

UNIVERSITY OF SIERRA LEONE

REQUEST FORM FOR ACADEMIC STAFF EXTENTION OF SERVICE BEYONE THE AGE OF RETIREMENT

SECTION A – TO BE COMPLETED BY THE STAFF

- 1. NAME.....

- 2. QUALIFICATION(S) including institutions of full-time study and date
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- 3. DESIGNATION/POSITION.....

- 4. DEPARTMENT/COLLEGE.....

- 5. DATE OF CURRENT APPOINTMENT AND POSITION
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- 6. REPORT FOR THE PERIOD 1ST OCTOBER 20TH TO 30TH SEPTEMBER 20.....

- 7. KEY ACHIEVEMENT OVER THE LAST 12 MONTHS
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- 8. PLANS FOR THE NEXT 12 MONTHS INCLUDING PROPOSED CONTIBUTION TO SCHOLASHIP
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SECTION B- TO BE COMPLETED BY THE HEAD OF DEPARTMENT

- 1. Do you confirm as far as your knowledge allows the accuracy of the information given above?
- 2. Please circle the appropriate number to indicate your assessment of the competence of the staff member in terms of the parameters listed below, as indicated (1-Excellent, 2 – Very Good, 3- Good 4-Fair/Satisfactory, 5-unsatisfactory)

Scale

1 2 3 4 5

- i. Teaching
- ii. Administrative
- iii. Research Activities
- iv. Cooperation with respect to the functioning of the
Department

3. Work Schedule

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4. Staff Profile

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5. Justification for appointment beyond the age of retirement

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NAME.....

SIGNATURE.....

DATE.....

9. NAME.....

10. QUALIFICATION(S) including institutions of full-time study and dates.....

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11. Designation/position.....

12. DEPARTMENT/COLLEGE.....

13. DATE OF CURRENT APPOINTMENT AND POSITION.....

14. REPORT FOR THE PERIOD 1ST OCTOBER 20TH TO 30TH SEPTEMBER 20.....

15. KEY ACHIEVEMENT OVER THE LAST 12 MONTHS

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16. PLANS FOR THE NEXT 12 MONTHS INCLUDING PROPOSED CONTRIBUTION TO SCHOLASHIP

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SECTION B- TO BE COMPLETED BY THE HEAD OF DEPARTMENT

- 6. Do you confirm so far as your knowledge allows the accuracy of the information given above?
- 7. Please circle the appropriate number to indicate your assessment of the competence of the staff member in terms of the parameters listed below, as indicated (1-Excellent, 2 – Very Good, 3- Good 4-Fair/Satisfactory, 5-unsatisfactory)

	Scale				
	1	2	3	4	5
v. Teaching					
vi. Administrative					
vii. Research Activities					
viii. Cooperation with respect to the functioning of the Department					

8. Work Schedule

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9. Staff Profile

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10. Justification for appointment beyond the age of retirement

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NAME.....

SIGNATURE.....

DATE.....

SECTION E- UNIVERSITY REGISTRAR'S COMMENTS

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SIGNATURE.....

DATE.....

SECTION F – VICE – CHANCELLOR'S & PRINCIPAL'S COMMENTS

SIGNATURE.....

DATE.....

SECTION G – APPOINTMENTS COMMITTEE'S DECISION

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