



THE FEDERAL POLYTECHNIC, ILARO

BEST ACADEMIC STAFF OF THE YEAR AWARD EVALUATION FORM

PART A

(To be completed by the Applicant)

1. NAME: DR/MR/MRS/MISS: _____
 [Surname] [First] [Middle]
2. STAFF FILE NO: _____ 3. PHONE NO: _____
4. DATE OF BIRTH: _____ 5. GENDER: _____
 [DD – MM – YYYY]
6. SCHOOL: _____
7. DEPARTMENT: _____
8. QUALIFICATIONS: [Degree, Diploma, Certificates and Membership of Professional Bodies]

S/N	QUALIFICATIONS	CLASS	AWARDING INSTITUTIONS	DATE



9. MEMBERSHIP OF PROFESSIONAL BODIES

10. CAREER WITHIN THE POLYTECHNIC:

		POSITION	OTHER JOB TITLES	CONTEDISS/STEP	DEPARTMENT	DATE
1	1 ST APPOINTMENT					
2	PROMOTED/ HARMONISED/ REGRADED TO					
3						
4						
5						
6						
7						
8						
9						



PART B

(To be completed by the Applicant)

11. PUBLICATIONS/CREATIVE DEVELOPMENT: Give details of published books and articles. Please note that you will be requested to submit copies for sighting by the Committee

i. Books and Monographs

ii. Articles that have already appeared in reputable Journals

iii. Patent/any other creative Development



- 14. Administrative Experience in the Polytechnic
- 15. WORKLOAD
Indicate the number of courses taught, contact hours, classes, and student population.
Please attach evidence.
- 16. Additional Skills Acquired with Evidence
- 17. Awards or Commendation Letters
- 18. COMMUNITY SERVICE

Note:

Give five (5) reasons to convince the Committee that you deserve the Award you are competing for. Please attach evidence if necessary. The Committee may request Evidence of other claims.

- 1. _____

- 2. _____

- 3. _____

- 4. _____

- 5. _____

Applicant's Signature and Date



PART C

ASSESSMENT AND EVALUATION CRITERIA

[To be completed by the Implementation Committee]

i. Conference Papers

S/N	Title of Papers	Int. Conference 3	Local Conference 2	Originality 3	Contributions to knowledge 2	Maximum Score 10
1						
2						
3						
4						
5						
6						
7						

ii. Details of Publications/Inventions (Textbooks/Manual/Projects etc.)

	Title of Papers	Int. Journal 4	Local Journal 3	Qualities of Publications 3	Impact Factor 2	Citation 3	Coverage of the Work/ Publication 3	Relevance of Publications 2	Maximum Score 20
1									
2									
3									
4									
5									
6									
7									

iii. Textbooks/Manuals/Fabrications

S/N	Title of Book	Adequacy of structure including presentation and style 4	Adequacy of Academic Contents of the Book/ Projects/ Manuals 5	Appropriateness of the Book/ Projects/ Manuals for target Readers 3	Adequacy of language (i.e. Grammar, structure, communication & technicalities) 4	Quality of Production i.e. Typesetting, Aesthetics, Diagrams etc 4	Maximum Score 20
1							
2							
3							
4							
5							
6							
7							



iv. **Other Variables**

S/ N	Administrative Experience in the Polytechnic 4	Project Supervision 5	Work load 6	Awards or Commendation Letters 2	Additional Skills Acquired with Evidence 4	Community Service 2	Committee Membership 3	Staff performance/ File Auditing 4	Maximum Score 30
1									
2									
3									
4									
5									
6									
7									

v. **Observance of Ethical Standards**

S/ N	Honesty and Integrity 5	Transparency 2	Fairness 2	Confidentiality 4	Professionalism 3	Spirit of Teamwork 4	Maximum Score 20
1							
2							
3							
4							
5							
6							
7							

ANALYSIS OF THE SCORES

i.	Conference papers	10 marks
ii.	Details of Publications/Inventions	20 marks
iii.	Textbooks/Manuals/Fabrications	20 marks
iv.	Other Variables	30 marks
v.	Observance of Ethical Standards	20 marks
	Total	100 marks

Chairman's Name

Signature and Date

