

UNIVERSITY OF WAH
ANNUAL EVALUATION REPORT - FACULTY

Reporting Period: _____ to _____
Period served under Initiating Officer: _____ to _____

Type: (Tick applicable box)	Normal	Probationary	Interim	Unsuitability	Review
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PART I – PERSONAL DATA

1. Name (in block letters): _____
2. Appointment with Date: _____
3. Date of Employment at UW: _____
4. Educational Qualification: _____
5. Previous Relevant Experience: _____

6. Training Received / Academic Qualification(s) Attained (during the year):

Title of Course	Duration		Name of the Institution/Country
	From	To	
		2005	

7. **Brief Job Description** (set out broadly in order of importance the main duties performed in the present job during this period, papers published, conferences organized, etc. Also mention any special work assigned during the period):

8. Any medical issues?

PART – II

9. Performance {Initial the appropriate box. Each initialed box carries one (1) grade mark}:

Quality		Exceptional	Excellent	Good	Satisfactory	Un-Satisfactory
a.	Appearance and Bearing					
b.	Knowledge of Subject					
c.	Methods of Communication					
d.	Teacher Student Relationship					
e.	Power of Expression (Written, Oral)					
f.	Supervision and Guidance					
g.	Achievement of Assigned Objectives					
h.	Acceptance of Responsibility					
j.	Initiative and Drive					
k.	Capacity of Hard Work					
l.	Financial Responsibility					
m.	Foresightedness and Advance Planning					
n.	Contributions towards the Institution					
o.	Documentation					
p.	Punctuality					
Weightage		5	4	3	2	1
Score (Grade x Weightage)						

10. **Overall Grading**

Final Total Score =

Grading:

- (1) Outstanding / Excellent/ Above Average / Average : Score greater than 65/55/45/30
 (2) Below Average : Score equal to or less than 30

11. **Recommendation** (Initial applicable box):


<i>Fit for promotion</i>		<i>Initiating Officer</i>	<i>Senior Reporting Officer</i>
a.	Fit for accelerated promotion		
b.	Fit for promotion in his turn		
c.	Not yet fit for promotion		
d.	Unlikely to progress further		

12. Pen Picture by Initiating Officer:

Blank area for the Pen Picture by Initiating Officer.

13. Counseling:

Blank area for Counseling notes.


Competence through Excellence
2005
UNIVERSITY OF WAH

Date: _____ Signature: _____
Name: _____

14. Senior Reporting Officer's Remarks: (VC/Principal/Dean – as applicable)

Blank area for Senior Reporting Officer's Remarks.

Signature: _____
Appointment: _____
Name: _____

Date: _____