



# BORNO STATE UNIVERSITY

[Office of the Registrar]

## Annual Performance Evaluation Report

[Academic Staff Only]

CONFIDENTIAL

Period of Report..... Academic Session

SP. No.....

Note: a) Information should be type- written

b) Two copies of the form to be completed

**PART A: To be completed by member of staff**

1. Faculty .....
2. Department .....
3. G.S.M. Number .....
4. File Number .....
5. Name in Full .....
6. Date of Birth..... Place.....L.G. A.....State.....
7. Registered Domicile.....
8. Nationality .....
9. Date of Confirmation of Appointment .....
10. Membership of Professional Body .....

**11 Appointment and Promotion**

S/N		Date	Position	Salary Scale/ Step
1	1 <sup>st</sup> Appointment			
2	1 <sup>st</sup> Promotion			
3	2 <sup>nd</sup> Promotion			
4	3 <sup>rd</sup> promotion			
5	4 <sup>th</sup> Promotion			
6	5 <sup>th</sup> Promotion			
7	6 <sup>th</sup> Promotion			
8	Present Rank			

**12 Period of Leave of Absence from University**

S/N	Destination	Date	Date of Resumption of Duty
1			
2			
3			
4			
5			
6			
7			
8			

**13 Criteria for Performance Evaluation**

**13.1 Qualification**

S/N	Degree	Specialization	Date	Institution
1				
2				
3				
4				
5				
6				

**13.2 Time in Rank.....**

**13.3 Teaching Experience.....**

**13.4 Teaching Load.....**

S/N	Course code	Units	Contact Hours		Semester
			Not shared	Shared	
1	<b>UG</b>				
2					
3					
4					
5					
6	<b>PG</b>				
7					
8					
9					
10					

### 13.5 Teaching Quality

S/N	Criteria	Points
1	Attendance and punctuality of lectures	
2	Extent of coverage of syllabus	
3	Up-to-date content of teaching	
4	Use of visual aids	
5	Provision of reading list for courses taught	
6	Promptness in submission of examination Questions and results	
7	Effective communication	
8	Report of external assessor on courses taught	

### 13.6 Postgraduate Supervision

S/N	Name of Student/Registration Number	Session	Programme (MSc, PhD)
1			
2			
3			
4			
5			

### 13.7 Postgraduate Graduation

S/N	Name of Student/Registration Number	Session	Programme (MSc, PhD)
1			
2			
3			
4			

### 13.8 Research and Publication in Last Three Years

Complete the form designed for the purpose and attach photocopy of all documents

a) Reports on On-going Research

S/N	Title of Project	Stage of Project

b) Publications in Last Three Years

S/N	Authors, Year, Title of Publication, Name of Journal, Volume and Pages
1	
2	
3	
4	

**13.9 All Publications**

Complete the form designed for the purpose and attach photocopies of all publications

S/N	Authors, Year, Title of paper, Name of Journal, volume and pages	Score		
		Staff	HOD	Dean
1				
2				
3				
4				
Total				

**13.10 Professional Practice**

S/N	Nature of Practice	Date
1		
2		
3		

**13.11 Academic/Administrative Leadership**

S/N	Nature of Leadership	Date
1		
2		
3		
4		

**13.12 Community Service**

a) University Community Service

S/N	Nature of Service	Date
1		
2		
3		
4		

b) Public Service

S/N	Nature of Service	Date
1		
2		
3		
4		

**13.13 Any other information that may assist the Committee in determining your performance during the year.**

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 .....

**13.14 Certification by Staff**

I certify that the information contained in Part A is correct to the best of my knowledge

Signature.....

Date.....

**PART B: To be completed by HOD and Dean**

This section is to be completed by the Head of Department. The Provost/Dean is expected to complete this part in respect of Heads of Department. The Vice Chancellor is expected to complete this part in respect of appraisal forms from the Provost, Deans, Directors and Professors.

**14 Assessment and Comments by the Head of Department**

(a) Certification of the Information contained in Part A

I certify that the information contained in Part A is correct to the best of my knowledge

**15 How long has the candidate worked under you?**

..... weeks/months/years

**16 Eligibility Score**

S/N	Criteria	Score
1	Qualification	
2	Time in Rank	
3	Teaching Experience	
4	Teaching Load	
5	Teach Quality	
	Scoring by Department	
	Scoring by Students	
6	PG Supervision	
7	PG Graduation	
8	Publications	
9	Research Productivity in Last Three Years	
10	Professional Practice	
11	Academic/ Administrative Leadership	
12	Community Service	
	University Community Service	
	Public Service	

**17 General Comments by the Head of Department.**

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 .....

**18 Recommendation**

- (a) Promotion to rank of .....
- (b) No change of status but Confirmation of appointment to retirement age
- (c) No change of status but Commendation for the following reason(s).....
- (d) Renewal of contract
- (e) No change of status
- (f) Termination of contract for the following reason(s).....
- (g) Reprimand for the following reason(s).....

Name of HOD.....

Signature .....Date.....

**PART C**

To be completed by the Provost/Dean. The Vice Chancellor is expected to complete this part in respect of appraisal forms from the Provost, Deans, Directors and Professors.

**19 Comments by the Provost/Dean**

(a) I endorse the comments and recommendations of the Head of Department.

.....

(b) I do not agree with the comments and recommendations of the Head of Department for the following reasons.

.....  
.....

Name of Provost/Dean.....

Signature .....Date.....

**PART D**

**20. Comments by the Vice Chancellor**

.....  
.....

Name of the Vice Chancellor.....

Signature .....Date.....