



SOKOINE UNIVERSITY OF AGRICULTURE
ANNUAL CONFIDENTIAL REPORT FOR ACADEMIC STAFF FOR THE
CALENDER YEAR

1.0 PERSONAL HISTORY

1.1 PERSONAL PARTICULARS

Surname:	First and Middle Name(s)
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Date of Birth:	Place of Birth.....
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1.2 HIGHEST ACADEMIC QUALIFICATION ATTAINED	Where and when obtained
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1.3 CURRENT POSTS AT THIS UNIVERSITY Academic Administrative and others:	Date of Appointment Date of Appointment	Present salary scale
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1.4 CURRENT MEMBERSHIP IN COMMITTEES	BOARDS AND PROFESSIONAL ORGANISATIONS:
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(Indicate number & Extent of involvement) e.g. Chairman, Secretary etc:

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(a) This form is to be filled intriplicate:

(b) 15 Up-to-date copies of the respondent's curriculum vitae should be attached if promotion, otherwise attach 3 copies.

2.0 PUBLICATIONS SINCE THE LAST REPORT: (Indicate Ref. number in your CV)

2.1 JOURNAL ARTICLES

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2.2 PROCEEDINGS

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2.3 BOOKS.....

2.4 PAPERS ACCEPTED FOR PUBLICATION (Give reference No in your CV)

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2.5 OTHER MANUSCRIPTS SUBMITTED FOR PUBLICATIONS: (Give reference No in your CV)

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2.6 OTHER RESEARCH PAPER/WRITINGS: (Give reference No in your CV)

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2.7 EXTENSION MATERIALS/REPORT SINCE LAST PROMOTION (INDICATE Media/purpose)

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2.8 IF YOU DID NOT PUBLISH: GIVE REASONS

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3.0 ON GOING RESEARCH PROGRAMME(S) AND PROGRESS MADE SINCE LAST REPORT

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4.0 CURRENT EXTENSION PROGRAMME(S) AND PROGRESS MADE SINCE LAST REPORT
(For each activity activity indicate proportion of time spent)

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5.0 TEACHING/CONSULTANCY

5.1 UNDERGRADUATE

Teaching Activity	COURSE/SUBJECT	CLASS SIZE	CONTACT HOURS/PER DAY
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Supervision of Field Practicals STUDENT'S NAME	SHORT TITLE
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Supervision of Field Practicals YEAR OF STUDY	DEGREE COURSE	CLASS SIZE	DATE
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5.2 POSTGRADUATE:

Teaching Activity	COURSE	CONTACT HOURS/PER DAY
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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)
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**5.4 CONSULTANCY/SHORT COURSE SERVICE LOAD:
(Describe work done, including reports)**

TITLE (Give short Title and Reference No. in CV)	CLIENT	DATES
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5.5 SEMINARS/CONFERENCES, ETC. ATTENDED

TITLE	PLACE	DATES
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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	² Reviewer's Assessment		Number of Units
		³ Relevance to Staff Discipline	⁴ Overall Quality	
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6.1.2 Published and ⁵Accepted Conference papers (Since last report)

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

Tittle	Publisher	ISBN No.	⁹ Assesment		Number of units
			¹⁰ Relevance to Staff Discipline	Overall Quality	
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TOTAL UNITS					

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	¹² 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
1. Publications	
(a) Journal article _____	_____
(b) Book(s) _____	_____
(c) Chapter in books _____	_____
(d) Conference papers _____	_____
(e) Compendia _____	_____
2. TEACHING	
3. EXTENSION	
(a) Publications _____	_____
(b) Outreach achievement _____	_____
TOTAL UNITS SCORE	
TOTAL UNITS REQUIRED SINCE LAST PROMOTION	
DEFERENCE (+ or -)	
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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