



UNIVERSITY OF ENVIRONMENT AND SUSTAINABLE DEVELOPMENT

OFFICE OF THE REGISTRAR (HR DIVISION)

EVALUATION FORM FOR PERFORMANCE IN SERVICE

(To be filled by Applicant)

NAME OF APPLICANT:

RANK APPLIED FOR:

SIGNATURE OF APPLICANT:

	INDEX	POINTS	SCORE
1	SERVICE TO THE UNIVERSITY		
a.	Administrative Experience		
	Vice Chancellor	35 points	
	Pro Vice-Chancellor	30 points	
	Principal /Provost	25 points	
	All Deans/Directors/Hall Master and its equivalent	20 points	
	Vice Deans/Deputy Directors of Institutes and Centres	18 points	
	All HoDs and its equivalents/Senior Hall Tutor/University Examination Officer/University Industrial Attachment Coordinator	15 points	
	Hall Council Members/School or Departmental Examination Officer/Departmental Internship or Training Officer	10 points	
	Project Coordinator/Leader	10 points	
	Sectional Heads	10 points	
	Members of Project Steering Committee	8 points	
	Elected Union Leaders (UTAG/GAUA)	10 points	
	Chairman of Sub-Committees or Unions	8 points	
	Members of Sub-Committee of Union	6 points	
	Participation in official University function such as Convocation, Congregation, Public Lecture etc.	6 points	
	Academic programme developed and recommended by School Board for Academic Board approval	6 points	
	Funded research proposal/funded project secured	10 points	
b.	Acting Positions		
	Acting less than 3 months	6 points	
	Acting 3 months and above	10 points	

c	Membership of Committees/Societies (Statutory Committees)		
	Chairperson	10 points	
	Secretary/Others Official	8 points	
	Members	6 points	
d.	Non-Statutory/Ad-hoc Committees		
	Chairperson	8 points	
	Secretary/Other Official	6 points	
	Member	4 points	
	Chairperson of Editorial Board	8 points	
	Secretary/ Other Official	6 points	
	Member of Editorial Board of a refereed journal	4 points	
	Technical and Consultancy Work	4 points	
	Financial/Material Resource Mobilization	10 points	
	Extension work/workshop	6 points	
	Academic Advisor	4 points	
Sub Total			
2	SERVICES TO NATIONAL/INTERNATIONAL COMMUNITY		
	Chairperson of National or international Committee	10 points	
	Secretary / other Officials	8 points	
	Membership of National and international Committees	6 points	
	Membership of Editorial Boards/Reviewer of Journals	10 points	
	Membership of Professional body	10 points	
	External Examiner or Moderator	10 points	
	External Assessor for Promotions of research or academic staff	10 points	
	International Awards and Honours	10 points	
	National Awards and Honours	8 points	
	Local Awards and Honours	6 points	
	Others (Please specify)		
Sub Total			
TOTAL			

ENDORSEMENTS

I (name of applicant) certify that the information I have provided by is correct.

Signature of Applicant: _____ Date: _____

1. Head of Department (of the applicant)

Name:

Signature: Date: Official Stamp:

2. Dean of School (of applicant)

Name:

Signature: Date: Official Stamp:

3. Secretary, University Appointment and Promotion Board

Name:

Signature: Date: Official Stamp:

Lecturer to Senior Lecturer	Senior Lecturer to Associate Professor	Associate Professor to Full Professor	remarks
100 and above	150 and above	200 and above	High
70 - 99	110 - 149	160 - 199	Good
40 - 69	80 - 109	130 - 159	Adequate
Below 40	Below 80	Below 130	Inadequate

*A scoring guide