



FEDERAL UNIVERSITY, OTUOKE BAYELSA STATE

Annual Appraisal/Confirmation of Appointment (Academic Staff)

PART I (To Be Completed by Staff Being Appraised)

Session:

1.0 PERSONAL DATA:

1.1 Name in Full..... Date of Birth.....
(surname first)

1.2 Faculty.....

1.3 Department.....

1.4 Designation on First Appointment.....

1.5 Date, Post and Salary Level on First Appointment.....

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1.6 Date of Confirmation of Appointment

1.7 Promotions since Appointment
Date of Promotion

Grade to which promoted

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1.8 Present Post and Salary Level.....

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1.9 Discipline (*Specialization*):

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1.10 Qualification (*Degrees, Diploma, Certificates etc. With Class, Grades, Dates and
Awarding Institutions*):

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- 1.10.1 Directorate (*if any with Date and Awarding Body*)
- 1.10.2 Masters Degree (*if any with Date and Awarding Body*)
- 1.10.3 Other relevant Academic or Professional Qualification.....
- 1.11 Educational/Professional Qualifications obtained with Dates since Appointment/Last promotion:.....

2.0 PUBLICATIONS AND OTHER PRODUCTIVE WORKS

Attach lists divided into the following Categories, indicating Dates, Authors, Titles, Journals Published (*where relevant*) and pages. Items published or accepted for publications, productive works completed, since first appointment or last change in status, whichever comes later, should be marked with a single asterisk. Attach copies of published materials and acceptance letters in respect of items accepted but not yet published. Acceptance letters over 24 months are not valid.

- 2.1 Published Papers in Referred Journals:
- 2.2 Research books (*in main Discipline/Teaching area at the University/Research level and Published by reputable Publishers*)
- 2.3 Chapters in Research Books (*in main Discipline/Teaching area at the University/Research level*)
- 2.4 Referred Published Conference Papers
- 2.5 Other major creative and productive works such as technological inventions, significant and useful technological designs, construction or useful products, pilot plant development, significant development in techniques or in teaching or organizational methods, full length play, solo exhibition, direction of plays etc
- 2.6 Technical/ Technological reports/published reports and monographs
- 2.7 Other minor productive works(s)
- 2.8 Editorship of research books/learned journals (in main discipline teaching area at the University/Research level)
- 2.9 Other books in your discipline

3.0 TEACHING AND PROFESSIONAL EXPERIENCE

- 3.1 Full-time Post-Masters teaching in a University or a degree awarding institution
(give date employers, post held)
.....
- 3.2 Relevant professional experience in industry or appropriate non-teaching/research
intuitions (give dates, employers, post held)
.....
- 3.3 Specify any degree programme, development work, participation in major seminars
supervision of graduate and post graduate work, or other teaching/professional experience
You consider material especially since appointment/last change of status in the University
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4.0 CONFERENCE AND LEARNED SOCIETIES ACTIVITIES

- 4.1 Conferences attended, and papers read (*but not included in 2.4 above*), with dates, since
last promotion.....
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5.0 UNIVERSITY ADMINISTRATION

- 5.1 Provostship/Deanship/Directorship/Headship/Co-ordinatorship of Academic Units in the
University with dates.....
.....
- 5.2 Membership of University/Faculty/Departmental Committees, in the University with dates
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.....
- 5.3 Hallmastership/Student Advisorship/SIWES/Laboratory organization/Other internal
University services, in the University, with dates.....
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6.0 COMMUNITY SERVICE

- 6.1 Give details (e.g. research extension work, service on public bodies, membership of
socio- cultural groups, public lectures, service to learned and professional bodies, etc.)
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7.0 SELF APPRAISAL

7.1 State any significant experience gained during the reporting period:

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7.2 Describe any University activities (2,3,4,5 & 6) above you think you excelled in during the reporting period:

.....

7.3 Were there any University activities (2, 3, 4, 5 & 6) above you performed not very satisfactorily?

Yes

☒

No

☒

7.4 If yes, then Please explain the reasons:

.....

8.0 How do you describe your relationship with: (Tick where applicable)

8.1 Your Senior Officer? Very Good ☐ Good ☐ Satisfactory ☐ Unsatisfactory ☐

8.2 Your Colleagues? Very Good ☐ Good ☐ Satisfactory ☐ Unsatisfactory ☐

8.3 Your Senior Officer? Very Good ☐ Good ☐ Satisfactory ☐ Unsatisfactory ☐

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Signature of Staff & Date



Annual Appraisal/ Confirmation of Appointment

(To be completed by Head of Department and Dean reflecting
The decision of Department/Faculty Appraisal/ Assessment Committee respectively)

SECTION A

1.0 COMMENTS

1.1 COMMENTS/ CONFIRMATION MADE BY THE HEAD OF DEPARTMENT ON CLAIMS MADE BY STAFF:

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1.2 GOOD TEACHING ASSESSMENT:

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1.3 GENERAL COMMENT/ASSESSMENT BY HEAD OF DEPARTMENT:

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Signature of Head of Department

.....
Date



1.4 I HAVE READ THROUGH THE COMMENTS MADE ABOUT ME, AND I AGREE

DISAGREE IF YOU DISAGREE COMMENT:

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.....
NAME OF STAFF

.....
SIGNATURE & DATE

2.0 COMMENTS BY DEAN/ DIRECTOR/LIBRARIAN

(including Confirmation whether adverse comments on staff,
if any have been communicated to the staff concerned):



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Signature & date
Provost/ Dean/ Director/ Librarian

(To be completed by the Provost/ Dean based on the decision

Part II of the college/Faculty Appraisal/ Assessment Committee respectively)

SECTION B

Instruction: Score each sub-factor using the points for scoring as per the Guidelines
for Appointment and promotion of Academic staff.

S/NO	JOB FACTOR			POINTS SCORED
1	Qualifications			
2	Teaching/ Professional Experience	(a)	Teaching/ Professional Experience	
3	Publication and other productive works	(a)	Article in Learning Journals.....
		(b)	Monographs.....
		(c)	Published Book in area of Specialization.....
		(d)	Chapter in referred books.....
		(e)	Book reviews/indexes.....
		(f)	Papers in published conference proceedings
		(g)	Published full length translation of an article(s).....
		(h)	Published full length translation of Book (s).....
		(i)	Bibliographies
		(j)	Creative Works.....
		(k)	Joint Authorship.....
4	Professional Activities	(a)	Office in National and Int'l Professional Associations.....
		(b)	Editorship of reputable Journal
		(c)	Associate Editor
		(d)	Membership of Editorial Board.....
		(e)	Editorship of Book.....
		(f)	Participation in an Artistic Production.....
		(g)	Research Aids.....
5	University/ public community service	(a)	Appointment into University Committee, Ad-Hoc and Board, Service at Faculty Level, Hall masters/Wardens, Assistant Hall masters wardens etc.....
		(b)	Appointment (or professional merit) To outside Bodies
6	Administrative Experience			

A. General Comments:

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B. B. Recommended Action: (Tick that which is applicable)

- (i) ☐ Confirmation of his/her appointment to retiring age
- (ii) ☐ Extension of his/her period of probation for 1 year
- (iii) ☐ Promotion to the grade of:

- (iv)

☐

No. change in status but salary increment of one step within present grade level

(v)

No change in status but salary increment of Step(s) within present grade level
- ☐

(vi)

No change in status and no salary increment
- ☐

(vii)

Termination of appointment with effect from

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C.

Final Decision of the Central Appraisal Committee

This section is to be completed by the Chairman of the Central Appraisal Committee as decision of the committee.

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NAME.....

SIGNATURE

DATE.....