



**TRINITY UNIVERSITY
YABA, LAGOS**

Period of Report	
From	To

ANNUAL PERFORMANCE EVALUATION REPORT – ACADEMIC STAFF

PART A:

(TO BE COMPLETED BY MEMBER OF STAFF)

1. Name (Surname first):
2. (a) Date of Birth: (b) Marital Status:
- * (c) Date of Compulsory Retirement:
3. Faculty:
4. Department:
5. Date & Grade of First Appointment:
6. Date & Grade of Last Appointment:
7. Date & Grade of Current Appointment (if different from (6) above):
8. Has appointment been confirmed? Date of Confirmation:
9. Present Salary:
10. Courses attended during the Period of Report

11. Qualification:

(a) Academic:

University Degree(s)	Class (if any)	Institutions	Date of Award

(b) Professional

Qualification	Awarding Body/Society	Date of Award

(b) Professional Experience:

Employer	Designation	Nature of Duty	Date

13. Research:

(a) Research in progress (brief description of research project undertaken, if any)

(b) Research completed but not yet published.

Topic	Date

(c) Recognized Publication (Give details of Books and articles, stating exact references, See page 2. Copies of articles and other publications).

**Please list on page 3 your publications under the following four broad headings.
State dates of publications very clearly

- (i) Dissertation or thesis
- (ii) Books and Monographs
- (iii) Articles that have already appeared in learned journals
- (iv) Papers already accepted for publication
(Please attach photocopies of letters of acceptance from the Editors)

Details of Publications

(Indicating significant contributions to knowledge)

Recognized Publications Only (See Item 13(c) on page 3)

(d) Unpublished Papers read at Conference (with names of Conference & dates)

Title	Where Read	Date

- 14. Other activities within the University (e.g. Position in Hall Administration, University Sports, e.t.c.)

- 15. Other activities outside normal University work (List other extra-curricular activities that you consider necessary and important to you and the University)

Signature

Date

17. Assessment by the HOD

		<i>General Evaluation Grades</i>				
		<i>5</i>	<i>4</i>	<i>3</i>	<i>2</i>	<i>1</i>
(a)	Quality of Teaching					
(b)	Current Research					
(c)	Quality of Research					
(d)	Quality of Publications					
(e)	Postgraduate Supervision					
(f)	Other Departmental Responsibilities					
(g)	Contribution to University or Country					
(h)	General Assessment (Punctuality at lectures, Integrity, Attitude, commitment, readiness to take up responsibilities)					

Key to Grades

- A = 5
- B = 4
- C = 3
- D = 2
- E = 1

General Remarks

*Signature of Head of Department
Or Dean of Faculty/Provost of College*

Date

18. Comments by Member of Staff

Signature of Member of Staff

Date

19. Recommendation:

*Signature of Dean of Faculty/Provost of College as the
case may be)*

Date