



THE FEDERAL POLYTECHNIC, ILARO

STAFF FILE NO.: _____ MOBILE PHONE NO.: _____

ANNUAL PERFORMANCE EVALUATION REPORT ACADEMIC STAFF

PERIOD COVERED: JANUARY _____ TO: DECEMBER _____
PRESENT APPOINTMENT: _____ DATE OF PRESENT APPOINTMENT: _____

SCHEDULE A

[To be completed by the appraisee]

- NAME: DR/ENGR./MR/MRS/MISS: _____
[Surname] [First] [Middle]
- DATE OF BIRTH: _____ 3. SEX: _____
[DD – MM – YYYY]
- SCHOOL: _____ DEPARTMENT: _____
- ACADEMIC/PROFESSIONAL QUALIFICATIONS: [Degree, Diploma, Certificates]

S/NO.	QUALIFICATIONS	CLASS	AWARDING BODY	DATE

- SCHOLARSHIPS, FELLOWSHIPS AND PRIZES FOR UNDER-GRADUATE AND POST-GRADUATE WORK:



7. HONOURS, DISTINCTIONS AND MEMBERSHIP OF LEARNED AND PROFESSIONAL BODIES:

8. NON-ACADEMIC EMPLOYMENT HISTORY:

S/NO.	EMPLOYER	POST HELD	LAST INCOME PER ANNUM	DATE LEFT	REASON FOR LEAVING

9. DETAILS OF ACADEMIC EMPLOYMENT AT UNIVERSITY/POLYTECHNIC/POST-SECONDARY LEVEL:

S/NO.	COURSE TITLE	L	P	T	NO. OF STUDENTS	NAME OF INSTITUTION



10. CAREER WITHIN THIS POLYTECHNIC:

		POSITION	OTHER JOB TITLES	CONPCASS/STEP	DEPARTMENT	DATE
A.	1 ST APPOINTMENT					
B.	PROMOTED/ HARMONISED/ REGRADED TO					
C.						
D.						
E.						
F.						
G.						

11. PRESENT SALARY: ₦ _____ P/A. DATE OF NEXT INCREMENT: _____

12. [A] HAS THE APPOINTMENT BEEN CONFIRMED? YES/NO

[B] DATE OF CONFIRMATION: _____

13. DETAILS OF ACADEMIC DUTIES IN THIS POLYTECHNIC:

[Use plain sheet if space provided is inadequate]

S/NO.	COURSE TITLE	COURSE CODE	L	P	T	NO OF STUDENTS



[B] DETAILS OF STUDENT PROJECT SUPERVISED
[Use and attach additional sheets of paper if necessary]

14. SERVICE ON POLYTECHNIC COMMITTEES

S/NO.	NAME OF COMMITTEE	DATE		STATUS
		FROM	TO	

15. SERVICE ON RELEVANT OUTSIDE BODIES: [with relevant details]

16. ADMINISTRATIVE/INSTITUTIONAL RESPONSIBILITIES:
[Including Acting Appointment]

17. DETAILS OF RESEARCH OR MAJOR PROJECTS UNDERTAKEN



[A] COMPLETED:

[B] IN PROGRESS:

18. PUBLICATIONS/CREATIVE DEVELOPMENT: [Give details of books and articles stating exact references. Copies of articles and other publications should be appended]

Please list your publications under the following four broad headings.
[State dates of publications very clearly]

[A] DISSERTATION OR THESIS

[B] BOOKS & MONOGRAPHS:

[C] ARTICLES THAT HAVE ALREADY APPEARED IN LEARNED REPUTABLE JOURNALS:



[D] PAPERS ALREADY ACCEPTED FOR PUBLICATION. [Please attach photocopies of letter of acceptance from the Editors]:

[E] PATENT/ANY OTHER CREATIVE DEVELOPMENT:

[F] OTHER WRITINGS:

19. CONFERENCES/SEMINARS/WORKSHOPS ATTENDED WITH PAPERS READ [IF ANY] WITH DATES:

SCHEDULE B

20. ASSESSMENT BY THE HEAD OF DEPARTEMENT [OR DEAN OF SCHOOL] WITH APPROPRIATE PERSONAL OBSERVATION, STUDENTS EVALUATION, FEED-BACK FROM INDUSTRY AND STUDENT PERFORMANCE/ACHIEVEMENT]

[A] Please rate the Candidate in the space provided. Rating ranges from 10, for Excellence performance to 0, for very poor performance.

TEACHING

	MAXIMUM	SCORE	MINIMUM
Year of Teaching [Max 3 points] Teaching Load [Max 2 points] Effectiveness of Teaching [5 points]	10		0
RESEARCH & PUBLICATIONS Research Experience [Max 5 points] Publications [Max 5 points]	10		0
Project Supervision [10 points]	10		0
DEPARTMENTAL/INSTITUTIONAL RESPONSIBILITIES e.g. Directorship** Headship of Department Headship of Committee** Membership of Committee Registration with appropriate Professional Organization Department Exam Officer	10		0

Total Score: [X] _____

40% of Score: $\frac{[X]}{40} \times \frac{40}{100} =$ _____ %

**Applicable to Senior Lecturers and above or the relevant equivalent.

[B] ASPECTS OF PERFORMANCE

In assessing performance in [A] above you have already considered some or all of the following aspects: would you now comment on and assess the aspects separately. Each aspect is described in term of Excellent performance [5] through very poor performance [0]. Intermediate ratings represent behaviour between these extremes.

Rating "0" should be given if it truly represents the position, and the rater should substantiate it in writing, indicating specific comment, please mention it at the end.

If you feel any aspect of the performance not in the list calls for special comment, please mention it at the end.

a	Foresight	Anticipates problems and develops solution in advance	5		0	Grapples with problems after they arise
b	Penetration	Gets straight to the roots of a problem	5		0	Seldom sees below the surface of problems
c	Judgement	His decisions or proposals are consistently sound	5		0	Poor perception of relative merits of feasibility in most situations
d	Written expression	Always cogent, clear and well set out	5		0	Ambiguous clumsy and obscure
e	Oral expression	Puts his/her points across convincingly and concisely	5		0	Finds it difficult to express himself/herself
f	Accuracy including numerical ability	Accurate in the use and interpretation of ideas and figures	5		0	Easily confused in the use and interpretation of ideas and figures
g	Relations with colleagues	Sensitive to people's feelings; tactful and understanding of personal problems; earns great respect.	5		0	Ignores or belittles other people's feeling; intolerant; does not earn respect.
h	Relations with public/staff/students	Exceptionally effective in dealing with people of all types	5		0	Tactless and cannot deal with public/staff/students
i	Acceptance of responsibility	Seeks and accepts responsibility at all times	5		0	Avoid responsibility and will pass it on when possible
j	Reliability	Performs competently and reliably under pressure	5		0	Easily thrown off balance even under normal circumstances
k	Drive and determination	Whole-hearted application to tasks; determined to carry task through to end	5		0	Lacks determination easily hauled by minor set backs

l	Application of professional Technical knowledge	Highly proficient in the practical application of professional/technical knowledge	5		0	Deficient in applying professional/technical practical issues
m	Management of staff and material [if applicable]	Organizes and inspires staff to give their best	5		0	Inefficient in the use staff; engenders low morale
n	Output	Gets a great deal done within a set time frame	5		0	Sloppy in output Never meets deadline
o	Quality of Work	Maintains very high standards; work is virtually error proof	5		0	Maintains consistently low standards of work; source of constant complaints
p	Punctuality at work	Always punctual to work	5		0	No regards for punctuality
q	Regularity at work	Very high regards for regularity at work	5		0	No regards for regularity at work
r	Additional relevant qualification [if applicable]	Possess additional relevant academic and professional qualification	5		0	No additional relevant qualification
s	Initiative and originality	Has ability to think and act for himself	5		0	Depends usually on instruction from others
T	Application to relevant extra-curricular duties e.g. committee work and departmental activities	Give diligent and effective services	5		0	Non-Chalant.

[Y] Percentage Score = _____

Whereas for Senior Lecturer to Chief Lecturer or the relevant equivalent

60% of Score: $\frac{[Y]}{100} \times 60 =$ _____ %

[C] SUMMATION OF [A] and [B] above: _____ %
Or the relevant equivalent _____ %

21. OVERALL PERFORMANCE: [Tick whichever is applicable, based on 20[C] above:

- | | | | |
|-----|----------------------------|---------|---------------|
| [a] | Excellent performance | [] | 80% and above |
| [b] | Good performance | [] | 60% - 79% |
| [c] | Satisfactory performance | [] | 40% - 59% |
| [d] | Unsatisfactory performance | [] | 20% - 39% |
| [e] | Extremely poor performance | [] | 19% and below |

22. TRAINING NEEDS

[In completing this section, you should take account of any view(s) expressed by person reported on]

[a] If as a result of the assessment made earlier in the report, you consider that performance or potential could be improved by training, please specify the need.

[b] If they cannot be met by training on the job, please suggest if possible, in which way they might be met

23. RECOMMENDATION BY THE HEAD OF DEPARTMENT

Name of Head of Department: _____

Signature: _____ Date: _____

24. I certify that I have seen the content of this report and that my Supervisor has discussed them with me.

I have the following comments to make:

[Where necessary, an additional sheet may be used and attached]

Signature of officer reported on: _____ Date: _____

Position/Job Title: _____ Salary CONPCASS/Step: _____

25. RECOMMENDATION OF DEAN/RECTOR

[To be completed by the Dean of School or in the case of Dean of School, by the Rector. Tick whichever is applicable to item [21] above - overall performance]

A	B	C	D	E
80% and Above	60% - 79%	40% - 59% Normal increment only	20% - 39% Withhold increment/warning	19% and below Terminate Appointment

Recommendation/additional comments by the Dean/Rector:

Signature of Dean/Rector

Date

26. COMMENT OF THE POLYTECHNIC APPRAISAL COMMITTEE:

Chairman's Signature

Date

