



STAFF PERFORMANCE APPRAISAL SYSTEM FOR ACADEMIC STAFF

INTRODUCTION

The Staff Performance Appraisal System (SPAS) is a critical component of the overall human resource function in the public service. It is predicated upon the principle of work planning, setting of agreed performance targets, feedback and reporting linked to other human resource system and processes including recruitment, placement, staff development, career progression, incentives and sanctions. The overall objective of the Staff Performance Appraisal System is to improve the performance of the public service by enabling a higher level of staff participation and involvement in planning, delivery and evaluation of Quality Assurance. The SPAS shall apply to all categories of staff. Performance review should be an on-going and continuous exercise throughout the year. Milestones and achievements over the review period should be documented and maintained by the Appraisee in the Appraisee-held file. PAS uses include to: recognize, reward and sanction performance, identify and address staff-related job development, and inform placement, promotion and mobility of staff in and within the Institution.

Rating Scale:

The following rating shall be used to indicate the level of performance by an Appraisee.

Achievement of Performance Targets	Score (%)	Rank	Description
Performance Targets exceeded	101 and above	5	Excellent
Performance Targets well met	70 – 100	4	Very Good
Performance Targets mostly met	60 – 69	3	Good
Performance Targets partially met	50 – 59	2	Fair
Performance Targets not met	49 and Below	1	Poor

STAFF PERFORMANCE APPRAISAL REPORT

Period under Review: From To

SECTION I: Personal Particulars

1. Name..... Personal No Designation
2. Administrative Unit
 - (a) Division
 - (b) Faculty
 - (c) Department/Section
 - (d) Duty Station
3. Supervisor's Name..... Designation

SECTION II: Individual Performance Targets.

These should be derived from the employee's Performance Contract and should be in line with Departmental Objectives.

Agreed Performance Targets		Performance Indicator(s)	Target for the year	Achieved results in line with performance indicator	Appraisal Score in % (see rating scale)
(Appraisee to fill as agreed with the supervisor at the beginning of the Appraisal period)				(Supervisor to fill after discussion with Appraisee at the end of Appraisal period)	
Teaching	Full-time teaching load undertaken				
	Standard course outlines developed, adopted and issued				
	Courses taught as per course outline				
Examination Management	CATS given at specified times				
	Final exam setting undertaken				
	Invigilation effectively handled				
	Exam fairly and timely marked				
Continuous Professional Development	Conferences/ workshops/ seminars attended				
Research Activities	Research proposals submitted				
	Research grants received				
Publications	Papers published in refereed journals				
	Papers published in conferences/ workshops				
	Books/book chapters published				
Participation in other University responsibilities	Meetings attendance				
	Thesis/proposals mtg				
	Student seminars				
	Outreach				
Total appraisal score on performance targets					
Average appraisal score (%)					
Description of performance based on average score (e.g. Excellent, Fair e.t.c)					

SECTION IV: Staff Training and Development Plan

Appraisee’s training and development needs required to achieve the expected results as agreed between the Appraisee and the Supervisor at the beginning of the appraisal period.

S. No.	Description of Training	Duration of Training	Comments on the training (to be completed at the end of the reporting period)	
			Appraisee	Supervisor

SECTION V: Values and Competence

This section should be completed by the Supervisor after discussion with the Appraisee. The definitions of values/competencies are as stated in the Guide. The supervisor should assess the Appraisee and tick the appropriate appraisal column

Description		Score Description and Rank				
		Excellent (5)	Very Good (4)	Good (3)	Fair (2)	Poor (1)
Value Assessment	Integrity					
	Respect for Diversity/ Gender					
	Patriotism					
	Institutional Loyalty					
	Upholds Public Officer Ethics and University Code of Conduct and Ethics requirements					
Core Competencies	Professionalism					
	Technical Competency					
	Communication					
	Team work					
	Time Management					
	Creativity					
	Continuous learning and performance improvement					
Customer/Citizen focus						
Total Score						
Average Score						
Description (e.g. Excellent, Fair e.t.c)						

SECTION VI: Overall Appraisal and Recommendation

1. Overall appraisal by the supervisor

Comment on the Appraisee’s overall performance and any other strengths, skills, qualities or exceptional contribution which he/she has made.

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2. Recommendations:

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Supervisor’s Signature:..... Date

SECTION VII: Appraisee’s Comments on the Appraisal by the Supervisor

a) Did you hold performance related discussions with the supervisor during the reporting period?

Yes No

b) Do you agree with the appraisal by your supervisor? Yes No

c) General Comments (if any) on your overall performance

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Appraisee’s Signature:..... Date

SECTION VIII: COMMENTS BY THE HUMAN RESOURCE SECTION

Comment on the consistency and reasonableness of the ratings and comments given by the Supervisor and any significant statement(s) made by the Appraisee.

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Recommendations by Human Resource Section [Refer to PAS uses]

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Name of Officer Designation

Signature Date