



CALEB UNIVERSITY, LAGOS (CUL)

ANNUAL PERFORMANCE EVALUATION REPORT FOR ACADEMIC STAFF

PERIOD OF REPORT: FROM:----- TO:-----

NOTE: This report is designed to provide an up-to-date appraisal of the employee's competence, efficiency and official conduct which can serve as official record of service for purpose of transfer, promotion and training, as a means of assisting the employee in his/her development in CUL, and as a help to responsible supervisors towards precise and objective assessment of their staff.

PART A

(To be completed by staff)

1. Name:-----
(Surname first, in capital letters)
2. Date of Birth:-----
3. Nationality:-----
4. Marital status:-----
5. College:-----
6. Department:-----
7. Date of First Appointment in this University:-----
8. (a) Grade on First Appointment in this University:-----
(b) Current Grade/Status:-----
9. (a) Has appointment been confirmed?-----
(b) Date of confirmation:-----
- 10.(a) Date of Current Appointment; (if different from No. 7 above):-----
(b) Grade of Current Appointment:-----
- 11.(a) Present Salary per annual:-----
(b) Grade Level/Step:-----

12. Qualifications acquired during the year:

(a) *ACADEMIC*:

University Degree	Class (if any)	Institution	Date of Award

(b) *PROFESSIONAL*:

Qualification	Awarding Body/Society	Date of Award

13.(a) Course taught within the Current Academic Session:

S/No.	Course Taught	Course Code	No. of Units
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
Total			

(b) Supervision of students work industrial experience:

(c) Supervision of final year undergraduate projects:

(d) Graduate Students Supervision:

14. Research:

(a) Research in Progress: (Brief description of research project being undertaken, if any):

(b) Research completed but not yet published:-----

(c) Thesis/Dissertation: -----

15. Publications:

(Please list publications under the following broad headings, state dates and publication clearly):

(a) Books/Monographs:

(i) Authored Books:-----

(ii) Edited Books:-----

(iii) Contributions to Books:-----

(b) Articles that have already appeared in Learned Journals: (Asterisk those that have appeared since your last promotion):-----

(c) Papers already accepted for publication:-----

16.(a) Conference attended with dates and papers presented, if any:-----

(b) Articles of general nature, outside the University system:-----

17. Extra Curricula Activities:

(a) Activities within the University (e.g. position in University Programmes, Committee membership, etc.):

(b) Activities outside the University (community, service organizations, national, international):

Signature

Date

PART B

(To be completed by the Head of Department)

18. Comments of the Head of Department:

(a) Assessment of Teaching and Professional competence:

(b) Assessment on Research:

(c) Assessment of Publication:

(d) Quantitative Evaluation:

CRITERIA	SCORES			
	Teaching Staff		Library Staff	
	Maximum	Actual	Maximum	Actual
i) Qualifications	10		10	
ii) Research and Publication	50		40	
iii) Teaching/Professional duty	20		30	
iv) Assessment by Students	5		5	
v) Contribution to the University	10		10	
vi) Contribution outside the University	5		5	
TOTAL SCORES	100		100	

(e) Interpersonal relationship:-----

(f) Relationship with Students:-----

(g) Resourcefulness, initiative and acceptance of responsibility:-----

(h) Management of resources:-----

(i) Assessment of major strengths and weaknesses as a member of the Unit:-----

(j) General remarks and training needs:-----

Signature of Head of Department

Name of Head of Department

Date

PART C

19. Comments of Staff reported on:

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

Signature

Date

PART D

(To be completed by the Dean of College)

20. Remarks of the College Appointments and Promotion Committee

(a) Recommendation for confirmation

We 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:

(c) Recommendation for Annual Increment:

- (i) Grant Increment:
- (ii) Do not Grant Increment:
- (iii) Delay Increment:

Give reasons for your recommendation:-----

Signature of College Dean

Name of College Dean

Date

PART E

(To be completed by the Human Resources Officer)

21. Average Scores for three years.

1. -----
2. -----
3. -----

Head, Human Resources Division

Date