

THE UNIVERSITY OF THE WEST INDIES

ACADEMIC STAFF APPRAISAL

(This page to be completed by the **Appraisee**)

Full Name:

Position:

Department / Faculty:

Head of Department / School / Institute:

Dean:

Please refer to the Academic Staff Appraisal Guidelines and Definition of the Performance Categories with Quality Indicators which accompany this Form before starting to complete it.

Also, please attach the objectives that had been agreed for this review period and a current and dated curriculum vitae, structured in accordance with guidelines provided by the Registry.

SECTION A
Self-Appraisal

(To be completed **by appraisee** before interview)

Provide a review of your activities during the past year, and comment on the extent to which targets set were met, or not met. Where boxes are provided, please use a check mark (✓) to indicate whether you have surpassed, met, or not met the agreed objectives.

A1 Research

Surpassed Met Not met

Comments: _____

A2 Publication

Surpassed Met Not met

Comments: _____

A3 Teaching

Surpassed Met Not met

Comments: _____

A4 Contribution to University Life

Surpassed Met Not met

Comments: _____

If you had (a) administrative duties (b) coordinating responsibilities, are you satisfied with the way you discharged them? What were the successes? challenges?

A5 Public Service

Surpassed Met Not met

How would you evaluate the public service activity you undertook during the period under review?

A6 Scholarly and Professional Activity

Surpassed Met Not met

Comments: _____

SECTION B
(To be completed by Appraiser)

Were the Appraisee's agreed objectives surpassed, met, or not met?

B1 Research:

Surpassed Met Not met

Comments: _____

B2 Publication:

Surpassed Met Not met

Comments: _____

B3 Teaching:

Surpassed Met Not met

Comments: _____

*Revised April 19, 2010
Revised May 3, 2010
Revised July 19 2010
Revised September 2010*

B4 Contribution to University Life:

Surpassed Met Not met

Comments: _____

B5 Public Service:

Surpassed Met Not met

Comments: _____

B6 Scholarly and Professional Activity:

Surpassed Met Not met

Comments: _____

B7 General Comments

Signature of Appraiser..... **Date:**

I (have discussed) / (have not discussed) the preceding summary of my performance with my Head of Department / Appraiser.

I (wish) (do not wish) to prepare a response for the purpose of rebuttal and for attachment to this form.

B8 Comments by Member of Staff (Appraisee)

Signature of Appraisee.....Date:

B9 Dean's Comment:

Endorsed To be discussed

Signature of Dean Date

*Revised April 19, 2010
Revised May 3, 2010
Revised July 19 2010
Revised September 2010*

SECTION C

OBJECTIVES FOR COMING YEAR

(To be completed **by Appraisee with Appraiser**, during appraisal interview)

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

C1 Research: _____

C2 Publication: _____

C3 Teaching: _____

C4 Contribution to University life: _____

C5 Public Service: _____

*Revised April 19, 2010
Revised May 3, 2010
Revised July 19 2010
Revised September 2010*

C6 Scholarly and Professional Activity: _____

Signature of Appraisee..... Date:

Signature of Appraiser..... Date:

*Revised April 19, 2010
Revised May 3, 2010
Revised July 19 2010
Revised September 2010*

SECTION D
Development Needs

(To be completed by Appraisee with Appraiser)

Staff may seek assistance from sources such as the Instructional Development Unit, study visits, workshops, seminars and short training programmes, in addressing development needs.

List 2 or 3 areas on which you intend to focus your attention during the next year, with a view to improving your performance.

Name: **Department / Faculty:**

(The information on this page will be used for staff development purposes by the HR Division/Section)

On completion of **all** the stages indicated in the Academic Staff Appraisal Guidelines please sign below:

Academic Member of Staff / Appraisee

Head of Department / Appraiser

.....
Signature

.....
Signature

.....
Date

.....
Date

Dean of Faculty

.....
Signature

.....
Date

Revised April 19, 2010
Revised May 3, 2010
Revised July 19 2010
Revised September 2010