



CHUKA

UNIVERSITY

Knowledge is Wealth (*Sapientia divitia est*) Akili ni Mali

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STAFF PERFORMANCE APPRAISAL SYSTEM FOR ACADEMIC STAFF

(Submit together with filled-in PC report: In PC matrix, insert achieved column, fill in and then narrate in notes)

INTRODUCTION

The Staff Performance Appraisal System (SPAS) is a critical component of the overall human resource function in the public service. It is predicated upon the principle of work planning, setting of agreed performance targets, feedback and reporting linked to other human resource system and processes including recruitment, placement, staff development, career progression, incentives and sanctions. The overall objective of the Staff Performance Appraisal System is to improve the performance of the public service by enabling a higher level of staff participation and involvement in planning, delivery and evaluation of Quality Assurance. The SPAS shall apply to all categories of staff. Performance review should be an on-going and continuous exercise throughout the year. Milestones and achievements over the review period should be documented and maintained by the Appraisee in the Appraisee-held file. PAS uses include to: recognize, reward and sanction performance, identify and address staff-related job development, and inform placement, promotion and mobility of staff in and within the Institution.

SECTION I: STAFF PERFORMANCE APPRAISAL REPORT

STAFF JOB DESCRIPTION *(briefly describe the work you do in your department/section)*

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DEPARTMENTAL EXPECTATIONS *(list the priority of expectations/objectives of your department from which performance target will be derived based on your job description)*

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PERIOD UNDER REVIEW: From To

SECTION II: Personal Particulars

1. Name..... Personal No Designation
2. Administrative Unit
- (a) Division (b) Faculty (c) Department/Section
- (d) Duty Station
3. Supervisor's Name..... Designation

SECTION III: Individual Performance Targets

These should be derived from the employee's Performance Contract and should be in line with Departmental Objectives.

Agreed Performance Targets		Target for the PC Year (e.g. No., %, Ksh., Yes)	Achieved results (Self-Appraisal) (Fill also in PC matrix in a new column & narrate in notes)	Achieved results (Supervisor Appraisal) (Fill after review of PC report etc)
(Appraisee to fill as agreed with the supervisor at the beginning of the Appraisal period). Example				
Teaching	Full-time teaching load undertaken			
	Standard course outlines developed, adopted and issued			
	Courses taught as per course outline			
Examination Management	CATS given at specified times			
	Final exam setting undertaken			
	Invigilation effectively handled			
	Exam fairly and timely marked			
Continuous Professional Development	New conferences/ workshops/ seminars/trainings attended			
Research Activities	Research proposals submitted			
	Research grants received			
Publications	Papers published in refereed journals			
	New papers published in conferences/ workshops			

	New books/book chapters published			
Participation in other University responsibilities	Meetings attendance			
	Thesis/proposals meetings			
	Student seminars			
	Outreach			
Total appraisal score on performance targets				
Average appraisal score (%)				
Description of performance based on average score (e.g. Excellent, Fair etc)				

SECTION IV: Staff Training and Development Plan

Appraisee's training and development needs required to achieve the expected results as agreed between the Appraisee and the Supervisor at the end and beginning of the appraisal period.

SN	Description of Training	Duration of Training	Comments on the training (to be filled at the end of the PC reporting period)	
			Appraisee	Supervisor
a)	Ended trainings			
b)	New trainings needed			

SECTION V: Values and Competence

This section should be completed at the end of performance period. The definitions of values/competencies are as stated below. Appraise and tick the appropriate appraisal column.

Achievement of Performance Targets	Rank	Score (%)	Description	
Performance Targets exceeded	5	101 and above	Excellent	
Performance Targets well met	4	70 – 100	Very Good	
Performance Targets mostly met	3	60 – 69	Good	
Performance Targets partially met	2	50 – 59	Fair	
Performance Targets not met	1	49 and Below	Poor	
Description		Score Rank		
		Self	Supervisor	Average
Value Assessment	Integrity			
	Respect for Diversity/ Gender			
	Patriotism			

	Institutional Loyalty			
	Upholds Public Officer Ethics and University Code of Conduct and Ethics requirements			
Core Competencies	Professionalism			
	Technical Competency			
	Communication			
	Team work			
	Time Management			
	Creativity			
	Continuous learning and performance improvement			
	Customer/Citizen focus			
Overall Average Scores				

SECTION VI: Overall Appraisal and Recommendation 1. Overall appraisal by the supervisor

Comment on the Appraisee’s overall performance and any other strengths, skills, qualities or exceptional contribution which he/she has made.

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2. Recommendations:

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Supervisor’s Signature:..... Date

SECTION VII: Appraisee’s Comments on the Appraisal by the Supervisor

a) Did you hold performance related discussions with the supervisor during the reporting period?

Yes No

b) Do you agree with the appraisal by your supervisor? Yes No

c) General Comments (if any) on your overall performance

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Appraisee’s Signature: Date

SECTION VIII: COMMENTS BY THE HUMAN RESOURCE SECTION

Comment on the consistency and reasonableness of the ratings and comments given by the Supervisor and any significant statement(s) made by the Appraisee.

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Recommendations by Human Resource Section [Refer to PAS Uses]

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Name of Officer Designation
Signature Date