CONFIDENTIAL

FEDERAL COLLEGE OF EDUCATION (TECHNICAL) POTISKUM

(Office of the Registrar)

TEACHING STAFF

ANNUAL PERFORMANCE EVALUATION REPORT

JANUARY – DECEMBER 2026

This Form should be completed by ALL Teaching Staff and be submitted to the Reporting Officer for onward submission to the Establishment Division PART 'A' BIODATA (TO BE COMPLETED BY THE STAFF)

1. (a) Name:……

Surname First Name Middle Name

(b) ID Number: ……. (c) Gender: …… (d) Marital Status: ……

(e) Phone Number: ……..…….……..… (f) Date of Birth:……

2. (a) School/Dept./Unit:…….…….

(b) Date of First Appointment and Rank…….……...

(c) Date of Present Appointment, Salary Scale and Rank:…….

(d) Nature of Appointment: Permanent ☐ Tenure ☐ Provisional ☐

PART 'B' ACADEMIC RECORDS (TO BE COMPLETED BY THE STAFF) 1. **Qualification(s) Obtained**

CERTIFICATE(S) OBTAINED	CLASS/SPECIALIZATION	AWARDING INSTITUTION	DATE

2. **Membership of Professional Bodies**

NAME OF BODY	STATUS	DATE OF ISSUANCE

PART 'C' SCHEDULE OF DUTY

(TO BE COMPLETED BY THE STAFF)

1. Schedule of duties in the College during period of report

Courses taken

FIRST SEMESTER	SECOND SEMESTER
……..……	i. ……
i. …….	ii. iii. ……
ii. iii. …….	iv. ……
iv. …….	v. ……...
v. ……...	……

2. Teaching Load per Week | Hours |

3. Research Work carried out (List them)

S/N	RESEARCH TITLE	DATE
1.		
2.		
3.		
4.		
5.		

Give any other information including other activities within and outside the College e.g. Community Service, Membership of Committee(s)

……..…

……..……

……..……

5. **Publications**

Number of Journals	
Number of Books Published	
Number of Chapter contributions	
Inventions, Innovations & Exhibitions	

6. Conferences/Seminar papers presented with dates

Conference/Seminar	Venue	DATE

7. Supervision of students/Group research work

……

……

……

8. Supervision/Invigilation of students (since last promotion) on

i. SIWES: ……

Or

Teaching Practice: ……

ii. Examination: ……

PART 'D' ASSESSMENT & RECOMMENDATION

(TO BE COMPLETED BY THE REPORTING OFFICER)

1. Classification of duties

a. Solely Administrative ☐

b. Solely Teaching ☐

c. Combination of A&B ☐

2.

		5	4	3	2	1	N/A
i.	Integrity						
ii.	Relationship with colleagues						
iii.	Intellectual Ability						
iv.	Punctuality						
v.	Productivity						
vi.	Relationship with students						
vii.	Supervisory Ability						
viii.	Acceptance of Responsibility						
ix.	Creativity						
x.	Ability to take Higher Responsibility						

KEY: 5 (EXCELLENT), 4 (V. GOOD), 3 (GOOD), 2 (FAIR), 1 (POOR)

3. **SUMMARY OF SCORES**

S/N	CRITERIA	TOTAL MARKS OBTAINABLE	MARKS OBTAINED
1.	Qualification	20	
2.	Publications	40	
3.	Teaching	15	
4.	Research	10	
5.	Academic Leadership	05	
6.	Administrative Experience	03	
7.	Membership of Professional Bodies	02	
8.	Performance	05	
	TOTAL	**100**	

4. **Recommendation by the Reporting Officer**

In the light of the above assessment, I recommend;

(a). Confirmation of Appointment: ……..…….……..

(b). Promotion to the Post of: ……..……...……

(c). Training: ……..

(d). Possible Change of Cadre: ……..

(e). Disciplinary Action: ……...……

(f). Any other recommendation (Specify)……...……

……...……...…

Name of Reporting Office: ……...……

Designation: ……...……

Signature:…….. Date: ……

PART 'E' RESPONSE TO ASSESSMENT IN PART 'D' ABOVE

(TO BE COMPLETED BY THE OFFICER REPORTED UPON)

I ……. of School/Dept./Unit…….. Having carefully

studied the above assessment do hereby agree/disagree with the assessment. If the response is in the negative, state reasons below;

……..……

……..……

(Attach additional paper(s) if space is not adequate)

Signature of Staff: ……...…. Date: ……...…..

PART 'F' COMMENTS BY THE REGISTRAR

Having carefully studied the assessment, response and recommendations made in parts 'C' and 'D' above, I wish to make the following Comment;

……

……

Signature: ……..…… Date: ……..

PART 'G'

DECISION OF THE SENIOR STAFF INTERNAL ASSESSMENT COMMITTEE (SSIAC)

.....

.....

Signature of Chairman: …… Date:……