



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



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 Academic Administrative and others:	Date of Appointment	Present Salary Scale
	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) 15 Up-to-date copies of the respondent's curriculum vitae should be attached if promotion, otherwise attach 3 copies.
- (c) Prepare CVs following accepted standard format
- (d) Distribution: White – DPAC, Yellow – Faculty Dean; Green – Department.

2.0 PUBLICATIONS SINCE THE LAST REPORT: (Indicate Ref. number in your CV)

2.1 JOURNAL ARTICLES

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2.2 PROCEEDINGS.....

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2.3 BOOKS.....

2.4 PAPERS ACCEPTED FOR PUBLICATIONS: (Give reference No. in your CV)

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2.5 OTHER MANUSCRIPTS SUBMITTED FOR PUBLICATONS: (Give reference No. in your CV)

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2.6 OTHER RESEARCH PAPER/WRITINGS: (Give reference No. in your CV):

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2.7 EXTENSION MATERIALS/REPORT SINCE LAST PROMOTION (Indicate Media/Purpose)

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2.8 IF YOU DID NOT PUBLISH: GIVE REASONS

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3.0 ON GOING RESEARCH PROGRAMME(S) AND PROGRESS MADE SINCE LAST REPORT:

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4.0 CURRENT EXTENSION PROGRAMME(S) AND PROGRESS MADE SINCE LAST REPORT:
(For each activity indicate proportion of time spent)

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5.0 TEACHING/CONSULTANCY

5.1 UNDERGRADUATE

Teaching Activity	SUBJECT(S)	CLASS SIZE	CONTACT HOURS/DAY
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<u>Supervision of Special Projects</u> STUDENT'S NAME	SHORT TITLE		
<u>Supervision of Field Practicals</u> 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.)
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5.4 CONSULTANCY/SHORT COURSE WORK LOAD:

(Describe work done, including reports)

TITLE (Give short Title and Reference No. in CV)	CLIENT	DATES
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5.5 SEMINARS/CONFERENCES, ETC. ATTENDED

TITLE	PLACE	DATES
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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	² Reviewers Assessment		Number of Units
		³ Relevance to Staff Discipline	⁴ Overall Quality	
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TOTAL UNITS				

6.3 Published and ⁵Accepted Conference papers (since last report)

Title (Short title and Reference No. in CV)	Published Proceeding	⁶ Reviewers Assessment		Number of units
		⁷ Relevance to Staff Discipline	⁸ Overall Quality	
		
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TOTAL UNITS				

² 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

³ Relevance: Very Relevant (A); Relevant (B), Fair (C), Irrelevant (D).

⁴ Quality: Units: Positive (1) or Negative (0).

⁵ Evidence of acceptance will be required

⁶ Assessment by reviewer necessary for all staff promotions.

⁷ Relevance: Very Relevant (A), Relevance (B), Fair (C), Irrelevant (D).

⁸ Quality: Positive (0.5); Negative (0)

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

Title	Publisher	ISBN No.	⁹ Assessment		Number of Units
			¹⁰ Relevance to	¹¹ Overall Quality	
			Staff Discipline		
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TOTAL UNITS					

⁹ Assessment by reviewer necessary for staff promotion at all ranks.

¹⁰ Relevance: Very Relevant (A), Relevant (B), Fair (C), Irrelevant (D).

¹¹ 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	¹² 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 ASSESSMENT (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 COMMENTS IN HIS/HER TEACHING

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¹² 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:

(e.g. 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:

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10.6 ADDITIONAL COMMENTS:

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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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Reasons for recommendations:

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SIGNATURE OF THE DEPT. COMMITTEE
CHAIRMAN/CHAIRPERSON

Date: _____

PART III: EVALUATION BY FACULTY/INSTITUTE/LIBRARY COMMITTEE

13.0 RECOMMENDATION ON DEPARTMENT'S ASSESSMENT

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SIGNATURE OF THE FACULTY/INSTITUTE/LIBRARY
COMMITTEE CHAIRMAN/CHAIRPERSON

Date: _____

PART IV: EVALUATION BY THE DEPUTY PRINCIPAL (ACADEMIC)

14.0 RECOMMENDATION BY THE DEPUTY PRINCIPAL ACADEMIC:

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SIGNATURE OF THE DEPUTY PRINCIPAL ACADEMIC

Date: _____

PART IV: EVALUATION BY THE PRINCIPAL

15.0 RECOMMENDATION BY THE PRINCIPAL:

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SIGNATURE OF THE PRINCIPAL

Date: _____

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