



UNIVERSITY OF LAGOS
LAGOS

ANNUAL PERFORMANCE EVALUATION REPORT - ACADEMIC STAFF

PERIOD OF REPORT: From *Start_Month* to *Stop_Month*

PART A:
(TO BE COMPLETED BY MEMBER OF STAFF)

1. Name:
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: =N=
10. (a) Training and Courses Attended During the Period of Report:
 - i.
 - ii.
 - iii.
 - iv.
 - v.
10. (b) Training and Courses Required during the next academic session:
 - i.
 - ii.
 - iii.
 - iv.

v.

11. Qualifications:

(a) Academic:

Degree	Class	Institution	Award Date

(b) Professional:

Qualification	Awarding Body	Date of Award

** To be completed by only those who will attain the age of 65 years on or before September of the current calendar year*

12. Experience:

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

Institution	Designation	Specialization	Subject Taught	Dates

(b) Professional Experience

Employer	Designation	Nature of Duty	Date

13. Research:

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

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(b) Research completed but not yet published.

Topic	Dtae

(c) Recognized Publication *(Give details of Books and articles, stating exact references, see page 1. Copies of articles and other publications).*

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****Please list and attach your publications under the following four broad headings. State dates of publications very clearly.**

(i) Dissertation or thesis

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(ii) Books and Monographs

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(iii) Articles that have already appeared in learned journals

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(iv) Papers already accepted for publication

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(Please attach photocopies of letters of acceptance from the Editors)

Details of Publications:

(Indicating significant contributions to knowledge)

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Recognised Publications only (See Item 13 (c))

FOR PUBLICATIONS SINCE BECOMING PROFESSOR (SEE ATTACHED) BUT FOUR (4 No) ACADEMIC AND SEVEN (7NO) CONFERENCE PUBLICATIONS IN THE PERIOD UNDER REVIEW i.e 2006-2007

(d) Unpublished Papers read at Conference (with names of Conference & dates)

Title	Place Read	Dates

14. Other activities within the University (e.g. Position in Hall Administration, University Sports, etc.)

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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

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Signature of Member of Staff

ASSESSMENT SHEET

Assessment by the Faculty/College Promotions Committee:

	A	B	C	D	E
(a) Quality of Teaching					
(b) Current Research					
(c) Quality of Publications					
(d) Contribution to University or Country					

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Signature of Dean of Faculty/ Provost of College

KEYS TO GRADES

A =Very Good

B = Good

C = Satisfactory

D = Fair

E = Poor

Assessment; (in Letter Grades A - E)

16. 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					
(b) Current Research					
(c) Quality of Research					
(d) Quality of Publications					
(e) Postgraduate Supervision					
(f) Other Departmental Responsibilities					
(g) Contribution to University or Country					
(h) General Assessment					

General Remarks

	Criteria	Weighting Maximum Points	Scores
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i.	Academic/Professional	15	
	a) Qualification (Academic qualifications)	10	
	b) (Professional Qualifications)	5	
ii	Teaching		
	(a) Length	15 (10 for professorial)	
	(b) Load	5 (10 for Non professorial)	
	(c) Quality	10) 25(35 for Non Professorial)	
iii	Current Research	10	
iv	Recognised Publications	30(25 for Non Professorial)	
v	Interview Performance (Associate Professor/Professor)	10	
	Others	10	
vi	Contributions to University or Country	5	
vii	Administrative Experience (Professor/Associate Professor only)	5	
viii	Academic Distinction (Professor/Associate Professor Only)	-	-
	TOTAL		
	PERCENTAGE		

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

Remarks (in terms of training and capacity-building program needs, the quality and quantity of publications, teaching experience, and contributions to the university and the country)

18(a)

Recommendation.....

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Signature of Head of Department
(or Dean of Faculty/Provost of
College as the case may be)

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Date

18 (b) Recommendation of the College/Faculty Appointment and Promotion Committee.

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Signature of Dean of Faculty/Provost

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Date

Important Notes:

1. Books monographs, theses and dissertations should be listed separately, in the conventional way: e.g. F.J. (1967) concepts in Biochemistry. McGraw Hill inc.

2. Publications in journals should be rendered in with Harvard system of nomenclature:

Author(s) date title, journal, volume and page number;

**E.g. Harding, J.P. (1949) " The use of probability paper for
The graphical analysis of polymodal frequency distribution,"**

J. Mar. Biol Assoc. U.K. 28, 141 - 153.

**Where there are multiple author, publication should be exactly as they appear in the journal. No attempt
Must be made to change the order of authorship round or to use the form: "Stone and others...."**

Page number must be quoted in full to indicate the length of the paper.

**3. Papers not yet in print but already accepted for publication should be so categorized, with the name of the journal and photocopy
of letter of acceptance.**

4. Papers sent for publication but not yet accepted should not be cited.

5. Research in progress must be separately itemized. Descriptive details are not required.

**Note: It is valuable for candidates to indicate the direction in which their
published work and research is oriented and if possible separate the
major academic publications from those of a more general nature.**

****Please fill in, with the aid of a typewriter, page 1,2,3, and 4 of
this form. The Head of Department's/Provost's will appear on page 5**

**Secretary
Appointments and Promotions Board**