

**UNIVERSITY OF MINES AND TECHNOLOGY (UMaT), TARKWA
FORMS OF APPLICATION FOR PROMOTION
ESTABLISHED SENIOR STAFF**

(CHIEF TEACHERS, CHIEF ADMINISTRATIVE ASSISTANTS AND ANALOGOUS RANKS, HEADS OF UNIT ETC)

APPLICATION FOR PROMOTION TO:

Academic year.....

Staff No:.....

1. Name in full:
(Surname)
(Other Names)

2. Date of birth:

3. State qualifications (with dates) and where these were obtained:

4. Present Position:

5. Present salary and scale:

6. Date of present appointment:

7. No. of years on present appointment:

8. Posts previously held in UMaT and elsewhere (with dates)

Department	Post	Dates	
		From	To

Description of duties in present appointment:

TO BE COMPLETED BY THE ASSESSOR
PART 'B'. (Ratings, Interpretations and Scores)

Rating	Interpretation	Score
Excellent	Always exceeds expectations, consistently completing more objectives than assigned with superior quality at the best performance possible.	5
Very Good	Always perform in accordance to job requirement with superior quality.	4
Good	Above average performance.	3
Satisfactory	Struggles to meet and does not always meet basic job requirement. Improvement is needed to maintain current position	2
Poor	Does not meet basic job requirements and immediate improvement is needed for employment to continue.	1

Please tick (✓) the rating that best describe the performance of the officer with regards to Assessment of his/her competencies.

1. MANAGEMENT

CRITERIA	5	4	3	2	1
a Addresses issues in a timely manner.					
b Manages fiscal and physical resources of the Unit responsibly and efficiently.					
c Shows commitment to professional development of staff.					
d Capitalizes on expertise and resources in the University Community to enhance School/Unit growth and performance					

2. LEADERSHIP AND DIRECTION

CRITERIA	5	4	3	2	1
a Shows initiative and requires no prompting.					
b Has control of sub-ordinates staff and inspires confidence.					
c Insist on high standards of work and result.					
d Delegates effectively and follows up to achieve results.					
e Evaluates staff and provides coaching for improvement.					
f Sets and provides direction to achieve challenging goals.					
g Promotes high expectations for teaching and learning.					
h Recognizes and celebrates accomplishment of staff.					
i Keen to learn and adopt best practices from elsewhere.					
j Abreast with educational/administrative innovation.					

3. WORK PERFORMANCE AND ATTITUDE TO WORK

CRITERIA	5	4	3	2	1
a Consistently attains set goals and targets.					
b Knowledgeable about work e.g.					
- Prepare lesson notes on time/Have working knowledge about tools use.					
- Ability to stand in for a teacher should the need be/Comes out with policies to effect changes.					
- Routine time schedules/Schedules work to facilitate completion					
c Attends work regularly and stays at post.					
d Punctuality at work and ability to report to work on time.					

e	Conversant with the rules and regulations of the work.					
f	Ability to use TLM to facilitate teaching and learning or use work related equipment/software to facilitate productivity.					
g	Performance of students/subordinate staff.					

4. RELATIONSHIP AND CO-OPERATION

	CRITERIA	5	4	3	2	1
a	Gets on well with all categories of staff					
b	Is easily accessible and approachable to student/colleagues.					
c	Polite and helpful to parent and visitors/polite to colleagues.					
d	Attends all staff meetings/unit meetings.					
e	Engage in co-curriculum activities.					
f	Prepared to engage in additional assignment.					
g	Dependency					
h	Participate in University functions.					

NO.	ASSESSIBLE AREAS	SCORE
1	MANAGEMENT	
2	LEADERSHIP AND DIRECTION	
3	WORK PERFORMANCE AND ATTITUDE TO WORK	
4	RELATIONSHIPS AND CO-OPERATION	
OVERALL SCORE		

INTERPRETATION OF SCORES

EXCELLENT 140-155	VERY GOOD 120-139	GOOD 100-119	SATISFACTORY 70-99	POOR Below 70
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TRAINING AND DEVELOPMENT NEEDS (Assessor to Comment)

- i. With reference to the job description/key tasks, what competencies/skills does the employee lack?
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- ii. What specific training would you recommend to enable him/her acquire the competencies needed?
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ANY OTHER COMMENTS (Please feel free to use extra sheets):

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iii. Recommendation (Please tick (✓) the appropriate)

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Recommended for Promotion **Not Recommended for Promotion**

.....
Name of Appraiser **Signature of Appraiser**

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Rank of Appraiser **Date**

DECLARATION BY STAFF

I certify that this evaluation report has been discussed with me and my comment is that the report is
(Please Tick (✓))

Accepted

Not Accepted

If 'Unacceptable' give reasons:

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Signature of Staff

Date