



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