

LAGOS STATE UNIVERSITY, OJO

SENIOR STAFF ESTABLISHMENT DIVISION

REGULARIZATION OF TEMPORARY APPOINTMENT FORM FOR SENIOR STAFF

1. NAMES IN FULL: PF NO:
SURNAME FIRST MR/MRS/MISS

2. FACULTY/DEPARTMENT/UNIT:

3. DATE OF & GRADE ON TEMPORARY APPOINTMENT:

4. DETAILS OF WORK DONE SINCE APPOINTMENT:

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6. GUIDELINES FOR REGULARISATION OF TEMPORARY APPOINTMENT:

a. The Recommendations of the Head of Department shall be based on satisfactory performance on the job, conduct, punctuality to work:

i. and any other information considered to be relevant to the regularisation exercise.

ii. Annual Performance Evaluation Report for the last two years.

b. The Appointments and Promotions Committee may grant an extension but if an extension is granted, members of staff shall not have more than a total of one year.

6. RECOMMENDATION OF HEAD OF DEPARTMENT/DIVISION:

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HEAD OF DEPARTMENT'S SIGNATURE AND DATE

7. COMMENTS BY MEMBER OF STAFF

I agreed / disagree with the recommendation of my Head of Department/Division.

I have these additional comments (*Extra sheets may be used if space provided is not enough*).

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SIGNATURE OF STAFF

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DATE

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SIGNATURE OF HEAD OF DEPARTMENT

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DATE