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 & Kulliyyah: …………………………………………………………

1st Assessing Officer
(Dean / Head of Department)

Name: …………………………………………………………………………………
Position: ……………………………………………………………………………
Department / Kulliyyah: …………………………………………………………

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

Name: …………………………………………………………………………………
Position: ……………………………………………………………………………
Department / Kulliyyah: …………………………………………………………
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.

<table>
<thead>
<tr>
<th>No.</th>
<th>Title of Articles</th>
<th>No. of pages</th>
<th>Date and place of publication</th>
<th>Name and address of the publisher</th>
<th>Status of publication (Accepted / In Press / Published etc.)</th>
</tr>
</thead>
<tbody>
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</table>
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

________________________________________________________________________

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H. PROFESSIONAL MEMBERSHIP

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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

.................................................................................................  ........................................

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

### A. MERITS AND QUALITIES OF THE STAFF.

**Key:**

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Excellent</td>
</tr>
<tr>
<td>4</td>
<td>Good</td>
</tr>
<tr>
<td>3</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>2</td>
<td>Poor</td>
</tr>
<tr>
<td>1</td>
<td>Very Poor</td>
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</tbody>
</table>

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.

<table>
<thead>
<tr>
<th></th>
<th>1st Assessing Officer</th>
<th>2nd Assessing Officer</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Personal Character</td>
<td></td>
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<tr>
<td>2</td>
<td>Work Ethics</td>
<td></td>
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<tr>
<td>3</td>
<td>Teaching</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Supervision</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Research</td>
<td></td>
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<tr>
<td>6</td>
<td>Paper Presentation</td>
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<tr>
<td>7</td>
<td>Publication</td>
<td></td>
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<tr>
<td>8</td>
<td>Service</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Administration <em>(if relevant)</em></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Overall Contribution to Kulliyyah’s Academic Programme</td>
<td></td>
</tr>
</tbody>
</table>

### B. MERITS AND QUALITIES OTHER THAN SPECIFIED ABOVE

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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:-

- [ ] One (1) Year
- [ ] Two (2) Years
- [ ] Three (3) Years

Comments:


Signature of 1st Assessing Officer              Date
and Official Stamp

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:-

- [ ] One (1) Year
- [ ] Two (2) Years
- [ ] Three (3) Years

Comments:


Signature of 2nd Assessing Officer              Date
and Official Stamp

*Please delete where necessary*