



**STAFF PERFORMANCE APPRAISAL FORM**

**ACADEMIC STAFF AND HEADS OF ACADEMIC UNITS**

**STAFF PERFORMANCE APPRAISAL REPORT**

Period under Review; from.....To.....

**SECTION 1: Personal Particulars**

- (i) Name:.....PF No.....
- (ii) Department/Section: .....
- (iii) Your current Designation:.....Terms of Service:.....
- (iv) Supervisor’s Name:.....

**SECTION 2(a): Section Functions**

List the Departmental priority functions from which Performance Targets were derived. (e.g. Teaching, Research and Extension)

- 1.
- 2.
- 3.

**SECTION 2(b): Performance Targets** (derived from the departmental annual work plan (which are derived from the Annual Council Workplan and the Performance Contract Target)

**Steps:**

- (i) To be filled by the appraisee at the beginning of the appraisal period
- (ii) To be agreed by the appraisee and the supervisor at the end of the appraisal period

Performance targets	Appraisees targets	Agreed targets
1. Teaching (Normal load)		
2. Publication (at least 1)		
3. Mentorship (at least 5 students/staff)		
4. Research/consultancy (at least 1)		
5. Community service (at least 1)		
6. Seminars, workshops and/or conferences (at least 1)		
7. Any other...		

**SECTION 2(c): Assessment of performance targets** (To be agreed by the appraisee and supervisor at the end of the appraisal period)- The score for this section will be 25%

Agreed targets	Appraisee score (-1-2-3-4-5-)	Supervisor’s score (-1-2-3-4-5-)	Agreed score (-1-2-3-4-5-)
1.			
2.			
3.			
4.			
5.			

<b>Total Score on performance targets (A)</b>			
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**SECTION 3: Teaching Competencies** *(To be completed by the Supervisor after discussion with the Appraisee) The score for this section will be 30%*

<b>Appraisee's Teaching Competencies</b>	<b>Appraisee score (-1-2-3-4-5)</b>	<b>Supervisor's score (-1-2-3-4-5)</b>	<b>Agreed score (-1-2-3-4-5)</b>
Course outline with learning outcomes and timelines			
Timely administration and marking			
Quality of set and moderated examinations			
Availability and accessibility for consultations			
Attendance to meetings and availability to other schools/departmental assignments.			
Uploading of examinations in ERP			
Attendance to training on online teaching			
<b>Total Score (B)</b>			

**SECTION 4: Research, Mentoring and Extension Competencies.** *(To be completed by the Supervisor after discussion with the Appraisee) The score for the section will be 25%*

<b>Appraisee's Research &amp; Extension Competences</b>	<b>Appraisee score (-1-2-3-4-5)</b>	<b>Supervisor's score (-1-2-3-4-5)</b>	<b>Agreed score (-1-2-3-4-5)</b>
Undertaking research/ consultancy			
Writing fundable research proposal/consultancy			
Publishing & disseminating of research findings			
Attendance & presentation of papers in seminars, workshops & conferences			
Community service activities			
Supervision and mentoring of students/staff			
<b>Total Score (C)</b>			

**SECTION 5: Values, Core Competencies and Work ethics** *(To be completed by the Supervisor after discussion with the Appraisee) The score for the section will be 10% for academic staff with headship and 20% for staff without headship responsibilities)*

<b>Appraisee's Values, Core Competencies and Work ethics</b>	<b>Appraisee score (-1-2-3-4-5-)</b>	<b>Supervisor's score (-1-2-3-4-5-)</b>	<b>Agreed score (-1-2-3-4-5-)</b>
Integrity			
Professionalism			
Confidentiality			
Personality and presentation			
Attendance of meetings			
Contribution at meetings			
Willingness to take extra duties/tasks			
Ability to work with teams			
<b>Total Score (D)</b>			

**Key**

**Integrity-** Trustworthy, honest/ Demonstrates and supports fairness, equity in the discharge of duty

**Professionalism-** Demonstrates respect for and adherence to rules, regulations and procedures

**Confidentiality-** Keeps office /university secrets/ Keeps customer confidentiality

**Respect for National diversity and others** -Practices fairness and equity for all.

**Personality and presentation-**Modesty

**SECTION 6: Administration and Supervisory Competencies.** (To be completed by the Supervisor after discussion with the Appraisee). This section will be filled by Heads of Academic Departments. The score for the section will be 10%

<b>Appraisees Administration and Supervisory Competencies</b>	<b>Appraisee score (-1-2-3-4-5)</b>	<b>Supervisor's score (-1-2-3-4-5)</b>	<b>Agreed score (-1-2-3-4-5)</b>
Records of departmental meetings			
Records of course allocation			
Records of course outlines			
Records of timely moderation of exams			
Uploading of courses in ERP			
Records of timely administration and marking of CATs			
<b>Total Score (E)</b>			

**SECTION 7: Administration and Supervisory Competencies.** (To be completed by the Supervisor after discussion with the Appraisee). This section will be filled by only Deans and Directors. The score for the section will be 10%

<b>Appraisees Administration and Supervisory Competencies</b>	<b>Appraisee score (-1-2-3-4-5)</b>	<b>Supervisor's score (-1-2-3-4-5)</b>	<b>Agreed score (-1-2-3-4-5)</b>

Records of departmental meetings			
Records of course allocation/outlines			
Records of timely moderation of exams			
Uploading of courses in ERP			
Records of timely administration and marking of CATs			
<b>Total Score (E)</b>			

**Note**

- i. Where the supervisor (appraiser) and appraisee fail to agree on a score, the appraiser's score will stand to be final with some explanation.

**OVERALL ASSESSMENT**

**OVERALL TOTAL FOR STAFF WITH HEADSHIP RESPONSIBILITIES (A+B+C+D+E)**

= .....

**OVERALL TOTAL FOR STAFF WITHOUT HEADSHIP RESPONSIBILITIES**

**(A+B+C+D) = .....**

**SCORE: (OVERALL ASSESSMENT OVERALL TOTAL\*100%) =.....**

**Rating Scale**

The following are rating should be used to indicate the level of performance by an Appraise.

<b>Description</b>	<b>Rating</b>	<b>Score</b>
Excellent, target exceeded	5	80% above
Very Good, target fully met	4	70-79%
Good, target almost met	3	50-69%
Below Expectation, target partially met	2	40-49%
Unacceptable, target not met	1	Below 39%

**Note:**

- i. Performance below 40% will attract sanctions.

**SECTION 7: Staff Training and Development Plan**

- 1. Indicate your staff training and development plan for the next one year

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2. Identify training needs that will enable you achieve 1 above;

a).....

b).....

Appraisee Signature:.....Date.....

Supervisor's Signature.....Date.....

**SECTION 8: Appraisee`s comment on appraisal by HoD (tick as appropriate)**

(i) Did performance related discussions with supervisor take place during the reporting period? Yes..... No.....

(ii) Did the discussion help you? Yes..... No.....

(iii) Appraisee`s general comments on performance including any explanations

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**SECTION 9: Recommended Remedial Action (Supervisor to tick one or two appropriate remedies)**

- a) Training or re-training
- b) Re-assignment of responsibilities
- c) Redeployment
- d) Job enrichment
- e) Job rotation
- f) Coaching and mentorship
- g) Counselling

**SECTION 10: Recommended reward or sanction**

- a) A reward type (e.g. Commendation letter)
- b) Recommended sanction for poor and very poor performance (e.g. warning letter)
- c) Other recommend intervention (e.g. Counselling, training and development, others specify)

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Supervisor's Name:.....

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

Approved /Not Approved by the **Deputy Vice-Chancellor (Administration Finance and Administration)**

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

**DEPUTY VICE-CHANCELLOR (ADMINISTRATION, FINANCE AND ADMINISTRATION)**