

OBAFEMI AWOLOWO UNIVERSITY, ILE-IFE
2020/2021 ANNUAL REVIEW OF ACADEMIC STAFF

FACULTY OF
DEPARTMENT OF

**RECOMMENDATION FOR ESTABLISHMENT OF PRIMA FACIE QUALIFIED CASE FOR
PROMOTION TO THE POST OF PROFESSOR: DR. -----**

A. RECORD OF SERVICE

1. **Name of Staff** Surname (*Capital Letters*) Other Names
2. **Date of Assumption of Duty:**
3. **Status on First Appointment:**
4. **Present Status:** Reader
5. **Date of Last Promotion:** 1st October, ---
6. **Present Salary Grade Level and Step:**
7. **Date of Confirmation of Appointment:**
8. **Academic and Professional Qualifications:** (i) B.Sc., **Year**
(ii) M.Sc., **Year**
(iii) M.Phil., **Year**
(iv) Ph.D., **Year**
9. **Length of Time Actually on Ground:**

B. PRELIMINARY ASSESSMENT/ RECOMMENDATIONS OF THE HEAD OF DEPARTMENT

(Note: This preliminary assessment should be based on the Candidate's Quantitative Assessment in Appendix A using the itemized points to fill each section as extracted from the candidate's CV). Note that ALL prints should be in Times New Roman, Font size 12 and 1.5 line spacing.

1. Academic and Professional Qualifications (Q)

(Note: This section should address the candidate's: Academic qualifications such as B.Sc., M.Sc., Ph.D.; Status on assumption of duty in the University; Promotions/Regrading over the years to current position; Membership of professional associations and certificates obtained)

2. Teaching and Teaching Equivalent (T/TE)

(Note: This section should address candidate's: Length of service; Quantity of teaching in terms of courses taught and co-taught; Quality of teaching; and Examination processing)

3. Current Research (CR)

(Note: This section should address candidate's: Certified research in progress; Supervision of projects and thesis; Current departmental technical reports; Current paper presentation at conferences; Public lectures delivered; and Others (e.g., Award of Research Grants))

4. Publications (P)

(Note: This section should address candidate's: Total number of publications submitted for assessment; components of the publications such as books, monographs, journals, conference proceedings; Spread of publications; Number of publications after last promotion; Percentage of local and foreign publications; Focus of publications in area of specialization which should not be less than 60%; Quality

of publications; Percentage of sole and joint authorship; Also, reference paper-by-paper assessment in Appendix B).

5. Services and Administrative Skill (S/Ad)

(Note: This section should address candidate's services and administrative skills at: Departmental Level; Directorate/Institute level; Faculty level; College level; University level; Community level; National level; International level)

6. Academic Leadership and Maturity (ALM)

(Note: This section should address candidate's: Leadership role in the Department; Leadership role in the Faculty; Initiation and leading research; Organization of national seminars and workshops; Organization of international seminars and workshops; and Moral conduct and comportment)

C. RECOMMENDATION

In view of Dr. ----'s attributes as an effective, hardworking, and dedicated teacher and researcher, his impressive academic publications, commendable administrative skills, invaluable services rendered to the Department, Faculty, University and academia in general, and having scored more than the minimum points in the criteria required for promotion to the post of a Professor, the Faculty ofReview Panel hereby recommends that a Prima Facie Qualified case be initiated for Dr. -----'s promotion to the post of a Professor in the Department of -----, with effect from 1st October 2021.

Prof.
Dean, Faculty of

Date

APPENDIX A

QUANTITATIVE ASSESSMENT OF DR. FOR PROMOTION TO THE POST OF A PROFESSOR

CRITERIA	MARK OBTAINABLE		Actual Score Obtained
	Maximum Points	Minimum Points	
1. Academic/Professional Qualification (Q)	5.0	-	
2. Teaching/Teaching Equivalent (T/TE)			
(i) Length of Service	5.0		
(ii) Quantity and Quality of Teaching	10.0		
(iii) Examination Processing	5.0		
Sub-total	20.0	15.0	
3. Current Research (CR)			
(i) Certified Research in Progress	1.0		
(ii) Supervision of Projects and Thesis	1.0		
(iii) Current Departmental Technical Reports	1.0		
(iv) Current Paper Presentation at Conference	1.0		
(v) Public Lecture	1.0		
(vi) Others (Research-related curatorial duties, indexing, classification, research grants, etc.)	1.0		
Sub-total	5.0	3.0	
4. Publications (P)			
Total score of Publications ÷ 2 = X	50.0	35.0	X
5. Services and Administrative Skill (S/Ad)			
(i) Departmental Level	4.0		
(ii) Faculty Level	2.0		
(iii) University Level	2.0		
(iv) Community Level	1.0		
(v) National and International Level	1.0		
Sub-total	10.0	7.0	
6. Academic Leadership and Maturity (ALM)			
(i) Leadership role in the Department	2.0		
(ii) Leadership role in the Faculty	2.0		
(iii) Initiation and Leading Research	1.0		
(iv) Organization of National & International Seminars & Workshops	1.0		
(v) Moral Conduct and Comportment	4.0		
Sub-total	10.0	7.0	
Total (%)	100.0	71.0	

* Numbers in bracket are for candidates without Ph.D. Degrees

Table 1: Summary of Quantitative Assessment

CRITERIA	Q	T/TE	CR	P	S/Ad	ALM	TOTAL
Maximum Point	5.0	20.0	5.0	50.0	10.0	10.0	100.0
Minimum Expected for Promotion	-	15.0	3.0	35.0	7.0	7.0	71.0
Actual Score				X			

APPENDIX B

PAPER-BY-PAPER ASSESSMENT OF DR.'S PUBLICATIONS

(Note: Follow the listing of all publications in the CV; Authors names should be written with surnames first and the initials of other names; The candidate's name should be in bold letters; Italicize journal articles; Indicate location of publications; All papers after the last promotion should be asterisked and indicated as a footnote; Match the paper title in the CV with that of the Journal outlet; Online Journals should be in colour prints with the cover page containing the Editorial Board members and their institutional affiliations; Score paper as: Excellent = 5, Very Good = 4, Good = 3, Very Fair = 2, Fair = 1, Poor = 0).

1. Books and Monographs

(a) Authored

- (i)
- (ii)

(b) Edited

- (iii)
- (iv)
- (v)

2. Contribution to Books

- (vi)
- (vii)

3. Published Journal Articles

- (viii)
- (ix)
- (x)
- (xi)
- (xii)
- (xiii)

4. Edited Conference Proceedings:

(a) Refereed

- (xiv)
- (xv)
- (xvi)

(b) Non-Refereed

- (xvii)
- (xviii)

5. Articles Accepted for Publication

- (xx)
- (xxi)

Table 2: Detailed Scores of the Publications of Dr. -----

Grade	Score	Number of Papers	Paper Serial Number	Total Score
Excellent	5			
Very Good	4			
Good	3			
Very Fair	2			
Fair	1			
Poor	0			
Total				
Actual Score = Total Score ÷ 2				X

Prof.
 Dean, Faculty of

 Date

OBAFEMI AWOLowo UNIVERSITY, ILE-IFE

2020/2021 ANNUAL REVIEW OF ACADEMIC STAFF

FACULTY OF
DEPARTMENT OF

RECOMMENDATION FOR ESTABLISHMENT OF PRIMA FACIE QUALIFIED CASE FOR PROMOTION TO THE POST OF **READER**: DR. -----

A. RECORD OF SERVICE

1. **Name of Staff** Surname (*Capital Letters*) Other Names
2. **Date of Assumption of Duty:**
3. **Status on First Appointment:**
4. **Present Status:** Senior Lecturer
5. **Date of Last Promotion:** 1st October, ---
6. **Present Salary Grade Level and Step:**
7. **Date of Confirmation of Appointment:**
8. **Academic and Professional Qualifications:** (i) B.Sc., **Year**
(ii) M.Sc., **Year**
(iii) M.Phil., **Year**
(iv) Ph.D., **Year**
9. **Length of Time Actually on Ground:**

B. PRELIMINARY ASSESSMENT/RECOMMENDATIONS OF THE HEAD OF DEPARTMENT

(Note: This preliminary assessment should be based on the Candidate's Quantitative Assessment in Appendix A using the itemized points to fill each section as extracted from the candidate's CV). Note that ALL prints should be in Times New Roman, Font size 12 and 1.5 line spacing.

1. Academic and Professional Qualifications (Q)

(Note: This section should address the candidate's: Academic qualifications such as B.Sc., M.Sc., Ph.D.; Status on assumption of duty in the University; Promotions/Regrading over the years to current position; Membership of professional associations and certificates obtained)

2. Teaching and Teaching Equivalent (T/TE)

(Note: This section should address candidate's: Length of service; Quantity of teaching in terms of courses taught and co-taught; Quality of teaching; and Examination processing)

3. Current Research (CR)

(Note: This section should address candidate's: Certified research in progress; Supervision of projects and thesis; Current departmental technical reports; Current paper presentation at conferences; Public lectures delivered; and Others (e.g., Award of Research Grants))

4. Publications (P)

(Note: This section should address candidate's: Total number of publications submitted for assessment; components of the publications such as books, monographs, journals, conference proceedings; Spread of publications; Number of publications after last promotion; Percentage of local and foreign publications; Focus of publications in area of specialization which should not be less than 60%; Quality of publications; Percentage of sole and joint authorship; Also, reference paper-by-paper assessment in Appendix B).

5. Services and Administrative Skill (S/Ad)

(Note: This section should address candidate's services and administrative skills at: Departmental Level; Directorate/Institute level; Faculty level; College level; University level; Community level; National level; International level)

6. Academic Leadership and Maturity (ALM)

(Note: This section should address candidate's: Leadership role in the Department; Leadership role in the Faculty; Initiation and leading research; Organization of national seminars and workshops; Organization of international seminars and workshops; and Moral conduct and comportment)

C. RECOMMENDATION

In view of Dr. ----'s attributes as an effective, hardworking, and dedicated teacher and researcher, his impressive academic publications, commendable administrative skills, invaluable services rendered to the Department, Faculty, University and academia in general, and having scored more than the minimum points in the criteria required for promotion to the post of a Reader, the Faculty of Review Panel hereby recommends that a Prima Facie Qualified case be initiated for Dr. ----'s promotion to the post of a Reader in the Department of -----, with effect from 1st October 2021.

Prof.
Dean, Faculty of

Date

APPENDIX A

QUANTITATIVE ASSESSMENT OF DR. FOR PROMOTION TO THE POST OF A **READER**

CRITERIA	MARK OBTAINABLE		Actual Score Obtained
	Maximum Points	Minimum Points	
1. Academic/Professional Qualification (Q)	5.0	-	
2. Teaching/Teaching Equivalent (T/TE)			
(i) Length of Service	5.0		
(ii) Quantity and Quality of Teaching	10.0		
(iii) Examination Processing	5.0		
Sub-total	20.0	14.0	
3. Current Research (CR)			
(i) Certified Research in Progress	1.0		
(ii) Supervision of Projects and Thesis	1.0		
(iii) Current Departmental Technical Reports	1.0		
(iv) Current paper presentation at Conference	1.0		
(v) Public Lecture	1.0		
(vi) Others (Research-related curatorial duties, indexing, classification, research grants, etc.)	1.0		
Sub-total	5.0	3.0	
4. Publications (P)			
Total score of Publications ÷ 2 = X	50.0	30.0	X
5. Services and Administrative Skills (S/Ad)			
(i) Departmental Level	4.0		
(ii) Faculty Level	2.0		
(iii) University Level	2.0		
(iv) Community Level	1.0		
(v) National and International Level	1.0		
Sub-total	10.0	7.0	
6. Academic Leadership and Maturity (ALM)			
(i) Leadership role in the Department	2.0		
(ii) Leadership role in the Faculty	2.0		
(iii) Initiation and Leading Research	1.0		
(iv) Organization of National & International Seminars & Workshops	1.0		
(v) Moral Conduct and Comportment	4.0		
Sub-total	10.0	7.0	
Total	100.0	64.0	

* Numbers in bracket are for candidates without Ph.D. Degrees

Table 1: Summary of Quantitative Assessment

CRITERIA	Q	T/TE	CR	P	S/Ad	ALM	TOTAL
Maximum Point	5.0	20.0	5.0	50.0	10.0	10.0	100.0
Minimum Expected for Promotion	-	14.0	3.0	30.0	7.0	7.0	64.0
Actual Score				X			

APPENDIX B

PAPER-BY-PAPER ASSESSMENT OF DR.'S PUBLICATIONS

(Note: Follow the listing of all publications in the CV; Authors names should be written with surnames first and the initials of other names; The candidate's name should be in bold letters; Italicize journal articles; Indicate location of publications; All papers after the last promotion should be asterisked and indicated as a footnote; Match the paper title in the CV with that of the Journal outlet; Online Journals should be in colour prints with the cover page containing the Editorial Board members and their institutional affiliations; Score paper as: Excellent = 5, Very Good = 4, Good = 3, Very Fair = 2, Fair = 1, Poor = 0).

1. Books and Monographs

(a) Authored

- (i)
- (ii)

(b) Edited

- (iii)
- (iv)
- (v)

2. Contribution to Books

- (vi)
- (vii)

3. Published Journal Articles

- (viii)
- (ix)
- (x)
- (xi)
- (xii)
- (xiii)

4. Edited Conference Proceedings:

(a) Refereed

- (xiv)
- (xv)
- (xvi)

(b) Non-Refereed

- (xvii)
- (xviii)

5. Articles Accepted for Publication

- (xx)
- (xxi)

Table 2: Detailed Scores of the Publications of Dr. -----

Grade	Score	Number of Papers	Paper Serial Number	Total Score
Excellent	5			
Very Good	4			
Good	3			
Very Fair	2			
Fair	1			
Poor	0			
Total				
Actual Score = Total Score ÷ 2				X

Prof.
 Dean, Faculty of

 Date

OBAFEMI AWOLOWO UNIVERSITY, ILE-IFE
2020/2021 ANNUAL REVIEW OF ACADEMIC STAFF

FACULTY OF
DEPARTMENT OF

**RECOMMENDATION FOR ESTABLISHMENT OF PRIMA FACIE QUALIFIED CASE FOR
PROMOTION TO THE POST OF SENIOR LECTURER: MR./MRS./DR. -----**

A. RECORD OF SERVICE

1. **Name of Staff** Surname (*Capital Letters*) Other Names
2. **Date of Assumption of Duty:**
3. **Status on First Appointment:**
4. **Present Status:** Lecturer I
5. **Date of Last Promotion:** 1st October, ---
6. **Present Salary Grade Level and Step:**
7. **Date of Confirmation of Appointment:**
8. **Academic and Professional Qualifications:** (i) B.Sc., **Year**
(ii) M.Sc., **Year**
(iii) M.Phil., **Year**
(iv) Ph.D., **Year**
9. **Length of Time Actually on Ground:**

B. PRELIMINARY ASSESSMENT/ RECOMMENDATIONS OF THE HEAD OF DEPARTMENT

(Note: This preliminary assessment should be based on the Candidate's Quantitative Assessment in Appendix A using the itemized points to fill each section as extracted from the candidate's CV). Note that ALL prints should be in Times New Roman, Font size 12 and 1.5 line spacing.

1. Academic and Professional Qualifications (Q)

(Note: This section should address the candidate's: Academic qualifications such as B.Sc., M.Sc., Ph.D.; Status on assumption of duty in the University; Promotions/Regrading over the years to current position; Membership of professional associations and certificates obtained)

2. Teaching and Teaching Equivalent (T/TE)

(Note: This section should address candidate's: Length of service; Quantity of teaching in terms of courses taught and co-taught; Quality of teaching; and Examination processing)

3. Current Research (CR)

(Note: This section should address candidate's: Certified research in progress; Supervision of projects and thesis; Current departmental technical reports; Current paper presentation at conferences; Public lectures delivered; and Others (e.g., Award of Research Grants))

4. Publications (P)

(Note: This section should address candidate's: Total number of publications submitted for assessment; components of the publications such as books, monographs, journals, conference proceedings; Spread of publications; Number of publications after last promotion; Percentage of local and foreign publications; Focus of publications in area of specialization which should not be less than 60%; Quality of publications; Percentage of sole and joint authorship; Also, reference paper-by-paper assessment in Appendix B).

5. Services and Administrative Skill (S/Ad)

(Note: This section should address candidate's services and administrative skills at: Departmental Level; Directorate/Institute level; Faculty level; College level; University level; Community level; National level; International level)

6. Academic Leadership and Maturity (ALM)

(Note: This section should address candidate's: Leadership role in the Department; Leadership role in the Faculty; Initiation and leading research; Organization of national seminars and workshops; Organization of international seminars and workshops; and Moral conduct and comportment)

C. RECOMMENDATION

In view of Mr./Mrs./Dr. ----'s attributes as an effective, hardworking, and dedicated teacher and researcher, his impressive academic publications, commendable administrative skills, invaluable services rendered to the Department, Faculty, University and academia in general, and having scored more than the minimum points in the criteria required for promotion to the post of a Senior Lecturer, the Faculty ofReview Panel hereby recommends that a Prima Facie Qualified case be initiated for Mr./Mrs./Dr. -----'s promotion to the post of a Senior Lecturer in the Department of -----, with effect from 1st October 2021.

Prof.
Head, Department of

Date

APPENDIX A

QUANTITATIVE ASSESSMENT OF MR./MRS./DR. FOR PROMOTION TO THE POST OF A SENIOR LECTURER

CRITERIA	MARK OBTAINABLE		Actual Score Obtained
	Maximum Points	Minimum Points	
1. Academic/Professional Qualification (Q)	5.0	-	
2. Teaching/Teaching Equivalent (T/TE)			
(i) Length of Service	5.0		
(ii) Quantity and Quality of Teaching	10.0		
(iii) Examination Processing	5.0		
Sub-total	20.0	12.0	
3. Current Research (CR)			
(i) Certified Research in Progress	1.0		
(ii) Supervision of Projects and Thesis	1.0		
(iii) Current Departmental Technical Reports	1.0		
(iv) Current Paper Presentation at Conference	1.0		
(v) Public Lecture	1.0		
(vi) Others (Research-related curatorial duties, indexing, classification, research grants, etc.)	1.0		
Sub-total	5.0	2.0	
4. Publications (P)			
Total score of Publications ÷ 2 = X	50.0	15.0 (20)*	X
5. Services and Administrative Skill (S/Ad)			
(i) Departmental Level	4.0		
(ii) Faculty Level	2.0		
(iii) University Level	2.0		
(iv) Community Level	1.0		
(v) National and International Level	1.0		
Sub-total	10.0	5.0	
6. Academic Leadership and Maturity (ALM)			
(i) Leadership role in the Department	2.0		
(ii) Leadership role in the Faculty	2.0		
(iii) Initiation and Leading Research	1.0		
(iv) Organization of National & International Seminars & Workshops	1.0		
(v) Moral Conduct and Comportment	4.0		
Sub-total	10.0	5.0	
Total (%)	100.0	41.0 (46%)*	

* Numbers in bracket are for candidates without Ph.D. Degrees

Table 1: Summary of Quantitative Assessment

CRITERIA	Q	T/TE	CR	P	S/Ad	ALM	TOTAL
Maximum Point	5.0	20.0	5.0	50.0	10.0	10.0	100.0
Minimum Expected for Promotion	-	12.0	2.0	15.0 (20%)*	5.0	5.0	41.0 (46%)*
Actual Score				X			

APPENDIX B

PAPER-BY-PAPER ASSESSMENT OF MR./MRS./DR.'S PUBLICATIONS

(Note: Follow the listing of all publications in the CV; Authors names should be written with surnames first and the initials of other names; The candidate's name should be in bold letters; Italicize journal articles; Indicate location of publications; All papers after the last promotion should be asterisked and indicated as a footnote; Match the paper title in the CV with that of the Journal outlet; Online Journals should be in colour prints with the cover page containing the Editorial Board members and their institutional affiliations; Score paper as: Excellent = 5, Very Good = 4, Good = 3, Very Fair = 2, Fair = 1, Poor = 0).

1. Books and Monographs

(a) Authored

- (i)
- (ii)

(b) Edited

- (iii)
- (iv)
- (v)

2. Contribution to Books

- (vi)
- (vii)

3. Published Journal Articles

- (viii)
- (ix)
- (x)
- (xi)
- (xii)
- (xiii)

4. Edited Conference Proceedings:

(a) Refereed

- (xiv)
- (xv)
- (xvi)

(b) Non-Refereed

- (xvii)
- (xviii)

5. Articles Accepted for Publication

- (xx)
- (xxi)

Table 2: Detailed Scores of the Publications of Mr./Mrs./Dr. -----

Grade	Score	Number of Papers	Paper Serial Number	Total Score
Excellent	5			
Very Good	4			
Good	3			
Very Fair	2			
Fair	1			
Poor	0			
Total				
Actual Score = Total Score ÷ 2				X

Prof.
 Head, Department of

 Date

OBAFEMI AWOLOWO UNIVERSITY, ILE-IFE
2020/2021 ANNUAL REVIEW OF ACADEMIC STAFF

FACULTY OF
DEPARTMENT OF

RECOMMENDATION FOR PROMOTION TO THE POST OF LECTURER I: MR./MRS./DR. -----

A. RECORD OF SERVICE

1. **Name of Staff** Surname (*Capital Letters*) Other Names
2. **Date of Assumption of Duty:**
3. **Status on First Appointment:**
4. **Present Status:** Lecturer II
5. **Date of Last Promotion:** 1st October, ---
6. **Present Salary Grade Level and Step:**
7. **Date of Confirmation of Appointment:**
8. **Academic and Professional Qualifications:** (i) B.Sc., **Year**
(ii) M.Sc., **Year**
(iii) M.Phil., **Year**
(iv) Ph.D., **Year**
9. **Length of Time Actually on Ground:**

B. PRELIMINARY ASSESSMENT/ RECOMMENDATIONS OF THE HEAD OF DEPARTMENT

(Note: This preliminary assessment should be based on the Candidate's Quantitative Assessment in Appendix A using the itemized points to fill each section as extracted from the candidate's CV). Note that ALL prints should be in Times New Roman, Font size 12 and 1.5 line spacing.

1. Academic and Professional Qualifications (Q)

(Note: This section should address the candidate's: Academic qualifications such as B.Sc., M.Sc., Ph.D.; Status on assumption of duty in the University; Promotions/Regrading over the years to current position; Membership of professional associations and certificates obtained)

2. Teaching and Teaching Equivalent (T/TE)

(Note: This section should address candidate's: Length of service; Quantity of teaching in terms of courses taught and co-taught; Quality of teaching; and Examination processing)

3. Current Research (CR)

(Note: This section should address candidate's: Certified research in progress; Supervision of projects and thesis; Current departmental technical reports; Current paper presentation at conferences; Public lectures delivered; and Others (e.g., Award of Research Grants))

4. Publications (P)

(Note: This section should address candidate's: Total number of publications submitted for assessment; components of the publications such as books, monographs, journals, conference proceedings; Spread of publications; Number of publications after last promotion; Percentage of local and foreign publications; Focus of publications in area of specialization which should not be less than 60%; Quality of publications; Percentage of sole and joint authorship; Also, reference paper-by-paper assessment in Appendix B).

5. Services and Administrative Skill (S/Ad)

(Note: This section should address candidate's services and administrative skills at: Departmental Level; Directorate/Institute level; Faculty level; College level; University level; Community level; National level; International level)

C. RECOMMENDATION

In view of the attributes of Mr./Mrs./Dr.as an effective, hardworking, and dedicated teacher and researcher, his impressive academic publications, commendable administrative skills, invaluable services rendered to the Department, Faculty, University and academia in general, and having scored more than the minimum points in the criteria required for promotion to the post of Lecturer I, the Faculty ofReview Panel hereby recommends that Mr./Mrs./Dr.-----be promoted to the post of Lecturer I in the Department of -----, with effect from 1st October 2021.

Prof.
Head, Department of

Date

APPENDIX A

QUANTITATIVE ASSESSMENT OF MR./MRS./DR.FOR PROMOTION TO THE POST OF LECTURER I

CRITERIA	MARK OBTAINABLE		Actual Score Obtained
	Maximum Points	Minimum Points	
1. Academic/Professional Qualification (Q)	5.0	-	
2. Teaching/Teaching Equivalent (T/TE)			
(i) Length of Service	5.0		
(ii) Quantity and Quality of Teaching	10.0		
(iii) Examination Processing	5.0		
Sub-total	20.0	10.0	
3. Current Research (CR)			
(i) Certified Research in Progress	1.0		
(ii) Supervision of Projects and Thesis	1.0		
(iii) Current Departmental Technical Reports	1.0		
(iv) Current Paper Presentation at Conference	1.0		
(v) Public Lecture	1.0		
(vi) Others (Research-related curatorial duties, indexing, classification, research grants, etc.)	1.0		
Sub-total	5.0	1.0	
4. Publications (P)			
Total score of Publications ÷ 2 = X	50.0	5.0 (10.0)*	X
5. Services and Administrative Skill (S/Ad)			
(i) Departmental Level	4.0		
(ii) Faculty Level	2.0		
(iii) University Level	2.0		
(iv) Community Level	1.0		
(v) National and International Level	1.0		
Sub-total	10.0	4.0	
Total (%)	100.0	21.0 (26%)*	

* Numbers in bracket are for candidates without Ph.D. Degrees

Table 1: Summary of Quantitative Assessment

CRITERIA	Q	T/TE	CR	P	S/Ad	TOTAL
Maximum Point	5.0	20.0	5.0	50.0	10.0	100.0
Minimum Expected for Promotion	-	10.0	1.0	5.0 (10)*	4.0	21.0 (26%)
Actual Score				X		

* Numbers in bracket are for candidates without Ph.D. Degrees

APPENDIX B

PAPER-BY-PAPER ASSESSMENT OF MR./ MRS./DR.'S PUBLICATIONS

(Note: Follow the listing of all publications in the CV; Authors names should be written with surnames first and the initials of other names; The candidate's name should be in bold letters; Italicize journal articles; Indicate location of publications; All papers after the last promotion should be asterisked and indicated as a footnote; Match the paper title in the CV with that of the Journal outlet; Online Journals should be in colour prints with the cover page containing the Editorial Board members and their institutional affiliations; Score paper as: Excellent = 5, Very Good = 4, Good = 3, Very Fair = 2, Fair = 1, Poor = 0).

1. Books and Monographs

(a) Authored

- (i)
- (ii)

(b) Edited

- (iii)
- (iv)
- (v)

2. Contribution to Books

- (vi)
- (vii)

3. Published Journal Articles

- (viii)
- (ix)
- (x)
- (xi)
- (xii)
- (xiii)

4. Edited Conference Proceedings:

(a) Refereed

- (xiv)
- (xv)
- (xvi)

(b) Non-Refereed

- (xvii)
- (xviii)

5. Articles Accepted for Publication

- (xx)
- (xxi)

Table 2: Detailed Scores of the Publications of Mr./Mrs./Dr. -----

Grade	Score	Number of Papers	Paper Serial Number	Total Score
Excellent	5			
Very Good	4			
Good	3			
Very Fair	2			
Fair	1			
Poor	0			
Total				
Actual Score = Total Score ÷ 2				X

Prof.
Head, Department of

Date

OBAFEMI AWOLOWO UNIVERSITY, ILE-IFE
2020/2021 ANNUAL REVIEW OF ACADEMIC STAFF

FACULTY OF
DEPARTMENT OF

RECOMMENDATION FOR PROMOTION TO THE POST OF LECTURER II: MR./MRS -----

A. RECORD OF SERVICE

1. **Name of Staff** Surname (*Capital Letters*) Other Names
2. **Date of Assumption of Duty:**
3. **Status on First Appointment:**
4. **Present Status:** Assistant Lecturer
5. **Date of Last Promotion:** 1st October, ---
6. **Present Salary Grade Level and Step:**
7. **Date of Confirmation of Appointment:**
8. **Academic and Professional Qualifications:** (i) B.Sc., **Year**
(ii) M.Sc., **Year**
(iii) M.Phil., **Year**
9. **Length of Time Actually on Ground:**

B. PRELIMINARY ASSESSMENT/ RECOMMENDATIONS OF THE HEAD OF DEPARTMENT

(Note: This preliminary assessment should be based on the Candidate's Quantitative Assessment in Appendix A using the itemized points to fill each section as extracted from the candidate's CV). Note that ALL prints should be in Times New Roman, Font size 12 and 1.5 line spacing.

1. Academic and Professional Qualifications (Q)

(Note: This section should address the candidate's: Academic qualifications such as B.Sc., M.Sc., Ph.D.; Status on assumption of duty in the University; Promotions/Regrading over the years to current position; Membership of professional associations and certificates obtained)

2. Teaching and Teaching Equivalent (T/TE)

(Note: This section should address candidate's: Length of service; Quantity of teaching in terms of courses taught and co-taught; Quality of teaching; and Examination processing)

3. Current Research (CR)

(Note: This section should address candidate's: Certified research in progress; Supervision of projects and thesis; Current departmental technical reports; Current paper presentation at conferences; Public lectures delivered; and Others (e.g., Award of Research Grants))

4. Publications (P)

(Note: This section should address candidate’s: Total number of publications submitted for assessment; components of the publications such as books, monographs, journals, conference proceedings; Spread of publications; Number of publications after last promotion; Percentage of local and foreign publications; Focus of publications in area of specialization which should not be less than 60%; Quality of publications; Percentage of sole and joint authorship; Also, reference paper-by-paper assessment in Appendix B).

5. Services and Administrative Skill (S/Ad)

(Note: This section should address candidate’s services and administrative skills at: Departmental Level; Directorate/Institute level; Faculty level; College level; University level; Community level; National level; International level)

C. RECOMMENDATION

In view of the attributes of Mr./Mrs.as an effective, hardworking, and dedicated teacher and researcher, his impressive academic publications, commendable administrative skills, invaluable services rendered to the Department, Faculty, University and academia in general, and having scored more than the minimum points in the criteria required for promotion to the post of Lecturer II, the Faculty ofReview Panel hereby recommends that Mr./Mrs.-----be promoted to the post of Lecturer II in the Department of -----, with effect from 1st October 2021.

Prof.
Head, Department of

Date

APPENDIX A

QUANTITATIVE ASSESSMENT OF MR./MRS.FOR PROMOTION TO THE POST OF LECTURER II

CRITERIA	MARK OBTAINABLE		Actual Score Obtained
	Maximum Points	Minimum Points	
1. Academic/Professional Qualification (Q)	5.0	-	
2. Teaching/Teaching Equivalent (T/TE)			
(i) Length of Service	5.0		
(ii) Quantity and Quality of Teaching	10.0		
(iii) Examination Processing	5.0		
Sub-total	20.0	10.0	
3. Current Research (CR)			
(i) Certified Research in Progress	1.0		
(ii) Supervision of Projects and Thesis	1.0		
(iii) Current Departmental Technical Reports	1.0		
(iv) Current Paper Presentation at Conference	1.0		
(v) Public Lecture	1.0		
(vi)Others (Research-related curatorial duties, indexing, classification, research grants, etc.)	1.0		
Sub-total	5.0	1.0	
4. Publications (P)			
Total score of Publications ÷ 2 = X	50.0	0 (05)*	X
5. Services and Administrative Skill (S/Ad)			
(i) Departmental Level	4.0		
(ii) Faculty Level	2.0		
(iii) University Level	2.0		
(iv) Community Level	1.0		
(v) National and International Level	1.0		
Sub-total	10.0	2.0	
Total (%)	100.0	14.0 (10%)*	

* Numbers in bracket are for candidates without Ph.D. Degrees

Table 1: Summary of Quantitative Assessment

CRITERIA	Q	T/TE	CR	P	S/Ad	TOTAL
Maximum Point	5.0	20.0	5.0	50.0	10.0	100.0
Minimum Expected for Promotion	-	10.0	1.0	0 (05)*	2.0	14.0 (10%)*
Actual Score				X		

* Numbers in bracket are for candidates without Ph.D. Degrees

APPENDIX B

PAPER-BY-PAPER ASSESSMENT OF MR./MRS.'S PUBLICATIONS

(Note: Follow the listing of all publications in the CV; Authors names should be written with surnames first and the initials of other names; The candidate's name should be in bold letters; Italicize journal articles; Indicate location of publications; All papers after the last promotion should be asterisked and indicated as a footnote; Match the paper title in the CV with that of the Journal outlet; Online Journals should be in colour prints with the cover page containing the Editorial Board members and their institutional affiliations; Score paper as: Excellent = 5, Very Good = 4, Good = 3, Very Fair = 2, Fair = 1, Poor = 0).

1. Books and Monographs

(a) Authored

- (i)
- (ii)

(b) Edited

- (iii)
- (iv)
- (v)

2. Contribution to Books

- (vi)
- (vii)

3. Published Journal Articles

- (viii)
- (ix)
- (x)
- (xi)
- (xii)
- (xiii)

4. Edited Conference Proceedings:

(a) Refereed

- (xiv)
- (xv)
- (xvi)

(b) Non-Refereed

- (xvii)
- (xviii)

5. Articles Accepted for Publication

- (xx)
- (xxi)

Table 2: Detailed Scores of the Publications of Mr./Mrs. -----

Grade	Score	Number of Papers	Paper Serial Number	Total Score
Excellent	5			
Very Good	4			
Good	3			
Very Fair	2			
Fair	1			
Poor	0			
Total				
Actual Score = Total Score ÷ 2				X

Prof.
 Head, Department of

 Date