



TARGET/STANDARD-BASED PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM FOR ACADEMIC STAFF

PERFORMANCE APPRAISAL AND DEVELOPMENT PLAN

STRICTLY CONFIDENTIAL (when completed)

Surname: First Name: Middle Name:

Rank: Employment Date: Review Period:

Department: Other Position(s):

RATING SCALE

NOTE: Mark the appropriate rating with an "X". Section A Targets (50%) | Section B Standards (50%)
| Total = 100 marks.

1 – Unsatisfactory	2 – Marginal	3 – Meets Performance	4 – Exceeds Performance	5 – Excellent
Does not meet minimum requirements	Sometimes acceptable, not consistent	Consistently meets all requirements	Clearly and consistently above required	Performance of highest quality

SECTION A:

A1. Teaching Quality & Behaviour (30%)	Unsatisfactory (1)	Marginal (2)	Meets (3)	Exceeds (4)	Excellent (5)
i. Teaching load (Faculty minimum: 12 credit hours)					
ii. Submission of course outline to HoD one week before semester commencement					
iii. Quality of teaching and use of teaching aids/resources					
iv. Student engagement and classroom management					
v. Giving prompt feedback after assessment					
vi. Addressing student complaints					
vii. Submission of exam questions for moderation (3 weeks before examination)					
viii. Timely submission of grades in OSIS					
Sub Total = Multiply by 0.75					

A2. Research and Intellectual Development (20%)	Unsatisfactory (1)	Marginal (2)	Meets (3)	Exceeds (4)	Excellent (5)
i. Presented at least one paper at an academic forum (abstract, findings or poster); publication / paper under review or submitted for publication (including					

consideration of journal quality such as Springer, Elsevier, Wiley, Taylor & Francis, Emerald, Sage, etc.)					
ii. Participation / presentation at conference, seminar or colloquium					
iii. Supervision of project work, dissertation.					
iv. Reviewed at least one academic journal paper					
v. Submission of grant proposal (internal or external) and professional body membership					
Sub Total = <i>Multiply by 0.80</i>					

B1. Governance, Administration & CU Core Values (30%)	Unsatisfactory (1)	Marginal (2)	Meets (3)	Exceeds (4)	Excellent (5)
i. Serving on University, Faculty and Departmental Boards/Committees					
ii. Attendance and punctuality to meetings; quality of contributions					
iii. Involvement in extra-curricular activities (patron, sports, academic advisor)					
iv. Willingness to take ad hoc responsibilities					
v. Departmental collegiality and teamwork					
vi. Faith in all dealings (CU Core Value)					
vii. Excellence in all dealings (CU Core Value)					
viii. Integrity in all dealings (CU Core Value)					
Sub Total = <i>Multiply by 0.75</i>					

Comments (Teaching / Research):

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B2. Extension & Advocacy (20%) provide evidence	Yes	No	Explain activity and level of involvement
i. Appearance on a radio/ TV/ Social media (YouTube, LinkedIn, Facebook etc.			
ii. Consulting for an organisation or government agency			
iii. Speaking at a forum/seminar (non-academic)			
iv. GTEC or external engagement that enhances University image (e.g. Guest Speaker/External examiner etc)			
vi. Community/extension work			
vii. Other (specify)			
Sub Total =			
NOTE: Participation/appearance = 3.33, non-participation = 0)			

Comments (Governance / Extension):

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SECTION C: DEVELOPMENT & SELF-ASSESSMENT

17. Development needs & targets for next performance year:

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18. Changes/improvements you wish to see in how CU/Faculty/School operates:

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SECTION D: PERFORMANCE SUMMARY	Weight	Score (/100)
Teaching Quality & Behaviour (A1)	30%	
Research Targets & Intellectual Development (A2)	20%	
Governance, Administration & CU Core Values (B1)	30%	
Extension & Advocacy (B2)	20%	
OVERALL RATING (TOTAL OUT OF 100)	100%	/ 100

RECOMMENDATION BY SUPERVISOR	Score Range	Tick
Exceptional Performance	90 – 100	
Excellent Performance	81 – 89	
Exceeds Performance	70 – 80	
Meets Performance	50 – 69	
Marginal Performance	35 – 49	
Unsatisfactory Performance	0 – 34	/ 100

EMPLOYEE COMMENT	Tick	Give Reason(s)
I agree with the assessment		
I disagree with the assessment		

EMPLOYEE	HEAD OF DEPARTMENT
Signature:	Signature & Name:
Date:.....	Date:.....

19. DEAN'S COMMENTS / RECOMMENDATIONS ON INCREMENTAL PORTIONS

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Dean's Signature: Date:.....