



**BABCOCK UNIVERSITY
HUMAN RESOURCES DEPARTMENT
FACULTY ANNUAL PERFORMANCE
EVALUATION REPORT
2018**

Name: _____

School: _____
Dept.: _____

INFORMATION

The appraisal form should be completed by the supervisor and discussed with the supervisee. The evaluation should be reviewed with the dean or a higher level of supervision to confirm or supplement the immediate supervisor's evaluation.

The actual discussion between the supervisor and supervisee is a critical part of the evaluation process. Best results are obtained when the supervisee is actively involved in the performance appraisal discussions. Attention should be given to both performance and the developmental needs of the employee (**skills, knowledge, and attitude**) that require strengthening or improving performance.

This form consists of seven (7) sections and is to be used for faculty appraisal and development

Section A (i, ii & iii):	
Employee Personal Record (A i)	This contains all recent information of employee's personal record. Therefore, employee should complete this form carefully. Any improper completion, wrong or inaccurate information may disqualify employee from consideration for appointment and/ or promotion; it may also lead to disciplinary action: To be completed by the supervisee/appraisee
Employee Training & Development (A ii)	This contains the training and development employee is involved in, courses taught, work achievements in teaching, research and community service in the period under review. To be completed by the supervisee/appraisee
Alignment with BU Core Values (A iii)	This segment evaluates the extent to which an employee complies with the Babcock University Core Values.
Section B:	
Objectives and Targets	This appraises the extent to which performance targets agreed by the appraiser and appraisee at the commencement of the year have been achieved. Columns have been provided for the targets agreed on, level achieved and any comments the appraiser may wish to add. To be completed by the Supervisor and the Supervisee.
Section C:	
Assessment of Performance Qualities	This measures how the results are achieved. This appraises the performance qualities which are knowledge, skills, and attitudes displayed by the appraisee during the appraisal period relative to requirement for the career level and measures how well the appraisee is living the values of the institution. To be completed by supervisor The rating scale is on 5 levels: 1= Unsatisfactory 2= Improvement Needed 3 = Satisfactory 4 = More than Satisfactory 5 = Excellent
Section D:	
Development Section	Identifies development needs of employee: strengths, weaknesses, development requirements and development plan: To be completed by supervisor
Section E:	
Employee's Comments	Summaries of the employee's acceptance or rejection of either the entire performance evaluation or portion(s) of the evaluation. To be completed by supervisee
Section F:	
Supervisor & Departmental Committee recommendation	Summaries of the recommendations from supervisor & departmental committee on an employee: To be completed by supervisor and departmental committee
Section G:	
A&P Committee Recommendation	To be completed by Babcock University Appointment & Promotion Committee

Section A i : Personal Record of Service – (To be completed by the supervisee)

1. Name: _____
(Surname) (First Name) (Middle Name)
2. Date of Birth (dd/mm/yy): _____ Cell Phone: _____ E-mail: _____
3. Status: Regular ☐ Contract ☐
4. Date of Assumption of duty: _____ Department as at employment: _____
5. Qualification:
- i) At employment _____
- ii) Date & Name of institution _____
6. Additional Qualification _____
- Note: Use extra sheet(s) if needed*
7. Current Division: _____ Current Department/Unit: _____
8. BUSS Level & % at Employment: _____ Date of Previous Promotion: _____
9. BUSS Level & % at Last Promotion: _____ Present Position: _____
10. Leave Records:

S/N	Nature of leave	Period of leave		Number of days taken
		From:	To:	
1	Sick leave/Hospitalization			
2	Annual Leave/Maternity Leave			
3	Compassionate			
4	Others (pls. indicate)			

Total Number of days taken in the period under review _____

11. CHURCH ACTIVITIES**(A) For Seventh-day Adventists ONLY**

- i. Name of SDA Church you attend regularly: _____
- ii. Address of Church: _____
- iii. Name of Church Pastor: _____ Phone No: _____
- iv. Name of First Elder: _____ Phone No: _____
- v. State your Church activities during the current year
- (a) _____
- (b) _____

(B) For Non-Seventh-day Adventists ONLY

State and attach verifiable evidence of involvement in any spiritual programme in Babcock University within the year under review: _____

Section A ii : Employee Training & Development – (To be completed by the supervisee & supervisor)**If applicable fill 12 – 22****12. Faculty on academic programme (In school):**

Institution: _____ Programme: _____ Length: _____

Module: Part-time _____ Full time _____ Date started: _____

Coursework finished? _____ Project finished? _____ Projected graduation date: _____

Attach progress report

13. Seminars, Conferences, Workshops undertaken within and outside BU during the period of this report

(Attach supporting documents):

- a) _____
- b) _____
- c) _____

Attach additional information if necessary

14. Orientation for New faculty: Yes ☐ Date Attended _____
(Attach supporting documents)

No ☐ Reason: _____

15. Orientation for New & Returning Deans/HODs/HOUs: Yes ☐ Date Attended _____
(Attach supporting documents)

No ☐ Reason: _____

16. IFL Workshop: Yes ☐ Module 1 ☐ 2 ☐ 3 ☐ Date/s Attended _____ (attach certificate/s)
No ☐ Reason: _____

17. Other workshops, seminars, etc. _____

18. Ongoing Research Areas (Number and Title – Attach additional sheet if necessary): _____

19. How often do you upload publications, research, and articles on BU website?

Very often ☐
10 points

Often ☐
6 points

Occasionally ☐
2 points

Not at all ☐
0 point

20. Professional practice engaged in during the year under review (you may wish to attach a report).

Section A iii : Alignment with BU Core Values (To be completed by the Supervisor)

S/N	Core Values	Earned Score (maximum of 10)	Total Score
1.	Excellence (Promotes and delivers high quality services)		
2.	Integrity (Trustworthy, reliable, transparent)		
3.	Accountability (Acknowledges and assumes responsibility for actions, decisions, and policy implementation within the scope of the employment position)		
4.	Servant Leadership (Actively listens, empathizes and committed to the growth of students and other people)		
5.	Team Spirit (Considerate, willingness to work together towards common goals)		
6.	Autonomy & Responsibility (Demonstrates highest standards in professional competence and behaviour)		
7.	Adventist Heritage (Committed to the mission, vision & Adventist Philosophy of Education)		

Expected Maximum Score: 70.

Total Score Obtained: _____

Percentage: _____

Section B:

Review of work/achievements based on agreed objectives on Teaching, Research & Community Service. *(To be completed by the Supervisor and the Supervisee)*

(a) TEACHING & LEARNING

Courses taught during the period of report: *To be completed by supervisee*

S/N	Course Code	Units	Contact Hours	If shared, state your hours/contributions	1 st Semester
i.					
ii.					
iii.					
Total Units/Hours					

(c) Use extra sheet(s) if needed

S/N	Course Code	Units	Contact Hours	If shared, state your hours/contributions	2 nd Semester
i.					
ii.					
iii.					
Total Units/Hours					

Use extra sheet(s) if needed

Comments by the Supervisor to certify the accuracy of courses listed above: _____

(b) RESEARCH: Evidence to demonstrate achievement of research objectives

(To be completed by supervisee as applicable)

S/N	LIST ARTICLES
S/N	LIST BOOK/BOOK CHAPTERS
S/N	LIST LOCAL JOURNALS
S/N	LIST INTERNATIONAL JOURNALS

(Attach additional sheet if necessary)

Performance Assessment on Research (To be completed by supervisor)

Note: Did not meet target (DNMT). Partially met target (PMT). Met target (MT); Exceeded target (ET)

	Objectives & targets summarized below <i>Note: Evaluate only the column relevant to the employee</i> (Graduate Assistant Column to be assessed by Professor GA is attached to)					Expected Score		Comments by appraiser, if any
2.i	Research (Assistant Lecturer and Above)							
	Number of Publications in each of the following categories:							
	Category	A	B	C	Total			
a.	Articles, patents etc.							
b.	Book/Book chapters							
c.	Local Journals							
d.	International Journals							
e.	Research Grants							
								Comments by appraiser, if any
2.ii	Research (Graduate Assistant)							
	Number of Publications in each of the following categories:							
	Category	A	B	C	Total			
a.	Articles Author/Co-Author							
b.	Book/Book chapters Author/Co-Author							
c.	Local Journals Author/Co-Author							
d.	International Journals Author/Co-Author							
e.	Researcher/Co-Researcher							
f.	Research Grants							

(c) COMMUNITY SERVICE (To be completed by the Supervisor)

					10 Marks				Comments by appraiser, if any
					DNMT	PMT	MT	ET	
2.i	Community Service For SENIOR LECTURERS & ABOVE ONLY; including DEANS & HODS <i>[Attach supporting document(s)]</i>								
a.	As Mentor of Faculty, Staff and Students, etc				2				
State total number mentored/being mentored and area of mentorship (attach evidence)									
b.	Activities in Schools, Student Club/Association				2				
c.	State/National/International Assignments				2				
d.	Editorship of journal/Member of Professional Bodies				2				
e.	Others				2				
					10 Marks				Comments by appraiser, if any
					DNMT	PMT	MT	ET	
2.ii	Community Service For GRADUATE ASSISTANT TO LECTURER I ONLY <i>[Attach supporting document(s)]</i>								
a.	Activities in Schools, Student Club/Association				2				
b.	State/National/International Assignments				2				
c.	Editorship/Review of journal/articles/book				2				
d.	Member of Professional Bodies				2				
e.	Academic/Administrative responsibilities/leadership within or outside the university				2				

Total Rating for Section B (based on criterial for faculty promotion assessment score)

Teaching (25 Marks)

Community Service (10 Marks)

Research (40 Marks)

Cumulative Score for Section B

Total (%)

Briefly explain the challenges you faced with your teaching job during the year under review:

- i.
- ii.
- iii.
- iv.

Suggest possible solutions to the challenges you have stated above.

- i.
- ii.
- iii.
- iv.

Section C: Assessment of Performance Qualities

(To be completed by supervisor)

In assessing performance, you are to consider some or all of the following aspects and assess them independently. Each section is described as a sample of behaviour that can be rated as excellent (5) and down to unsatisfactory (1) and not applicable [N/A]

1 = Unsatisfactory 2 = Improvement Needed 3 = Satisfactory 4 = More than Satisfactory 5 = Excellent NA = Not Applicable

Competency Headings	Summary Definition	Rate					
		1	2	3	4	5	NA
Spiritual Alertness	a) Regularly punctual and active in all BU spiritual programs						
	b) Regularly attends and active at School devotionals						
	c) Regularly attends and active at Week of Spiritual Emphasis programmes						
Personal Quality	a) Regularly punctual to work						
	b) Leads and inspires others to give their best						
	c) Shows initiative						
	d) Has creative ability						
	e) Interested in research						
	f) Seeks and accepts responsibilities at all times						
	g) Is competent and productive						
	h) Works effectively and efficiently under pressure						
	i) Is Honest and has Integrity						
	j) Maintains comportment						
	k) Is professional & presentable in appearance in accordance with BU Dress Code						
	l) Wears name tag/Identity Card						
	m) Helps in promoting maintenance culture for BU equipments						
	n) Has ability to accept and manage change						
Relationship with Colleagues	a) Shows respect and politeness to colleagues at all levels						
	b) Is a team player						
	c) Communicates effectively with colleagues						

Institutional Development	a) Continually identifies and explores opportunities for BU development								
	b) Understands the needs and priorities of the institution								
	c) Constantly ensures that the institution becomes more efficient and effective								
	d) Manages institutional information effectively								
	e) Constantly respects and upholds BU core values, policies, and practices								
	f) Adds exceptional value to the university (student drive/fund raising/contacts etc.) through the quality of services rendered as a faculty or personal effort.								
Expected Total Score 130	Employee Overall Score								

Overall Evaluation Report:

Unsatisfactory (< 40); Improvement Needed (40-54); Satisfactory (55-69); More than Satisfactory (70-89); Excellent (≥ 90)
NA = Not Applicable

FOR HOD USE ONLY: Kindly fill the percentage for faculty attendance to school/departmental weekly devotion programmes, departmental meetings and other departmental committees:
.....% over 100%

Section D: Development of supervisee

(To be completed by immediate supervisor)

Key Strengths:

Areas of known weakness:

Performance Improvement/Learning/Behavioural Interventions Recommended:

Section E: *Comments by the supervisee*

In completing this section you should take into account the views expressed by the supervisor as reported in Section B, C and D.

Comment by supervisee:

I certify that I have seen, read, and discussed this evaluation of my performance over the past year with my supervisor.

I accept ☐ /differ with ☐ this evaluation of me as stated above.

I hereby indicate the area(s) or portion(s) of difference, with the following reason(s):

- i. _____
- ii. _____
- iii. You may attach additional information

.....
Supervisee's Signature

.....
Date

Section F: *To be completed by the supervisor, and defended before the departmental committee (3-5 members)*

Judging from the overall performance of this employee during the period covered by this report, the summary of my assessment is he/she is: (**Tick (x) the appropriate box**)

1.
 - a. Exceptionally Qualified ☐
 - b. Qualified ☐
 - c. Marginal qualified ☐
 - d. Qualified, but not sufficiently matured/experienced ☐
 - e. Incompetent to undertake the duties ☐

Therefore, I recommend:

- a. Promotion to the rank of
- b. Promotion to the post of
- c. No change in status, but commendation for special good work/conduct for the following reasons:
 - i.
 - ii.
- d. No change in status, but increase in salary steps
- e. Disciplinary action for the following reasons:
 - i.
 - ii.

2. Give reason(s) for your recommendation: _____

3.
HOD's Name & Signature

.....
Date

4. Faculty Appointments and Promotions Committee Recommendation
(Date of A & P Meeting)_____

5. _____
Dean's Name & Signature Date

6. _____
SVP/DVC Academics' Signature Date

Section G: For Babcock University Appointment and Promotion Committee

1. Total ratings (Section B) (Tick cumulative rating)
2. Total score on assessment performance (Section C)

DNMT	PMT	MT	ET

3. Satisfactory performance
4. Unsatisfactory performance
5. Recommended for step increase
6. Recommended for promotion
7. More qualification needed for promotion
8. More experience needed before the next promotion
9. To be transferred to a different job after training (suggest area)

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

10. To lose annual increment
11. To be warned to improve performance and placed on performance
Improvement Programme for six months

<input type="checkbox"/>
<input type="checkbox"/>

BU A & P Secretary (Name & Signature) Date