**[SCHOOL NAME]**

**Staff Appraisal: Dean, [name of college]**

DEAN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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| **No.** | **Indicators** | **1** | **2** | **3** | **4** | **5** |
| **1** | Dean’s management of the Faculty |  |  |  |  |  |
| **2** | Dean’s sense of responsibility and Leadership skills |  |  |  |  |  |
| **3** | Dean effectively coordinates work of the Heads of Department in the Faculty. |  |  |  |  |  |
| **4** | Dean effectively supervises academic work in the Faculty |  |  |  |  |  |
| **5** | Dean has initiated and contributed to the introduction of new programs in the Faculty |  |  |  |  |  |
| **6** | Dean has initiated measures to review the curriculum of programs in the Faculty |  |  |  |  |  |
| **7** | Dean has ensured that programs in the Faculty are accredited by the NAB (where applicable). |  |  |  |  |  |
| **8** | Dean has made positive impact on the Faculty |  |  |  |  |  |
| **9** | Dean effectively facilitates the needs/requirements of Departments in the Faculty |  |  |  |  |  |
| **10** | Dean’s output or overall performance |  |  |  |  |  |
| **11** | Dean’s attitude towards work |  |  |  |  |  |
| **12** | Dean’s cordiality with staff |  |  |  |  |  |
| **13** | Dean’s cordiality with students and their leaders (where applicable) |  |  |  |  |  |
| **14** | Dean involves others in decision making |  |  |  |  |  |
| **15** | Dean’s general appearance |  |  |  |  |  |
| **16** | Dean’s punctuality and regularity at the work place. |  |  |  |  |  |
| **17** | Dean’s availability during working hours. |  |  |  |  |  |
| **18** | Dean’s proactiveness to situations. |  |  |  |  |  |
| **19** | Dean has facilitated the provision of teaching aids (Chemicals, LCDs , equipment, etc.) in the Faculty |  |  |  |  |  |
| **20** | Dean has facilitated the provision of protective equipment for personnel in the Faculty |  |  |  |  |  |
| **21** | Outlook of the Faculty’s environment for academic work. |  |  |  |  |  |

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

**Comments:**