



MOSHI UNIVERSITY COLLEGE OF  
CO-OPERATIVE AND BUSINESS STUDIES  
(MUCCoBS)



A Constituent College of Sokoine University of Agriculture  
P. O. Box 474 Sokoine Road, Moshi, Tanzania

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

PART I: EVALUATION BY INDIVIDUAL MEMBER OF STAFF

1.0 PERSONAL HISTORY		
1.1 PERSONAL PARTICULARS		
Surname: .....	First and Middle Name(s): .....	
Date of Birth: .....	Place of Birth: .....	
1.2 HIGHEST ACADEMIC QUALIFICATION ATTAINED .....	Where and when obtained: .....	
1.3 CURRENT POSTS AT THIS UNIVERSITY	Date of Appointment	Present Salary Scale
	Academic  .....	
Administrative and others: .....	Date of Appointment .....	.....
1.4 CURRENT MEMBERSHIP IN COMMITTEES, BOARD AND PROFESSIONAL ORGANISATIONS: (Indicate number & Extent of involvement) e.g. Chairman, Secretary, etc: ..... ..... ..... ..... ..... ..... .....		

- (a) This form is to be filled in triplicate.
- (b) 5 Up-to-date copies of the respondent's curriculum vitae should be attached promotion, otherwise attach 3 copies.
- (c) Prepare CVs following accepted standard format.
- (d) Distribution: White – DPAC, Yellow – Faculty Dean; Green – Department.

<p>2.0 PUBLICATIONS SINCE THE LAST REPORT: (Indicate Ref. number in your CV)</p> <p>2.1 JOURNAL ARTICLES .....</p> <p>.....</p> <p>.....</p> <p>2.2 PROCEEDINGS .....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>2.3 BOOKS .....</p> <p>2.4 PAPERS ACCEPTED FOR PUBLICATIONS: (Give reference No. in your CV)</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>2.5 OTHER MANUSCRIPTS SUBMITTED FOR PUBLICATIONS: (Give reference No. in your CV)</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>2.6 OTHER RESEARCH PAPER/WRITINGS: (Give reference No. in your CV):</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>2.7 EXTENSION MATERIALS/REPORT SINCE LAST PROMOTION (Indicate Media/Purpose)</p> <p>.....</p>
<p>2.8 IF YOU DID NOT PUBLISH: GIVE REASONS</p> <p>.....</p> <p>.....</p>
<p>3.0 ON GOING RESEARCH PROGRAMME(S) AND PROGRESS MADE SINCE LAST REPORT:</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>4.0 CURRENT EXTENSION PROGRAMME(S) AND PROGRESS MADE SINCE LAST REPORT:</p> <p>( For each activity indicate proportion of time spent)</p> <p>.....</p> <p>.....</p> <p>.....</p>

5.0 TEACHING/CONSULTANCY

5.1 UNDERGRADUATE

TEACHING ACTIVITY	SUBJECT(S)	CLASS SIZE	CONTACT HOURS/DAY
..... ..... .....	..... ..... .....	..... ..... .....	..... ..... .....
Supervision of Special Projects STUDENT'S NAME ..... ..... ..... ..... ..... ..... .....	SHORT TITLE ..... ..... ..... ..... ..... ..... .....		
Supervision of Field Practical  YEAR OF STUDY ..... .....	DEGREE  PROGRAMME ..... .....	CLASS SIZE  ..... .....	DATE  ..... .....

5.2 POSTGRADUATE:

Teaching Activity	SUBJECT(S)	CONTACT HOURS/DAY
<u>Supervision of Research</u>  STUDENT'S NAME ..... ..... ..... .....	TITLE ..... ..... ..... .....	

5.3 TEACHING MATERIALS (Handouts, manuals, etc)

TITLE	TARGET GROUP	Number of pages, figures, tables and form of production (bound Manuals etc)
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

5.4 CONSULTANCY/SHORT COURSE WORK LOAD:  
(Describe work done, including reports)

TITLE (Give short Title and Reference No. in CV)	CLIENT	DATES
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

5.5 SEMINARS/CONFERENCES, ETC. ATTENDED

TITLE	PLACE	DATES
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.....	.....	.....
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.....	.....	.....
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5.6 ANY ADDITIONAL INFORMATION

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Signature of Staff Member: ..... Date: .....

6.0 PART II: EVALUATION BY DEPARTMENTAL COMMITTEE  
 STAFF MEMBER'S EFFECTIVENESS AS A RESEARCHER/LECTURER/EXTENSIONIST/  
 RESEARCH FELLOW/LIBRARIAN

6.1 Staff Member's Overall Effectiveness as a Researcher

Excellent .....	V. Good .....	Good .....	Satisfactory .....	Poor .....
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6.2 Publication and/or Accepted Manuscripts in Recognized Journals (since last report)

Title (Give Ref.No. in CV)	Journals (short form) and pages	<sup>2</sup> Reviewers Assessment		Number of Units
		<sup>3</sup> Relevance to Staff Discipline	<sup>4</sup> Overall Quality	
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
TOTAL UNITS				

6.3 Published and <sup>5</sup>Accepted Conference papers (since last report)

Title (Short title and reference No. in CV)	Published Proceeding	<sup>6</sup> Reviewers Assessment		
		<sup>7</sup> Relevance to Staff Discipline	<sup>8</sup> Overall Quality	Number of Units
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
TOTAL UNITS				

<sup>2</sup> Assessment by reviewer necessary only for staff promotion above Lecturer/research Fellow/Librarian. For the sake of uniformity reviewers should be asked to evaluate each paper separately and use the accepted standard criteria.  
<sup>3</sup> Relevance: Very Relevant(A); Relevant(B), Fair(C), Irrelevant(D).  
<sup>4</sup> Quality: Units: Positive(1) or Negative(0).  
<sup>5</sup> Evidence of acceptance will be required.  
<sup>6</sup> Assessment by reviewer necessary for all staff promotions.  
<sup>7</sup> Relevance: Very Relevant(A), Relevance(B), Fair(C), Irrelevant(D).  
<sup>8</sup> Quality: Positive (0.5), Negative (0)

6.4 PUBLISHED BOOKS/CHAPTER IN BOOK/COMPENDIA (SINCE LAST REPORT)

Title	Publisher	ISBN No.	<sup>9</sup> Assessment		Number Of Units
			<sup>10</sup> Relevance to Staff Discipline	<sup>11</sup> Overall Quality	
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
TOTAL UNITS					

<sup>9</sup> Assessment by reviewer necessary for staff promotion at all ranks.

<sup>10</sup> Relevance: Very Relevant(A), Relevant(B), Fair (C), Irrelevant(D).

<sup>11</sup> Quality: Excellent(A), = 6 units; Good(B) = 4 units, Satisfactory (C) = 2 units OR For levels lower than university books: Excellent (A) = 2 units; Good (B) = 1 unit; Satisfactory (C) = 0.5 unit.

6.5 PARTICIPATION IN EXTENSION SINCE LAST REPORT

Activity	Target Group	Achievement Attained	<sup>12</sup> Assessment	Units Score
Publication ..... ..... ..... .....	..... ..... ..... .....	..... ..... ..... .....	..... ..... ..... .....	..... ..... ..... .....
Outreach ..... ..... ..... .....	..... ..... ..... .....	..... ..... ..... .....	..... ..... ..... .....	..... ..... ..... .....
TOTAL UNITS				

7.0 STAFF MEMBERS EFFECTIVENESS AS A UNIVERSITY TEACHER:

Excellent .....	Good .....	Satisfactory .....	Poor .....
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7.1 SUMMARY OF STUDENT ASSESSMETN (Staff should be assessed by each class taught)

Excellent .....	Good .....	Satisfactory .....	Poor .....
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7.2 COMMENTS ON TEACHING LOAD

Heavy	Normal	Light	
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7.3 OTHER COMENTS IN HIS/HER TEACHING

..... ..... .....
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<sup>12</sup> Positively evaluated extension publications = 1 unit  
 Outreach achievement: Excellent(A) = 2 units; Good(B) = 1 unit; Satisfactory (C) = 0.5 unit.

**8.0 PARTICIPATION IN PUBLIC SERVICE IN THE UNIVERSITY AND/OR OUTSIDE UNIVERSITY**

**8.1 PARTICIPATION IN DEPARTMENTAL MATTERS:**  
(eg. Administration, Departmental Meetings and Committees)

Very Active .....	Active .....	Indifferent .....	Not had opportunity .....
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**8.2 PARTICIPATION IN FACULTY/INSTITUTE MATTERS**  
(e.g. Administration, Faculty/institute/Library Board Meetings, Committee Meetings):

Very Active .....	Active .....	Indifferent .....	Not had opportunity .....
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**8.3 PARTICIPATION IN OTHER UNIVERSITY ACTIVITIES**  
( e.g University Committees etc)

Very Active .....	Active .....	Indifferent .....	Not had opportunity .....
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**8.4 PARTICIPATION IN NATIONAL/COMMUNITY ACTIVITIES:**  
( e.g. National Boards, Consultancy etc).

Very Active .....	Active .....	Indifferent .....	Not had opportunity .....
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**9.0 COMMENTS ON INDIVIDUAL'S OVERALL ADMINISTRATIVE LOAD:**

Heavy .....	Normal .....	Light .....	Not applicable .....
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10.0 GENERAL COMMENTS ON STAFF MEMBER'S BEHAVIOUR

10.1 RESPECT FOR PEOPLE:

Excellent .....	Good .....	Satisfactory .....	Unsatisfactory .....
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10.2 DEDICATION TO WORK:

Very dedicated .....	Dedicated .....	Moderately dedicated .....	Not dedicated .....
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10.3 SPIRIT OF COOPERATION WITH HEAD OF DEPARTMENT AND OTHER WORKERS:

Excellent .....	Good .....	Satisfactory .....	Unsatisfactory .....
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10.4 ANY SPECIAL WEAKNESSES WHICH INTERFERE WITH WORK

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 .....  
 .....  
 .....

10.5 HAVE THESE WEAKNESSES BEEN COMMUNICATED TO THE STAFF MEMBER?

YES .....	NO .....
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If yes; How was this affected?

Written Communication .....

Verbal Communication .....

Others:

.....  
 .....

10.6 ADDITIONAL COMMENTS:

.....  
 .....  
 .....

11.0 OVERALL PERFORMANCE

ACTIVITY	UNITS
1. Publications	
(a) Journal article _____ (b) Book(s) _____ (c) Chapter in books _____ (d) Conference papers _____ (e) Compendia _____	_____ _____ _____ _____ _____
2. TEACHING	
3. EXTENSION  (a) Publications _____  (b) Outreach achievement _____	_____  _____
TOTAL UNITS SCORE	
TOTAL UNIT REQUIRED SINCE LAST PROMOTION	
DIFFERENCE (+ or -)	
TOTAL OF Journal article units REQUIRED	
TOTAL OF Journal article units available since last promotion.	

12.0 DEPARTMENTAL COMMITTEE'S RECOMMENDATION

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.....  
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Reasons for recommendations:

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.....  
.....

\_\_\_\_\_ Date: \_\_\_\_\_

SIGNATURE OF THE DEPT. COMMITTEE  
CHAIRMAN/CHAIRPERSON

PART III: EVALUATION BY FACULTY/INSTITUTE/LIBRARY COMMITTEE

13.0 <sup>13</sup>RECOMMENDATION ON DEPARTMENT'S ASSESSMENT

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\_\_\_\_\_ Date: \_\_\_\_\_

SIGNATURE OF THE DEPT. COMMITTEE  
CHAIRMAN/CHAIRPERSON

PART IV: EVALUATION BY THE DEPUTY PRINCIPAL (ACADEMIC)

14.0 RECOMMENDATION BY THE DEPUTY PRINCIPAL ACADEMIC:

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\_\_\_\_\_ Date: \_\_\_\_\_

SIGNATURE OF THE DEPUTY PRINCIPAL ACADEMIC

PART V: EVALUATION BY THE PRINCIPAL

15.0 RECOMMENDATION BY THE PRINCIPAL

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\_\_\_\_\_ Date: \_\_\_\_\_

SIGNATURE OF THE PRINCIPAL

<sup>13</sup> To qualify for promotion beyond lecturer level, staff must have at least one unit from teaching.