

UNIVERSITY OF SIERRA LEONE  
APPLICATION FOR PROMOTION  
FOR THE FOLLOWING

1. Senior Administrative Staff
2. Senior Library Staff
3. Senior Technical and Domestic Staff
4. Senior supporting Staff

**A. Part 1: (to be completed in duplicated by the candidate)**

PERSONAL DETAILS:

FULL NAME.....

DATE OF BIRTH:.....

MARITAL STATUS.....

DATE OF FIRST USL APPOINTMENT.....

DATE OF PRESENT APPOINTMENT.....

DEPARTMENT AND COLLEGE:.....

SALARY SCALE AND PRESENT SALARY.....

GRACE TO WHICH PROMOTION IS SOUGHT.....

MEMBERSHIP OF PROFESSIONAL ASSOCIATION/BODIES.....

**B. ACADEMIC/PROFESSIONAL/TECHNICAL QUALIFICATION**

UNIVERSITY/COLLEGE	DATE	QUALIFICATION
.....	FROM.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

**C. TRAINING PROGRAMMES OF COURSES OF INSTRUCTION ATTENDED DURING THE LAST THREE YEARS**

COURSE	INSTITUTION	DATE
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

**D. SCHEDULE OF DUTIES**

**E. ANY OTHER RELEVANT INFORMATION**

DATE:.....

.....

SIGNATURE OF CANDIDATE

**PART 2 (TO BE COMPLETED BY THE CANDIDATE HEAD OF DEPARTMENT) CONDUCT AND PERSONAL DISPOSITION**

(E.G Temperament, enthusiasm for and interest in work, readiness to accept responsibilities, etc)

ABILITY

(e.g. quality of judgement and mental capacity)

EFFICIENCY AND INITIATIVE

EXPERIENCE

ABILITY TO COOPERATE WITH FELLOW EMPLOYEES

RELATIONS WITH PERSONS OUTSIDE THE DEPARTMENT

PERSONAL INTEGRITY

GENERAL COMMENTS

STATE WHETHER THE CANDIDATE HAS ESTABLISHED FITNESS FOR PROMOTION AND WHETHER THERE IS AN EXISTING ESTABLISHMENT VACACY

DATE:.....

.....

SIGNATURE OF HEAD OF DEPARTMENT

**PART 3 (TO BE COMPLETED BY THE PRINCIPAL/UNIVERSITY REGISTRAR/DEAN)**

THE CANDIDATE HAS\*/HAS NOT ESTABLISHED FITNESS FOR PROMOTION

THE CANDIDATE

MY REASONS ARE:

DATE:.....

SIGNATURE.....

.....

- DELETE AS REQUIRED