

**CONFIDENTIAL**

**REPORT ON PERFORMANCE ASSESSMENT OF
ACADEMIC STAFF ON CONTRACT BASIS**

Period of Assessment:

Date From : **Date To:**

The Officer Being Assessed

Name :

Staff No. :

Post & Grade :

Department & Kulliyah :

1st Assessing Officer**(Dean / Head of Department)**

Name :

Position :

Department / Kulliyah :

2nd Assessing Officer**(Honorable Rector / Deputy Rector (Academic & Industrial Linkages) / Dean)**

Name :

Position :

Department / Kulliyah :

PART I

***This part is to be filled by the officer that is being assessed.
All achievements must be during CURRENT contract period.***

OFFICER'S PERSONAL AND SERVICE PARTICULARS

1. Name :
2. Position & Grade :
3. Department :

A. TEACHING DUTIES

Source: Academic Management & Admissions Division (AMAD) on Teaching assignments and Student Feedback Survey (SFS) for the duration of current contract period. Please attach a print out of the above information.

B. STUDENT SUPERVISION

Source: Centre for Postgraduate Studies (CPS) on Student Supervision during current contract period.

C. PUBLICATIONS

Source: IIUM Repository (IREP) on Publications during current contract period. Please add if there is any publication that is not reflected in the IREP.

No.	Title of Articles	No. of pages	Date and place of publication	Name and address of the publisher	Status of publication (Accepted / In Press / Published etc.)

D. RESEARCH WORKS/PROJECTS

Source: Research Management Centre (RMC) on Research secured/in progress or completed during current contract period.

E. PAPERS PRESENTED IN SEMINARS/CONFERENCES/COURSES

Source: IIUM Repository (IREP) on Paper(s) presented in conference/workshop during current contract period.

F. CONTRIBUTION TO INTERNATIONAL / NATIONAL/ UNIVERSITY/ KULIYYAH/DEPARTMENT

H. PROFESSIONAL MEMBERSHIP

I hereby declare that the above achievements during my present contract are true and correct.

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Signature

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Date

PART II

This part is to be filled by the 1st and 2nd Assessing Officers

A. MERITS AND QUALITIES OF THE STAFF.

Key : 5= Excellent 4= Good 3= Satisfactory 2= Poor 1= Very Poor

The explanation on the grading is as below:-

- 5- Excellent** - is of **exceptional** ability, possessing the characteristics of a highflier whose ability and performance is one of the best amongst the peers.
- 4- Good** - is of **above average** ability, has always reached the expected level of performance.
- 3- Satisfactory** - is **average** ability, has frequently reached the expected level performance.
- 2- Poor** - is **low** ability, seldom reached the expected level performance
- 1- Very Poor** - is **very low** ability, frequently below the expected level of performance.

		1 st Assessing Officer	2 nd Assessing Officer
1	Personal Character		
2	Work Ethics		
3	Teaching		
4	Supervision		
5	Research		
6	Paper Presentation		
7	Publication		
8	Service		
9	Administration <i>(if relevant)</i>		
10	Overall Contribution to Kulliyah's Academic Programme		

B. MERITS AND QUALITIES OTHER THAN SPECIFIED ABOVE

PART III

*This part must be treated with strict confidentiality
and the decision must not be shared with the respective staff.*

RECOMMENDATION FROM THE 1ST ASSESSING OFFICER

I ***recommend / do not recommend** the renewal of contract for the above name staff for a duration of:-

<input type="checkbox"/>	One (1) Year
<input type="checkbox"/>	Two (2) Years
<input type="checkbox"/>	Three (3) Years

Comments:

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**Signature of 1st Assessing Officer
and Official Stamp**

Date

RECOMMENDATION FROM THE 2ND ASSESSING OFFICER

I ***agree / do not agree** with the above recommendation and I ***recommend / do not recommend** the renewal of contract for the above name staff for a duration of:-

<input type="checkbox"/>	One (1) Year
<input type="checkbox"/>	Two (2) Years
<input type="checkbox"/>	Three (3) Years

Comments:

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**Signature of 2nd Assessing Officer
and Official Stamp**

Date

**Please delete where necessary*