

Self-appraisal Form for Academic Staff of the Open University of Sri Lanka

This form is designed to self-assess specific expectations and progress of work of academic staff. The ultimate objective of this exercise is to achieve the overall performance targets of academic departments/ units (*CETMe/RES/Library*) and specific performance targets of individual academic staff members.

The duties and responsibilities of academics staff of the OUSL are Teaching and Academic administration, Research / Professional and Scholarly activities and contributing to Institutional, National and Community development. The self- appraisal form has been designed taking into consideration the above mentioned duties and responsibilities of academics.

Procedure for self- appraisal

- **All academic staff members of OUSL** should fill in the relevant information in cages A to D of **Part 1**, in consultation with Head / Department of study/ Unit (*CETMe/RES/Library*) at the beginning of each academic year or the calendar year, as determined by the respective faculty/ Unit (*CETMe/RES/Library*).

(In planning activities academic staff should consider the academic work assigned to you for the year, by the Head/ Department of study /Unit (*CETMe/RES/Library*) and be guided by the Norms for Teachers document and the Strategic Management Plan (SMP) of the OUSL.

In identifying the outcomes of all activities you propose, quantify them as far as possible since recording them will always be useful for you in the future).

- At the end of the year, state your own achievements in the same form and assess your performance in relation to your planned activities.
- Identify reasons for your achievements and failures, and state them clearly in section E and discuss your progress with the Head/ Departments of study / Units (*CETMe/RES/Library*).
- Heads of Departments of study /Units (*CETMe/RES/Library*) should complete **part 2** of the self-appraisal form for the purpose of commending staff and assisting them if required, in terms of human resources and or supplies / equipment etc. to improve performance further, in the following year.
- The process of self-appraisal should be recognised as a tool to motivate academic staff within the Department of study /Unit (*CETMe/RES/Library*).
- IQAU will monitor the overall progress of implementation of the self- appraisal form by obtaining feedback from Faculty Coordinators of QA and from representatives of other **Units** (*CETMe / RES/Library*).

Name:	Job title:
Department:	Faculty:
Year of evaluation (academic year/calendar year):	

PART – 1

A - TEACHING AND ACADEMIC ADMINISTRATION

List activities planned for the year	Expected output (quantify where possible)	Progress at the end of the year
1. Programme and Course Coordination (Programme Co-ordination/ Course Co-ordination, other)		
2. Course Development (Writing /Editing for contents and language/ /Editing for instructional design /Translating/ Major revisions etc., Production of audio/ video/Multimedia/Online materials/other Obtaining Student feedback during pre- course development/ Course material/other).		
3. Course Delivery (Conducting Academic Counselling sessions / Day schools / Tutorials /Instructional design training sessions / Laboratory classes / Demonstrations / Workshops / Online sessions. Supervision of research projects / teaching practice/ clinical practice / other). Obtaining students feedback on course delivery/ other).		
4. Continuous Assessment (Setting/Moderating/Translating /Language editing/ Proof reading /Preparation of marking schemes/Supervision of paper packeting / other. Serving as Chief examiner/ Supervisor/ Invigilator. Marking answer scripts/ workshop sessions/ practical sessions/ progress reports/ teaching practice / clinical practice/ presentations/ other).		
5. Final Examination Work (Setting/Moderating/Translating / Language editing/ Proof reading /Preparation of marking schemes/ Supervision of paper packeting / other. Serving as Chief examiner/ Supervisor/ Invigilator. Marking answer scripts/ workshop sessions/ practical sessions/ final reports/ thesis/ teaching practice / clinical practice/ presentations/ viva voce/ other).		

<p>6. Curriculum Support Services</p> <ul style="list-style-type: none"> • Acquiring, organising and providing access to knowledge • Resources • Compiling reading lists/ Webographies etc. to be included and linked to the Courses/modules 		
<p>7. User Support and Education</p> <ul style="list-style-type: none"> • Curriculum based inquiries and literature searchers conducted • User education - Educating users on ; e-resource usage, Information skills, Information Literacy and knowledge building methods (mind maps etc.), reading for different tasks etc. 		

B - RESEARCH / PROFESSIONAL AND SCHOLARLY ACTIVITIES

List activities planned for the year	Expected output (quantify where possible)	Progress at the end of the year
<p>1. Research and creative work (Publications in refereed / non refereed Journals / Abstracts or Extended abstracts/ Full papers as proceedings at conferences / Review papers/ other). Production of Books / Book Chapters / Monographs/ Creative work/ any patent product invented/ other). On- going research studies</p> <p>..... </p>		
<p>2. Professional and scholarly activities (Translations of Educational books/Monographs, Editorship of Journals / Reviewing papers, project proposals and Projects. Consultations of Educationally-related activities/ Committee member of a Professional Association / Membership of a nationally recognized Committee, Board, Task Force / Office bearer of University Teachers' Unions, associations / Membership of Board, Council/ Institutions / Obtaining Academic/Professional Awards / other).</p> <p>..... </p>		

C - CONTRIBUTIONS TO THE INSTITUTIONAL, NATIONAL AND COMMUNITY DEVELOPMENT

List activities planned for the year	Expected output (quantify where possible)	Progress at the end of the year
<p>1. Institutional development and administration (Development of new programmes of study/ Serving an administrative role in the Department/Faculty/ other units in the university/ other). Attendance or participation at Departmental/ Faculty/University Committees (statutory committees) /Sub-committees/ other). </p>		
<p>2. Dissemination of knowledge and skills (GCE Advanced level related work/ Contributions to Postgraduate programmes / (eg, Curriculum development , /Lectures/ Seminars/ workshops)/ other). </p>		
<p>3. Community development Projects Contributions to Corporate Social Responsibility (CSR) projects, legal aid projects/ others). </p>		

D - PERSONAL AND CAREER DEVELOPMENT PLAN

List activities planned for the year	Expected output (quantify where possible)	Progress at the end of the year
<p>1. Progress of postgraduate studies (this may not be applicable to some academic staff) (Plan for laboratory / field work / analysis of results / progress report writing / submission/ final report writing/ submitting final report / thesis / publications / conference presentations / other). </p>		
<p>2. Future plan for promotions </p>		

E – SELF ASSESSMENT ON ACHIEVMENTS WITHIN THE YEAR

Make a general comment on your achievements and constraints in relation to your planned activities. Suggest improvements that are needed for your work in the following year.

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Part 2

F – General comment on the progress, achievements and suggestions for further improvements (to be filled by the Head / Department/ Units (CETMe/RES/library)

(Explain issues and activities that need to be addressed within the Department/Units *CETMe/RES/library* to improve performance).

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Date:

Signature: