

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 :				
The Officer Being Assess	<u>ed</u>			
Name	:			
Staff No.	:			
Post & Grade	:			
Department & Kulliyyah	:			
1st Assessing Officer				
(Dean / Head of Departm	nent)			
Name	:			
Position	:			
Department / Kulliyyah	:			
2 nd 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

Position & Grade:

A. TEA	ACHING DUTIES				
	Academic Management & Admi for the duration of current cont				
3. STU	UDENT SUPERVISION				
Source: C	Centre for Postgraduate Studies	s (CPS) on Stu	dent Supervision du	ring current contract perio	d.
¬ DIII	BLICATIONS				
Source: I	IUM Repository (IREP) on Pub	olications duri	ng current contract	period. Please add if there	e is any publication that
Source: I	IUM Repository (IREP) on Pub				, .
Source: I	IUM Repository (IREP) on Pub	No. of pages	Date and place of publication	period. Please add if there Name and address of the publisher	Status of publication (Accepted / In Press / Published etc.)
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ource: I. ot reflec	TIUM Repository (IREP) on Pub eted in the IREP.	No. of	Date and place	Name and address of	Status of publication (Accepted / In Press)
Source: I.	TIUM Repository (IREP) on Pub eted in the IREP.	No. of	Date and place	Name and address of	Status of publication (Accepted / In Press)

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. RESEARCH WORKS/PROJECTS	
ource: Research Management Centre (RMC) on Research secured/in p	rogress or completed during current contract period.
. PAPERS PRESENTED IN SEMINARS/CONFEREN	NCES/COURSES
ource: IIUM Repository (IREP) on Paper(s) presented in conference/w	orkshop during current contract period.
C. CONTRIBUTION TO INTERNATIONAL / NATIONAL	/ UNIVERSITY/ KULIYYAH/DEPARTMEN
I. PROFESSIONAL MEMBERSHIP	
hereby declare that the above achievements during my pres	
am also aware that should my application approved by the ninimum of my current grade.	University, my salary will be offered at the
Signature	Date

1= Very Poor

2= Poor

PART 1I

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

4= Good

3= Satisfactory

A. MERITS AND QUALITIES OF THE STAFF.

5= Excellent

Key:

- Ex	cellent	- is of exceptional ability, possessing the characteristics of a highflier whose ability and performance is one of the best amongst the peers.				
- Go	od	- is of above average ability, has always reached the expected level of performance.				
3- Sa	tisfactory	ory - is average ability, has frequently reached the expected level performance.				
2- Po	or	- is low ability, seldom reached the expected level perform	rmance			
l- Ve	ry Poor	- is very low ability, frequently below the expected level	of performance.			
			1 st Assessing Officer	Kulliyyah Board		
1	Persona	l Character				
2	Work E	Ethics				
3	Teachir	ng				
4	Supervi	sion				
5	Researc	ch				
6	Paper P	resentation				
7	Publica	tion				
8	Service					
9	Admini	stration (if relevant)				
10	Overall	Contribution to Kulliyyah's Academic Programme				
MER	RITS AN	D QUALITIES OTHER THAN SPECIFIED ABO	OVE			

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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

NEED	S 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.
Justific	eation:
	ure of 1 st Assessing Officer Date and Official Stamp

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RECOMMENDATION FROM THE KULLIYYAH BOARD

Date of Kulliyyah Board Meeting:	
Very much needed due to no staff replacem	nent on subject expertise for coming semester.
I recommend the application as contract staff for a duration of:-	after compulsory retirement for the above name staff
One (1) Year Two (2) Years	
Kulliyyah has plan for staff replacement on	similar expertise.
I do not recommend the application as contra name staff.	act staff after compulsory retirement for the above
Justification:	
Signature of Chairman and Official Stamp	Date
*Please delete where necessary	