



# FEDERAL UNIVERSITY OF HEALTH SCIENCES ILA-ORANGUN, NIGERIA

## ANNUAL PERFORMANCE EVALUATION REPORT FOR ACADEMIC STAFF (*CONFIDENTIAL*)

### **PART A: To be completed in 3 copies by Staff being evaluated**

Staff for promotion should attach three photocopies of publications, credentials and curriculum vitae in the attached format. Original copies of publications are to be handed over to heads of Departments and returned only at the end of the exercise.

**PERIOD OF REPORT:** ..... **TO :** .....

#### **A. PERSONAL PARTICULARS AND RECORD OF EMPLOYMENT**

1. Name in Full: .....
2. File No: .....
3. Date of Birth: ..... Department/Unit: .....
4. Qualification(s): a. Academic: .....  
b. Professional: .....
5. Date of first appointment: .....
6. Post & salary grade/step on first appointment: .....
7. Date of confirmation of appointment: .....
8. Date of last promotion/rank/salary grade & step: .....
9. Acting appointment held during the period of report:  
.....
10. Courses undertaken during the period of report:  
.....  
.....
11. Schedule of duties in the University during the period of report: .....  
.....  
.....  
.....  
.....

Signature of Staff: ..... Date: .....

**PART B:** To be completed by the supervising/reporting officer

2. In assessing the candidate, the supervising/reporting officer is required to tick(✓) in the appropriate columns

			A	B	C	D	E	F	
1.	Foresight	Anticipates problems and develops solutions in advance							Rarely has solutions to problems
2.	Penetration	Gets straight to the roots of a problem							Never see below the surface of a problem
3.	Judgment	His decisions or proposals are consistently sound thought out							Ambiguous, clumsy and obscure
4.	Expression on paper	Written work is always cogent, clear and well-thought-out							Finds difficulty in expressing himself
5.	Oral Expression	Puts his points across convincingly and consciously							Finds difficulty in expressing himself
6.	Numerical ability (if applicable)	Accurate in the use and interpretation of figures							Gets confused with figures
7.	Relationship with colleagues	Sensitive to other people's feelings, tactful and understanding							Ignores or belittles other people's feelings, is intolerant, does not earn respect
8.	Relationship with students	Exceptionally effective in dealing with Students							Not very easy in his relationship with the Students
9.	Acceptance of responsibility	Seeks and accepts responsibility at all times							Avoids responsibility, and will pass it on when possible.
10.	Reliability under pressure	Performs completely under pressure							Easily thrown off balance, not reliable even under normal circumstances.
11.	Drive &Determination	Wholehearted application to tasks, determined to carry the task through to the end.							Lacks determination, easily baulked by minor setbacks
12.	Application of Professional/Technical knowledge (If applicable)	Highly proficient in the practical application of professional/technical knowledge							Deficient in applying professional/technical knowledge to practical issues
13.	Management of Staff (If Applicable)	Organizes and inspires Staff to give out their best.							Inefficient use of Staff, engenders low morale
14.	Output of work	Gets a great deal done within a set time frame							Sluggish in output
15.	Quality of work	Maintains a very high standard of work, is virtually error-proof							Maintains consistently low standard of work, sources of constant complaint.
16.	Punctuality	Regularly punctual to work							No regard for punctuality
17.	Time Management	Ability to deliver on schedule							Unable to meet deadlines
18.	Comportment	Exudes confidence in appearance and presentation							Not neat and has low self-esteem
19.	ICT Literacy	Highly proficient in the practical application of computer knowledge							Deficient in applying computer knowledge
20.	Query/Commendations	Received commendations in the period under review							Received queries in the period under review

**NB:** An officer must score a minimum raw score of 70 points, equivalent to 70%, to qualify for promotion.

5=Excellent

4=Very Good

3=Good

2=Fair

1=Poor





**5. SCHOLARSHIP(S) AND PRIZES**

(List scholarship(s) and prizes won before and during a University Teaching Career)

<b>Awards</b>	<b>Awarding body</b>	<b>Date</b>

**6. HONOURS AND DISTINCTIONS**

(List academic honours and distinctions)

<b>Awards</b>	<b>Awarding body</b>	<b>Date</b>



**9. QUALIFICATION ON FIRST APPOINTMENT** (indicate University and year)

<b>Institution</b>	<b>Qualification</b>	<b>Date</b>

**10. ADDITIONAL QUALIFICATIONS SINCE APPOINTMENT OR LAST PROMOTION/UPGRADING TO PRESENT STATUS:** (indicate University or awarding body with year of award)

<b>Institution</b>	<b>Qualification</b>	<b>Date</b>

**11. COMPLETED RESEARCH:**

(Give the topics, Publication number, Dates and a summary of what each research was about, with indications of the published findings by reference to the specific publications in your list of publications below originating from the research (s))

**12. ONGOING RESEARCH**

(List topic(s) and give a Summary indicating the direction in which each research is going and the results in view. Give the preliminary findings, if any, for each topic)

### **13. PUBLICATIONS**

(List publications, according to sub-heads, such as learned journals, book chapters in edited books, monographs, reports, etc. Each publication should be listed exactly as published, indicating the Author(s), year of publication, the title of the article, name of the journal, volume number, published volume, and pagination as may apply. The thesis and dissertation, unless published, should not be listed as books or monographs. Newspaper and magazine articles, papers read at conferences, unpublished or rejected manuscripts, unpublished manuals, classified documents and materials submitted for publication with no acceptance letters from editors, work in progress and books in preparation are not acceptable)

#### **13.1 Publications before last promotion/appointment:**

##### **a. Monographs/books**

##### **b. Published journal articles**



**c. Published conference proceedings**

**13.2 Publications after the last promotion/appointment**

**a. Monographs/books**

**b. Published journal articles**

**c. Published conference proceedings**

### 13.3 CREATIVE WORKS

(List creative works – Music, Fine and Applied Arts, Literature, Archaeology,/Technical Inventions, Design and Constructions, Professional Exhibition, Plays, Directorship of Plays, Opera, Concert, Professional Performance and Production of Popular Music, etc with relevant manuals and descriptions)

Title of creative works	Author	Category	Date

### 13.4 PAPERS ACCEPTED FOR PUBLICATION IN LEARNED JOURNALS:

(Give the name(s) of the Author, Year, Title of paper, Name of learned journal and Volume of the journal if indicated in the acceptance letter. Also, give an abstract of the paper accepted for publication. Attach a photocopy of the letter from the Editor of the Journal indicating that the paper(s) has/have been accepted for publication)

### 13.5 PAPERS SUBMITTED FOR PUBLICATION IN LEARNED JOURNALS

#### 14 UNIVERSITY ADMINISTRATION

(List instances of participation in University Administration indicating the year(s))

Duties	Experience	Commending officer	Date

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**15 COMMUNITY SERVICE**

(Indicate community services you have rendered to the community in the period under review)

Duties	Experience	Commending officer	Date

**CERTIFICATION**

I certify that the information above is correct and hereby request that it be used as a basis for considering my candidacy for promotion.

.....  
 SIGNATURE OF STAFF DATE

**PART D: DEPARTMENTAL RECOMMENDATION**

(To be completed by the Head of Department)

The summary of the assessment is that he/she is:

- a. Exceptionally qualified
- b. Qualified
- c. Not qualified

For annual increment or promotion to: .....

The Staff is therefore:

- a) Highly Recommended
- b) Recommended
- c) Not Recommended

