



FEDERAL UNIVERSITY BIRNIN KEBBI

(Office of the Registrar, Establishments Division)

FORM FOR EVALUATION AND PROMOTION

(For Academic Staff Only)

Session: 2017/2018

File No. SP.: _____

GSM No.: _____

Email: _____

A. PERSONAL DATA (To be completed by Member of Staff)

1. Name: _____

2. Faculty: _____

3. Department: _____

4. Date, Rank and Salary on First Appointment: _____

5. Date, Rank and Salary on Last Appointment: _____

6. Date, Rank and Salary on concurrent appointment showing scale and steps, (if different from 4 above). _____

7. Rank being applied for: _____

8. Area of Specialization (Reader/Professor only): _____

B. EVALUATION DATA

PART I: (To be completed by Member of Staff)

University Degree (if any) etc.	Class of Degree	Institution	Date of Award

C. MEMBERSHIP OF PROFESSIONAL BODIES

D. TEACHING AND RESEARCH EXPERIENCE

Length of Teaching/Professional practice load.

Designation	Institution	Nature of Duty	Duration

1. Courses taught during the session of Report i.e 1st and 2nd Semesters of each report. (Give course number, title and Unit (s) Per Semester, indicate your own contributions and teaching load)

1st Semester: Session

Average teaching load per week

2nd Semester: Session

Average teaching Load per week:

E. SUPERVISION AND EXPERIENCES:

- i. Supervision of Undergraduate Research Projects (*Meanwhile not Applicable*)

List the students' project you have supervised during the session

- ii. Guidance and Supervision of Postgraduate Research (*Meanwhile not Applicable*)

List all Postgraduate work supervised by you to successful completion for the award of a Higher Degree, Postgraduate Diploma, etc.

- iii. Research Output

List Research papers written up and delivered at an Academic forum (Seminars, Conferences, Workshops, etc.) but not published. Copies of these papers must be submitted to the Faculty Appointments and Promotions Committee and the Senior Staff Appointment and Promotion Committee for confirmation.

iv. Publications and Other Productive Works

List all your publications (books, reference journal, editorship of academic works, articles/poem/plays) in chronological order. Use additional sheet (s) if necessary. Give titles of papers, names of journals where published, pages, dates of the paper if not yet published, all published papers must be available:

F. ADMINISTRATIVE AND ORGANIZATIONAL EXPERIENCE:

List your activities within the University since last promotion/appointment such as Chairmanship/Secretary of Committee position in hall administration, organization of conference, workshop or seminars, faculty/department administration responsibility etc. use additional sheet (s) if necessary:

G. COMMUNITY SERVICE:

List your activities outside normal University work since last promotion/appointment that is considered relevant and important to the University Community. These include radio talks, television appearance, newspaper publications, guest speaker, and membership/patron of community based committee/clubs/associations/societies membership of state and national board/committee. Use additional sheet (s) if necessary:

Signature of Staff Member being evaluated

Date

PART II: (To be completed by the Head of Department)

H. ASSESSMENT OF QUALITY OF TEACHING

(a) Assessment of Staff effectiveness in teaching

Maximum 7 points

S/N	ITEM	POINT	SCORE
1.	Assessment of staff effectiveness in teaching	3	
2.	Favourable comments by external examiner on question papers, marking schemes and marked scripts	1.5	
3.	Students assessment of staff effectiveness based on administered students staff assessment form	2.5	
	Total	7	

OVERALL ASSESSMENT

S/NO.		POINTS	SCORE
1.	Qualification	20 points	
2.	Publications and other works	30 points	
3.	Quality of Teaching	7 points	

4.	Membership of Professional Bodies (0.5 per body)	3 points	
5.	University Administrative Services	5 points	
6.	Community Service	5 points	
7.	PG Supervision	10 points	
8.	Undergraduate/Diploma/PG Supervision	4 points	
9.	Length of Teaching (1 pt. per year, post Masters)	5 points	
10.	Work load/Professional Practice load (0.5 point per unit course)	6 points	
11.	Team work	5 points	
	Total	100 points	

PART III: To be completed by Member of Staff

I certify that I have seen the contents of this report and that my head of department has discussed them with me. I have the following comments to add/ I have no comment to add (delete as appropriate)

Signature of Member of Staff

Date

PART IV:

To be completed by Chairman, Departmental Appointments and Promotions Committee

General Evaluation and Recommendation of the Departmental Appointments and Promotions Committee:

Signature of Head of Department

Date

PART V:

To be completed by the Chairman Faculty/Library Appointments and Promotions Committee
Recommendations of the Faculty/Library Appointments and Promotions Committee

Signature Chairman. Faculty A & P C

Date

PART VI:

10. Decision of the Senior Staff Appointment and Promotion Committee

Signature: S.S.A.P.C

Date

11. Decision of the Council

Signature of the Registrar & Secretary of Council

Date