

**UNIVERSITY OF THE WEST INDIES  
ACADEMIC STAFF APPRAISAL**

Full Name:
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Position: Department / Faculty:
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Head of Department / School / Institute:
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Dean:
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Please use the spaces provided to give the information requested. You may append additional documentation if this reduces the need to transcribe details, but please make sure that appropriate references to this material are made in the corresponding sections of this document. The section headings, and the details of information requested, are given for your guidance.

Please refer to the Guidelines which accompany this form before starting to complete it.

On completion of all the stages indicated in the Guidelines please sign below:

**Academic Member of Staff (Appraisee)**

**Head of Department / Appraiser**

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Signature

.....  
Signature

.....  
Date

.....  
Date

**Dean of Faculty**

.....  
Signature

.....  
Date

**Please attach a current and dated curriculum vitae,  
structured in accordance with guidelines provided by the Registry**

## SECTION A

### Year Record

(To be completed by appraisee before interview)

Provide a factual account of your activities during the academic year \_\_\_\_\_

Under each or the relevant sections give a report of all activities complete with respect to your research, publication, teaching, contribution to university life, public service professional and scholarly activity. (For a guide as to what falls under each of the performance categories see attached “Definition of the Performance Categories Outlined in Ordinance 8”.)

#### A1 Research

Provide details on all research projects currently in progress (including collaborative projects); include details of: research awards; presentations made at workshops, seminars and conferences; publications submitted, publications accepted, and other outcomes achieved or expected. If you are engaged in study towards a research degree you must include a statement on the progress of your studies.

#### Research Awards

Grant [    ]    Contract [    ] Title:	Submitted: Not Funded	Continuing	New/ Competing Renewal
Role: [    ] PI [    ] Co-PI [    ] Investigator			
Funding Agency: [    ] National [    ] International			
Entire Period of Award:			
Total Award:			

Grant [    ]    Contract [    ] Title:	Submitted: Not Funded	Continuing	New/ Competing Renewal
Role: [    ] PI [    ] Co-PI [    ] Investigator			
Funding Agency: [    ] National [    ] International			
Entire Period of Award:			
Total Award:			

Grant [    ]    Contract [    ] Title:	Submitted: Not Funded	Continuing	New/ Competing Renewal
Role: [    ] PI [    ] Co-PI [    ] Investigator			
Funding Agency: [    ] National [    ] International			
Entire Period of Award:			
Total Award:			

PI – Principal Investigator

Revised April 2005

<b>Presentations</b>	Workshop	Seminar	Conference

**A2 Publication**

List all works authored by you (indicating where jointly authored) that have been disseminated in the public domain. Indicate the title, length and media of publication distinguishing between those works which have been refereed and those which have not.

<b>Refereed</b>								
<b>TITLE</b>	<b>TYPE</b>						<b>STATUS</b>	
	Book	Book Chapter		Journal			Submitted	Accepted
		Publisher	Pages	Vol.	Pages	Year		
<b>Total</b>								

<b>Other Publications</b>								
<b>TITLE</b>	<b>TYPE</b>						<b>STATUS</b>	
	Book	Book Chapter		Journal			Submitted	Accepted
		Publisher	Pages	Vol.	Pages	Year		
<b>Total</b>								

<b>Abstracts</b>				
<b>TITLE</b>	<b>TYPE</b>			
	Platform	Poster	Regional	International
<b>Total</b>				

### A3 Teaching

Report on your contribution to teaching including the courses you have been responsible for as well as any role you have played in the teaching programme in general. In making your report please include significant contributions towards the delivery of teaching, course and programme development, implementation and review, the preparation of evaluation instruments, the conduct of examinations, and the general administration of the teaching process.

With respect to the courses for which you were responsible, Indicate the courses taught with numbers of students taught. State whether this is a new course or a course, which, because of changes, requires new preparation. Include UWIDEC. List separately other one-off teaching commitment.

#### Semester 1

Courses Taught						
Course Code	Undergrad./	Postgrad.	# of Credits	Numbers Taught	Student Rating	Other Feedback

New Courses Taught						
Course Code	Undergrad./	Postgrad.	# of Credits	Numbers Taught	Student Rating	Other Feedback

#### Semester 2

Courses Taught						
Course Code	Undergrad./	Postgrad.	# of Credits	Numbers Taught	Student Rating	Other Feedback

New Courses Taught						
Course Code	Undergrad.	Postgrad.	# of Credits	Numbers Taught	Student Rating	Other Feedback

New Courses Developed					
Course Code	Undergrad.	Postgrad.	# of Credits	Role	
				Principal Developer	Team Member

Provide details on your supervision of graduate students.

Supervision of Graduate Students		Academic Year: .....			
Name of Students	Degree	Role		Status of Students' Progress	
		Supervisor	Advisory		

*See also Attachment sections 4-5*

**A4 Contribution to University Life**

Report on any significant contribution to University Life whether made at the Departmental, Faculty or University level, including offices held, membership on committees, and outreach activities.

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**A5 Public Service**

Report on any significant contributions you have made to political, social or cultural organizations or institutions which impact on the life of the communities served by the University.

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**A6 Scholarly Activities (See also Attachment sections 1-3)**

Report on all scholarly work including attendance at courses, conferences, seminars and workshops, acting as discussant at conferences, organizing seminars and conferences, promoting or chairing panels at conferences, reviewing scholarly papers/research, membership on editorial boards, committee work in scholarly organizations and guest editorships.

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**A7 Professional Activities**

Report on all other professional activity including contributions to the development of professional organizations through membership and participation in professional bodies, contribution to the development of professional journals, provision of advice and technical support, consultancies/technical advisory services performed within the context of University policies, membership of technical committees at the local, regional and international levels, external examining at local, regional and international levels, other.

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**SECTION B**  
**Self-Appraisal**

(To be completed by appraisee before interview)

Provide a review of your activities during the past year, including an evaluation of your response to your last appraisal and a discussion of the extent to which targets set were met. Self-critical comments are encouraged and will be viewed as a starting point for improvement and not as incriminating evidence.

**B1 Personal Overview of the Year**

In your overview provide a general assessment including any comments on the extent to which you believe you have been able to strike the right balance between the competing claims on your time and other resources.

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**B2 Research and Publications**

In appraising your research and publications look back at those factors that may have helped or hindered you in achieving your goals and look forward to the prospects and possibilities such as:

- areas of potential development of your research activity;
- possible areas for further publications;
- any other aspects of your research interests which could attract outside funding;
- modifications with respect to your research supervision or responsibility;
- ways in which the University could assist you to develop your research.

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**B3 Teaching**

Your appraisal of teaching might include:

- a discussion of developments, initiatives, or innovations introduced during the past year, including response to suggestions from last appraisal or other feedback that you have received from colleagues or students;
- concerns over any aspects of the assessments such as, low or high average marks or other anomalous distributions of marks in any formal assessments;

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**B4 Contribution to University Life**

How effectively do you feel you have performed your administrative duties?

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If you have coordinating responsibilities, are you satisfied with the way you have discharged them? What were the successes? challenges?

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On what Committees/Boards have you served?

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Do you feel that your service on committees, etc. has been useful or effective?

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**B5 Public Service**

Do you believe that your public service activities have been appropriate/ effective?

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**B6 Scholarly Activities**

Do you feel that you have achieved the right synergies between your scholarly activities and the other aspects of your work?

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**B7 Professional Activities**

Do you feel that your participation in professional activities is appropriate to the current stage of your career?

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**SECTION C**  
**Summary**

**Comments by Appraiser**

Teaching:

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Research/ Publication:

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Other Scholarly Activity:

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Contribution to University Life:

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Professional Activities:

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Public Service:

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Other factors (*Motivation, initiative, adaptability, flexibility, cooperation, attitude, efficiency and courtesy while working with others.*):

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Progress toward promotion/Faculty accomplishments required for timely advancement in Rank:

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Signature of Appraiser.....

Date: .....

I have discussed the above-summary of my performance with my chair and I have been given a copy of the report.

I (wish) (do not wish) to prepare a response for purpose of rebuttal to go into the departmental file

**Comments by Member of Staff (Appraisee)**

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Signature of Appraisee..... Date: .....

**Dean's Comments and/or Suggestions:**

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Signature of Dean ..... Date .....

**SECTION D**

**OBJECTIVES FOR COMING YEAR**

(To be completed by appraiser with appraisee, either during or shortly after appraisal interview)

Objectives are to be set for all performance categories in keeping with the stage of development of the staff members career and the needs of the Department, Faculty and University at any given time.

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Signature of Appraisee.....

Date: .....

Signature of Appraiser.....

Date: .....

**SECTION E**  
**Development Needs**

(To be completed by appraiser with appraisee)

Details of any further experience of training necessary or desirable for the effective achievement of personal and professional objectives identified in the appraisal interview.

**Department / Faculty based:**

*(Where experiences required are related to the scholarship or experience of the department or faculty itself)*

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**University based:**

*(Where opportunities and experiences may be common to those of other people from other faculties or disciplines)*

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**Name:**..... **Department / Faculty:**.....

(The information on this page will be made available to the Staff Development Unit and the Registry.)