



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُؤْتِي سِتِي إِسْلَامًا أَنْتَارَا يَغْسِيَا مِلْسِيَا

MANAGEMENT SERVICES DIVISION

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 :

1st Assessing Officer

(Dean / Head of Department)

Name :
Position :
Department / Kulliyah :

2nd 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.

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.

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

H. PROFESSIONAL MEMBERSHIP

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

1	Latest CV	
2	Latest SFS Report	
3	Latest Medical Report (Verified by IIUM Clinic)	

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.

		1 st Assessing Officer	Kulliyyah Board
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 Kulliyyah's Academic Programme		

B. MERITS AND QUALITIES OTHER THAN SPECIFIED ABOVE

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****Information on Current Institutional Details**

1.	Total Number of Current Staff	
2.	Number of Enrolled Students (Current Semester)	
3.	Number of Part-Time Employees (Current Semester)	

☐

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:

.....
**Signature of 1st Assessing Officer
and Official Stamp**

.....
Date

RECOMMENDATION FROM THE KULLIYYAH 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:-

	One (1) Year
	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:

.....

**Signature of Chairman
and Official Stamp**

.....

Date

**Please delete where necessary*