**FACULTY OF MEDICINE, UNIVERSITY OF KELANIYA**

**ANNUAL APPRAISAL OF ACADEMIC STAFF PERFORMANCE AND ACHIEVEMENTS**

To be completed by 31 January each year

This form is in two parts:

* Part A: to record your performance and achievements over the past year
* Part B: to identify your objectives for the year ahead

**Name** of the academic staff member: ……………………………………………………………………………………

**Department**: ………………………………………

**Designation**: ………………………………………

If on **long leave**, specify details:

Type of leave: Study leave / Sabbatical leave / Special leave

Approved by university from................. to ........................

**PART A: REVIEW OF PAST YEAR**

**SECTION 1.** To be completed by all academic staff

* 1. **Period under review**:from 1 January to 31 December 201......
  2. **Objectives for the year** (to be extracted from Part 2 of previous year’s annual appraisal)

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**SECTION 2. Postgraduate studies** (must be completed by probationary lecturers)

* 1. Current registration for postgraduate qualifications
  2. Name of degree: ………………………………………………….
  3. Awarding institution: ……………………………………………...
  4. Year of 1st registration and expected year of completion: ……………………………………
  5. Induction Programme for probationary academic staff

To be done / completed (give details): ……………………………….

**SECTION 3. Teaching, course preparation and examining undergraduate students** (to be completed by all staff members who are not on long leave)

* 1. Undergraduate teaching activities conducted during the year (number of classes)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Degree programme and module / strand / course unit / clinical appointment* | *Lectures* | *Tutorials* | *Lab classes* | *Other (PBL / seminars/ field)* |
|  |  |  |  |  |
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|  |  |  |  |  |

*Add extra rows if necessary*

* 1. Undergraduate examinations (provide details in relevant cell)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Exam 1 | Exam 2 | Exam 3 |
| Name of exam and date |  |  |  |
| Preparation of questions |  |  |  |
| Setting up question papers |  |  |  |
| Marking answer scripts |  |  |  |
| Supervision / Invigilation |  |  |  |
| Chief examiner / coordinator |  |  |  |

*Replicate table if necessary for additional exams)*

* 1. Evaluation of your own teaching
  2. Peer review and feedback date obtained: …………………..
  3. Student feedback date obtained: …………………..
  4. Development of new teaching materials (provide details)

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* 1. Development of innovative approaches to teaching (provide details)

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* 1. Development of new curricula at course or program level

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* 1. Curriculum review at program or faculty level

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* 1. Evidence of teaching quality and impact

1. awards and prizes (provide details)

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1. invitations to lecture / speak at other institutions

…………………………………………………………………………………………………………………………..

**SECTION 4. Post graduate teaching and training** (to be completed by academic staff of Senior Lecturer Grade II and above)

* 1. Taught programmes *(indicate number of hours of teaching)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Degree programme and course component* | *Lectures* | *Tutorials* | *Lab classes* | *Other (PBL / seminars/ field)* |
|  |  |  |  |  |
|  |  |  |  |  |

* 1. In-service training / Postgraduate research students

|  |  |
| --- | --- |
| *Degree programme* | *Names of supervised students/ trainees* |
|  |  |
|  |  |

##### **SECTION 5. Research and scholarship** (to be completed by all staff, including those on long leave)

* 1. On-going projects *(provide title, role in project e.g. Principal or Co-investigator, and source of funding)*

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* 1. Conference presentations (oral or poster) during year under review *(provide title of presentation, title of conference and dates)*

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* 1. Publications in scientific journals *(provide citation)*

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* 1. Published text books, books or chapters in books *(provide title, publisher, etc)*

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* 1. Citations of published work *(provide details from Google Scholar or Research Gate)*

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* 1. Invited lectures, keynote addresses, orations, etc *(provide details of meeting, title of talk, etc)*

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* 1. Editing and review for scientific journals *(provide details of journal and task undertaken)*

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* 1. Awards and prizes for research *(provide details)*

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**SECTION 6. Administrative responsibilities / national / international development activities**

* 1. Departmental level responsibilities (include Headship, planning and developing new laboratories / other services)

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* 1. Faculty level responsibilities (e.g. student mentor, student counselor, member of Faculty Committees, hostel warden, etc)

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* 1. University level responsibilities (e.g. member of Senate and Senate subcommittees and/or any other committees, other posts)

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* 1. Conducting Continuing Professional Development activities (e.g. professional College / Society activities, etc)

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* 1. Any other activities (provide details)

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**PART B: OBJECTIVES FOR THE YEAR AHEAD**

1. **Postgraduate studies**:.....................................................................................................
2. **Anticipated teaching, course preparation and examining undergraduate students**

2.1 Commitments to undergraduate teaching (identify degree programme(s) and module(s) / strand(s) / course unit(s) / clinical appointment(s), and expected number of classes)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Degree programme and module / strand / course unit / clinical appointment* | *Lectures* | *Tutorials* | *Lab classes* | *Other (PBL / seminars/ field)* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

2.2 Commitments to undergraduate examinations

|  |  |  |  |
| --- | --- | --- | --- |
|  | Exam 1 | Exam 2 | Exam 3 |
| Name of exam and date |  |  |  |
| Preparation of questions |  |  |  |
| Setting up question papers |  |  |  |
| Marking answer scripts |  |  |  |
| Supervision / Invigilation |  |  |  |
| Chief examiner / coordinator |  |  |  |

* 1. Evaluation of your own teaching

1. Tentative date for obtaining peer review: .......................................
2. Tentative date for obtaining student feedback: ...........................
   1. Plans for development of new teaching materials / innovative approaches to teaching / development of new curricula / curriculum review etc

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1. **Anticipated postgraduate teaching and training**

3.1 Taught programmes *(indicate number of hours of teaching)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Degree programme and course component* | *Lectures* | *Tutorials* | *Lab classes* | *Other (PBL / seminars/ field)* |
|  |  |  |  |  |
|  |  |  |  |  |

3.2 In-service training / postgraduate students:

|  |  |
| --- | --- |
| *Degree programme* | *Expected number of trainees / students* |
|  |  |
|  |  |
|  |  |

1. **Anticipated research and scholarship**

##### 4.1 Project(s) continued from previous year (list title of project(s))

…………………………………………………………………………………………..

4.2 Planned new projects (tentative title and source of funding)

…………………………………………………………………………………………..

4.3 Expected research output: (conference presentations / papers etc)

…………………………………………………………………………………………..

4.4 Any other:

…………………………………………………………………………………………..

1. **Anticipated administrative and other responsibilities**

5.1 Departmental level

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5.2 Faculty level

…………………………………………………………………………………………..

5.3 University level

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5.4 Continuing Professional Development

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5.5 Any other

…………………………………………………………………………………………..

1. **Anticipated long leave**

6.1 Type of leave: study leave / sabbatical leave / special leave

6.2 Expected month of commencing leave: ……………………..

Signature of staff member: ……………………………………………. Date: …………………………………

Signature of Head of Dept: ……………………………………………. Date: ………………………………..