

# MOUNTAIN TOP UNIVERSITY

PRAYER CITY, OGUN STATE

## NOTICE TO MEMBERS OF STAFF

### **ANNUAL APPRAISAL EVALUATION REVIEW (APER) FOR 2023/2024**

This is to notify members of staff that the Annual Appraisal Exercise for 2023/2024 Academic Session will commence on **Wednesday, 17th July, 2024**.

Consequently, staff are to visit MTU Staff Portal at <http://staffportal.mtu.edu.ng/> to complete the APER form. (Please see attached procedure "HOW TO PERFORM 2023/2024 APPRAISAL ON THE MTU STAFF PORTAL").

Below is the Schedule for the 2023/2024 assessment exercise:

1. **Friday, 9th August, 2024**  
Closing date for completion, consideration and submission of APER forms by Staff/Heads of Department/Units Review Panels.
2. **Friday, 23rd August, 2024**  
Deadline for submission of Reports by the College/Library/Registry/Bursary Review Panels.
3. **Friday, 30th August and Friday, 6th September, 2024**  
Meetings of the Central Review Committee.
4. **Friday, 20th September, 2024**  
Meeting of AP&DC

All academic staff undertaking Ph.D. programme are requested to submit progress reports through their respective Deans to the Vice-Chancellor accordingly.

Members of staff and Heads of Department are kindly to take note of the above for strict compliance.

Thank you.



**Olufemi Oyewole**  
Registrar