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**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: …………...

1. Dean of School (of applicant)

Name: ………………………………………………………………………………………………

Signature: ………………………………. Date: …………………… Official Stamp: …………….

1. 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