# [SCHOOL NAME]

## Staff Appraisal: Department Head, [name of department & college]

DEPARTMENT HEAD: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assessment by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **No.** | **Indicators** | **1** | **2** | **3** | **4** | **5** |
| **1** | Head’s management of the Department. |  |  |  |  |  |
| **2** | Head’s sense of responsibility and Leadership skills. |  |  |  |  |  |
| **3** | Head involves others in decision making. |  |  |  |  |  |
| **4** | Head’s contribution towards the expansion and growth of the Department. |  |  |  |  |  |
| **5** | Head has made positive impact on the Department. |  |  |  |  |  |
| **6** | Head has initiated plans to mount new programs. |  |  |  |  |  |
| **7** | Head has initiated measures to review curriculum of programs in the Department. |  |  |  |  |  |
| **8** | Head effectively supervises academic work. |  |  |  |  |  |
| **9** | Head has ensured that programs in the department are accredited (where applicable). |  |  |  |  |  |
| **10** | Head’s output or overall performance. |  |  |  |  |  |
| **11** | Head’s attitude towards work. |  |  |  |  |  |
| **12** | Head’s cordiality with staff. |  |  |  |  |  |
| **13** | Head’s cordiality with students and their leaders (where applicable). |  |  |  |  |  |
| **14** | Head’s general appearance at the work place. |  |  |  |  |  |
| **15** | Head’s punctuality and regularity at the work place. |  |  |  |  |  |
| **16** | Head’s availability during working hours. |  |  |  |  |  |
| **17** | Head’s proactiveness to situations. |  |  |  |  |  |
| **18** | Head has facilitated the provision of adequate office space for staff. |  |  |  |  |  |
| **19** | Head has facilitated the provision of protective gadgets/equipment for personnel. |  |  |  |  |  |
| **20** | Head has facilitated the provision of logistics including teaching aids (tools, chemicals, equipment, LCDs, etc) in the Department. |  |  |  |  |  |
| **21** | Outlook of the Department’s environment (neatness and serene) for academic work. |  |  |  |  |  |

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| **Grading: 1=Very Good; 2=Good; 3=Average;4=Below Average; 5=Needs Immediate Improvement** |

**Comments:**