

THE FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE
ANNUAL PERFORMANCE EVALUATION REPORT
(ACADEMIC STAFF)

PERIOD OF REPORT: *From* *To*

PART A

(To be completed by staff)

1. Name: (Underline Surname):
2. Date of Birth: (b) Nationality:
3. Married/Single:
4. School:
5. Department:
6. Date and grade on First Appointment:
7. (a) Has appointment been confirmed?
 (b) Date of Confirmation:
8. Date and Grade of last Promotion:
9. Date and Grade of Current Appointment: (if different from above):.....

10. Present Salary:
11. Courses undertaken during the period of Report:

12. Qualifications:

ACADEMIC

University Degree	Class (if any)	Institution	Date of Award

PROFESSIONAL

Qualification	Awarding Body/Society	Date of Award

13. Experience:

(a) University teaching Experience: *(please indicate Institution, your designation, your area of Specialization, Subject taught and dates)*

.....
.....

(b) Courses taught within the Current Academic Session:

.....
.....

(c) Graduate study supervision:

.....
.....

14. Research:

(a) Research in progress: *(brief description of research project being undertaken, if any)*

.....
.....
.....

(b) Research completed but not yet published:

.....
.....
.....

15. Publications: *(please list publications under the following broad headings, State dates and publication clearly)*

(a) Thesis/Dissertation:

.....

(b) Books/Monographs:

.....
(i) Authored Books

.....

(ii) Edited Books

.....

(iii) Contributions to Books

.....

(c) Articles that have already appeared in learned Journals: *(asterisk those that have appeared since your last promotion).*

.....
.....

(d) Papers already accepted for publication.

.....
.....
.....
.....

(e) Manuscripts submitted for publication:
.....
.....

16. Conference attended with dates and papers presented, if any:
.....
.....
.....

17. Extra curricula Activities:

(a) Activities within the University (e.g) position in Hall Administration, University sports, etc.)
.....
.....
.....

(b) Activities outside the University:
.....
.....
.....

Date: Signature:

PART B

(To be completed by Head of Department)

18. Comments of the Head of Department:

(a) Assessment of Teaching and Professional Competence:
.....
.....
.....

(b) Assessment of Research:
.....
.....
.....

(c) Assessment of publication:
.....
.....
.....

(d) Quantitative evaluation:

CRITERIA		SCORES			
		Teaching Staff		Library Staff	
		Maximum	Actual	Maximum	Actual
(i)	Qualification	15		15	
(ii)	Research and publication	50		40	
(iii)	Teaching/professional duty	25		35	
(iv)	Length of service (Since last promotion/appointment)	5		5	
(v)	Contribution to the University and the nation.	5		5	
TOTAL SCORES		100		100	

(e) Relationship with staff and students:

.....
.....
.....
.....

(f) General Remarks by Head of Department:

.....
.....
.....
.....
.....
.....
.....

Date:

Signature:

PART C

19. Comments of Staff Reported on:

I certify that I have seen the content of this report and my Head of departments has discussed it with me. I have the following comments to make:

.....
.....
.....
.....
.....
.....

PART D

(To be completed by the Dean of School)

20. Remarks of the School's Appointments and promotions Committee.

(a) Recommendation for Confirmation: -

I recommend that:

- (i) His/her appointment be confirmed to retiring age
- (ii) His/her appointment be further extended for six months.
- (iii) His/her appointment be terminated with effect from:

Justification for recommendation:
.....
.....

(b) Recommendation for promotion:

.....
.....

Justification for recommendation:
.....
.....

(c) Recommendation for annual increment:

.....
.....

Justification for recommendation:
.....
.....

Date: Signature:

PART E

(To be completed by the Registrar)

21. Average score for the years:

- 1.
- 2.
- 3.

Date: Signature: