

FEDERAL UNIVERSITY DUTSE

Ibrahim Aliyu By-Pass, Dutse, Jigawa State, Nigeria.
P.M.B. 7156, www.fud.edu.ng

OFFICE OF THE REGISTRAR

DIRECTORATE OF HUMAN RESOURCES MANAGEMENT

Registrar: Abubakar Mijinyawa, FCIA, F. InsLAM (B Sc, PGDPPA, MPPA)

FUD/R/EST/APER/0043/VOL.2

17th March, 2026

To: All Members of Staff

APPRAISAL EXERCISE FOR 2025/2026 SESSION

This is to request all Members of Staff to visit the University's website (www.fud.edu.ng) from Wednesday 1st April, 2026 to download and complete the appraisal forms for the 2025/2026 promotion exercise.

Members of staff are being reminded that appraisal exercise is an annual event and it is mandatory upon all members whether expecting promotion or not to fill the requisite appraisal forms.

Staff are to also be guided by the criteria for Appraisal Exercise such as Qualifications requirement, Time in Rank, Publications and Professional License where applicable as contained in the University's Schemes of Service and Condition of Service.

The schedule of events for the 2025/2026 Appraisal Exercise for compliance by all staff are as follows:

S/N	DATE	PERIOD	EVENT
1.	Wednesday, 1 st April, 2026 to Wednesday, 8 th April, 2026	1 Week	Downloading, completion and return of completed appraisal forms by staff to their various Heads of Departments
2.	Thursday, 9 th April, 2026 to Thursday, 30 th April, 2026	3 Weeks	i. Return of completed Academic Appraisal Forms/Reports to Heads of Departments. ii. Return of completed Senior Non-Teaching Staff Appraisal Forms to the Registrar through the Directorate of Human Resources Management. iii. Return of completed Junior Staff Appraisal Forms to the Registrar through the Head, Junior Staff Establishment Unit.
3.	Monday, 4 th May, 2026 to Friday, 15 th May, 2026	2 Weeks	i. Commencement of Departmental Appraisal Exercise for Academic Staff by the DA&PC

S/N	DATE	PERIOD	EVENT
4.	Monday, 18 th May, 2026 to Friday, 29 th May, 2026	2 Weeks	i. Commencement of Faculty/College /J. D. Amin Library Appraisal Exercise for Academic Staff by the FCA&PC ii. Return of all Appraisal forms and reports to the Registrar through the Directorate of Human Resources Management.
5.	Monday, 1 st June, 2026 to Monday, 15 th June, 2026	2 Weeks	i. Commencement of Central Appraisal Exercise for Academic and Non-Teaching Staff by the CA&PC

Heads of Departments and other reporting officers are to note that:

- i. Non-Teaching Staff who have put in two (2) years and six (6) months' time-in-rank after assumption of duty are eligible for first promotion only;
- ii. Non-Teaching Staff on CONTISS 1 to 9 or its equivalent are exempted from promotion examination;
- iii. Staff with warning letter within the 2025/2026 appraisal year exercise will not be considered for promotion;
- iv. All staff in their Departments are captured in the summaries including those on Sabbatical/ Leave of absence/ Study Leave and No Change in Status (NCS);
- v. Members of Staff released on Secondment to other institutions are also required to forward their appraisal reports from the host institutions to their respective Heads of Departments/Units for further action;
- vi. Completed Appraisal Forms are submitted along with photocopies of credentials and last pay slip; and
- vii. Summaries of Appraisal reports in both hard and soft copy (in accordance with the attached template of Microsoft format) are submitted to the Registrar through the Directorate of Human Resources Management.

Thank you.


Abubakar Mijinyawa, FCIA
REGISTRAR

Cc:

- Vice-Chancellor
- DVC (Acad.)
- Bursar
- Librarian
- Provost/Deans/Directors
- Heads, Departments and Units
- All Faculty Officers/Center Officers
- All Notice Boards
- File