

University of Nairobi

Academic Staff Appraisal Instrument

Faculty Manual

Appraisal Instrument Version 20190515

Prepared by:

Prof. Madara Ogot

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CHAPTER

1

Overview and Scoring Criteria

1.1 Overview

The University Academic Staff Appraisal Instrument has been developed to be provide a more holistic assessment of academic staff performance as well as be better aligned to the Academic Staff Appointments and Promotion Tool. The instrument enables Academic staff to carry out an initial self assessment based on their achievements and performance between July 1 and June 30 of each academic year.

The instrument is then passed onto the chairperson who completes the *Chairperson's Assessment*, after which both the Chair and the faculty member go over the appraisal, before it is considered final.

1.2 Evaluation Criteria

Evaluation is divided into five broad categories: Research and Publications I & II; Teaching and Learning; Professional Engagements and Grants; Administrative Responsibilities and Community Engagement; and the Chairperson's Evaluation. Each category has different weights depending on the staff member's level. The general principle for assignment of weights is that more weight is assigned to research categories, with a corresponding reduction in teaching and the chairperson's evaluation categories with increase in seniority. Further, *Research Fellows* are expected to do more research than teaching compared to their faculty colleagues. As a result, the weights assigned to research fellows are higher in their research categories. A summary of the weights for academic positions is presented in Table 11.

Section	Prof. /Assoc. Prof.	Snr. Res. Fel.	Snr. Lect./Lect.	Res. Fel.	Tut. Fel./Jr. Res. Fel.
Research and Publications-I	25	35	20	35	10
Research and Publications - II	10	10	5	5	5
Teaching and Learning	30	20	35	20	20
Professional Engagements and Grants	10	10	10	10	10
Administrative Responsibilities and					
Community engagements	10	10	10	10	0
Chairperson's Evaluation	15	15	20	20	55

Table 11: Weights for each section based on Academic Rank

The scores associated with each area of performance are similar to those found in the Appoints and Promotion Tool. The individual scores attributed to each level of achievement are summarised in Table 12 and 13. Unlike the appointments and promotion tool, faculty members get full points for all publications irrespective of the number of authors.¹

¹Faculty should however remain aware that prorated formula for point allocation based on number of authors and author position shall still remain in effect for Appointments and Promotion.

SN	Session/Area	Points
1	Research and Publications – I	
1A	Journal Publications	8
1B	University Level Scholarly Book	24
1C	Patents and other protected Intellectual Property	16
1D	Tertiary Level Book (excluding University)	8
1E	Book Chapter	6
	Research and Publications – II	
1F	Learning Module	6
1G	Exhibitions and Performances	4
1Н	Other books	2
11	Editorship	2
1J	Conference Paper	4
1K	Conference/Workshop Presentations	2
II	Teaching and Learning	
2A	Teaching	2
2A	Course Evaluation	Average % divided by 5
2B	Supervision of Post-graduate students	
	Doctorate Proposal and Research Phase	5
	Doctorate Completed	10
	Masters Proposal and Research Phase	3
	Masters Completed	5

Table 12: Different Sections of Assessment and Points Attributed to Each Task

Table 13: Different Sections of Assessment and Points Attributed to Each Task

SN	Session/Area	Points
III	Professional Engagements and Grants	
ЗA	Professional Engagements	2
3B	Research and Consultancy Grants	
	Research	10
	Consultancy, Development and Training	5
N 7		
IV	Administrative Responsibilities and Community Engagement	
4	Administrative Responsibilities	~~
	Dean/Director	20
	Assoc. Dean	13
	Chairman	10
	Committee	5
5	Community Engagements	2
V	Chairperson Evaluation	
v	Chairperson's Soore (for each item)	
	Chalipeison's scole (loi each lieth)	1
	Does not demonstrate	
	Demonstrates	13
	Exemplifies	10

1.3 Points, Scores and Ratings

An explanation of the three terminologies – Points, Scores and Ratings – is as follows:

Points - Each accomplishment that measures your accomplishments is assigned a certain number of points as was presented in Tables 12 and 13.

Scores - As the appraisal instrument is being filled out, each category *total points* is automatically computed and simultaneously converted to a *Score* between 0-10. An academic member of staff is expected to perform well in each of the five evaluation categories. A *Weighted Overall Score* based on each of the individual category scores and the weight for each category is also calculated. This presents on a scale of 0 to 10, your overall assessed performance for the year. *Ratings* - Finally, the score for each category and for the *Weighted Overall Score* is converted to a Category Rating and your overall *Assessment Rating*, respectively. The correspondence between scores and ratings used for all categories and the overall assessment is presented in Table 14.

Table 14: Correspondence between scores and ratings

Score Range	Ratings
Score less than 2	Poor
Score greater than or equal to 2 and less than 3	Below Average
Score greater than or equal to 3 and less than 4	Average
Score greater than or equal to 4 and less than 6	Good
Score greater than or equal to 6 and less than 7	Very Good
Score greater than or equal to 7 and less than 8	Excellent
Score greater than or equal to 8	Exemplary

1.4 Appraisal Instrument Structure

The structure of the appraisal instrument is shown in Figure 11. The Instrument consists of twenty separate connected spreadsheets, each providing a table to report activities carried out during the course of the year under review. The sheet labelled "Summary" displays an aggregate of the points, scores and ratings as information is entered in the other sheets.

For all sheets and as shown represented by Area 1 in Figure 11, information can only be entered in the white areas of the spreadsheet. The other coloured cells are all locked and cannot be changed or information added.

At the top right of the Summary sheet, Area 2, the *Weighted Overall Score* and the *Overall Rating* is displayed. These shall continuously change as new information is added. As can also be seen under each evaluation category, the corresponding total number of points, score and rating is listed.

Finally, at the bottom of the instrument are the different spreadsheets, each labelled corresponding to the evaluation measure it represents (shown as '3' in Figure 11). You are advised to go through each sheet in order from left to right when completing the instrument, to ensure that you have entered all required information.

• • •	Uuniversity of Nairobi Academic Sta	ff Appraisal Tool v201900514.xlsx		
Version 20190515	SCORE	RATING		
ACADEMIC STAFF APPRAISAL Name P/F NO. Designation Department	0.00 Weight (%)	Poor 2		
I Research and Publications – I 1A Journal Publications 1B University Level Scholarly Book 1C Patents and other protected Intellectual Property 1D Tertiary Level Book (excluding University) 1E Book Chapter	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	^{Total Points} Score (Max. 10) Rating		
Research and Publications – II 1F Learning Module 1G Exhibitions and Performances 1H Other books 1I Editorship 1J Conference Paper 1K Conference/Workshop Presentations	0 0 0 0 0 0.0 Poor	^{Total Points} Score (Max. 10) Rating		
II Teaching and Learning 2A Teaching 2A Course Evaluation (average % divided by 5) 2B Supervision of Post-graduate students	0 0 0 0.0 Poor	Total Points Score (Max. 10) Rating		
A P P + Summary 1A-Journal Publications 1B-Scholarly Books	1C-Patents and IP 1D	-Tertiary Level Book 🥛 🍙 1E-Book Chapter	1F-Learning Module 1G-Exhibitions	1H-Other Published

Figure 11: Summary Page and Key Signposts

CHAPTER 2

Completing the Instrument

2.1 Starting Point - Summary Sheet

The assessment starts with entering your details onto the Summary Sheet as shown in Figure 21, Name, P/F No., Designation and Department. Once you click into the Cell for 'Designation' you shall be presented with eight choices as shown in the figure. Select one of them. Note that the selection of the designation shall automatically enter in the corresponding weights for each of the evaluation categories (Figure 28).

2.2 Step 2 - Research and Publications

The first sheet for data entry under the *Research and Publications* category is sheet 1A - Journal Publications, see Figure 23. As shown, provide the full details for each publication with each of the cells. Note that the score for recognition of the publication shall only appear when information corresponding to each cell has been completed.

2. COMPLETING THE INSTRUMENT

•		Uuni	versity of Nairob	i Academic Staff Appraisa	al Tool v201900514.xlsx					
B5		✓ I f _* Σ = I								
	Α	В	С	D	E	F	G	Н	1	J
1		Version 20190515		SCORE	RATING					
2		ACADEMIC STAFF APPRAISAL		0.00	Poor					
3	Name	Madara Ogot]							
4	P/F NO.	123456								
5	Designation		生 Designation	on						
6	Department	Professor Assoc Professor	Choose one	from the list of options						
/		Senior Lecturer	Weight (%)							
0	10	Senior Research Fellow		0						
10	18	Lecturer Becareh Follow		0						
11	10	Tutorial Fellow		0						
12	1D	Junior Research Fellow		0						
13	1E			0						
14				0	Total Points					
15				0.0	Score (Max. 10)					
16				Poor	Rating					
17										
18		Research and Publications – II								
19	1F	Learning Module		0						
20	1G	Exhibitions and Performances		0						
21	1H	Other books		0						
22	11	Editorship		0						
23	1J	Conterence Paper		0						
24	1K	Conference/worksnop Presentations		0	Total Pointe					
26				00	Seere (Max 10)					
20				0.0	Score (wax. 10)					
27				Poor	Rating					
29		Teaching and Learning								
30	2A	Teaching		0						
31	2A	Course Evaluation (average % divided by 5)		0						
32	2B	Supervision of Post-graduate students		0						
33				0	Total Points					

Figure 21: Entering personal data on the summary sheet

Please note that information is required **only for publications that appeared between July 1 and June 30 of the year under review**. Those publications that have been accepted, but have not been published should be counted for evaluation in subsequent years in which they appear.

Important Note: For each publication entered, a copy of the first page must be made. These shall be submitted to the Chair as evidence of the publication.

For each of the other publications areas covered by Sheets *1B-Scholarly Books* to *1I-Editorships* as shown by the example entries in Figures 24 to 29, the information is entered in a similar manner.

	• L	luniversity of Nairob	oi Academic Staff Appraisa	I Tool v201900514.xlsx				
B5	\checkmark f _* Σ = Professor							
	AB	С	D	E	F	G H	- I	
1	Version 20190515		SCORE	RATING				
2	ACADEMIC STAFE APPRAISAL		0 00	Err:522				
3	Name Madara Orot	_	0.00	LIIIOLL				
4	P/F NO. 123456							
5	DesignationProfessor	± Designati	on					
6	Department Mechanical and Manufacturing	Choose one	e from the list of options					
8	Passarch and Publications – I	Weight (%)						
9	1A Journal Publications	23	0					
10	1B University Level Scholarly Book		0					
11	1C Patents and other protected Intellectual Property		0					
12	1D Tertiary Level Book (excluding University)		0					
14	TE BOOK Chapter		0	Total Points				
15			0.0	Score (Max, 10)				
16			Poor	Rating				
17			1 001	Rating				
18	Research and Publications – II	10						
19	1F Learning Module		0					
20	1G Exhibitions and Performances		0					
21	11 Editorship		0					
23	1J Conference Paper		Ō					
24	1K Conference/Workshop Presentations		0					
25			0	Total Points				
26			0.0	Score (Max. 10)				
27			Poor	Rating				
28	II Teaching and Learning	30						
30	2A Teaching	30	0					
31	2A Course Evaluation (average % divided by 5)		0					
30	28 Supprision of Doct-graduate students		n					1
н 4	Summary in 1A-Journal Publications in 1B-Scholarly Books in 1A-Journal Publications	1C-Patents and IP	🚊 1D-Tertiary Level E	Book 📄 1E-Book Chapter	朣 1F-Learning Module	iG-Exhibitions	📔 1H-Other Publishe	ed Bool
Shee	1 of 19 PageStyle_Summary		English (UK)	I_ 😫	Average: ; Sum:	0	+	85%

Figure 22: Corresponding weights based on designation selection

•				Uuniversity of Nairobi Academic Staff	Appraisal Tool v201900514.xlsx		
F4		✓ f _* ∑ = Vol. 2, No. 5, pp. 23-34					
	Α	В	С	D	E	F	G H
1		1A. JOURNAL PUBLIC	ATIONS				Points
3		Note: Scores are only provided for complete Names of all authors in order	entries with all Publication Year	columns filled. Article Title	Journal	Vol No Pages	0
4	1	Madara Ogot, Peter Mwangi, James Kiiru	2018	Spatial and Seasonal Variation of Air Quality in Nairobi County	Air Quality	Vol. 2, No. 5, pp. 23-34	8
5							
6							
/							_
9							
10							
11							
12							
13							
15							
16							
17							
18							-
20							
21							
22		These must be papers published between July 1 and June 30 in academic year under review. Papers accepted for publication, but not yet published should not be included. They shall be accounted for when published.					
23							
24							
25							
27							
28							
		Summany A 14-Journal Publications	🚊 18-Scholarly Bo	oke 🚔 1C-Patente and IP 🚔 1D-Tertiar	v Level Book - E-Book Chanter	📮 1E-Learning Module	1G-Exhibitions 1H-Other Published Bo
She	et 2 of 1	9 Pa	geStyle 1A-Journal P	ublications English (UK)		Average: ; Sum: 0	

Figure 23: Example of journal publication entry

•				Uuniversity of Nairobi	i Academic Staff A	ppraisal Tool v	201900514.xlsx				_
B5		I f _* Σ =									•
	A	В	С	D			E	F	G	н	
1		1B UNIVERSITY LEVE	L SCHOL	ARLY BOOKS	S				Points		
					-				0.4		
2		Note: Scores are only provided for complete	entries with all	columns filled.					24		
3		Names of all authors in order.	Publication Year	Book Title		Publisher		ISBN			
4		1 M. Ogot	2019	Writing Winning Grant Propo	sals	The World Pre	ess	999 321 2231	24		
5			4								
7											
8											
9											
10											
11											
13											
14											
15											
16											
17											
18											
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23											
24											
26											
27											
28											
29											
30											
31											
33											
R	< н н	+ Summary 🔒 1A-Journal Publications	🔒 1B-Scholarly Bo	ooks 🔒 1C-Patents and IP	📔 1D-Tertiary	Level Book	🚊 1E-Book Chapter	📔 1F-Leaming Module	1G-Exhibitions	s 🍵 🔒 1H-Oth	er Published Book
She	eet 3 of	19 Pa	geStyle_1B-Scholarly	Books	English (UK)		IL 🛛	Average: ; Sum: 0			+ 85%

Figure 24: Example of university-level scholarly books entry

				Uuniversity of Nairobi	Academic Staff Appraisal Tool	/201900514.xlsx					
B5		✓ f _* Σ =									
	Α	В	С	D		E	F	G	Н	1	J
1		1C PROTECTED PATE	INT OR IN	INOVATION			Points				
3		Note: Scores are only provided for complete Names of All Inventors	entries with all Application Year	columns filled. Application/Award Title	Application/	Award Number	10				
4		1 James Ngesa, Madara Ogot	2018	Low Cost Air Quality Sensor	324/3432/20	9	16				
5											
6			Ī								
7							_				
8							_				
9							-				
11							-				
12											
13											
14											
15							_				
16							_				
10							-				
19							-				
20											
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25											
27											
28											
29											
30											
31											
32											
33											
-34											
H ·	4 F H	 Summary <u>in 1A-Journal Publications</u> 	1B-Scholarly Bo	oks 🔰 🕍 1C-Patents and IP	1D-Tertiary Level Book	1E-Book Chapter	📁 1F-Learning Modu	ile 🔰 🔟 1	G-Exhibitions	1H-Other Published I	Bool

Figure 25: Example of protected patent or innovation entry

			Uuniversity of Nairob	i Academic Staff Appraisal Tool v20	1900514.xlsx			
5	✓ f _x Σ = 1							
A	В	С	D	E	F	G	н	1
-	1E. BOOK CHAPTI	ER IN UNIVE	RSITY LEVEL BOO	ĸ				Points
2	Names of all authors in order.	Publication Year	Chapter Title	Book Title	Editors	Publisher	ISBN	6
-	1 Madara Ogot, Elizabeth Mumbi	2019	Use of Low Cost Sensors in a Tropical Setting	New Developments in Low Cost Sensors	Peter Hussein, Mary Ntimama	The World Press	12354321	6
5 5								-
3								-
0 1								_
2 3								
4 5								
6 7								
B 9								-
1								
2 3								
* 5 6								
7 B								
€ 0								
1								
4								
6								
	🕂 🕂 Summary 📔 1A-Journal Pu	blications 🏻 🇯 1B-Sc	nolarly Books 🔋 🍙 1C-Patents and IP	1D-Tertiary Level Book	🔒 1E-Book Chapter	📔 1F-Learning Module	1G-Exhibitions	1H-Other Published Br
heet 6 of	19	PageStyle_1E	Book Chapter	English (UK) I.	. 😫	Average: ; Sum: 0	-	+

Figure 26: Example of book chapter in university level book entry

			Uuniversity of Nairo	bi Academic Staff Appraisal Tool	v201900514.xlsx					
B5	✓ f _* Σ = 1									•
	AB	С	D	E	F	G	Н	I.	ј к	L
1 2	1G. EXHIBITION Refereed Exhibitions and Perform	S AND PERFO	RMANCES		Points 4					
3	Artists	Dates	Title	Location						
4	1 Ogot, M.	March 23-24, 2019	My Expression of the World in three Scenes	Goethe Institute	4					
5										
6					-					
8					-					l l
9										
10										
12										
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Sheet 8	s of 19	PageStyle_1G	i-Exhibitions	English (UK)	IL B	Av	verage: ; Sum: 0			- + 75%

Figure 27: Example of refereed exhibition or performance entry

•	•			Uuniversity of Na	irobi Academic Staff Appraisal Tool v2019	900514.xlsx			
B5		✓ f _* Σ =							•
	A	В	С	D	E	F	G H	H I J	к
1		1J. CONFERENCE	PUBLICATIO	ONS			Points		
2							4		
2			0 (D)	A	0	0	4		
3		Names of all authors in order.	Conterence Dates	Article Iltie	2 nd International Conference on Air	Conference Location	_		
4	1	Madara Ogot, Jane Okundi	May 22-25, 2019	Another look at low cost sensors	Quality	Nairobi, Kenya	4		
5							_		
7							-		
8									
9									
10							-		
12									
13									
14							-		
16							-		
17									
18							-		
20							-		
21									
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31									
33									
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35									
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H Ch	♦ ▶ ₩ not 10 m ⁴	IH-Other Published Books	BagoStula 11	Conforence Pres	English (UK)	ZA Courses raught	2B-Postgraduate Supervision	3A-Protessional Engagements	7504
L Sh	Ser 10 01	19	PageStyle_1J	Contenence Publications	English (UK)	لها	Average: , Sum: 0		+ /5%

Figure 28: Example of conference publications entry

•	•			Uuniversity of N	airobi Academic Staff Appraisa	I Tool v201900514.xlsx	,			
B5		✓ f _* Σ = 1								•
	A	В	С	D	E	F	G	н	I J	ĸ
1	1 1	. EDITORSHIPS					Points			
2							2			
2	Edit	torships of Books/Journals/Conference	Proceedings	Rock/ Journal/Conference Title	Publisher	ICDN/ICCN	2			
4	1 Mad	dara Ogot	2018	Innovation Research Symposium	University of Nairobi	223221121	2			
5		*								
6	-						-			
8										
9										
10	_						_			
12							-			
13										
14							_			
16										
17										
18							-			
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22										
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25										
20										
28										
29										
30										
32										
33										
34										
36										
37										
н н	▶ н +	📔 1H-Other Published Books	1J-Conference Pul	blications 🥼 🔒 1K-Conference Pr	esentations 🔒 1I-Editors	nips 🦳 🊊 2A Courses Taught	🧯 2B-Postgraduate Su	pervision	3A-Professional Engagemen	nts 🎽 🧃 3
Sheet	12 of 19		PageStyle_1I-	Editorships	English (UK)	I., 🖪	Average: ; Sum:	0		- + 75%

Figure 29: Example of book, journal or conference proceedings editorships entry

2.3 Step 3 - Teaching and Learning

Under teaching and learning, and with reference to Figure 210, enter on line for each of the courses taught during the year under evaluation, whether Module I, II or III. For each course enter the percent that you taught, typically 100 divide by number of instructors assuming each teaches the same number of classes. If not, then calculate your percentage from the number of classes you taught divide by total number of classes in the semester times 100. It is important that this is entered as a percentage, i.e. range from 0-100.

For each course the corresponding course evaluation score (again on a score 0-100) is entered. The number at the top right of the page shall display the simple average from all the courses taught during the year under review.¹

2.4 Step 4 - Postgraduate Supervision

Postgraduate Supervision information is entered into Sheet 2B. With reference to Figures 211 and 212 the post-graduate students degree type (Figure 211) and their current status (Figure 212) are selected from pre-determined lists. Once completed the appropriate scores for each student is assigned (Figure 213).

¹From the fiscal Year 2019-2020 when the course evaluation system goes online, this information shall be entered by Department chairs, and shall also include the number of students enabling automatic determination of annual teaching load.



Figure 210: Example of courses taught and corresponding course evaluation entry

•				Uuniversity of Nairol	bi Academic Staff Apprais	al Tool v201900514.xlsx						
E4		✓ f _* Σ =										•
	A	В	С	D	E	F	G	H	1	J	к	L [
1		2B. POSTGRADUATE	SUPERVISIO	N	Degree Type	Stage	Points 0					
3		Student Name	Registration No.	Degree Programme	(Pick from list)	(Pick from List)						
4	1	Elizabeth Njoroge	D93/1234/2019	Energy Management		Degree Type	0					
5					Masters	Pick one of the two	o options					
7					Doctorate		-					
8												
9												· · · ·
10	-						-					
12					_		-					
13												
14												
15						_						
16							-					
18							-					
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26	-											
28												
29												
30												
31												
33												
34												
35												
36												
							T					
N Ch	4 P H	IH-Other Published Books	1J-Conterence Publication	s IK-Conference Preser	English (UK)	nips <u>2</u> A Courses	raugnt 📔 2E	s-Postgraduate Sup	ervision	3A-Protessional Enga	gements	3
[Sh	eet 14 0	Ta	PageStyle_2B-Postgra	auate Supervision	Eligiish (UK)			Average: ; Sum: 0			+	/5%

Figure 211: Example of postgraduate supervision selection of degree type from predefined list

•	••			Uuniversity of Nair	obi Academic Staff Apprais	al Tool v201900514.xlsx						
F4		✓ f _* Σ = 1										•
	A	В	С	D	E	F	G	н	1	J	К	L
1		2B. POSTGRADU	JATE SUPERVISIO	N			Points					
-	-			•								
2	_				Degree Type	Stage	U					
3	- 1	Student Name	Registration No.	Degree Programme	(Pick from list)	(Pick from List)						
5		Elizabeti Njologe	D95/1234/2019	Energy Management	Doctorate	Proposal	Stage	ico from the list				
6	-					Research Stage	Wake a crio	ice nom the list				
7						Completed						
8												
9	-					-						
10	-					-						
12	-					_						
13	-											
14												
15							_					
16	_											
1/	-						-					
19	-						-					
20												
21												
22												
23	-											
24	-											
26	-											
27												
28												
29	-											
30	_											
32	-											
33												
34												
35												
36	_											
307					-							1
M	4 F H	 1H-Other Published Book 	s ji 1J-Conference Publications	1K-Conference Pres	entations 🥛 近 1I-Editors	hips 🍵 🧯 2A Courses	s Taught 🦳 🔒 28	-Postgraduate S	upervision	3A-Profession	al Engagements	<u>i</u> 3
Sł	neet 14 of :	19	PageStyle_2B-Postgrad	uate Supervision	English (UK)	I. 🗎		Average: ; Sum	0			+ 75%

Figure 212: Example of postgraduate supervision selection of student status from predefined list

•				Uuniversity of Nairobi Acade	emic Staff Appraisal	Tool v201900514.xlsx					
B5		✓ f _* Σ = 1									
	Α	В	С	D	E	F	G	H I	J	к	L
1 2		2B. POSTGRADUA	TE SUPERVISIO	N	Degree Type	Stage	Points 5				
3		Student Name	Registration No.	Degree Programme	Pick from list)	(Pick from List)					
5	i i			Lineigy management	Doctorate	Research otage	Ĵ				
7							_				
8							-				
10											
11							-				
13											
14							-				
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37											
м	4 F H	+ 🔒 1H-Other Published Books	1J-Conference Publications	1K-Conference Presentations	🧯 1I-Editorship	os 🧯 🔒 2A Courses 1	Taught 🔒 2B-	Postgraduate Supervisi	on 3A-Professi	onal Engagements	3
She	et 14 of	19	PageStyle_2B-Postgrad	luate Supervision Eng	lish (UK)	I_ 🖺		Average: ; Sum: 0	-		+ 75%

Figure 213: Example of postgraduate supervision complete entry

2.5 Step 5 - Professional Engagements

This is any work done outside the university based on your professional expertise. For example serving on government taskforces, organising committees for conferences and workshops, etc. An example completed entry is shown in Figure 214.

•				Uuniversity of Nairobi Academic S	Staff Appraisal Tool v201900514.xlsx							
F4		✓ f _* ∑ = =IF(B4<>"",IF(C4<	•"",IF(D4<>"",IF(E4<>"",2,""),""),	····), ····)								•
	Α	В	С	D	E	F	G	Н	1	J	к	
1		3A. PROFESSIONAL	ENGAGEMENT	TS IIIII		Points						
2						2						
3		Names	Dates	Title of Engagement	Organisation	-						
4			March 23 2018 – December	Taskforce on the Review of Degree Requirements for International Students in	Ministry of Education, Science and							
	1	Madara Ogot, James Mbogo, Susan Asisis	12, 2019	University	Technology	2						
5						-						
7												
8												
10												
11												
12						-						
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н (+ 1H-Other Published Books	1J-Conference Publications	🚊 1K-Conference Presentations	🧯 1I-Editorships 🛛 🇯 2A Courses	Taught 🔰 朣 2	B-Postgradua	te Supervision	3A-Prof	essional Engagem	ents	<u>3</u>
She	et 15 of	19	PageStyle_3A-Profession	al Engagements English (L	JK) I_ 🖺		Average: 2;	Sum: 2			- + 7	75%

Figure 214: Example of professional engagement complete entry

2.6 Step 6 - Grants and Consultancies

This category captures all grants (research, infrastructure, training, development) and consultancies that are done through the university. As per the *Consultancy Policy*, private consultancies that you do in your private capacity cannot be included

here.

This sheet has two columns that require a selection from a predetermined list. The first is the *Grant Type* as shown in Figure 215, and the second, the current status of the project (see Figure 216). A complete example entry is shown in Figure 217.

•			Uunivers	sity of Nairobi Academic Staff Ap	praisal Tool v201900514.xlsx				
G4		\checkmark f _* Σ = Research							
	A	В	С	D	E	F	G	Н	1
1	3	B. Grants and Cons	ultancies				Grant Type	Status	Points 0
3	Na	ames on Grant	Title of Grant	Funding Organisation	Dates of Grant	Grant Amount (KES)	(Pick from list)	(Pick from List)	
4	1 Ja	ane Qgir, Madara Ogot, Richard <u>Heyship</u>	Development of New Low Cost Sensors for use in tropical environments	United Kingdom Research and Innovation	September 23 2018 – January 10, 2020	8000000	0 Research Consultancy	Erant Type Pick one of the four	ir options
7	-						Research	-	-
8 9 10 11 12 13 14 15							Training		
16 17 18 19 20 21									-
22 23 24 25 26 27 28 29 30 31 32 33 34 35 36		28 Destantium Supposition	24. Professional Experimentation	te and Consultanciae	Administrative Descours billing	5 Community Enga	nomonte de 6	Chaimannang Evaluation	
H		2B-Postgraduate Supervision	3A-Protessional Engagements	ts and Consultancies 4	Administrative Responsibilities	5 ja 5-Community Engag	gements j 6	-Chairpersons Evaluation	
She	et 16 of 19)	PageStyle_3B-Grants and Consultancies	English (UK)	1. 🖺	Average:	; Sum: 0		

Figure 215: Example of grants and consultancies selection of grant type from predefined list

			Uuniver	sity of Nairobi Academic Staff Ap	praisal Tool v201900514.xls	x			
H4		✓ f _* Σ =							
	Α	В	С	D	E	F	G	н	1
1 2		3B. Grants and Cons	ultancies				Grant Type	Status	Points 0
3		Names on Grant	Title of Grant	Funding Organisation	Dates of Grant	Grant Amount (KES)	(Pick from list)	(Pick from List)	_
4	1	1 Jane Ogir, Madara Ogot, Richard Hevship	for use in tropical environments	United Kingdom Research and Innovation	September 23 2018 – January 10, 2020	8000000	Research		±
5								New	
6								On going	
- / 8								Completed	ist
9									
10									
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12								-	
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15									_
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She	et 16 of	f 19	PageStyle_3B-Grants and Consultancies	English (UK)	I. 🖺	Average:	; Sum: 0		+ 75%

Figure 216: Example of grants and consultancies selection of status from predefined list

•••		Uunivers	ity of Nairobi Academic Staff Appr	aisal Tool v201900514.xls	< compared by the second s			
B5	✓ f _* Σ =							
A	В	С	D	E	F	G	Н	1
1 2	3B. Grants and Consult	tancies				Grant Type	Status	Points 10
3	Names on Grant	Title of Grant	Funding Organisation	Dates of Grant	Grant Amount (KES)	(Pick from list)	(Pick from List)	
4	1 Jane Onis Meders Orest Bishard Heushin	Development of New Low Cost Sensors	United Kingdom Research and	September 23 2018 -	8000000	Bessereb	On going	10
5	Jane Ogir, Madara Ogot, Richard Heysnip	for use in tropical environments	Innovation	January 10, 2020	8000000	Research	On going	10
6								
7								
8								
9								_
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H 4 >)	+ 📔 2B-Postgraduate Supervision 3A-	-Professional Engagements 🛛 🍙 3B-Grant	s and Consultancies 🧊 🚊 4-Ad	ministrative Responsiblities	s 🥼 🚊 5-Community Engag	ements 🏻 🍙 6	-Chairpersons Evaluation	
Sheet 16	of 19	PageStyle_3B-Grants and Consultancies	English (UK)	I_ 🗎	Average:	; Sum: 0		+ 75%

Figure 217: Example of grants and consultancies complete entry

2.7 Step 7 - Administrative Responsibilities

This category captures all the administrative responsibilities held in the university in the year under review. These include departmental, school, college or university wide responsibilities.

This sheet has two columns that require a selection from a predetermined list. The first is the *Responsibility* as shown in Figure 218, and the second, the current status of that responsibility (see Figure 219). A complete example entry is shown in Figure 220.

•						Uuniversi	ity of Nairobi	Academic Sta	aff Apprai	sal Tool v201900514.	.xlsx										
E4		✓ f _* Σ =																			
	A	В		С		D		E		F		G	н		1		J		к	L	
1	4	-ADMINISTR	RATIVE	RESPONSIE	BILITI	ES					Po	oints									
2												0									
2	Pe	le.	Beeneneihilit		Datas		F	Responsibility	/ St	atus		U									
3	NO	iic .	Department of	Mechanical Engineering	Dates		ŕ		<u>y</u>	Responsibility Ty	vne										
4	1 Me	ember	Examination C	ommittee	January 2	015 – Present		Deers (Director	!±	Pick one of the opti	ions										
6								Assoc. Dean													
7								Chairman													
8								Coordinator													
10																					
11																					
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13	-																				
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н (I 🕨 H 🔸	🧯 2B-Postgraduate	Supervision	3A-Professional Engag	ements	🔒 3B-Grant	ts and Consult	ancies	4-Adm	nistrative Responsib	olities	j 5-C	ommunity E	ngageme	ents	🇯 6-Cl	hairpersor	ns Eva	luation		
She	et 17 of 19			PageStyle 4-Adm	inistrative I	Responsiblities		English (UK)	I., 🖪			Avera	age: ; Su	m: 0					+	75%

Figure 218: Example of selection of administrative responsibility type from predefined list

• • •			Uuniversity of	Nairobi Academic Staff A	ppraisal Tool v20190051	4.xlsx					
F4	🖌 f _* Σ										
A	В	С	D	E	F	G	Н	1	J	К	L
1	4-ADMIN	ISTRATIVE RESPONS	BILITIES			Points	5				
2						0					
3	Role	Responsibility	Dates	Responsibility (Pick from list)	Status (Pick from List)	v					
4	1 Mambar	Department of Mechanical Engineeri	ing	Committee		+ Status					
5	I Member	Examination Committee	January 2015 – Present	Committee	New	Make a c	hoice from the list				
6					On-going						
7					Complete						
8											
9											
10											
11					-						
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16						-					
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H 4 >	🖌 🛨 🎽 2B-Pos	tgraduate Supervision 3A-Professional En	ngagements 🥼 🗿 3B-Grants and	l Consultancies 🦳 🔒 4	Administrative Respons	siblities 🧊 🔒	5-Community Engag	ements	6-Chairpers	ons Evaluation	
Shoot 17	of 19	PageStyle 4-	Administrative Responsibilities	English (UK)	T_ 🛱		Average:	: Sum: 0			- + 75

Figure 219: Example of selection of administrative responsibility status from predefined list

			Uuniversity of	Nairobi Academic Staff A	ppraisal Tool v2019005	14.xlsx						
35	 f_* Σ 	= Chairman										
A	В	С	D	E	F	G	Н	1	J	К	L	
1	4-ADMINI	STRATIVE RESPONSI	BILITIES			Points	5					
-						40						
2				Responsibility	Status	10						
3	Role	Responsibility	Dates	(Pick from list)	(Pick from List)							
4	1 Member	Examination Committee	January 2015 – Present	Committee	On-going	5						
5	Chairman	College of Engineering Research and	Eshavara 2016 Dessart	Committee	On asian	F						
3	2 Chairman	Conterence Committee	February 2016 – Present	Committee	On-going	5						
3						_						
9						-						
1						_						
2												
3						_						
4 5						-						
6												
7												
.8						_						
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33												
35												
6												

Figure 220: Example of administrative responsibility complete entry

2.8 Final Step - Chairperson's Evaluation

Once you have completed filling out all the information in the previous sheet, the completed worksheet should be emailed to your chairperson who shall complete the last step. Details on who to email to and the address to send to shall be provided by your chairperson. This should be accompanied by hard copy package of photocopies of the first pages of all publications and grants as evidence.

This last step is to be completed by the Chairperson. With reference to Figure 221, the chairperson shall evaluate you based on ten areas:



Figure 221: Example of chairperson's selection of rating for each evaluation criteria from predefined list

2. COMPLETING THE INSTRUMENT

- 1. Integrity (Honesty, morals, uprightness, truthfulness, ethical, conduct)
- 2. Accountability & Transparency (Reliability, takes responsibility for own actions: answerability, prudent use of resources)
- 3. Professionalism and Diligence (Competence and masterly of subject matter, remains calm in stressful situations, delegation , personal good grooming and care)
- 4. Team Spirit (Ability to work well and collaboratively with others)
- 5. Leadership and Problem Solving Skills (Effective delegation and logically identifying problems and providing alternative solutions).
- 6. Creativity and Innovativeness. (Going beyond expectations and demands)
- 7. Communication (Speaks and writes effectively, correctly interprets and responds to information)
- 8. Confidentiality (Privacy, discretion, secrecy, Understands classification of official documents and the principle of the `need to know')
- 9. Dedication and Loyalty (Committed to the institution vision , mission and values)
- 10. Adaptability / Flexibility (Ability to embrace change and accommodate new methods and ideas)

The ratings are Does not demonstrate - 1 point, Demonstrates - 3 points, and Exemplifies - 5 points.

Where a rating of *Does not demonstrate* or *Exemplifies* is given, a brief comment justifying the rating MUST be provided (see Figure 222).

Once the chairperson has completed their review, they should call in the faculty member and go over the complete appraisal, specifically also discussing any areas of concern and areas for improvement.



Figure 222: Example of selection of administrative responsibility status from predefined list