

PART II: To be completed by the Head of Department.

ASSESSMENT OF QUALITY OF TEACHING

The Head of Department should take cognizance of students' assessment of their Lecturers (particularly under factors (a-f) and External Examiners'/Assessors' Reports (f-h).

What is your Assessment of Appraisee?

1. - Outstanding
2. - Performance well above requirements
3. - Performance meets fully the normal requirements
4. - Performance does not meet requirements, some improvement necessary.
5. - Performance not acceptable.

a) Coverage of Course Syllabus

Ratings

1 2 3 4 5

b) Effectiveness of Communication

Ratings

1 2 3 4 5

c) Teaching Methodology

Ratings

1 2 3 4 5

d) Conduct of Tutorials

Ratings

1 2 3 4 5

e) Attendance and Punctuality

Ratings

1 2 3 4 5

f) Promptness in Marking Assignments and Examination Scripts

Ratings

1 2 3 4 5

g) Students' Performance in Examination

Ratings

1 2 3 4 5

h) External Examiners’/Assessors’ Evaluation of the Lecturer’s Work

Ratings

1 2 3 4 5

i) Maintenance of Attendance and Continuous Assessment Records of Students

Ratings

1 2 3 4 5

7.	Overall Assessment	Maximum Points	Points Scored
1.	Qualifications	(20 points)	
2.	a) Length of Teaching	(10 Points)	
	b) Teaching Load and Professional Practice Load	(10 Points)	
	c) Quality of Teaching	(10Points)	
3.	a) Research Efforts	(3 Points)	
	b) Guidance and Supervision of Postgraduate Research	(5 Points)	
	c) Research Output	(10 Points)	
	d) Publications	(22 Points)	
4.	Administrative and Organisational Experience	(5 Points)	
5.	Community Service	(3 Points)	
6.	Relationship with Colleagues	(2 Points)	
	TOTAL:		

PART III: To be completed by Member being evaluated

PART V: To be completed by Chairman, Faculty Appointments Committee.

10. Recommendations of the Faculty Appointments and Promotions Committee.

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(Date)

Signature
(Chairman, Faculty Appointments Committee)

PART VI: Decision of the University Appointments and Promotions Board

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(Date)

Signature
(Secretary of Appointments and Promotions Board)

