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|  | **MANAGEMENT SERVICES DIVISION** |

**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.*

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| --- | --- | --- | --- | --- | --- |
| 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.)* |
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**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 1I**

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

**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.

 **1st Assessing Kulliyyah**

 **Officer Board**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Personal Character  |  |  |
|  |  |  |  |
| 2 | Work Ethics |  |  |
|  |  |  |  |
| 3 | Teaching |  |  |
|  |  |  |  |
| 4 | Supervision |  |  |
|  |  |  |  |
| 5 | Research |  |  |
|  |  |  |  |
| 6 | Paper Presentation |  |  |
|  |  |  |  |
| 7 | Publication |  |  |
|  |  |  |  |
| 8 | Service |  |  |
|  |  |  |  |
| 9 | Administration *(if relevant)* |  |  |
|  |  |  |  |
| 10 | Overall Contribution to Kulliyyah’s Academic Programme |  |  |

**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**

**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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**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*