

FORM A



NIGERIAN DEFENCE ACADEMY
ANNUAL APPRAISAL
FORM FOR

ACADEMIC STAFF

Name:

Rank:

Dept:

File No:

NIGERIAN DEFENCE ACADEMY, KADUNA
ACADEMIC BRANCH

ACADEMIC STAFF ANNUAL APPRAISAL FORM 20.....

(Section A is to be completed by the staff, Section B by the Head of Department and **Section C** by the Dean of the Faculty concerned)

SECTION A: (To be completed in Triplicate)

1. **General Information:**

- a. Name:
(Surname) (Other Names)
- b. Faculty/Department:.....Present Rank:
- c. Date of Birth: Marital Status:
- d. Phone No:..... Email Address:.....

2. **Academic Qualification:**

- a. Degrees (with date and awarding bodies)
.....
.....
.....
.....

3. **Teaching and Cognate Experience:**

- a. Employment/Professional experience before appointment in the Academy

POST	DATE FROM	TO
.....
.....
.....
.....
.....

- b. Career within this Academy beginning with initial appointment and ending with the present position and date attained.

POST	DATE FROM	TO
.....
.....
.....
.....
.....

c. Period of study/Sabbatical leave or secondment outside the Academy.

OUTSIDE INSTITUTION	POST HELD	FROM	TO
.....
.....
.....
.....

4. **Publications**

List the publications in separate sheet(s). The cover pages of journals and edited books should be attached to each copy of published article/Chapter.

Finished manuscripts which are not yet published but have been accepted for publication may be listed provided that the acceptance letter (which should not be more than 3 years old) is also attached to the accepted manuscript.

The publications should be listed in the following order:

- a. **Books:** (Mainline books, chapters in mainline books, books of general interest, Chapters in non-mainline books and edited books).
- b. **Journal Articles:** (Mainline articles, monographs, reviews, abstracts and technical reports).

NOTE: Publications since appointment/last promotion should be indicated.

5. **Current Research**

List the ongoing research being undertaken in the Academy and the stage of completion.

SUBJECT OF RESEARCH	STAGE OF COMPLETION
.....
.....
.....

6. **Conferences and Learned Society Activities**

a. Attendance of Conference/Workshop (use separate sheet) where necessary.

CONFERENCE (Theme, date and place)	PAPER PRESENTED
.....
.....
.....

7. **Editorship/Sub-editorship and Reviews for Scholarly Journals**

a. Journal and duration of appointment:

JOURNAL	DURATION OF APPOINTMENT
.....
.....
.....
.....

b. Professional reviews of Papers for scholarly journals:

TITLE OF PAPER REVIEWED	JOURNAL	DATE
.....
.....
.....
.....

c. Invited book reviews:

TITLE OF PAPER REVIEWED	AT THE REQUEST OF	DATE
.....
.....
.....
.....

8. **Special Contribution/Service to the Academy and Society**

a. Deanship of Faculty/Headship of Department:

POST	DATE
.....
.....
.....

b. Service in Academy/Faculty Committee:

COMMITTEE	POSITION HELD	DATE
.....
.....
.....

c. Service to relevant public bodies:

PUBLIC BODY	POSITION AND NATURE OF ASSIGNMENT	DATE
.....
.....
.....

9. **Certification**

I certify that the information given is correct.

.....
Signature Date

SECTION B: (To be completed by the Head of Department on the advice of the Departmental Appraisal Committee).

1. **General Checks and Certification**

I have checked through the completed appraisal form of:
and I am satisfied that the information supplied in section A is correct. (Name of Staff)

2. **Comment on publications**

I certify that the department has scrutinized and evaluated the staff's publications (if any). I have the following comment (s) to make.

.....
.....
.....

3. **Teaching/Work Load**

a. Effectiveness of the staff concerned in his/her teaching duties, committee work and other relevant assignment (Indicate if the staff is to be given full marks for teaching, committee work etc for the period under review).

b. Comment on the attitude of the staff concerned to his work and his initiative, resourceful and sense of responsibility.

.....
.....
.....

c. Any other information on the staff member which you consider relevant (including the need for further training):

.....
.....
.....

d. Number of warnings issued or any other disciplinary action taken and dates:

.....
.....
.....

.....
Name of HOD

.....
Signature

.....
Date

RESTRICTED

SECTION C: (To be completed by the Dean on the advice of the Faculty Appraisal Committee using the existing guidelines.

1. **Certification**

I certify that the Faculty appraisal Committee has appraised:.....

(Name of Staff)

and has taken into consideration all information in **Sections A** and **B** of this Form

2. The score for the staff as recommended by the Faculty using the approved guidelines is as follows:

Serial	Criteria	Details of Score on the Criteria	Max Score	Score Obtained
a.	Qualification	(1) degree	10 Points	
b.	Teaching and Cognate Experience	Full-time teaching at University level, Tertiary Institution or equivalent Government Research Institute	30 Points	
c.	Research Publication	(1) Mainline books Chapter in mainline books Non-mainline books Chapter in non-mainline books (2) Journal articles and review Monograph Teaching reports	30 Points	
d.	Quality of Teaching	(3) New machine invented or constructed (4) Classified designs or inventions (5) Graphic and cartographic design	10 points	
e.	Administrative experience	(1) Deanship - 2 Points (2) HOD/Unit/Centre - 1 (Max) (3) Chairmanship of Academy/ Faculty Committee - 1 (Max) (4) Membership of Academy Committee - 0.5 point (5) Membership of Faculty Committee - 0.5 point	5 Points	
f.	Contribution to Society	(1) Local, State and Federal Appointment - 1 point (2) Academy representation in outside bodies -1 point (3) External Examination in a University -1 point (4) Invited presentation of papers at University or comparable institution -2 points	5 Points	
g.	Personal Attributes	(1) Sense of duty and punctuality. (2) Tact and initiative. (3) Integrity. (4) Appearance and bearing. (5) Reaction under unforeseen circumstances. (6) Communication Skills. (7) Discipline. (8) Reliability. (9) Resource Management. (10) Mess/Social Interaction	10 Points	
GRAND TOTAL			100 Points	

3. **Certification by the Appraisee**

I certify that I have seen the contents of this report and that my Head of Department has discussed them with me. I have the following comments to add (if any).

.....
.....
.....

.....
Signature of Officer reported on Rank Date

4. **Faculty Recommendation**

The candidate is hereby recommended for (state recommended post and effective date).

- a. Promotion to:..... Effective Date:.....
- b. Normal Increment:..... Effective Date:.....
- c. Warning:.....
- d. Withhold Increment From:.....To:.....
- e. Training Recommendation:.....

.....
Name of Dean

.....
Signature

.....
Date