



**ALEX EKWUEME FEDERAL UNIVERSITY, NDUFU-ALIKE, EBONYI STATE.
ANNUAL PERFORMANCE REPORT – ACADEMIC STAFF**

PERIOD OF REPORT:/..... SESSION

PART A

**(TO BE COMPLETED BY MEMBER OF STAFF)
(A) TWO (2) COPIES OF THE FORM ARE TO BE COMPLETED**

- 1. Name:
(Underline Surname)
(a) Date of Birth: (b) Marital Status:
(c) Email Address: (d) Phone Number:
- 2. Date of Compulsory Retirement:
- 3. Faculty/College:
- 4. Department:
- 5. Date & Grade of First Appointment:
- 6. Date & Grade of Last Promotion:
- 7. Date & Grade of Current Appointment (if different from 6) above:
- 8. Has Appointment been Confirmed? Date of Confirmation:
- 9. Present Salary:
- 10. Courses Attended During the period of Report:
.....
.....
.....
.....
.....
.....
.....
.....

11. Qualification

(a) Academic

Degree	Class	Institution	Award Date

(b) Professional

Qualification	Awarding Body	Date Awarded

* To be completed by only those who will attain the age of 65 years on or before September of the current calendar year

12. Experience

(A) University Teaching Experience: (Please indicate, Institution, your designation, Area of Specialization, Subject taught and dates). Sheet(s) containing additional information may be attached.

Institution	Designation	Specialization	Subject Taught	Dates

STATEMENT OF EXPERIENCE

1.
2.
3.
4.
5.
6.

University Course Taught and Examined during the period of report

S/N	Course Code	Course Title	Credit Unit	Semester
1				
2				
3				
4				
5				
6				
7				
8				

*Denotes Current Course

.....

(b) Professional Experience

Employer	Designation	Nature of Duty	Date

13. Research:

(a) Research in Progress (brief description of research project undertaken, if any)

Topic	Date

Research Grant

Date of Award	Project Title	Awarding Body	Grant Amount

(b) Research Completed but not yet published

Topic	Date

(c) Recognised Publication (Give details of Books and articles, stating exact reference, see page

1. Copies of articles and other publications).

** Please list and attach your publications under the following four broad headings. State dates of publications very clearly.

(i) Dissertation or thesis

(ii) Books and Monographs

(iii) Articles that have already appeared in learned journals

(iv) Papers already accepted for publication

(Please attach photocopies of letters of acceptance from the Editors)

Recognized Publication only (See item 13 (c))

Dissertation:

FOR PUBLICATIONS SINCE BECOMING PROFESSOR (SEE ATTACHED) BUT FOUR (4 NO) ACADEMIC AND SEVEN (7 NO) CONFERENCE PUBLICATIONS IN THE PERIOD UNDER REVIEW i.e 2006 – 2007

(d) Unpublished Papers read at Conference (with names of Conference & Dates)

Title	Place Read	Date

14. Other activities within the University (e.g. Position in Hall Administration, University Sports, etc.)

15. Other activities outside normal University work (list other extra-curricular activities, that you considered necessary and important to you and the University).

.....

Date

.....

Signature of Member of Staff

ASSESSMENT SHEET

Assessment by the Faculty/College Promotion Committee

A B C D E

- (a) Quality of Teaching
- (b) Current Research
- (c) Quality of Publications
- (d) Contribution to University or Country

.....

Signature of Dean of Faculty/Provost of College

KEYS TO GRADE

A = Very Good

B = Good

C = Satisfactory

D = Fair

E = Poor

Assessment: (in Letter Grades A-E)

16. Assessment by the Department (or Deans of Faculty/Provost where the member of staff is a statutory Acting Head of the Department).

	A	B	C	D	E
(a) Quality of Teaching					
(b) Current Research					
(c) Quality of Research					
(d) Quality of Publications					
(e) Postgraduate Supervision					
(f) Other Departmental Responsibilities					
(g) Contribution to University or Country					
(h) General Assessment					

General Remarks:

.....
Signature of Head of Department
or Dean of Faculty/Provost of College

.....
Date

17. Comments by member of staff:

.....
Has discussed them with me I have the following comment to add:

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

.....
Signature of member of staff

.....
Date

KEYS TO GRADES

- A = Very Good
- B = Good
- C = Satisfactory
- D = Fair
- E = Poor

18. Detailed scoring (only in respect of members of staff being recommended for promotion/ confirmation of appointment the scoring to be done by Faculty/College A & P Committee).

Criteria	Weighting	Score
	Maximum Point	
i. Academic/Professional	15	
Qualification (Academic Qualifications	10	
(Professional Qualifications)	5	
ii. Teaching		
(a) Length		15) (10 for Professional)
(b) Load		5) (10 for Non-Professional)
(c) Quality	10	25) (for Non-Professional)

iii. Current Research	10
Recognized Publications	30) (25 for Non-Professional)
Interview Performance (Reader/Professor	10
Others	10
Contribution to University or Country	5
Administrative Experience (Professor/Reader only)	5
Academic Distinction (Professor/Readers only)
Total
Percentage

*Breakdown and detail of score to be attached to separate sheet

Remarks

.....

.....

.....

18(a)

Recommendation:

.....

.....

.....

.....
Signature of Head of Department

.....
Date

(or Dean of Faculty/Provost of College as the case may be)

18(b) Recommendation of the College/Faculty Appointment and Promotion Committee

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

.....
Signature of Dean of Faculty/Provost

.....
Date

Important Notes:

- 1. Books monographs, thesis and dissertations should be listed separately, in the conventional way: e.g. F.I, (1967) Concepts in Biotechnology. McGraw Hill Inc.
- 2. Publications in journals should be rendered in with Havard System of Nomenclature:

Author(s), date, titles, journal, volume and page numbers:

E.g. Harding, J.P. (1949) "The use of probability paper for
The graphical analysis of polynomial frequency distribution."
J. Mar. Biol Assoc. U.K. 28,141 – 153.

Where there are multiple authors, publications should be exactly as they appear in the journal. No attempt must be made to change the order of authorship round or to use the form: "Stone and others....."

- 3. Papers not yet in print but already accepted for publication should be so categorized, with the name of the journal and photocopy of letter of acceptance.
- 4. Papers sent for publication but not yet accepted should not be cited
- 5. Research in progress must be separately itemized. Descriptive details are not required.

Note: It is valuable for candidates to indicate the direction in which their published work and research is oriented and if possible separates the major academic publication from those of a more general nature.

** Please fill in, with the aid of a typewriter, page 1, 2, 3, and 4 of this form. The Head of Department's/Provost's will appear on page 5.

Secretary
Appointments and Promotions Board

.....