

Performance Appraisal Scoring Sheet / Dean, Academic

#	Attendance and Decipline Related	Quad 1 Score	Quad 2 Score	Quad 3 Score
	[Enter 100 at the beginning of the Performance Appraisal Period]	100	100	100
1	Absence to Meetings (More than 3, -5 marks)	0	0	0
2	Late (More than 5, -5 marks)	0	0	0
3	No Show (-10 for each)	0	0	0
4	Medical (-2)	0	0	0
5	Emergency (-2)	0	0	0
6	Paternity / Maternity (-1)	0	0	0
7	Verbal Caution (-2 for each)	0	0	0
8	Written Caution (-5 for each)	0	0	0
9	Written Warning & Final Warning (-20 for each)	0	0	0
10	Total out of 100	100	100	100

#	Section 3A: Self-proposed targets by the appraised Staff	Quad 1 Score	Quad 2 Score	Quad 3 Score
	Maximum Possible	36	36	36
1	Task 1: Attendance and Discipline	6	6	6
2	Task 2: Teaching and other academic activities	6	6	6
3	Task 3: Assessment and Evaluation Activities	6	6	6
4	Task 4: Academic Administration Activities	6	6	6
5	Task 5: Student responsiveness and student feedback	6	6	6
6	Task 6: Professional growth and Development	6	6	6
7	Total out of 100	100	100	100

#	Section 4: Rating the Performance	Quad 1 Score	Quad 2 Score	Quad 3 Score
	Maximum Possible	78	78	78
1	Domain 1: Dedication, honesty and integrity	6	6	6
2	Domain 2: Dutifulness, Attendance and Punctuality	6	6	6
3	Domain 3: Instructional Planning	6	6	6
4	Domain 4: Instructional Delivery	6	6	6

5	Domain 5: Content Development and Academic learning materials management	6	6	6
6	Domain 6: New syllabus Development	6	6	6
7	Domain 7: Assessment of and for Student Learning	6	6	6
8	Domain 8: Academic Records management	6	6	6
9	Domain 9: Teaching and Learning management	6	6	6
10	Domain 10: Customer care / Behaviour	6	6	6
12	Domain 11: Student feedback as assessed from student feedback form	6	6	6
13	Domain 12: Professional growth and Development	6	6	6
14	Domain 13: Research Contribution	6	6	6
Total out of 100		100	100	100

Calculating the Performance Appraisal Score (PAS)

#	Percent Weight for Sections	% Weight
	Description	
1	Attendance and Decipline Related	0.25
2	Self-proposed targets by the appraised Staff	0.25
3	Rating the Performance Section	0.5

	Quad 1 Score	Quad 2 Score	Quad 3 Score
Performance Appraisal Score	100	100	100
Annual Perfomance Appraisal Score	100		

Calculating the Performance Based Score (PBS) and Performance Bound Benefit (PBB)

#	Weighted Total	10	10	10
		Quad 1 Score	Quad 2 Score	Quad 3 Score
A. Attendance and Discipline				
1	PA form: Section 2 Attendance and Discipline Score	6	6	6
2	PA form: section 4 Domain 1 Score Dedication, honesty and integrity	6	6	6
3	PA form: section 4 Domain 2 Score Dutifulness, Attendance and Punctuality	6	6	6
3	Earned Score	10	10	10

Weighted Total		30	30	30
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#		Quad 1 Score	Quad 2 Score	Quad 3 Score
	B. Teaching and other academic activities			
1	PA form: section 3A Task 2 Teaching and other academic activities	5	6	6
2	PA form: section 4 Domain 3 Score Instructional Planning	5	6	6
3	PA form: section 4 Domain 4 Score Instructional Delivery	5	6	6
4	PA form: section 4 Domain 5 Score Content Development and Academic learning materials management	5	6	6
5	PA form: section 4 Domain 6 Score New syllabus Development	5	6	6
	Earned Score	25	30	30

#		Quad 1 Score	Quad 2 Score	Quad 3 Score
	C. Assessment and Evaluation Activities			
	Weighted Total	15	15	15
1	PA form: section 3A Task 3 Assessment and Evaluation Activities	6	6	6
2	PA form: section 4 Domain 7 Assessment of and for Student Learning	6	6	6
3	Earned Score	15	15	15

#		Quad 1 Score	Quad 2 Score	Quad 3 Score
	D. Academic Administration Activities			
	Weighted Total	10	10	10
1	PA form: section 3A Task 4 Score Academic Administration Activities	6	6	6
2	PA form: section 4 Domain 8 Score Academic Records management	6	6	6
2	PA form: section 4 Domain 9 Score Teaching and Learning management	6	6	6
	Earned Score	10	10	10

#		Quad 1 Score	Quad 2 Score	Quad 3 Score
	E. Student responsiveness and student feedback			
	Weighted Total	20	20	20
1	PA form: section 3A Task 5 Score Student responsiveness and student feedback	5	6	6
	PA form: section 4 Domain 10 Score Customer care / Behaviour	5	6	6
2	PA form: section 4 Domain 12 Score Student feedback as assessed from student feedback form	5	6	6
	Earned Score	16.67	20	20

	Weighted Total	15	15	15
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#		Quad 1 Score	Quad 2 Score	Quad 3 Score
	F. Professional Growth and development			
1	PA form: section 3A Task 5 Score Professional Growth and development	6	6	6
	PA form: section 4 Domain 13 Score Professional growth and Development	6	6	6
2	PA form: section 4 Domain 14 Research Contribution	6	6	6
	Earned Score	15	15	15

Obtained Scores and Benefits

1	Performance Based Score (PBS)	91.67	100	100
2	Staff Basic Salary	22607	22607	22607
3	Benefit Percent	20	20	20
4	Perfromance Bound Benefit (PBB)	4144.77	4521.4	4521.4