



**ONDO STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY, (OSUSTECH), OKITIPUPA
ANNUAL PERFORMANCE EVALUATION REPORT – ACADEMIC STAFF PERIOD
OF REPORT: From 1st October..... To 30th September.....**

PART A:

(TO BE COMPLETED BY MEMBER OF STAFF)

1. Name (Underline Surname):
2. (a) Date of Birth (b) Single/Married:.....
(c) Date of Compulsory Retirement.....
3. Faculty/College:.....
4. Department:.....
5. Date & Grade of first Appointment:.....
6. Date & Grade of Last Promotion:.....
7. Date & Grade of Current Appointment (if different from (6) above:.....
8. Has appointment been confirmed? Date of Confirmation:.....
9. Present Salary: ₦ :.....
10. Courses Attended During the Period of Report

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11. Qualifications:
 - (a) Academic

University Degree(s)	Class (if any)	Institutions	Date of Award

- (b) Professional:

Qualification	Awarding Body/Society	Date of Award

12. Experience:

(a) University Teaching Experience: (Please indicate, institution, your designation, Area of specialization, courses taught and dates). Sheet(s) containing additional information may be attached

(b) Professional Experience

Employer	Designation	Nature of Duty	Date

13. Research:

Research in progress (brief description of research project undertaken, if any)

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(a) Research completed but not yet published

S/ N	Topic	Date

(b) Recognized Publication (Give details of Books and articles, stating exact references, see page 3. Copies of articles and other publications should be attached).

**Please list on page 3 your publications under the following four broad headings. State dates of publications very clearly.

- (i) Dissertation or thesis
 - (ii) Books and Monographs
 - (iii) Articles that have already appeared in learned journals
 - (iv) Papers already accepted for publication
- (Please attach photocopies of letters of acceptance from the Editors)**

Details of Publications:

(Indicating significant contributions to knowledge)

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15. Other activities outside normal University work (List other extra-curricula activities. That you considered necessary and important to you and the University)

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Date

Signature of Member of Staff

Assessment: (in Letter Grades A – E)

Assessment by the Head of Department (or Dean of Faculty/Provost where the member of staff is a statutory Acting Head of the Department)

	A	B	C	D	E
(a) Quality of Teaching / Professional Competence					
i. Length					
ii. Load					
iii. Quality					
(b) Current Research					
(c) Quality of Research					
(d) Quality of Publication					
(e) Postgraduate Supervision					
(f) Other Departmental Responsibilities					
(g) Contribution to University or Country					
(h) General Assessment					

General Remarks

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16. Comments by member of Staff:

I certify that I have read the contents of this Report and that my Head of Department (or Dean of Faculty/Provost of College in the case where a statutory Acting Head of Department is being assessed) has discussed them with me. I have the following comments to add:

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 Signature of Member of Staff

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 Date

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 Signature of Head of Department
 or Dean of Faculty/Provost of College

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 Date

KEYS TO GRADES

- A = Very Good
- B = Good
- C = Satisfactory
- D = Fair
- E = Poor

17. Detailed Scoring (only in respect of members of staff being recommended for promotion/confirmation of appointment) the scoring to be done by Faculty A & P. Committee

Table: Maximum Score obtainable on each criterion for promotion: Weighting Maximum Points

CRITERIAL	PROFESSORIAL	NON PROFESSORIAL
(a) Qualifications		
i. Academic qualification	10	10
ii. Professional qualification	5	5
(b) Teaching / Professional Competence		
(i) Length	15	15
(ii) Load	5	10
	10	10
(iii) Quality		

(c) Current Research	10	10
(d) Recognized Publication	30	25
(e) Interview Performance Appointment only	20	20
(f) Contributions to University or Country	5	5
(g) Administrative Experience (Reader/ Professor)	5	Nil
Total		

*Breakdown and details of scores to be attached to separate sheet.

Remarks

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Recommendation

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Dean of Faculty/Provost of College (as the case may be)

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Date

18. Detailed Scoring (only in respect of members of staff being recommended for promotion/confirmation of appointment) the scoring to be done by the University A & P. Committee.

Table: Maximum Score obtainable on each criterion for promotion: Weighting Maximum Points

CRITERIAL	PROFESSORIAL	NON PROFESSORIA L
(b) Qualifications		
(a) Academic qualification	10	10
(ii) Professional qualification	5	5
(b) Teaching / Professional Competence		
(iii) Length	15	15
(iv) Load	5	10
	10	10

(iii) Quality		
(c) Current Research	10	10
(d) Recognized Publication	30	25
(e) Interview Performance Appointment only	20	20
(f) Contributions to University or Country	5	5
(g) Administrative Experience (Reader/ Professor)	5	Nil
Total		

*Breakdown and details of scores to be attached to separate sheet.

Remarks

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Recommendation

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Vice-Chancellor

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Date