



UNIVERSITY OF MAIDUGURI

(Office of the Registrar)

R/ADM/HR. 190/Vol. XII

Wednesday, September 6, 2023

To: All Members of Academic Staff

ANNUAL APPRAISAL EXERCISE FOR 2022/2023

I write to inform all members of Academic Staff that the Appraisal Forms for 2022/2023 Appraisal exercise have been uploaded on the University's Web Site (www.Unimaid.edu.ng). Members of staff are requested to visit the University's Web site as from Thursday, 7th September, 2023 to download the forms and complete them accordingly.

All members of staff are seriously advised to complete the Appraisal Forms, as ignorance or failure to comply will not be accepted as an excuse.

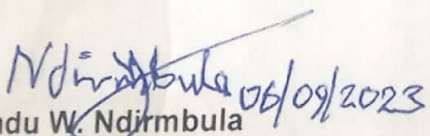
Please find below the 2022/2023 Schedule for the Appraisal Exercise.

S/No.	Date	Events
1.	07/09/2023 – 13/09/2023	Down loading of Appraisal forms by members of staff.
2.	14/09/2023 – 21/09/2023	Return of completed Appraisal forms by Staff to Heads of Department.
3.	22/09/2023 – 28/09/2023	Submission of completed Appraisal Forms by Heads of Department to Provost, Deans and Directors
4.	29/09/2023 – 12/10/2023	Commencement and completion of College/Faculty Appraisal Exercise Processing of submissions by College/Faculty Officers
5.	13/10/2023 – 18/10/2023	Submission of Appraisal Reports to the Registrar through the Director of Human Resources

Heads of Department and other Reporting Officers are to please note the following:

- Heads of Department and Reporting Officers are strongly advised to be guided by the criteria for promotion. College/Faculty Officers should ensure that the above schedule is adhered to for smooth conduct of the exercise.
- All staff should be captured in the summaries including those on Sabbatical, Leave of Absence or Study Fellowship, etc.
- Completed appraisal forms should be submitted along with photocopies of last pay slip
- Submission of summaries should be in both **hard** and **soft** copies (*in accordance with the sample attached.*)

Thank you.


Madu W. Ndirmbula
Director (Human Resources)
FOR: REGISTRAR

CC
Vice-Chancellor
DVC (Central Administration)
DVC (Academic Services)
Registrar
Bursar
University Librarian
Director of WPPDD
Provost/Deans and Directors
All Heads of Department/Unit
College/Faculty Officers
Information Unit
All Notice Boards
File copy ADM/HR. 190



UNIVERSITY OF MAIDUGURI
(Office of the Registrar)

R/ADM/HR. 191/Vol. XII

Wednesday, September 6, 2023

To: All Members of Non-Teaching Staff

ANNUAL APPRAISAL EXERCISE FOR 2022/2023

I write to inform all Non-Teaching Staff that the Appraisal Forms for 2022/2023 Appraisal Exercise have been uploaded on the University's Web Site (www.Unimaid.edu.ng). Members of staff are requested to visit the University's Web Site as from Thursday, 7th September, 2023 to download the forms and complete them accordingly.

All members of staff are seriously advised to complete the Appraisal Forms, as ignorance or failure to comply will not be accepted as an excuse.

Please find below the 2022/2023 Schedule for the Appraisal Exercise.

S/No.	Date	Events
1.	07/09/2023 – 13/09/2023	Down loading of Appraisal forms by members of staff.
2.	14/09/2023 – 21/09/2023	Return of completed Appraisal Forms by Staff to Heads of Department and Units.
3.	22/09/2023 – 28/09/2023	Return of completed Appraisal Forms to the Registrar through the Director of Human Resource
4.	29/09/2023 – 12/10/2023	Commencement of Appraisal Exercise for Senior Non-Academic Staff and Junior Staff
5.	13/10/2023 – 18/10/2023	Return of all Appraisal Reports to the Registrar through the Director of Human Resource

Heads of Department and other Reporting Officers are to please note the following:

- Heads of Department and Reporting Officers are strongly advised to be guided by the criteria for promotion. College/Faculty Officers should ensure that the above schedule is adhered to for smooth conduct of the exercise.
- All staff should be captured in the summaries including those on Sabbatical, Leave of Absence or Study Fellowship, etc.
- Completed appraisal forms should be submitted along with photocopies of last pay slip.
- Submission of summaries should be in both **hard** and **soft** copies (*in accordance with the sample attached.*)

Thank you.

Madu W. Ndirmbula 06/09/2023
Madu W. Ndirmbula
Director (Human Resources)
FOR: REGISTRAR.

CC Vice-Chancellor
DVC (Central Administration)
DVC (Academic Services)
Registrar
Bursar
University Librarian
Director of WPPDD
Provost/Deans and Directors
All Heads of Department/Unit
College/Faculty Officers
Information Unit
All Notice Boards
File copy ADM/HR. 191