**Performance Appraisal Form (Research Assistant/Teacher Educator)**

*This form is to be completed by the Research Assistant (RA)/Teacher Educator(TE) and his/her Coordinator/HOD/Dean.*

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| --- | --- |
| ***Basic information*** | |
| Name: | Job Title/Position: |
| School: | Department: |
| Appraiser's Name: | Job Title: |
| Reviewer's Name: | Job Title: |
| Contract/Review Period: From: | To: |

| ***Service Target (By RA/TE)*** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S.N** | **Service Target** | **Achievements during the contract period/year** | **NS** | **IN** | **ME** | **EF** | **OS** |
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**\****NS = Not Satisfactory; IN = Improvement Needed; ME = Meets Expectations; EE = Exceeds Expectation; OS = Outstanding.*

| **Self Review (By RA/TE)** | |
| --- | --- |
| Significant Works/Contributions not Covered Above: | |
| Objectives/Works not Achieved/Completed | Reasons: |
| Important Factors Facilitating Performance: | Important Factors Hindering Performance: |
| Skills/Competencies Needed for Better Performance: | |

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

| **Overall Performance (By Appraiser)** |
| --- |
| *Comments on performance, including notable achievements and gaps (Quantity and quality of work, timely completion, resource efficiency, and client satisfaction with the work completed)* |
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| *Feedback from stakeholders (To be completed by the Appraiser based on Completed Feedback Sheets* |
| [ ] NS [ ] IN [ ] ME [ ] EE [ ] OS |

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| ***Appraisal of Critical Attributes and Job Behaviours (By Appraiser)*** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| ***Critical Attributes and Job Behaviours*** | | NS | IN | ME | EE | OS |
|  | **Dimensions and Definition** | | | | | |
|  | **Academic and professional quality** (Demonstrates high quality academic and professional performance in the concerned discipline; Is able to generate appreciation of other faculties and students by excellence of performance; Produces quality outputs as expected) |  |  |  |  |  |
|  | **Professional competencies** (Demonstrates professional knowledge and abilities in performing academic roles; Demonstrates professional attitudes and behaviors; Seeks and uses opportunities for improving competencies and updates oneself regularly) |  |  |  |  |  |
|  | **Communication and interpersonal ability** (Demonstrates high level of written and oral communication skills; Builds good relationships with others, including students and university officials; Is supportive, helpful, and a good team player) |  |  |  |  |  |
|  | **Professional and institutional commitment** (Is committed to academic profession and career; Commits to the University's values, norms, rules, and principles; Projects and develops positive image and credibility of the University and contributes to its development) |  |  |  |  |  |
|  | **Development orientation** (Is proactive, creative, innovative, change-oriented, and forward-moving in approaches and behaviors; Continually improves self, performance, and the institution; Produces significant results through self in  initiatives or collaborative efforts) |  |  |  |  |  |

| **Areas of Strengths and Improvements (By Appraiser)** | |
| --- | --- |
| Major strengths of the RA/TE: | Improvements made by the RA/TE since the last review: |
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| Area of Improvement for Effective Performance: | Potential area of growth: |

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| **Recommendations for Actions (By Appraiser)** | | | | | | |
| Recommendations for training and development | **In-house** | | | **External** | | |
| Recommendations for administrative decisions | Financial Incentive | Role Assignment | Replacement | Disciplining | Others | None |

Appraiser’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

| **Review of Appraiser Rating and Comments (to be completed by reviewer)** | | | |
| --- | --- | --- | --- |
| Comments on achievement of performance objectives: |  | | |
| Comments on critical attributes and job behavior: |  | | |
| Comments on the appraiser's recommendations: |  | | |
| Recommendations for action: | Endorsement of appraiser's recommendation | Other recommendations | Reasons |
| **Overall Rating (By Reviewer)** | | | |
| [ ] NS [ ] IN [ ] ME [ ] EE [ ] OS | | | |

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Reviewer's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_