

APPROVED TIMELINE FOR 2024 ANNUAL APPRAISAL AND PROMOTION EXERCISE

SN	DATE	EVENT
1	(1 week) Tuesday, 2 April 2024 Friday, 5 April 2024	Release of Call Circular for the year 2024 Annual Appraisal & Evaluation / Promotion Exercise
2	(2 weeks) Monday, 8 April 2024 Friday, 19 April 2024	Completion of Annual Performance Evaluation Report (APER) Form by members of Staff
3	(1 week) Monday, 22 April 2024 Friday, 26 April 2024	Return of completed APER form by staff to Heads of Department/Unit
4	(1 week) Monday, 29 April 2024 Friday, 3 May 2024	Appraisal Exercise for all Staff at the Department/Unit – Heads of Department / Departmental Promotions Panels
5	(1 day) Friday, 3 May 2024	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 Human Resources Officer
6	(2 weeks) Monday, 6 May 2024 Friday, 17 May 2024	Appraisal Exercise for Academic Staff by the College Promotion Panels
7	(1 week) Monday, 20 May 2024 Friday, 24 May 2024	Verification Exercise by the Technical Committee on evaluation of publications & resume of candidates recommended for promotion
8	(1½ week) Wednesday, 5 June 2024	Interview for Senior Non-Teaching Staff recommended by Heads of Department/Unit for promotion
9	(1 week) Monday, 10 June 2024 Friday, 14 June 2024	Consideration of recommendations for promotion by the A& PC
10	(1 week) Monday, 17 June 2024 Friday, 21 June 2024	Submission of 3 hardbound copies of Publications by candidates for promotion to the rank of Reader & Full Professor through respective Deans of College to the Office of the Vice-Chancellor
11	(2 ^{1/2} weeks) Monday, 24 June 2024 Wednesday, 10 July 2024	External Assessment of Publications of candidates for promotion to the rank of Reader & Full Professor
12	(3 weeks) Thursday, 1 August 2024	Consideration of reports & recommendations from External Assessors by A&PC

NOTE:

Heads of Departments/ Units and other Reporting Officers are to:

- i. Be guided by the criteria for promotion as stipulated in the Staff Handbook 2020;
- ii. Ensure that all staff in their Departments 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, Human Resources Office.