

University Faculty Departmentization: HOD, HODSHIP And HODISM In Nigeria

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INTRODUCTION

University education is a tertiary/higher education normally given or received from tertiary/higher educational institutions called universities. It is the highest over colleges of education, monotronics and polytechnics because it gives the highest degree of Doctor of Philosophy (PhD), Federal Republic of Nigeria (2004), UNESCO (2009), Anya (2013). This is the principal reason for many individuals and nations to allocate a very significant proportion of their resources to university education Fanton (2010), Moja (2013), The institute Corporate Administration (2013), Isa (2015). On their part, universities apply different resources and methodologies to achieve their predetermined goals and objectives Amadi (2010), Uche (2011), Graham (2013) and Kaegon (2013). This work therefore on University Faculty Departmentization: HODS, HODSHIP, and HODISM in Nigeria shall be addressed under the following subheadings;

- Why University Faculty Departmentization?
- What is a Department in a Faculty of a University?
- What Resources are there in the Department of a Faculty in a University?
- HOD, HODSHIP, HODISM

Why University Faculty Departmentization?

It is a fact that there are numerous professions in a university. It is also a fact that related professions or professionals are grouped together (or come together) for understandability. These groupings are political understandings for the purpose of cooperatively and unitedly achieving established goals. This is faculty identification. Thus University Faculty Departmentization is the art or science whereby professionals with the seeming abilities and capabilities of mental and physical performance of similar or same function/duties are grouped for effective and efficient identified goals achievement. In other words, University Faculties are Departmentized for different reasons including

1. Enhance the effective and efficient goals achievement
2. Prudent allocation and use of resources
3. Encourage stewardship and accountability
4. Wastages and costs reduction drastically
5. Control over bureaucracy & redtapism
6. Reduction or narrowing of span of Control
7. Ease of communication and reportability
8. Creation of diversity and rooms for choice of discipline
9. Strategic invitation for individual/company partnerships and collaboration
10. Enhance management and administrative principles utilization
11. Carrying out of faculty assignments effectively and efficiently
12. Encouragement of direct personal and individual attention and contribution.

What is a Department in a Faculty of a University?

A Department in a Faculty of a University is a collection or group of individuals with the same/similar professions/disciplines having the ability and capability to physically and mentally perform assigned functions/task together effectively and efficiently.

There are scholars who maintain that the essential thing is collaboration or partnership to achieve set goals and not necessarily to be in the same/similar profession, Jega (2009), Ajumogobia (2011) and Asodike (2013). For instance, the secretary-typist, different professions but are all found in the Department of a University Faculty. It is also where the University Faculty Policies are translated and practically implemented or executed. It is also where an individual is easily well known, recognized and regarded personally and professionally.

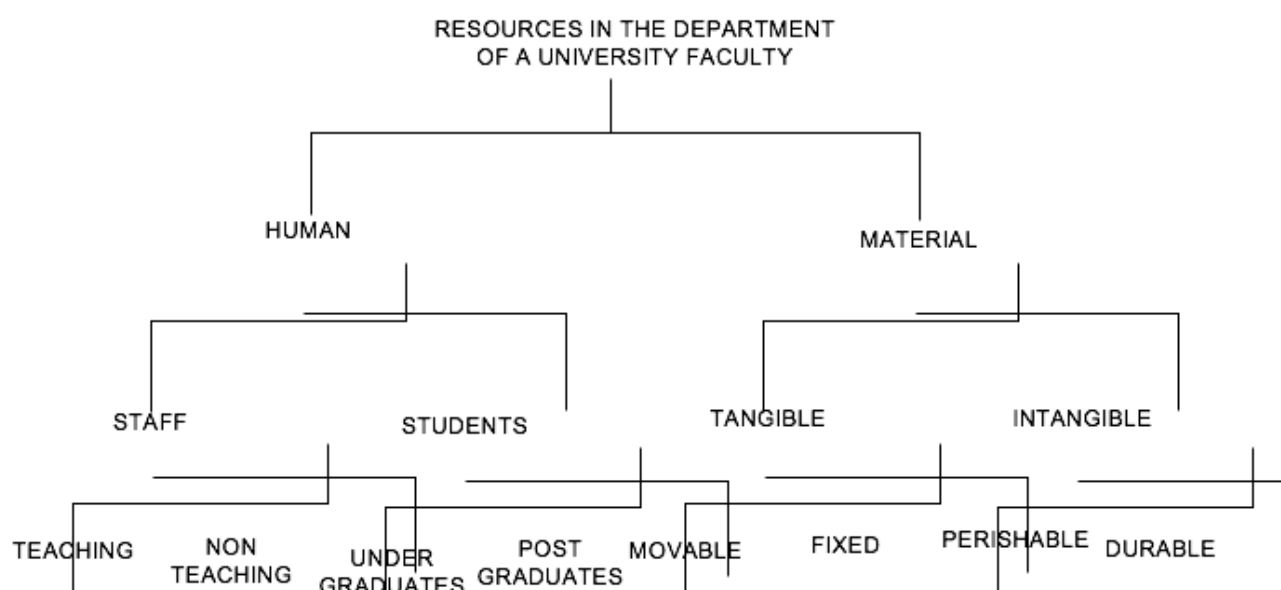


Figure 1: The Resources in the Department of a University Faculty

Source: Related Literature Review and over 40years of experience in the Tertiary Educational Industry from 1975

What are the Resources of the Department in a University Faculty?

The resources of a Department in a University faculty could be illustrated with the aid of a figure as shown in the figure 1. Simply put, they are categorized as human and Material Resources. The Human Resources are further classified into Staff and Students while the Material Resources are classified into Tangibles and Intangibles, Federal Republic of Nigeria, (2001), Obassi and Asodike (2007), Meenyinikor (2012). Their sub-classifications are also shown. It should be noted that

1. The purpose, reason or intention of the individual concern
2. The duration of stay of the individual concern
3. The qualification and experience in years
4. The profession and technicality of skills
5. Etc.

are among the criteria for Human Resources classification in the Department of a University Faculty. On the other hand,

1. Tangibility
2. Movability
3. Durability

4. Perishability and
5. Etc.

are applied in Material Resources classification in the Department of a University Faculty.

HOD, HODSHIP AND HODISM

The person at the helm of affairs of the Department in a University Faculty is normally called the Head of Department, Babalola and Ayeni (2009), Anikpo (2011). In writings sometimes, the Head of Department is abbreviated and acronymed or mnemonicised as **HOD**. He or she must be a professor otherwise in most cases the word 'ACTING' (AG) would be used to qualify or title the position. In most universities, the HOD is democratically elected and/or must be nominated/presented by the Dean of Faculty to the Vice Chancellor (VC) for final approval. He or she is expected to be very professional and knowledgeable in the nature and affairs of the Department concern.

An individual can only be the HOD for a specified period of time which could be a year, two years or more as the case may be. In most cases, an individual can only be a HOD in two consecutive periods subject to the same conditions or procedure of appointment. Thus **HODSHIP** is the duration of the period of headship of a Department of a University Faculty. During the **HODSHIP** a separate office is naturally/usually allocated or assigned for him/her to be administratively in-charge of all the Human and Material Resources of the Department under consideration, Kaegon (2013).

During the **HODSHIP** of the HOD, numerous functions are expected to be performed. In other word, many activities and assignments are expected to be carried out. Such functions, activities or assignments are what is termed the **HODISM**. In most cases, the schedules of duties (**HODISM**) specified in the letter of appointment from the Registry and copied the Dean of the Faculty and the Bursar may not be comprehensive and detailed enough, Uche, Ayamele, Nwikina & Meenyinikor (2016). Therefore, the **HODISM** of the **HOD** during his/her **HODSHIP** would include but not limited to

1. Requesting/recommending qualified candidates for Admission based on the Unified Tertiary Matriculation Examination (UTME) and PUTME (Post Unified Tertiary Matriculation Examination) results submission by the Registry Department of the University.
2. Maintaining students' records and continuous observation for graduation/convocation
3. Nominating/suggesting students for appropriate committees.
4. Handling students disciplinary issues
5. Submitting lists of students for convocation
6. Writing appropriate references, recommendations, letters, attestations, etc for students as may be requested.
7. Requesting/recommending the staff requirement of the Department
8. Maintaining staff particulars and records updating
9. Assessing and recommending staff for promotion and annual salary increment.
10. Handing staff disciplinary matters.
11. Nominating/Suggesting staff for appointment into committees and panels.
12. Assigning Lecturers for courses and students
13. Becoming Referees to staff as requested.
14. Being a Lecturer who obliges his/her obligations because it is obligatory.
15. Administering the Department by being in-charge of the Human Material Resources accordingly
16. Approving lecturers and Time Table for staff and students of his/her Department
17. Chairing the Departmental Board Meeting (DBM)

18. Representing the Department at University Senate Meeting (USM)
19. Representing the Department of University Congregation Meeting (UCM)
20. Becoming the spokesman of the Department at Faculty Board Meeting (FBM)
21. Suggesting External Examiners to the Dean for approval.
22. Reporting direct to the Dean of the Faculty
23. Writing/requesting through/via the Dean to outsiders of the Department
24. Liaising with other Heads of Departments, Coordinators, Directors Officers as legally/appropriately approved.
25. Carrying out other duties as may be assigned by the Dean of the Faculty from time to time.
26. It should be noted that numbers 1-6, 7-13 and 14-15 above, respectively refer to students, staff and general matters of the Department in a University Faculty.

CONCLUSION

It is a truism that university education is the highest form of education over colleges of Education, Monotechnics and Polytechnics. This is because it is the only tertiary educational institution statatorically authorized to award the highest degree of Doctor of philosophy, PhD. This makes the number of professionals in any known University so numerous that the quest for political divisions into groups based on professional similarities very imperative. Thus, the need to narrow these professional similarities for specialization purposes becomes very mandatory. Faculty Departmentization therefore is the art or science whereby professionals with seemingly same abilities and capabilities of mental and physical performance of similar functions/duties are technically/tactically grouped for the effective and efficient achievement of predetermined goals/objectives. Hence there can never be a University anywhere in the whole wide world (www) without Faculties, and Faculties without Departments and no Department without a Head of Department (HOD)

The Head of the Department of a University Faculty, HOD during the period/tenure of his/her headship HODSHIP must oblige the official obligation which are very obligatory, HODISM for Departmental goals achievement.

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