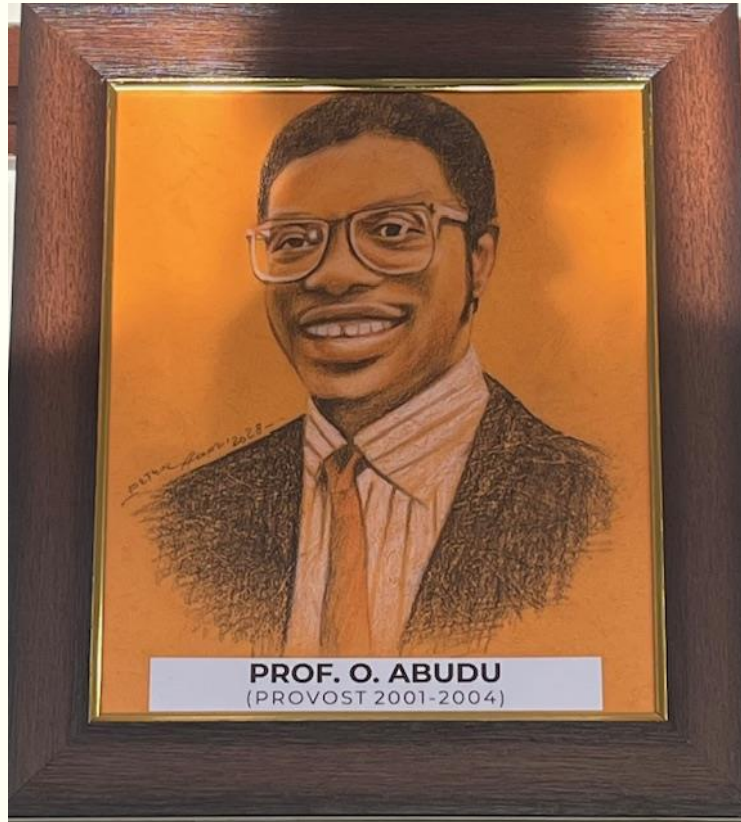


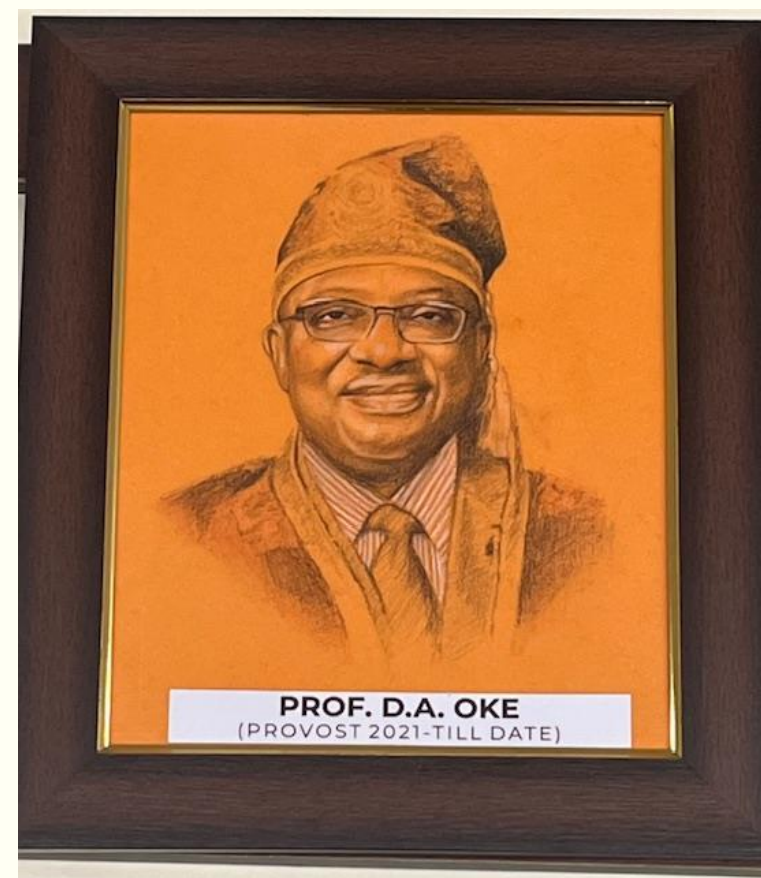
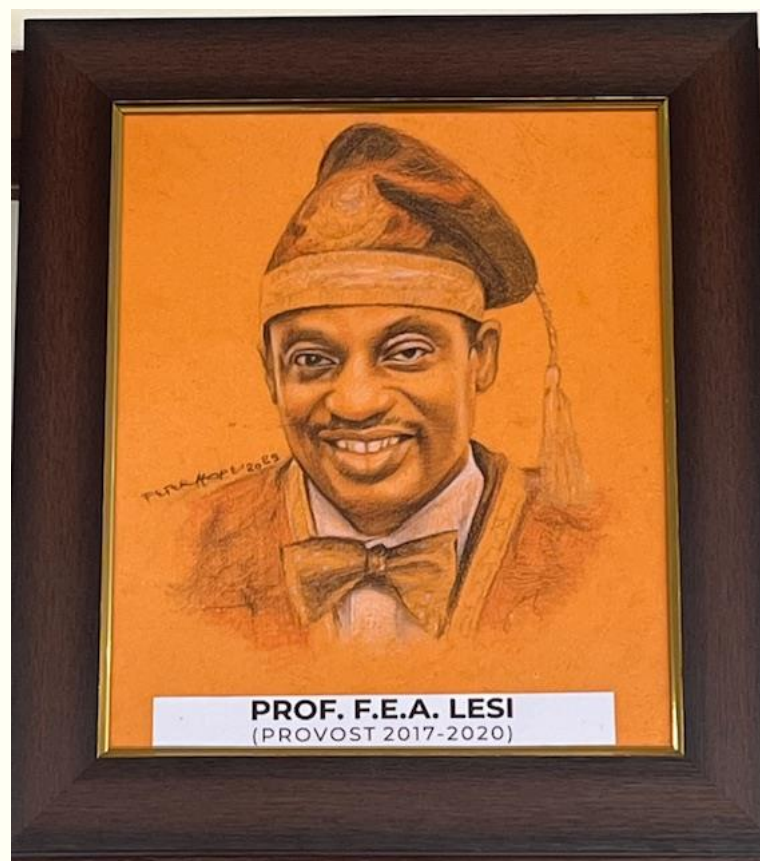
OUR HEROES











APPRECIATION AND PRAYERS

With hearts full of gratitude to the Almighty God, we honour the memories of our founding fathers/past provosts on whose shoulders we rest. We are deeply indebted to them for their sacrifices, unwavering spirit, and the foundation they laid for us.

Their stories, toils, traditions, and values are the threads that bind us together. Although their presence is missed, their memories are treasured.

As we continually strive to live up to their example, may their memory be a blessing and continue to inspire us, and may their spirit forever guide us. Amen.



THE OFFICE OF THE PROVOST

The Administration of the College is governed by the University of Lagos Act of 1967 as amended (now Cap U9 Laws of the Federation 2004). The Provost is the Chief Executive and Academic Officer of the College and is responsible to the Court of Governors and reports to the Vice Chancellor. He oversees all aspects of academic mission and achieving the objectives associated with the College's three planning pillars which are teaching, research and service.

In addition, Section VII of the University of Lagos Act 1967 as amended, Section 9, Schedule 2 – The College of Medicine states that:

1-(1) There shall be a Provost of the College of Medicine who shall be the head of that College.





2 The said Provost shall be appointed in such manner as may be specified by statute and shall hold office for such period and on such terms as to the emoluments of his office and otherwise as may be specified in his instrument of appointment.

3-(1) There shall be a Deputy Provost of the College of Medicine who shall be appointed in the prescribed manner and shall hold office for such period and on such terms as to the emoluments of his office and otherwise as may be prescribed.

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(2) There shall be a Court of Governors of the College of Medicine which, subject to section 6(1) and 9(3) of this Decree, shall –

(a) control the property and expenditure of the College;

(b) be responsible to the Council to the submission of financials relating to the College through the Vice Chancellor to the Council; and

(c) employ such non-teaching staff as appear to the Court to be necessary and on such terms as the Court may determine within the framework of the conditions of service governing the appointment of non-teaching staff within the University.

4-(1) There shall be an Academic Board of the College of Medicine which shall, in accordance with Section 9(3) of this decree, be responsible to and subject to the control of the Senate in all academic matters.

(2) The said Academic Board shall exercise such of the powers of the Senate as may be delegated to it by the Senate.



PRINCIPAL OFFICERS OF THE COLLEGE



PROF. A.A. OREMOSU FmedS
PROVOST



Prof. Daniel O. Odebiyi FNCP (CMPT)
DEPUTY PROVOST



Dr O. A. OBAFEMI-MOSES FNIM
COLLEGE SECRETARY



Dr S.A. AKINADE FCA
DIRECTOR OF FINANCE



DR IBIKUNLE GLADYS OMOLOLA
Ag MEDICAL LIBRARIAN

PROVOST 5-POINT AGENDA



The 16th Provost of the College of Medicine, University of Lagos, Professor Ademola Ayodele Oremosu, MBBS, M.Sc., Ph.D. (Lagos), FASN, FNSN, FAMedS, FNAMed, Diploma in Research Ethics, 5-Point Agenda titled: “CMUL F.I.R.S.T. aims to build a fit-for-purpose workforce and make our students ready for the workplace. This is premised on the Future-Ready Agenda of the Vice Chancellor, Professor Folasade Tolulope Ogunsola, OON, FAS; and is summarized below:

CMUL F.I.R.S.T

F – Faculty Development: Foster faculty excellence through mentorship, leadership training, diversity and staff welfare.

I – Infrastructure Development: Upgrade laboratories, classrooms and clinical facilities, while enhancing innovation hubs and CBT Rooms.

R – Resource Management: Boost income distribution from grants, revise curricula for global competitiveness, monitor SPICCES/CCMAS implementation, and streamline results processes.

S – Student Experience: Enhancing the student experience through the Director of Students' Affairs (DSA), in collaboration with students' association officials.

T – Transparency & Training: Provide training for staff to improve teaching, research, and service. Ensure transparency in resource allocation and restructure the Information Unit.

AN OVERVIEW OF THE ROLES AND RESPONSIBILITIES OF THE PROVOST

The roles and responsibilities of the Provost are highlighted below:

- i. Responsible for the management and operations of the College.
- ii. Oversees and monitors the development, implementation, and assessment of academic programmes and policies.
- iii. Nominates assessors to assess the publications of professorial candidates to the Vice Chancellor.
- iv. Recommends suitable external members to serve on professorial interview panels to the Vice Chancellor.
- v. Ensures efficient allocation of resources and budget management.

vi. Interface with the Faculty Deans, the Director, Medical Education Development Unit (MEDU) and the Director of Students' Affairs to ensure the delivery of high-quality academic programmes, Curricula and learning experiences for students. The Provost also works with other Principal Officers of the College - the Deputy Provost, College Secretary, Director of Finance, and the Acting Medical Librarian to provide support and services that are integral to the general administration of the College and students' welfare.

vii. Help to expand the research enterprise and maintain educational excellence of the College.

viii. Presents reports on budgetary, staff and development matters to the Court of Governors.

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- ix. Convenes meetings and chairs quite a few such as Management meetings, Tenders Board, Academic Board, meeting of Provost and Faculty Deans, etc.
 - x. Appoints qualified members of staff to serve on committees, administrative panels and boards.
 - xi. Consulting with Principal Officers, Directors and groups relevant to the College; serving on advisory boards, assists in College fundraising efforts.
 - xii. Attending academic conferences and other events.
 - xiii. Delivers speeches at events such as Induction programmes, Academic Staff Assembly, etc.

xiv. Building networks with other academic institutions, corporate organizations and the broader community.

xv. Ensuring University standards are maintained and that academic freedom is protected.

xvi. Ensuring constructive, cordial, regular interactions and communications with alumni at home and in the diaspora.

xvii. Cultivating and maintaining vibrant relationships with alumni, town, gown namely: parents, philanthropic individuals, corporate organisations, friends of the College and endowers.

xviii. Articulating strategies for attracting donations in cash and kind to the College on a continual basis.

xix. Sustenance of the MEDILAG Alumni High Table Dinner and Fundraising Event.

xx. Sustenance of the Felix Oladejo Dosekun and Horatio Oritsejolomi Thomas Memorial Lectures.

STAFF MANAGEMENT IN THE PROVOST'S OFFICE

The complement of staff in the Provost's Office is managed and administered by the most senior administrative officer who reports to the Provost and most times, doubles as the Personal Assistant to the CEO. This officer is usually the administrative head of the outer office as it were, and his office is the reference point for staff, visitors, both (Very Important Persons and ordinary persons), and students who have issues of importance or other things to sort out with the CEO.

He must ensure that the office is serene and befitting. He is responsible for motivating, appraising and discipline of staff in the office.

The Office of the Provost is serviced by both senior and junior staff. It is overseen by the Principal Assistant Secretary/Personal Assistant who reports directly to the Provost.

His job functions are listed hereunder, but not limited to the following duties:

- i. Composes and draft correspondence for review, maintain accurate records and peruse all correspondences (incoming and outgoing mails) such as letters, memos, minutes, reports, circulars, posters, etc. and taking appropriate action.

ii. Paying attention to the CEO's itinerary and promptly drawing his attention to any possible clashes.

iii. Supports front office workflow and the processing of administrative paperwork, reviews paperwork for accuracy and adherence to policies and procedures.

iv. Acts as Liaison Officer with other Principal Officers/Management staff and maintains regular communication to other offices, including Deans, Heads of Departments/Units in both Idi-Araba and Office of the Vice-Chancellor at the Main Campus, Akoka.

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- v. He must be a good communicator, very efficient, punctual, self-motivated, organised, interest savvy and IT proficient.
 - vi. Preparation of speeches at special and statutory occasions.
 - vii. He must possess tactful and diplomatic means of dealing with staff, visitors and students, particularly when issues involved are very sensitive.
 - viii. He must go through the mails at least twice a day and draw the CEO's attention to urgent matters that cannot wait, but be decisively dealt with immediately.

ix. Similarly, all mails that are treated by the CEO must be sorted out appropriately for further actions on a daily basis.

x. Impromptu invitations to functions and meetings must be dealt with as necessary. It is imperative to note that Very Important Personalities, International Visitors and men of repute in the society who pays official or casual visits to the CEO should be made to sign the Visitors' Register.

xi. He must be capable of maintaining confidentiality because of the sensitive nature of his assignments.

xii. He must be versatile in minutes taking, dictations and be calm under pressure.

UNITS UNDER THE OFFICE OF THE PROVOST

❖ **Alumni Relations, Advancement and Endowment Unit**

❖ **Research Management Office**

❖ **Information Unit**

❖ **Corporate Affairs Unit**

❖ **Security Unit**

DIRECTORATES UNDER THE OFFICE OF THE PROVOST

- ❖ **Medical Education Development Unit (MEDU)**
- ❖ **Directorate of Students' Affairs**
- ❖ **MEDILAG Consult**

OVERVIEW OF WORK SCHEDULES IN THE PROVOST'S OFFICE

- ❖ **Breakdown of typical work hours**
- ❖ **Roles and responsibilities within the office**
- ❖ **Coordination among members of staff in the Provost's Office**
- ❖ **Maintaining complex filing and record-keeping systems**
- ❖ **Operating within an information-maintenance retrieval framework**
- ❖ **Effective front office workflow, processing of administrative paperwork, review paperwork for accuracy, and adherence to policies and procedures.**

KEY SCHEDULING CHALLENGES

- ❖ **Managing peak workload periods**
- ❖ **Balancing meetings and administrative duties**
- ❖ **Addressing scheduling conflicts and overlaps**

STRATEGIES FOR EFFECTIVE MANAGEMENT OF PROVOST'S OFFICE

- ❖ **Implementing flexible scheduling policies**
- ❖ **Punctuality, Confidentiality and Institutional loyalty**
- ❖ **Utilizing digital scheduling tools and automation**
- ❖ **Prioritising tasks and time management best practices**
- ❖ **Effective collaboration and communication among staff, seamless coordination between faculties, departments/units and encouraging feedback for continuous improvements.**

BENEFITS OF OPTIMIZED SCHEDULES

- ❖ **Increased efficiency and productivity**
- ❖ **Reduced administrative bottlenecks**
- ❖ **Improved workplace satisfaction and morale.**



CONCLUSION

It is imperative to note that Managing the Office of the Provost/Chief Executive Officer is very demanding and it requires utmost confidentiality, punctuality and loyalty.

Let me at this juncture reiterate that the College of Medicine of the University of Lagos through the efforts of our founding fathers have laid a strong track record of its triple mandate of Teaching, Research and Service.

The greatest assets of any Provost lies in the human resource of this great assembly. Let us join hands to make College great again by giving our maximum support to the Provost, as we are all team members, so that his 5-Point Agenda can be realized.



RECOMMENDATIONS

- ❖ Automation of our Administrative processes.
- ❖ Automation of our Students' Hostel Allocation process.
- ❖ Provision of modern office tools.
- ❖ Collaborative efforts by members of the Assembly to source for grants that will enhance our efficiency and productivity.
- ❖ Placement of Provost's 5-Point Agenda at strategic locations in the College.
- ❖ Effective interaction and communication amongst members of staff.



REFERENCES

1. College of Medicine, University of Lagos Prospectus 2016/2017. Section 9, Schedule 2, The University of Lagos Act 1967, page 145.
2. Extracts from the Handover Notes from the Outgoing Provost, Professor Foluso Ebun Afolabi Lesi to Incoming Provost, Professor David Adewale Anthonio Oke, January 19, 2021 prepared by Mr. O. G. Akinagbe.
3. The University Administrator: A Practitioner's Handbook. Edited by Dr. Taiwo Folasade Ipaye and Mrs. Bamidele Adetutu Awere. Chapter Three: "Managing the Chief Executive Officer's Office in the University System by Obafemi-Moses Olayinka, page 39-49.

THANK YOU

