



## CONFIDENTIAL

### REPORT ON PERFORMANCE & KULLIYAH 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 & Kulliyah : .....

#### 1<sup>st</sup> Assessing Officer

##### (Dean / Head of Department)

Name : .....

Position : .....

Department / Kulliyah : .....

#### 2<sup>nd</sup> Assessing from the Kulliyah Board

Name of Chairman : .....

Position : .....

Department / Kulliyah : .....

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



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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.

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**Signature**

**Date**

**PART II**

*This part is to be filled by the 1<sup>st</sup> Assessing Officer and Kulliyah 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.

		<b>1<sup>st</sup> Assessing Officer</b>	<b>Kulliyah Board</b>
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**


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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 1<sup>ST</sup> 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:-

<input type="checkbox"/>	One (1) Year
<input type="checkbox"/>	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 1<sup>st</sup> Assessing Officer  
and Official Stamp**

.....  
**Date**

**RECOMMENDATION FROM THE KULLIYAH BOARD**

**Date of Kulliyah 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:-

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

**Kulliyah 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  
and Official Stamp**

.....  
**Date**

*\*Please delete where necessary*