

**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 & Kulliyah : .....

**1<sup>st</sup> Assessing Officer****(Dean / Head of Department)**

Name : .....

Position : .....

Department / Kulliyah : .....

**2<sup>nd</sup> Assessing Officer****(Honorable Rector / Deputy Rector (Academic & Industrial Linkages) / Dean)**

Name : .....

Position : .....

Department / Kulliyah : .....

**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.*

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.)

**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 contract are true and correct.**

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**Signature**

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**Date**

<b>PART II</b>
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*This part is to be filled by the 1<sup>st</sup> and 2<sup>nd</sup> Assessing Officers*

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

<b>Key :</b>	5= Excellent	4= Good	3= Satisfactory	2= Poor	1= Very Poor
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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.

		1 <sup>st</sup> Assessing Officer	2 <sup>nd</sup> Assessing Officer
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**

I **\*recommend / do not recommend** the renewal of contract for the above name staff for a duration of:-

<input type="checkbox"/>	One (1) Year
<input type="checkbox"/>	Two (2) Years
<input type="checkbox"/>	Three (3) Years

Comments:

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**Signature of 1<sup>st</sup> Assessing Officer  
and Official Stamp**

**Date**

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**RECOMMENDATION FROM THE 2<sup>ND</sup> 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:-

<input type="checkbox"/>	One (1) Year
<input type="checkbox"/>	Two (2) Years
<input type="checkbox"/>	Three (3) Years

Comments:

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**Signature of 2<sup>nd</sup> Assessing Officer  
and Official Stamp**

**Date**

*\*Please delete where necessary*