



USMANU DANFODIYO UNIVERSITY, SOKOTO
(Office of the Registrar, Establishments Division)

FORM FOR EVALUATION AND PROMOTION
(For Academic Staff Only)

File No. SP.

Session: 2017/2018

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 of Assumption of Duty:
6. Date of Confirmation of Appointment:
7. Date, Rank and Salary and current Appointment showing scale and steps, (if different from 4 above).
8. Date of Resumption of Duty after Study Leave (If any)
9. Rank being applied for:
10. 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. TEACHING AND RESEARCH EXPERIENCE

1. Length of Teaching/ Professional and or Research experience.

2. Teaching/ Supervision/ Professional Practice Load.

Designation	Institution	Nature of Duty	Duration

3. 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:

Supervision of Undergraduate Research Project:

List the students' project you have supervised during the session:

Supervision of Postgraduate Research Projects:

D. RESEARCH:

i. Guidance and Supervision of Postgraduate Research:

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

ii. 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 Establishments Committee for confirmation.

iii. Publications:

List all your publications (books, reference journal, 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 made available:

E COMPUTER LITERACY

Attach Computer Literacy examination result and Computer Proficiency certificate

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 are considered relevant and important to the University Community. These include radio talks, television appearance, newspaper publications, guest speaker, membership/patron of community based committees/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)

ASSESSMENT OF QUALITY OF TEACHING

(a) HOD's Assessment

Maximum 4 points

S/N	ITEM	SCORE
1	Coverage of syllabus	
2	Effective communication	
3	Conduct of tutorials	
4	Attendance and punctuality	
5	Promptness in marking assignment & examination scripts	
6	Students' performance in examination	
7	External Examiners/Assessor's evaluation of lecturer	
8	Maintenance of attendance and continuous assessment records of students	

(b). Students Assessment score

Maximum 6 points

Key: 0 poor, 1 fair, 2 good, 3 very good

OVERALL ASSESSMENT

SCORES

1. Qualification 20 points
2. (a) Length of Teaching 15 points
(b) Teaching/ Supervision/Professional Practice Load 15 points
(c) Quality of Teaching 10 points.
3. (a) Guidance and Supervision of Postgraduate Research 5 points
(c) Research Output 7 points
(d) Publications 15 points

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| 4. | Computer Literacy | 3 points |
| 5. | Administrative and Organizational Experience | 5 points |
| 6. | Community Service | 3 points |
| 7. | Relationship with Colleagues | 2 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 comments to add (delete as appropriate)

----- Signature of Member of Staff	----- Date
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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
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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
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PART VI:

11. Decision of the Senior Staff Establishments Committee

Signature : S.S.E.C.

Date:

10. Decision of the Council

Signature of the Registrar & Secretary of Council

Date.