



# FOUNTAIN UNIVERSITY, OSOGBO

## ANNUAL PERFORMANCE EVALUATION REPORT ACADEMIC STAFF ONLY

PERIOD OF REPORT:

FROM: 2022 TO: 2023

### **PART "A"**

(To be completed by member of staff)

1. Name (Surname First AND in CAP):.....
2. First name and Middle name:.....
3. Date of Birth: DD.....MM.....YY.....
4. College/School/Faculty.....
5. Department:.....
6. Date and Grade on First Appointment: DD.....MM.....YY.....
7. Date and Grade of Last Promotion: DD.....MM.....YY.....
8. Date and Grade of Current Appointment: DD.....MM.....YY.....
9. Current Position:.....
10. Position applied for:.....
11. Has your Appointment been confirmed?.....Date of Confirmation:.....
12. Present Salary: .....FUASS: ..... STEP: .....
13. Professional Training attended during the period of Report:  
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14. (a) Academic qualification(s) obtained with dates  
\* List in chronological order starting with the most recent\*

Institution	University Degree	Class of Degree	Date of Award of Degree

**(b) Professional qualification(s) obtained with dates and the awarding institution(s)**

**\* List in chronological order starting with the most recent\***

<b>Qualification</b>	<b>Awarding Body/Society</b>	<b>Date of Award</b>

**15. Experience:**

**(a) University Teaching Experience (please indicate Institution, your Designation, your area of specialization, subject taught and Dates).**

<b>Institution</b>	<b>Designation</b>	<b>Specialization</b>	<b>Date</b>

**(b) Professional Experience**

<b>Employer</b>	<b>Designation</b>	<b>Nature of Duty</b>	<b>Date</b>

**Research:**

**(a) Research in Progress**

(i. list as many research project as are in progress but provide details of only three (3) stating, among others, introduction, aims/objectives, methodology, expected results, contribution to knowledge/society.  
ii. details for each project should be between 150 and 300 words)

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**(b) Research completed**

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**(c) Recognised Publications:**

(Give details of all academic publications stating exact References, copies of articles and other publications should accompany this application).

**Please list your publications under the following five Broad Headings. State dates of publications very clearly.**

**i. Dissertation/Thesis (Starting with the highest) as listed in your CV**

Degree title and Discipline, Date, Title of dissertation/thesis (in smart quotes), Institution.

**ii. Books**

Author (s), Surname (in CAP), Middle name (initial), First name, year (in bracket), title, (in italic, first letter of every key word in cap), volume (s) &/ edition (if applicable), place of publication: publisher.

**iii. Chapter in Book**

Author (s), Surname (in CAP), Middle name (initial), First name, year (in bracket), title of chapter (in smart quotes), page(s), in book title, editor(s), place of publication: publishers.

**iv. Encyclopaedia Entry**

Author (s), Surname (in CAP), Middle name (initial), First name, year (in bracket), title of entry (in smart quotes), title of encyclopaedia (in Italic), volume (in Roman numeral), page(s).

**v. Journal article**

Author (s), Surname (in CAP), Middle name (initial), First name, year (in bracket), title of article (in smart quotes), title of Journal, Volume and Issue/Part (if applicable), page(s), DOI (Document Object Identification -if applicable).

**vi. Referred Conference Proceedings/Abstract Volume**

Author (s), Surname (in CAP), Middle name (initial), First name, year (in bracket), title of contribution in the Proceedings (in smart quotes), page(s), in full title of the Proceedings, editor(s) (if any) place of publication: publishers.

**vii. Review Essay/Article**

Author (s), Surname (in CAP), Middle name (initial), First name, year (in bracket), title of review article (in smart quotes), title of Journal (in Italic), Volume and Number/Part (if applicable), page(s), DOI (Document Object Identification -if available).

**viii. Book Review**

Author (s), Surname (in CAP), Middle name (initial), First name, year (in bracket), title of review article (in smart quotes), title of Journal (in Italic), Volume and Issue/Part (if applicable), page(s), DOI (Document Object Identification -if applicable).

**ix. Publications (accepted but yet to appear) Please attach photocopies of letters of acceptance from the Editors.**

Author (s), Surname (in CAP), Middle name (initial), First name, year (in bracket), title (in smart quotes), page(s), in book title, editor(s), place of publication: publishers.

**(d) Research Interest and Orientation**

**Clearly stating your field and subfield e. g. Sociology and Gerontology (minimum of 100 and maximum of 150 words)**

**(Also indicating significant contribution to knowledge)**

**(Please provide information on separate sheets)**

**(e) Conference and Seminars attended with papers read within the last three (3) years.**

- **Please use a single asterisk for publications which have appeared/been accepted since last evaluation exercise or appointment.**

**(f) Unpublished papers read at Conferences (with names of Conference and dates)**

Title	Where Read	Date

**16. Scholarships, Fellowships and Prizes (in respect of undergraduate and Post-Graduate work only)**

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**17. Honours, Distinctions & Membership of Learned Societies**

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**18. Other Activities within the University (e.g. University Sports etc)**

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**19. Other activities outside normal University work**

**(List other extra-curriculum activities that you consider necessary and important to you and the University)**

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**(To be completed by the Head of Department or Dean as appropriate)**

**Assessment:**

**Assessment by the Head of Department (or Dean of Faculty)**

(a) **Quality of Teaching:** To include adherence to approved curriculum, administration of course outline to students, currency of teaching materials and resources and feedback from students

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(b) **Quality of Research:** as reflected in evidence of mentorship and collaborative research as well as impact on the society or solving real life problems

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(c) **Quality of Publication:** to be determinable through the international rating/standing of publication outlets and spread

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(To be completed by the Head of Department and the College Promotion Committee)

20. Detailed Scoring (only in respect of candidates being)

(RECOMMENDED FOR PROMOTION)

<u>Criteria</u>		<u>Weighting</u>		<u>Scores</u>
		<u>Maximum Points</u>		<u>Dept./Faculty</u>
(i)	Academic Qualifications		10	
(ii)	Teaching:			
	(a) Length	-	10	
	(b) Load	-	5	
	(c) Quality	-	5	
(iii)	Postgraduate Supervision	-	5	
(iv)	Current research	-	5	
(v)	Recognized Publication	-	40	

(vi) Contribution to University or

Country

- 5

Total

Percentage:

Remarks:

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Head of Department's Recommendations:

i. Curriculum Vitae (CV) prepared as approved

ii. Publication Listing properly done

iii. Application considered by A & P Board of Department/Faculty

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Signature of Head of Department & Date

Signature of Dean of College & Date

Candidate's Response to Evaluation: Pick one and sign appropriately:

Fully Agree

Partially Agree

Disagree

:Pi