**THE FEDERAL POLYTECHNIC, ILE-OLUJI, ONDO STATE.**

**ANNUAL PERFORMANCE EVALUATION REPORT**

**{ACADEMIC STAFF}**

 **EMPLOYEE NO………………………..**

 PERIOD OF REPORT: ***FROM…………………………………… TO……………………………………………..***

**PART A**

{To be completed by staff}

**1. Names: {Surname in CAPITALS}……………………………………………………………………………………………………………**

**2. Date of Birth: ……………………………………………… (b) Nationality: …………………………………………………………..**

**3. Married/ Single: ……………………….………………… (b) No of Children: ………………………………………….............**

**4. School: ……………………………………………………………………………………………………………………………………………….**

**5. Department: ………………………………………………………………………………………………………………………………………**

**6. Date and grade on First Appointment: ……………………………………………………………………………………………….**

**7. (a). Has appointment been confirmed?: ……………… ……………………………………………… ……………… …… ……**

 **(b). Date of Confirmation……………………………………………………………………………………………..........................**

**8. Date and Grade of last Promotion……………………………………………………………………………………………………….**

**9. Date and Grade of Current Appointment: (if different from above)…………...............................................**

**………………………………………………………………………………………………………………………………………………………………..**

**10. Present Salary: ……………………………. (State level and step) ………………………………………………………………..**

**11. Courses attended during the period of Report: …………………………………………………………………………………**

**…………………………………………………………………………………………………………………………………………………………………**

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12. Qualifications:

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| --- | --- | --- | --- |
| HND/University Degree | Class (if any) | Institution  | Date of Award |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

PROFESSIONAL

|  |  |  |
| --- | --- | --- |
| Qualification | Awarding Body/Society | Date of Award |
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**13. Experience:**

1. Teaching Experience: (please indicate Institution, your designation, your area of Specialization, Subject taught and dates) ………………………………………………………………………………………………………………………….

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1. Courses taught within the Current Academic Session: ………………………………………………………………….

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c.Supervision:………………………………………………………………………………………………………………………………………

**14. Research:**

a. Research in progress: (brief description of research project being undertaken, if any) ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..

b. Research completed but not yet published: ………………………………………………………………………………………….. ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**15. Publications**: (Please list publication under the following broad headings, state dates and publication clearly)

1. Thesis/Dissertation: ……………………………………………………………………………………………………………

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1. Books/Monographs: …………………………………………………………………………………………………………..

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1. Authored Books………………………………………………………………………………………………………
2. Edited Books……………………………………………………………………………………………………………
3. Contribution to Books……………………………………………………………………………………………..
4. Articles that have already appeared in learned Journals: (asterisk those that have appeared since your promotion)……………………………………………………………………………………………………………

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1. Papers already accepted for publication……………………………………………………………………………….

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1. Manuscripts submitted for publication.…………………………………………………………………………………

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**16.** **Conferences attended with dates and papers presented, if any**: ……………………………………………………………….

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**17.** **Extra Curricula Activities:**

1. Activities within the Polytechnic: ……………………………………………………………………………………………………….

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1. Activities outside the polytechnic: ………………………………………………………………………………………………………

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Date: ……………………………………………………. Signature: ………………………………………………………………………

 **PART B**

(To be completed by Head of department)

18**. Comments of the Head of Department:**

1. Assessment of Teaching and Professional Competence: ……………………………………………………….

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1. Assessment of Research: ……………………………………………………………………………………………………….

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1. Assessment of Publication: …………………………………………………………………………………………………….

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Quantitative Evaluation: ………………………………………………………………………………………………………..

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| --- | --- |
| **CRITERIA** | **SCORES** |
| **Teaching Staff** | **Library Staff** |
| **Maximum** | **Actual** | **Maximum** | **Actual** |
| 1. Qualification
 | 15 |  | 15 |  |
| 1. Research and Publication
 | 50 |  | 50 |  |
| 1. Teaching/ professional duty
 | 25 |  | 25 |  |
| 1. Length of service (since last promotion/appointment)
 | 5 |  | 5 |  |
| 1. Contribution to the polytechnic and the nation
 | 5 |  | 5 |  |
| **TOTAL SCORES** | 100 |  | 100 |  |

e. **Relationship with staff and student**: ………………………………………………………………………………….

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1. Punctuality and Appearance: ………………………………………………………………………………………….......

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1. General Remarks by Head of Department: ……………………………………………………………………………

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**The officer has served under me from ………………………………........ to…………………………………….**

**Date: ……………………………………………………………… Signature: …………………………………………………**

**PART C**

19. **Comments of staff Report on (if any):** ............................................................................................

1. Training Needs:
2. If as a result of assessment made earlier in the report you consider that performance or potential could be improved by training, please specify the needs: …………………………

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..............

1. If they cannot be met by training on the job, please suggest, if possible, in which way they might be met: ……………………………………………………………………………………………………

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I certify that I have seen the content of this report and my Head of Department has discussed it with me. I have the following comments to make: ……………………………….

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 ………………………………………………….……….. …………………………………………………………........... Signature of member of Staff and Date Signature of Head of Department and Date

**PART D**

(To be completed by the Dean of Programmes)

20. **Remark of the School’s Appointment and Promotion Committee.**

1. Recommendation for Confirmation: I recommend that;
2. His/her appointment be confirmed to retiring age
3. His/her appointment be further extended for six months
4. His/her appointment to terminated with effect from: …………………………………………………………….

Justification for recommendation: ……………………………………………………………………………………………………

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1. Recommendation for promotion: ………………………………………………………………………………………….

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Justification for recommendation: ………………………………………………………………………………………………………

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1. Recommendation for annual increment: ………………………………………………………………………………

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Justification for recommendation: ………………………………………………………………………………………………………

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Date: ………………………………………………… Signature: …………………………………………………

**PART E**

(To be completed by the Register)

21. **Average score for the years:**

1. ……………………………………………………. ………………………………………………………….
2. ……………………………………………………. ………………………………………………………….
3. ……………………………………………………. ………………………………………………………….

Date: ……………………………….............. Signature: ……………………………………………