

**ANNUAL PERFORMANCE APPRAISAL REPORT
FOR ACADEMIC STAFF ON GRADE DS/DU/DUG/VK**

YEAR: 2009

Name : _____

Staff No : _____

Post : Professor _____

Administrative Assignment : _____

Kulliyah/Centre/Division : _____

ASSESSMENT AND CRITERIA OF ASSESSMENT (To be filled by the Staff being assessed and the assessors)		
Rating	Category	Description
9-10	Excellent	Performance is beyond the maximum level required (10) or always meets the maximum level required (9).
7-8	Very Good	Performance meets the maximum level required (8) or sometimes meets the maximum level required (7).
5-6	Good	Performance is beyond the minimum level required (6) or sometimes beyond the minimum level required (5).
3-4	Poor	Performance frequently meets the minimum level required (4) or sometimes meets the minimum level required (3).
1-2	Very Poor	Performance is below the minimum level required (2) or always below the minimum level required (1).

Guideline		
<p><i>Note: W = Weightage</i> <i>= Every staff is required to submit his/her standard CV for the purpose of assessment</i></p>		
Category	Weightage	
A - Teaching	W = 1.0	Professor (for all Kulliyahs)
	W = 2.0	Associate Professor (for Arts & Science based Kulliyahs)
	W = 1.0	Associate Professor (involves in clinical supervision)
	W = 2.0	Assistant Professor (for Arts & Science based Kulliyahs)
	W = 1.0	Assistant Professor (involves in clinical supervision)
	W = 4.5	Lecturer Grade DS45 (for Arts & Science based Kulliyahs)
	W = 3.0	Lecturer Grade DS45 (involves in clinical supervision)
B - Supervision	W = 2.0	Professor (for all Kulliyahs)
	W = 1.0	Associate Professor (for Arts & Science based Kulliyahs)
	W = 1.5	Associate Professor (involves in clinical supervision)
	W = 1.0	Assistant Professor (for Arts & Science based Kulliyahs)
	W = 1.0	Assistant Professor (involves in clinical supervision)
C - Clinical	W = 1.0	Professor
	W = 1.5	Associate Professor
	W = 1.5	Assistant Professor
	W = 1.5	Lecturer
D - Research & Consultancy	W = 2.0	All academic staff (for all Kulliyahs)
	W = 1.0	Lecturer (of all Kulliyahs)
E - Publication / Innovation / Invention	W = 3.0	Professor (for all Kulliyahs)
	W = 2.0	Associate Professor (for all Kulliyahs)
	W = 2.0	Assistant Professor (for all Kulliyahs)
	W = 1.0	Lecturer (for all Kulliyahs)
F - Conference / Seminar /Workshop / Trainings	W = 1.0	All staff
III - Personal Quality	W = 0.4	All staff
IV - Service to the Public	W = 1.0	Professor (for all Kulliyahs)
	W = 1.5	Associate Professor (for all Kulliyahs)
	W = 1.5	Assistant Professor (for all Kulliyahs)
	W = 1.5	Lecturer (for all Kulliyahs)
V - Bonus	W = 1.5	All staff

Assessors		
Category of Position	1st Assessor	2nd Assessor
Academic staff	Head of Department	Dean
Academic staff holding an administrative position	Dean	Deputy Rector
Academic staff appointed as Top management	-	Rector

PART II: OUTPUT OF WORKS

A - Teaching

B - Supervision

C - Clinical

D - Research/Consultancy

E - Publication

F - Conference

A - TEACHING

Criteria of Assessment	Self Assessment	1st Assessor	2nd Assessor
	<input type="text"/> x 1.0	<input type="text"/> x 1.0	<input type="text"/> x 1.0
	= <input type="text"/> 0.0	= <input type="text"/> 0.0	= <input type="text"/> 0.0

B - SUPERVISION

Criteria of Assessment	Self Assessment	1st Assessor	2nd Assessor
	<input type="text"/> x 2.0	<input type="text"/> x 2.0	<input type="text"/> x 2.0
	= <input type="text"/> 0.0	= <input type="text"/> 0.0	= <input type="text"/> 0.0

C - CLINICAL (Applicable for academi staff involved in clinical supervision only)

Criteria of Assessment	Self Assessment	1st Assessor	2nd Assessor
	<input type="text"/> x 1.0	<input type="text"/> x 1.0	<input type="text"/> x 1.0
	= <input type="text"/> 0.0	= <input type="text"/> 0.0	= <input type="text"/> 0.0

D - RESEARCH/CONSULTANCY/INNOVATION/INVENTION

Criteria of Assessment	Self Assessment	1st Assessor	2nd Assessor
	<input type="text"/> x 2.0	<input type="text"/> x 2.0	<input type="text"/> x 2.0
	= <input type="text"/> 0.0	= <input type="text"/> 0.0	= <input type="text"/> 0.0

E - PUBLICATION/INNOVATION/INVENTION

Criteria of Assessment	Self Assessment	1st Assessor	2nd Assessor
	<input type="text"/> x 3.0	<input type="text"/> x 3.0	<input type="text"/> x 3.0
	= <input type="text"/> 0.0	= <input type="text"/> 0.0	= <input type="text"/> 0.0

F - CONFERENCE/SEMINAR/WORKSHOP/TRAININGS

Criteria of Assessment	Self Assessment	1st Assessor	2nd Assessor
	<input type="text"/> x 1.0	<input type="text"/> x 1.0	<input type="text"/> x 1.0
	= <input type="text"/> 0.0	= <input type="text"/> 0.0	= <input type="text"/> 0.0

PART III: PERSONALITY QUALITY			
Criteria of Assessment	Self Assessment	1st Assessor	2nd Assessor
	<input type="text"/> x 0.4 = <input type="text" value="0.0"/>	<input type="text"/> x 0.4 = <input type="text" value="0.0"/>	<input type="text"/> x 0.4 = <input type="text" value="0.0"/>
	<input type="text"/> x 0.4 = <input type="text" value="0.0"/>	<input type="text"/> x 0.4 = <input type="text" value="0.0"/>	<input type="text"/> x 0.4 = <input type="text" value="0.0"/>
	<input type="text"/> x 0.4 = <input type="text" value="0.0"/>	<input type="text"/> x 0.4 = <input type="text" value="0.0"/>	<input type="text"/> x 0.4 = <input type="text" value="0.0"/>
	<input type="text"/> x 0.4 = <input type="text" value="0.0"/>	<input type="text"/> x 0.4 = <input type="text" value="0.0"/>	<input type="text"/> x 0.4 = <input type="text" value="0.0"/>
	<input type="text"/> x 0.4 = <input type="text" value="0.0"/>	<input type="text"/> x 0.4 = <input type="text" value="0.0"/>	<input type="text"/> x 0.4 = <input type="text" value="0.0"/>

PART IV: SERVICE TO THE PUBLIC			
Criteria of Assessment	Self Assessment	1st Assessor	2nd Assessor
	<input type="text"/> x 1.0 = <input type="text" value="0.0"/>	<input type="text"/> x 1.0 = <input type="text" value="0.0"/>	<input type="text"/> x 1.0 = <input type="text" value="0.0"/>

PART V: BONUS			
Criteria of Assessment	Self Assessment	1st Assessor	2nd Assessor
	<input type="text"/> x 1.5 = <input type="text" value="0.0"/>	<input type="text"/> x 1.5 = <input type="text" value="0.0"/>	<input type="text"/> x 1.5 = <input type="text" value="0.0"/>

PART VI: TOTAL CUMMULATIVE MARKS			
Criteria of Assessment	1st Assessor	2nd Assessor	Average (%)
	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0%"/>

PART VII - OVERAL COMMENTS ON SELF ASSESSMENT

Do you meet the KPI, i.e. teaching, research, publications and service to public.

	YES	NO	If NO, please state your reason
Teaching	<input type="checkbox"/>	<input type="checkbox"/>	_____
Research	<input type="checkbox"/>	<input type="checkbox"/>	_____
Publications	<input type="checkbox"/>	<input type="checkbox"/>	_____
Service to public	<input type="checkbox"/>	<input type="checkbox"/>	_____

PART VIII - OVERALL COMMENTS AND RECOMMENDATION FROM 1ST ASSESSING OFFICER

The duration of assessment: months or one (1) year

Overall comments on the staff being assessed:

Does the officer being assessed meet the KPI, i.e. teaching, research, publications and service to public.

	YES	NO	If NO, please state your reason
Teaching	<input type="text"/>	<input type="text"/>	_____
Research	<input type="text"/>	<input type="text"/>	_____
Publications	<input type="text"/>	<input type="text"/>	_____
Service to public	<input type="text"/>	<input type="text"/>	_____

I declare that the officer has been informed on his performance.

Name of 1st assessing officer : _____

Designation : _____

Department : _____

PART IX - OVERALL COMMENTS AND RECOMMENDATION FROM 2ND ASSESSING OFFICER

The duration of assessment: months or one (1) year

Overall comments on the staff being assessed:

Does the officer being assessed meet the KPI, i.e. teaching, research, publications and service to public.

	YES	NO	If NO, please state your reason
Teaching	<input type="text"/>	<input type="text"/>	_____
Research	<input type="text"/>	<input type="text"/>	_____
Publications	<input type="text"/>	<input type="text"/>	_____
Service to public	<input type="text"/>	<input type="text"/>	_____

I declare that the officer has been informed on his performance.

Name of 1st assessing officer : _____

Designation : _____

Department : _____

PART X - DECLARATION OF OFFICER BEING ASSESSED

(This section is to be filled by the Officer being assessed)

1. I certify that I have been informed of the Annual Performance Appraisal Report.
2. I also agree / partially agree / do not agree
with the assessment made by the 1st Assessing Officer.*

If partially / do not agree, please specify/give reasons:

* *Please tick the appropriate response.*

Signature of the Officer being assessed.

29 Mar 2009 7:25 PM

Date