

GODFREY OKOYE UNIVERSITY

ACADEMIC STAFF ASSESMENT/APPRAISAL FORM

(20 -----/20 ----- Academic year)

*(Sections A and 13 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)*

SECTION A: General Information

I.a Name _____
Age next birthday _____ Marital Status _____
Sex _____ Department _____
Faculty _____

II.a CAREER WITHIN THIS UNIVERSITY

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

POST	DATE
_____	_____
_____	_____
_____	_____
_____	_____

SECTION B: Criteria for which points may be awarded

Ib. ACADEMIC QUALIFICATION

(a) Degree (dates and awarding bodies)

(b) Diplomas and Professionals qualifications (dates and awarding bodies)

II b PUBLICATIONS AND CREATIVE WORKS IN THE LAST THREE YEARS

(To be listed on the separate sheet in chronological order within the categories below. The items shall include published works and those that have already been accepted for publication)

(a) Books

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

(b) Journal Articles

(c) Conference Papers *(Referred and Published)*

(d) Technical Reports

(e) Creative Works

List Creative Works, fine and applied arts, literature, archeology, technical invention, designs and constructions including setting up of laboratory/workshop)

Items that should NOT be listed

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

- i) Theses and dissertations (unless actually published as books or monographs);
- ii) Newspaper articles or student/popular/non-professional magazine articles;
- iii) Papers contributed or read at conference;
- iv) Unpublished or rejected manuscripts (however, researched);
- v) Classified/secret documents (however researched);
- vi) Unpublished manuals/manuscripts describing technical inventions or machines/designs;
- vii) Materials submitted for publication for which no definite acceptance has been received from publishers or editors;
- viii) Work in progress and papers/books in preparation.

III b 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) Produced of teaching experience in the University
(Period of demonstrator ship, graduate assistance or instructorship to be ignored)

_____	_____
_____	_____
_____	_____
_____	_____

c) Period of study/sabbatical leave or Secondment since joining the University

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

d). Period spent in Research Institute

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

e.) **Undergraduate/postgraduate supervision** (*credit will be given for successful completion of supervision*)

Project/candidate supervised	Date	Degree awarded
-----	-----	-----
-----	-----	-----
-----	-----	-----
-----	-----	-----

(Where joint a supervision is involved, this should be so indicated, given names of the co-supervisor)

IV b CONFERENCES

Attendance at conferences/workshops in the last three years

Title, Date and Place	Paper Read
-----	-----
-----	-----
-----	-----

V b ADMINISTRATIVE EXPERIENCE: COMMITTEE WORK AND GENERAL CONTRIBUTION

a) Deanship/associate Deanship/Directorship/ Headship/Coordinator ship Experience

Post	Date
-----	-----
-----	-----
-----	-----
-----	-----

b) Service on committee in the University

i) Elective Department/Faculty standing committees

Committee	position held	Date
-----	-----	-----
-----	-----	-----
-----	-----	-----
-----	-----	-----

ii) University community

Position Held

Date

-----	-----	-----
-----	-----	-----
-----	-----	-----

c) Service to Relevant Public Bodies/Committees

Public Body	Position and Nature of Assistance	Date
-----	-----	-----
-----	-----	-----
-----	-----	-----

d) Awards received in the Last Three Years

VI b CERTIFICATION

I certify that the information given above is correct, and hereby request that it be used as the basis for consideration for appointment/promotion in the current exercise.

Signature of Candidate

Date -----

Name of Candidate

SECTION C:

(To be completed by the head of the department on the advice of the departmental appraisals committee)

IC GENERAL CHECKS AND CERTIFICATION

I have checked the completed assessment/appraisal form of -----

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

IIC 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 score sheet attached which I have completed on behalf of the department appraisals committee in addition I have the following comments on the works of the candidate.

III 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 or her teaching duties, his/her committee work, postgraduate supervision and other relevant assignments.

(Indicate if the candidate is to be given all marks for teaching, committee works, etc., for the period under review)

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

IVC COMMENTS BY THE CANDIDATE

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

Date

Signature of Candidate

Name of Candidate

V.C FINAL DEPARTMENTAL RECOMMENDATION ON THE CANDIDATE

(State the position for which the candidate is being recommended and the effective date)

Signature of Head of Department

Date -----

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)

ID 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 or her department. In accordance with the approved guidelines for appraisal/promotion/assessment/appointments, the score sheet of the candidate as approved by the faculty is as in the attached form which now supersedes any score sheet previously supplied by the department.

IID FACULTY RECOMMENDATION

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

Signature of the Dean of Faculty

Date

Name of 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 controller of personnel service for staff member's record; while the second copy is kept in the faculty office personnel file of the staff member concerned. Copies should later be prepared where appropriate for transmission to the Appointments and Promotion Committee or to the University Appraisal Committee as may be relevant.