**McPHERSON UNIVERSITY, SERIKI SOTAYO, OGUN STATE**

**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. College/Faculty: ………………………………………………………………………………………………………………………
5. Department: …………………………………………………………………………………………………………………….………….
6. Date and grade on First Appointment: …………………………………………………………………….………………….
7. (a) Has appointment been confirmed? ………………………………………………………….…………………………….

(b) Date of Confirmation: ……………………………………………………………………………….……….………………….

1. Date and Grade of last Promotion: …………………………………………………………………………….………………..
2. Date and Grade of Current Appointment: (if different from above):……………………….………….......

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1. Present Salary: ……………………………………………………………………………………………………..……………………..
2. Courses undertaken during the period of Report: …………………………………….................................

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1. Qualifications:

**ACADEMIC**

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| --- | --- | --- | --- |
| University Degree | Class (if any) | Institution | Date of Award |
|  |  |  |  |

**PROFESSIONAL**

|  |  |  |
| --- | --- | --- |
| Qualification | Awarding Body/Society | Date of Award |
|  |  |  |

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

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1. Courses taught within the Current Academic Session: ……………………………………………………………..

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1. Graduate study supervision: …………………………………………………………………………………………………..

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

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1. Research completed but not yet published:

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1. **Publications:** (please *list publications under the following broad headings, State dates and* *publication clearly*)
2. Thesis/Dissertation: ………………………………………………………………………………………………………………….

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1. Books/Monographs: ………………………………………………………………………………………………………………..

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1. Authored Books …………………………………………………………………………………………………………

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1. Edited Books ………………………………………………………………………………………………………………

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1. Contributions to Books ………………………………………………………………………………………………

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1. Articles that have already appeared in learned Journals: (*asterisk those that have appeared since*

*your last promotion*).

*………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..*

1. Papers already accepted for publication. ………………………………………………………………………………..

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1. Manuscripts submitted for publication: …………………………………………………………………………………..

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

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1. **Extra curricula Activities:**
2. Activities within the University (e.g) position in Hall Administration, University sports, etc.)

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1. Activities outside the University: ……………………………………………………………………………………………..

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Date: ………………………………………………….. Signature: ……………………………………………………..

**PART B**

(To be completed by Head of Department)

1. **Comments of the Head of Department**:
2. Assessment of Teaching and Professional Competence: …………………………………………………………

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1. Assessment of Research: ………………………………………………………………………………………………………….

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1. Assessment of publication: ………………………………………………………………………………………………………

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1. Quantitative evaluation: …………………………………………………………………………………………………………..

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

1. Relationship with staff and students: ……………………………………………………………………………………..

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1. General Remarks by Head of Department:

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Date: ………………………………………………….. Signature: ……………………………………………………..

**PART C**

1. **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:

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**PART D**

(To be completed by the Librarian/ Dean of College/ Faculty)

1. **Remarks of the College/ Faculty Appointments and Promotions Committee.**
2. Recommendation for Confirmation: -

I recommend that:

1. His/her appointment be confirmed to retiring age
2. His/her appointment be further extended for six months.
3. His/her appointment be terminated with effect from: ……………………………………………….

Justification for recommendation: ……………………………………………………………………………………………

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1. Recommendation for promotion: ……………………………………………………………………………………………..

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Justification for recommendation: ……………………………………………………………………………………………

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1. Recommendation for annual increment: ……………………………………………………………………………………

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Justification for recommendation: ……………………………………………………………………………………………

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Date: ………………………………………………….. Signature: ……………………………………………………..

**PART E**

(To be completed by the Registrar)

1. **Average score for the years:**
2. ………………………………………………………… ……………………………………………………………………..
3. ………………………………………………………… …………………………………………………………………….
4. ………………………………………………………… …………………………………………………………………….

Date: ………………………………………………….. Signature: …………………………………………………….