

TIMELINE FOR 2023 ANNUAL APPRAISAL AND PROMOTION EXERCISE

SN	DATE	EVENT
1	27/04/2023 - 28/04/2023 (2 Days)	Release of Call Circular for the year 2023 Annual Appraisal & Evaluation / Promotion Exercise
2	02/05/2023- 05/04/2023 (4 Days)	Collection of Annual Performance Evaluation Report (APER) Form by members of Staff
3	08/05/2023- 12/05/2023 (1 week)	Return of completed APER form by staff to Heads of Department/Unit
4	15/05/2023- 19/05/2023 (1 Week)	Appraisal Exercise for all Staff at the Department/Unit – Heads of Department / Departmental Promotions Panels
5	22/05/2023 – 26/05/2023 (1 Week)	Submission of completed Academic Appraisal forms & Departmental recommendations by Heads of Department to Deans Submission of completed Non-Teaching Staff Appraisal forms to the Registrar through the Establishment Officer
6	29/05/2023- 07/06/2023(1 ^{1/2} Weeks)	Appraisal Exercise for Academic Staff by the College Promotion Panels
7	08/06/2023- 14/06/2023 (1 week)	Verification Exercise by the Technical Committee on evaluation of publications & resume of candidates recommended for promotion
8	15/06/2023- 21/06/2023 (1 week)	Interview for Senior Non-Teaching Staff recommended by Heads of Department/Unit for promotion
9	22/06/2023- 28/06/2023 (1 week)	Consideration of recommendations for promotion by the A& PC
10	29/06/2023- 05/07/2023 (1 week)	Submission of 3 hardbound copies of Publications by candidates for promotion to the rank of Reader & Full Professor through respective Dean's of College to the Office of the Vice-Chancellor
11	05/07/2023- 28/07/2023 (2 ^{1/2} weeks)	External Assessment of Publications of candidates for promotion to the rank of Reader & Full Professor
12	31/07/2023- 04/08/2023(1 week)	Consideration of reports & recommendations from External Assessors by A&PC

NOTE:

Head of Department/ Unit and other Reporting Officer are to:

- I. Be guided by the criteria for promotion as stipulated in the Staff Handbook 2020;
- II. Ensure that all staff in their Department are captured in the summaries including those on sabbatical, leave of absence or study leave etc.
- III. Ensure that completed appraisal forms are submitted along with updated curriculum vitae (in accordance with the approved format attached), photocopies of credentials and other supporting documents; and
- IV. Submit summary of appraisal reports in both hard and soft copies to the Registrar through the Senior Assistant Registrar, Establishment Office.

ADENEKAN, Sheriff A. (MAUA UK)
Registrar