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

FORM FOR EVALUATION AND PROMOTION
(For Academic Staff Only)

Session: ______________

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

1. Name:______________________________________________________

2. SP NO.: _________________ 3. Phone No:____________________

4. Department: _________________________________________________

5. Faculty:  ____________________________________________________

6. E-mail: (Institutional):_____________ (Alternate) ________________

7. Google Scholar: Citation________h-index________i10-index_______

8. LinkedIn ID___________________________________________________

9. Date, Rank and Grade Level/Step on first appointment: __________

10. Date of Assumption of Duty: __________________________________

11. Date of Confirmation of Appointment: _________________________

12. Date, Rank and Grade Level/Step on last promotion ______________

13. Date of Resumption of Duty after Study Leave (If any) _____________

14. Rank being applied for: _______________________________________

15. Area of Specialization (Reader/Professor only): _________________
B. EVALUATION DATA

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

<table>
<thead>
<tr>
<th>University Degree</th>
<th>Class of Degree</th>
<th>Institution</th>
<th>Date of Award</th>
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</table>

C. TEACHING AND RESEARCH EXPERIENCE

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

2. Teaching/ Supervision/ Professional Practice Load.

<table>
<thead>
<tr>
<th>Designation</th>
<th>Institution</th>
<th>Nature of Duty</th>
<th>Duration</th>
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</table>

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)

Ist 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:

D. RESEARCH:

Supervision of Postgraduate Research Projects:

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:

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

#### ASSESSMENT OF QUALITY OF TEACHING

(a) HOD’s Assessment

<table>
<thead>
<tr>
<th>S/N</th>
<th>ITEM</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Coverage of syllabus</td>
<td></td>
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<tr>
<td>2</td>
<td>Effective communication</td>
<td></td>
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<td>3</td>
<td>Conduct of tutorials</td>
<td></td>
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<td>4</td>
<td>Attendance and punctuality</td>
<td></td>
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<tr>
<td>5</td>
<td>Promptness in marking assignment &amp; examination scripts</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Students’ performance in examination</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>External Examiners/Assessor’s evaluation of lecturer</td>
<td></td>
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<tr>
<td>8</td>
<td>Maintenance of attendance and continuous assessment records of students</td>
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</tr>
</tbody>
</table>

(b). Students Assessment score

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

### OVERALL ASSESSMENT

<table>
<thead>
<tr>
<th>OVERALL ASSESSMENT</th>
<th>SCORES</th>
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</thead>
<tbody>
<tr>
<td>1. Qualification</td>
<td>20 points</td>
</tr>
<tr>
<td>2. (a) Length of Teaching</td>
<td>15 points</td>
</tr>
<tr>
<td>(b) Teaching/ Supervision/Professional Practice Load</td>
<td>15 points</td>
</tr>
<tr>
<td>(c) Quality of Teaching</td>
<td>10 points</td>
</tr>
<tr>
<td>3. (a) Guidance and Supervision of Postgraduate Research</td>
<td>5 points</td>
</tr>
<tr>
<td>(c) Research Output</td>
<td>7 points</td>
</tr>
<tr>
<td>(d) Publications</td>
<td>15 points</td>
</tr>
<tr>
<td>4. Computer Literacy</td>
<td>3 points</td>
</tr>
</tbody>
</table>
5. Administrative and Organizational Experience 5 points
6. Community Service 3 points
7. Relationship with Colleagues 2 points

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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)

__________________________________________________________________________

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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:

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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:

11. Decision of the Senior Staff Establishments Committee

__________________________________________

Signature : S.S.E.C. Date:

10. Decision of the Council

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Signature of the Registrar & Secretary of Council Date.