



2.0	PUBLICATIONS SINCE THE LAST REPORT: (Indicate Ref. number in your CV)
2.1	JOURNAL ARTICLES .....
	.....
	.....
2.2	PROCEEDINGS .....
	.....
	.....
2.3	BOOKS.....
2.4	PAPERS ACCEPTED FOR PUBLICATION (Give reference No in your CV)
	.....
	.....
	.....
2.5	OTHER MANUSCRIPTS SUBMITTED FOR PUBLICATIONS: (Give reference No in your CV)
	.....
	.....
	.....
2.6	OTHER RESEARCH PAPER/WRITINGS: (Give reference No in your CV)
	.....
	.....
2.7	EXTENSION MATERIALS/REPORT SINCE LAST PROMOTION (INDICATE Media/purpose)
	.....
2.8	IF YOU DID NOT PUBLISH: GIVE REASONS
	.....
	.....
3.0	ON GOING RESEARCH PROGRAMME(S) AND PROGRESS MADE SINCE LAST REPORT
	.....
	.....
	.....
4.0	CURRENT EXTENSION PROGRAMME(S) AND PROGRESS MADE SINCE LAST REPORT (For each activity activity indicate proportion of time spent)
	.....
	.....
	.....

**5.0 TEACHING/CONSULTANCY**

**5.1 UNDERGRADUATE**

Teaching Activity	COURSE/SUBJECT	CLASS SIZE	CONTACT HOURS/PER DAY
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

Supervision of Field Practicals STUDENT'S NAME	SHORT TITLE		
.....	.....		
.....	.....		
.....	.....		
.....	.....		
.....	.....		
.....	.....		
.....	.....		

Supervision of Field Practicals YEAR OF STUDY	DEGREE COURSE	CLASS SIZE	DATE
.....	.....	.....	.....
.....	.....	.....	.....

**5.2 POSTGRADUATE:**

Teaching Activity	COURSE	CONTACT HOURS/PER DAY
.....	.....	.....
.....	.....	.....
.....	.....	.....

Supervision of Research STUDENT'S NAME	TITLE
.....	.....
.....	.....
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**5.3 TEACHING MATERIALS (Handouts, manuals, etc.)**

TITLE	TARGET GROUP	Number of pages, figures, tables and form of production (Bound Manual etc)
..... ..... ..... .....	..... ..... ..... .....	..... ..... ..... .....

**5.4 CONSULTANCY/SHORT COURSE SERVICE LOAD:  
(Describe work done, including reports)**

TITLE (Give short Title and Reference No. in CV)	CLIENT	DATES
..... ..... ..... ..... .....	..... ..... ..... ..... .....	..... ..... ..... ..... .....

**5.5 SEMINARS/CONFERENCES, ETC. ATTENDED**

TITLE	PLACE	DATES
..... ..... ..... ..... ..... .....	..... ..... ..... ..... .....	..... ..... ..... ..... .....

**5.6 ANY ADDITIONAL INFORMATION**

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 .....  
 .....  
 .....  
 .....

Signature of staff Member: .....

Date: .....

**6.0 PART II: COMMENTS BY DEPARTMENT COMMITTEE:  
STAFF MEMBER'S EFFECTIVENESS AS A RESEARCHER/LECTURER/EXTENSIONIST/RESEARCH  
FELLOW/LIBRARIAN**

6.1 Staff Member's overall effectiveness as a Researcher

Excellent .....	V. Good.....	Good .....	Satisfactory .....	Poor .....
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6.1.1 Publication and/or Accepted Manuscripts in Recognised Journals (Since last report)

Title (Give Ref. No. in CV)	Journal (short form) and pages	<sup>2</sup> Reviewer's Assessment		Number of Units
		<sup>3</sup> Relevance to Staff Discipline	<sup>4</sup> Overall Quality	
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

6.1.2 Published and <sup>5</sup>Accepted Conference papers (Since last report)

Title (Short title and Reference No. in CV)	Published Proceeding	<sup>6</sup> Reviewer's Assessment		Number of units
		<sup>7</sup> Relevance to Staff discipline	<sup>8</sup> Overall Quality	
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

**TOTAL UNITS**

- 2 Assessment by reviewer necessary only for staff promotion above Lecturer/Research Fellow/Librarian. For the sake of uniformity reviewers should be asked to evaluate each paper separately and use criteria and summary as shown in ANNEX II
- 3 Relevance: Very Relevant (A); Relevant (B) Fair (C) Irrelevant (D)
- 4 Quality: Units: Positive (1) or Negative (D)
- 5 Evidence of acceptance will be required
- 6 Assessment by reviewer necessary for all staff promotions
- 7 Relevance: Very relevant (A) Relevant (B) Fair (C) Irrelevant (D)
- 8 Quality: Positive (0.5); Negative (0)

**6.1.3 PUBLISHED BOOKS / CHAPTER IN BOOK / COMPENDIA (SINCE LAST REPORT)**

Title	Publisher	ISBN No.	<sup>9</sup> Assesment		Number of units
			<sup>10</sup> Relevance to Staff Discipline	Overall Quality	
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
<b>TOTAL UNITS</b>					

9 Assessment by reviewer necessary for staff promotion at all ranks.

10 Relevance: Very relevant (A) Relevant (B) Fair (C) Irrelevant (D)

11 Quality: Excellent (A) = 6 units; Good (B) = 4 units, Satisfactory (C) = 2 units OR For levels lower than university books: excellent (A) = units: Good (B) = 1 units; Satisfactory (C) = 0.5 units

**6.1.4 PARTICIPATION IN EXTENSION SINCE LAST REPORT**

Activity	ISBN No.	Achievement attained	<sup>12</sup> Assessment	Units score
Publication ..... ..... .....				
Outreach ..... ..... ..... ..... .....				
TOTAL UNITS				

**7.0 STAFF MEMBERS EFFECTIVENESS AS A UNIVERSITY TEACHER:**

Excellent .....	Good.....	Satisfactory.....	Poor .....
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**7.1 SUMMARY OF STUDENT ASSESSMENT (Staff should be assessed by each class taught)**

Excellent .....	Good .....	Satisfactory .....	Poor .....
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**7.2 COMMENTS ON TEACHING LOAD**

Heavy	Normal	Light	
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**7.3 OTHER COMMENTS IN HIS/HER TEACHING**

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12 Positively evaluated extension publications = 1 Unit  
Outreach achievement: Excellent (A) = 2 units; Good (B) - 1 Unit Satisfactory (C) = 0.5 Unit.

**8.0 PARTICIPATION IN PUBLIC SERVICE IN THE UNIVERSITY AND/OR OUTSIDE UNIVERSITY**

**8.1 PARTICIPATION IN DEPARTMENTAL MATERS:**

(e.g. Administration, Departmental Meetings and Committees):

Very Active .....	Active .....	Indifferent .....	Not had opportunity.....
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**8.2 PARTICIPATION IN FACULTY/INSTITUTE MATTERS:**

(e.g. Administration, Faculty/Institute/Library Board Meetings, Committee Meetings):

Very Active .....	Active .....	Indifferent .....	Not had opportunity .....
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**8.3 PARTICIPATION IN OTHER UNIVERSITY ACTIVITY**

(e.g. University Committees etc.):

Very Active .....	Active .....	Indifferent .....	Not had opportunity.....
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**8.4 PARTICIPATION IN NATIONAL/COMMUNITY ACTIVITIES:**

(E.G. National Boards. Consultancy etc.):

Very Active .....	Active .....	Indifferent .....	Not had opportunity.....
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**9.0 COMMENTS ON INDIVIDUAL'S OVERALL ADMINISTRATIVE LOAD:**

Heavy .....	Normal .....	Light .....	Not applicable .....
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**10.0 GENERAL COOMMENTS ON STAFF MEMBER'S BEHAVIOUR**

**10.1 RESPECT FOR PEOPLE**

Excellent .....	Good .....	Satisfactory .....	Unsatisfactory .....
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**10.2 DEDICATION TO WORK:**

Very dedicated .....	Dedicated .....	Moderately dedicated .....	Not dedicated .....
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**10.3 SPIRIT OF COOPERATION WITH DEPARTMENT HEAD AND OTHER WORKERS:**

Excellent .....	Good .....	Satisfactory .....	Unsatisfactory .....
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**10.4 ANY SPECIAL WEAKNESSES WHICH INTERFERE WITH WORK:**

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 .....  
 .....  
 10.5 HAVE THESE WEAKNESSES BEEN COMMUNICATED TO THE STAFF MEMBER?

YES .....	NO .....
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If yes; How was this effected:

Written communication

Verbal communication

Others: .....  
 .....

**10.6 ADDITIONAL COMMENTS:**

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 .....

**11.0 OVERAL PERFORMANCE**

ACTIVITY	UNITS
<b>1. Publications</b>	
(a) Journal article _____	_____
(b) Book(s) _____	_____
(c) Chapter in books _____	_____
(d) Conference papers _____	_____
(e) Compendia _____	_____
<b>2. TEACHING</b>	
<b>3. EXTENSION</b>	
(a) Publications _____	_____
(b) Outreach achievement _____	_____
<b>TOTAL UNITS SCORE</b>	
TOTAL UNITS REQUIRED SINCE LAST PROMOTION	
<b>DEFERENCE (+ or -)</b>	
TOTAL OF Journal article units REQUIRED	_____
TOTAL OF Journal article units available since last promotion	

12.0 DEPARTMENTAL COMMITTEE'S RECOMMENDATION:

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Reasons for recommendations:

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.....  
.....

Date: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF THE DEPT. COMMITTEE  
CHAIRMAN/CHAIRPERSON

**PART III: COMMENTS OF FACULTY/INSTITUTE/LIBRARY COMMITTEE**

**13.0 RECOMMENDATION DEPARTMENTS ASSESSMENT**

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Date: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF THE FACULTY/INSTITUTE/LIBRARY  
COMMITTEE CHAIRMAN/CHAIRPERSON

**14.0 PART IV: RECOMMENDATION BY THE DEPUTY VICE-CHANCELLOR (ACADEMIC):**

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Date: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF THE DEPUTY VICE-CHANCELLOR

**15.0 PART V: RECOMMENDATION BY THE VICE-CHANCELLOR**

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Date: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF THE VICE-CHANCELLOR





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