

UNIVERSITY OF NIGERIA, NSUKKA
ACADEMIC STAFF ASSESSMENT/APPRAISALS FORM
 (ACADEMIC YEAR: 2019/2020)

(Sections A and B are to be completed in triplicate by the candidate; Section C by the Head of the Department and Section D by the Dean of the Faculty concerned). Each candidate is required to submit the electronic copy of the completed form.

SECTION A: GENERAL INFORMATION

I Name _____
 Staff No _____
 Date of Birth _____ Marital Status _____ Sex _____
 Department _____
 Faculty _____

A2 CAREER WITHIN THIS UNIVERSITY

(Beginning with initial appointment to present position and date attained)

POST	DATE

SECTION B: CRITERIA FOR WHICH POINTS MAY BE AWARDED

B1 ACADEMIC QUALIFICATIONS

(a) Degree (dates and awarding bodies)

Degree(s)	Dates	Awarding Bodies

(b) Diploma and Professional qualifications (dates and awarding bodies)

Diploma/Professional Qualification(s)	Dates	Granting Bodies

B2 PUBLICATIONS AND CREATIVE WORKS

(To be listed on a separate sheet in chronological order within the categories below. The items shall include published works).

(a) **Books**

(List mainline books and chapters in books, editorship of a book, book of general interest, monographs, translations and transcription, teachers' guide, work book and pupils' texts)

(b) Articles published in journal with recognized Impact Factor (Thomson Reuters, S SCimago (SJR), and Source Normalized Journal Impact per Paper (SNIP).

(c) Articles published in journals without Impact Factor

(d) Conference Papers

(peer reviewed and Published)

(d) **Technical Reports**
(Letters of commissioning must be produced)

(e) **Creative Works**
(List Creative Works, Music, Fine and Applied Arts, Literature, Archaeology, Technical Inventions, Designs and Constructions including setting up of Laboratory/Workshop)

(g) **Patents**
Items that should NOT be listed

The following items are not required and should not be listed.

(a) Theses and dissertations (unless actually published as books or monographs); (b) Newspaper articles or student/popular/non-professional magazine articles; (c) Papers contributed or read at conference; (d) unpublished or rejected manuscripts (however, researched); (e) classified/secret documents (however researched); (f) unpublished manuals/manuscripts describing technical inventions or machines/designs; (g) Articles published in journals not based in Universities and Research Institutes.

B3 TEACHING AND PROFESSIONAL EXPERIENCE

(a) Employment/Professional experience before Appointment in this University.

Post	Date
_____	_____
_____	_____
_____	_____
_____	_____

(Indicate clearly whether the post held were full-time/part time)

(b) Period of Teaching Experience in this University (period of demonstrator-ship, graduate assistantship or instructorship are to be ignore)

Post	Date	Credit Load
_____	_____	_____
_____	_____	_____
_____	_____	_____

(c) Period of Study Leave/Sabbatical Leave/Secondment/Leave of Absence
Outside Institution

	From	To
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(d) Period spent in research institutes

Institute	From	To
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(e) **Undergraduate/Postgraduate supervisions** (Credit will be given for successful completed supervision)

Project/Candidate Supervised	Date	Degree Awarded
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

C1 GENERAL CHECKS AND CERTIFICATION

I have checked the completed assessment/appraisal form of _____
Name of Candidate

and certify that the information supplied is correct. (Documentary evidence where appropriate should be attached)

C2 SCORE ON PUBLICATION AND CREATIVE WORKS

I certify that the department has scrutinized and evaluated the publications and creative works of the candidate and has recommended that the publications and creative works be scored (within the approved guidelines) as in the attached score sheet. (See the attached Form ASAP/2 which I have completed on behalf of the Departmental Appraisals Committee). In addition, I have the following comments on the work of the candidate:

C3 STAFF TEACHING/PROFESSIONAL EXPERIENCE, POSTGRADUATE SUPERVISION AND RESEARCH SEMINARS

(a) Comment on the attitude of the staff concerned to his work; his/her initiative and resourcefulness; his/her sense of responsibility.

(b) Effectiveness of the staff concerned in his/her teaching duties, his/her Committee work, postgraduate supervision and other relevant assignments

(Provide the students courses evaluation score for the candidate for the period under review)

(c) Any other information on the staff member which you consider relevant

C4 COMMENTS BY THE CANDIDATE

I certify that I have seen the contents of this report and that my head of Department had discussed them with me. I have the following comment(s) to make:

Date

Signature of Candidate

Name of Candidate

C5 FINAL DEPARTMENTAL RECOMMENDATION ON THE CANDIDATE

(State the post to which the candidate is being recommended and the effective date)

Date

Signature of Head of Department

Name of Head of Department

After section A, B and C of this form have been completed in triplicate, you should send two copies to the Dean who will later complete section D. the third copy is to be retained in the Departmental personal file of the staff concerned.

SECTION D.

*(To be completed by the **Dean** on the advice of the Faculty Appraisals/Assessment Committee).*

D1 CERTIFICATION

I certify that the Faculty Appraisal/Assessment Committee has appraised/assessed the candidate, taking into consideration all the information supplied in sections A, B,C of this form by the candidate and his/her Department. In accordance with the approved guidelines for appraisals/promotions/assessments/appointments, the score sheet of the candidate as approved by the Faculty is as in the attached Form ASAP/2 which now supersedes any score sheet previously supplied by the department.

D2 FACULTY RECOMMENDATION

The candidate is hereby recommended for appointment/promotion as follows: (state recommended post and effective date)

Date

Signature of the Dean of Faculty

Name of the Dean of Faculty

This form will be received in duplicate from the candidate's department. After section D had been completed, also in duplicate, a copy should be forwarded to the Deputy Registrar, Personnel Services for staff member's records; while the second copy is kept in the Faculty Office personal file of the staff member concerned. Copies should later be prepared, where appropriate, for transmission to the Appointments and Promotions Committee or to the University Appraisals Committee as may be relevant.

UNIVERSITY OF NIGERIA
FORM ASAP/2 (ACADEMIC YEAR _____)

**ACADEMIC STAFF ASSESSMENT/APPRaisal SCORE SHEET FOR VARIOUS
CRITERIA FOR APPOINTMENT/PROMOTION**

Name of Candidate: _____

Appointment/Promotion in View: _____

S/No	Criteria	Description and class of publication	Number of Items Submitted	Scores (point)	Remarks
1.	Qualifications (a) First Degrees (b) Second/Terminal Degree (c) Postgraduate/ Professional Diplomas	B.Sc., B.A., etc M.Sc., MFA; Ph.D, etc FRCP, FCVSN etc			
2.	Publications (a) Books and related items: (b) Monographs: (c) Journal articles (d) Conference Papers (peer reviewed and published)	Books (Class A, B or C) Chapters in Books Books of general interest Published translations Published transcriptions of oral text Monographs (Class A, B, or C) <u>Major:</u> Special Class----- International ----- Local/National----- <u>Minor:</u> International Local/National <u>Major:</u> <i>Special Class</i> <i>International</i> <i>National/Local</i> <u>Minor:</u> National/Local			
	(e) Technical Reports (f) Laboratory	<u>Major:</u> <u>Minor:</u> Laboratory Manual			

3.	Creative Works Literature (a) Plays, Novels books of short stories, poetry: (b) Published full length play/novel (c) Published one-act play (d) Direction of a professional full length play with a large cast etc	Class A, B or C Major: Class A, B or C Minor: Class A, B or C Major:			
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4.	Creative Work Music (a) Major opera/major Works (b) Short opera/Minor works/concert (c) Direction/production of Major opera/concert (d) Musical arrangement/ minor accompaniment (e) etc	Major: Minor: Minor: Minor: Etc			
5.	Creative Works Fine & Applied Arts Professional one-man exhibition, Professional two-man exhibition Professional group exhibition Professional minor exhibition	Etc			
6.	Creative Works Archaeology (a) Archaeological finds and discoveries (b) Archaeological exhibition	Etc Major: Class 1,2,3 or 4 Minor: Class 2,3 or 4			
7.	Creative Works Technical	Major: Minor:			
8.	Patents	Major: Minor:			

Total Score

Signature of Scoring Officer

Date: _____

Name/Rank of Scoring Officer

Note: Head of Department at the Departmental level and Dean at the Faculty level.

TUTORIAL STAFF ASSESSMENT/APPRaisal SCORE SHEET FOR VARIOUS CRITERIA FOR APPOINTMENT/PROMOTION

SECTION A: GENERAL INFORMATION

1. Name of Tutorial Candidate _____ 2. Staff Number _____

3. Location (Department/Division) _____

4. Career within this University _____

5 Career within the University:

Post	Date
_____	_____
_____	_____
_____	_____

6 Academic/Professional Qualifications with dates:

7 Publications (to be listed on a separated sheet)

8 Conferences

Title, Date and place (Include evidence of attendance and paper read)	Paper Read
_____	_____
_____	_____
_____	_____

9 **ADMINISTRATIVE EXPERIENCE**

Nature of Assignment	Date
_____	_____
_____	_____
_____	_____

Signature of Candidate: _____ Date _____

Name of the Candidate: _____

SECTION B: CRITERIA FOR WHICH SCORES MAY BE AWARDED

Criteria	Number and description of item	Score
Qualification	(a) Degrees (b) Diplomas & Professional Qualifications	
Teaching and Professional Experience	(i) Teaching (a) Number of Lecturers per Week _____ (b) Number of Tutorials per Week _____ (c) Total No of Hours _____	
	(ii) Class size	(a) Total No. of Students _____ (b) No of Students per tutorial Class _____
	(iii) Tutorials	(a) Total No. of meetings _____

		(b) Duration of each per Week _____ (c) Total No. of Hours per week
	(iv) Assignments given and corrected	a. _____ b. _____ c. _____ d. _____
Publications		
Conferences		
Administrative Experience		University Committee Service to relevant outside bodies
	Total Score	

Signature of the Scorer: _____

Name and rank: _____

Date: _____

SECTION C

COMMENTS BY THE CANDIDATE

I certify that I have seen the contents of this report and that my Head of Department had discussed them with me. I have the following comment(s) to make:

 Date

 Signature of Candidate

 Name of Candidate

SECTION D

COMMENTS BY THE HEAD OF DEPARTMENT/CO-ORDINATOR

(a) Punctuality and Regularity to Classes

(b) Evaluation of Overall Teaching Ability and Resourcefulness

Signature of Head/Coordinator: _____

Name/Rank: _____

Date: _____

SECTION E

FINAL RECOMMENDATION

(I) Promote _____ (ii) Normal Increment _____

(iii) Warning _____ (iv) Withhold Increment _____

Signature of Dean/Director: _____

Name: _____

Date: _____