CONFIDENTIAL

REPORT ON PERFORMANCE & KULLIYYAH NEEDS ASSESSMENT FOR APPLICATION AS CONTRACT STAFF AFTER COMPULSORY RETIREMENT

Period of Assessment
(2 years of service until current date of application)

Date From : ……………………..      Date To : ……………………….(current date)

The Officer Being Assessed
Name : ……………………………………………………………………………..
Staff No. : …………………………………………………………………………
Post & Grade : …………………………………………………………………………
Department & Kulliyyah : …………………………………………………………………………

1st Assessing Officer
(Dean / Head of Department)
Name : ……………………………………………………………………………..
Position : …………………………………………………………………………
Department / Kulliyyah : …………………………………………………………………………

2nd Assessing from the Kulliyyah Board
Name of Chairman : …………………………………………………………………………
Position : …………………………………………………………………………
Department / Kulliyyah : …………………………………………………………………………

Note: The approval will also subject to availability of Central Budget Allocation for Contract Staff allocated by Ministry of Finance.
PART I

This part is to be filled by the officer that is being assessed.  
All achievements must be during 2 years of service until current date of application.

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>
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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

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

I am also aware that should my application approved by the University, my salary will be offered at the minimum of my current grade.

................................................................. ...........................................
Signature                        Date
**PART II**

*This part is to be filled by the 1st Assessing Officer and Kulliyyah Board*

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

<table>
<thead>
<tr>
<th>Key</th>
<th>5= Excellent</th>
<th>4= Good</th>
<th>3= Satisfactory</th>
<th>2= Poor</th>
<th>1= Very Poor</th>
</tr>
</thead>
</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>1st Assessing Officer</th>
<th>Kulliyyah Board</th>
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<tbody>
<tr>
<td>Personal Character</td>
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<tr>
<td>Work Ethics</td>
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<td>Teaching</td>
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<td>Supervision</td>
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<td>Research</td>
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<td>Paper Presentation</td>
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<td>Publication</td>
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<td>Service</td>
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<td>Administration (if relevant)</td>
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<tr>
<td>Overall Contribution to Kulliyyah’s Academic Programme</td>
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</tbody>
</table>

**B. MERITS AND QUALITIES OTHER THAN SPECIFIED ABOVE**
RECOMMENDATION FROM THE 1ST ASSESSING OFFICER

NEEDS OF KULLIYYAH/DEPARTMENT

- Very much needed due to no staff replacement on subject matter expert for coming semester.

  I recommend the application as contract staff after compulsory retirement for the above name staff for a duration of:-

  - One (1) Year
  - Two (2) Years

- Department has plan for staff replacement on similar expertise.

  I do not recommend the application as contract staff after compulsory retirement for the above name staff.

Justification:

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.................................................................................................................................................
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Signature of 1st Assessing Officer          Date

and Official Stamp
RECOMMENDATION FROM THE KULLIYYAH BOARD

Date of Kulliyyah Board Meeting: ________________________________

☐ Very much needed due to no staff replacement on subject expertise for coming semester.

I recommend the application as contract staff after compulsory retirement for the above name staff for a duration of:-

☐ One (1) Year
☐ Two (2) Years

☐ Kulliyyah has plan for staff replacement on similar expertise.

I do not recommend the application as contract staff after compulsory retirement for the above name staff.

Justification:

________________________________________________________________________

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Signature of Chairman               Date
and Official Stamp

*Please delete where necessary