

DAR ES SALAAM UNIVERSITY COLLEGE OF EDUCATION

***ANNUAL CONFIDENTIAL REPORT FOR ACADEMIC STAFF FOR THE CALENDAR YEAR**

PART 1: FILLED BY STAFF MEMBER

1. PERSONAL PARTICULARS

1.1 Personal History

Name (in full): Date of Birth.....

Designation:

Education: *(Only provide information for tertiary education)*

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Marital Status:.....

Nationality:.....

1.2 Previous Working Experience *(Should be only filled for the past 10 years)*

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1.3 Posts Held at this University

Post:..... Date(s):.....

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1.4 Extracurricular Activities *(Include involvement in community service)*

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* (a) This form is to be filled in triplicate:

Original: To Deputy Principal (Academic, Research and Consultancy)

One Copy: for Department file

One Copy: for Faculty File

* (b) 3 up-to-date copies of the respondent's curriculum vitae and publication evaluation report should be attached for those recommended for promotion. For the others, one copy of up-to-date curriculum vitae should be attached.

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2. PUBLICATIONS SINCE LAST REPORT

2.1 Publications in Refereed Journals (*Indicate relevant Serial Nos. on attached CV*)

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2.2 Technical Notes and Book Reviews (*Indicate relevant Serial Nos. on attached CV*)

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2.3 Book Chapters / Books (*Indicate relevant Serial Nos. on attached CV*)

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2.4 Manuscripts

Manuscripts Submitted for Publication (*Indicate journal / publisher and year of submission*)

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2.5 Other Research Papers / Writings (*Indicate media/ purpose, e.g. Govt. Reports, Research Reports, Conference Papers retrievable from proceedings, etc.*) (*indicate relevant serial Nos. on attached CV*)

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2.6 If you did not publish please give reasons

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3. ON-GOING RESEARCH PROGRAMMES

Current Research Programmes and Progress made since last report

3.1 General Information of the Project(s) – Attach separate sheet where necessary

Programme/ Project	Funding Source and Sum	Responsibility (PI, Member, coordinator etc.)	Project Duration	Geographical scope (regional, national, international)

3.2 Specific Project Information – Attach separate sheet where necessary

Project Objectives	Date of submission of last progress report	Approval by Faculty	Number of individuals availed training on programme	Progress of individuals trained under project

4. TEACHING/ CONSULTANCY

4.1 (a) Undergraduate Teaching

Course (Code and Title)	Course Units	Number of Students	Contact hours (seminars, practicals, tutorials)	Field work (hours/ days)

4.1 (b) Post graduate Supervision/ Teaching

Degree Programme (Masters/ Ph.D.)	Course/ Thesis Title	Number of Students	Student Progress	Funding Source and Amount

4.2 Consultancy Service load

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Date:.....

Signature:.....

PART II: COMMENTS BY HEAD OF DEPARTMENT

5. STAFF MEMBER’S EFFECTIVENESS AS A RESEARCHER

5.1 Research Activities

(a) Publications in refereed journals

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(b) Book chapters / Books

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(c) Other research papers / writings (*Indicate media/ purpose, e.g. Govt Report, Research Reports, Conference Papers retrievable from proceedings etc.*)

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(d) Consultancy reports

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5.2 Assessment of the Quality of Research

(a) Quality of the Publication (Award grades A, B, C or D)

Paper (as numbered on CV)	Coverage of subject matter	Originality; contribution to knowledge	Relevance to academic discipline	Relevance to individual's own specialisation in an academic discipline	Presentation

(b) Assessment of Progress in on-going Research Projects

General Information of the Project(s)

Relevance of Programme/ Project to UDSM and society	Have intended Project Objectives been met?	Has individual achieved intended schedule/ progress?	What is progress of individuals under project training?	What are the products from project to Unit/ UDSM? (Students, equipment, etc.)

5.3 Other Academic Activities (indicate other academic activities done by the individual e.g. evening programme teaching, short course organisation, excursions etc.)

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6. Staff Member's Effectiveness as a University Teacher

6.1

		GRADE		
		A	B	C
Teaching Materials	a) Lectures			
	b) Practicals			
Availability for Consultation				
Punctuality				
Supervision				

6.2 Carefulness in Grading Students' Scripts

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6.3 Carefulness in Keeping Students' Records

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6.4 Comments on Teaching Load

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6.5 Other Comments on His / Her Teaching

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7. SUMMARY AND WEIGHTING OF ACADEMIC ACTIVITIES

Year of Last Promotion

Please indicate staff's performance for the last three years

				Remarks
Undergraduate Teaching				
Postgraduate Teaching				
Publication (% Achievement)				

N.B. (i) % achievement =
$$\frac{\text{Units achieved}}{\text{Units required for Promotion}}$$

(ii) Assessment of teaching in letter grades.

8. PARTICIPATION IN PUBLIC SERVICE IN THE UNIVERSITY AND/ OR OUTSIDE UNIVERSITY

8.1 Participation in Departmental matters (e.g. administration, departmental meetings and committees)

Active:.....
 Not active:.....
 Not had the opportunity:.....

8.2 Participation in Faculty matters (e.g. administration, faculty board meetings and committees)

Active:.....
 Not active:.....
 Not had the opportunity:.....

- 8.3 Participation in College matters** (e.g. administration and committees)
 Active:
 Not active:
 Not had the opportunity:
- 8.4 Participation in national/ community activities** (e.g. national boards, consultancy etc.)
 Active:.....
 Not active:
 Not had the opportunity:.....
- 9. GENERAL COMMENTS ON STAFF MEMBER’S BEHAVIOUR:**
- 9.1 Respect for other People:**
 Excellent.....
 Very Good.....
 Good.....
 Unsatisfactory.....
- 9.2 Dedication to work:**
 Very Serious.....
 Serious.....
 Moderately Serious.....
 Not Serious.....
- 9.3 Spirit of Cooperation with Department head and other co-workers:**
 Satisfactory.....
 Unsatisfactory.....
- 9.4 Any special weakness which interfere with work**

- 9.5 Have these weaknesses been communicated to the staff member?**
 Yes.....
 Not.....
 How was this Effected? Written Warning:.....
 Verbal Communication:.....
 Others.....
- 9.6 Additional Comments:**

- 10. DEPARTMENT HEAD’S RECOMMENDATION:**
 Recommendation for Promotion

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Other Recommendations
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Reasons for the Recommendations.....
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Date:

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Signature of Head of Department

PART III: COMMENTS BY FACULTY DEAN

11 COMMENTS ON HEAD OF DEPARTMENT'S ASSESSMENT:

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12 DEAN'S ASSESSMENT OF THE INDIVIDUAL

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Date.....

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Signature of the Dean

PART IV: COMMENTS BY DEPUTY PRINCIPAL (ACADEMIC)

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Date.....

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Signature of the DP (Ac)

PART V: COMMENTS BY THE PRINCIPAL

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Date.....

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Signature of the Principal