

UNIVERSITY OF KELANIYA
CENTRE FOR QUALITY ASSURANCE

Academic Staff Performance Appraisal Form

Academic Year :

Faculty :

Department :

Name of the Academic Staff Member	Position
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Section A: Teaching, Learning and Assessment (Maximum 55 Marks)

A (I) Students' Feedback

(Maximum 10 Marks)

Course Code	Number of Responses	Evaluation	HOD Recommendation
		Overall Average Mark	

See Annexure I

A (II) Peer Evaluation

(Maximum 05 Marks)

Course Code	Evaluation	HOD Recommendation
	Overall Average Mark	

See Annexure II

A (III) Classroom Activities**(Maximum 20 Marks)**

Course Code:

Description	Undergraduate Courses (Number of Hours)		Postgraduate Courses (if any) (Number of Hours)	
	Per week	Per semester	Per week	Per semester
Lectures Conducted				
Tutorials Conducted				
Practical Conducted				
Student Project Supervised	Undergraduate (Number of Projects)		Postgraduate (Number of Projects)	

*See Annexure III***A (IV) Assessment [Undergraduate Courses (Internal Degree) Only] (Maximum 15 Marks)**

Course Code:

Activity	Yes	No	HOD Recommendation
The setting of continuous assessments and marking			
Setting of end-semester examination papers on time			
Examination supervision/invigilation (if assigned)			
Marking the examinations within the given period			
Entering the marks into the system			
Releasing the results on time			
Internship Co-ordination			
Number of answer scripts marked/graded			

*See Annexure IV***A (V) Managing Learning Management System (LMS)****(Maximum 05 Marks)**

Activity	Yes	No	HOD Recommendation
Uploading course content/syllabus/lesson plan			
Uploading learning materials			
Uploading extra reading documents			
Assignments/class tests/quizzes			
Active discussion forums			

See Annexure V

Section B: Research and Scholarly Activities (Maximum 25 Marks)

B (I) Research and Publication

(No limit)

(a)	Research grants received	Mark
I	Funds received from international sources. (List funding agencies and amounts/LKR) (1 mark per US\$ 1,000)	
II	Funds received from national sources or reputed organization/s or industry grant. (List funding agencies and amounts/LKR) (1 mark per Rs. 300,000)	

Note: Relevant Documents need to be attached as evidence - Ex: Funds receive letter

(b)	Articles published/presented	Mark
I	Publications in Scimago Journal Ranking (SJR*) Q1 or Q2 journals or Web of Science (WoS**) [SSCI/SCI/AHCI] (5 marks per paper)	
II	Publications in SJR Q3 or Q4 journals or ESSI/ SCIE (4 marks per paper)	
III	Publications in Sri Lanka Journals Online (SLJOL***) (3 marks per paper)	
IV	Publications in other referred journals (2 marks per paper)	

Note: Evidence of the journal category, journal article, table of contents, and journal cover page need to be attached

See the Links: *<https://www.scimagojr.com/journalrank.php>

**<https://mjl.clarivate.com/home>

***<https://sljol.info/>

(c)	Presentations and publications at academic conferences/research symposia	Mark
I	Published as an abstract (0.5 marks per abstract)	
II	Published as a full paper in SCOPUS-indexed conference proceedings (2 marks per paper)	
III	Published as a full paper in other conference proceedings (1 mark per paper)	

	IV	Presented at a conference (0.5 marks per presentation)	
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Note: Evidence of the conference proceedings category, abstract, table of contents, conference proceedings cover page, and certificate of presentation need to be attached

(d)	Citations and references	Mark
	Citation in refereed journals and scholarly publications (Excluding self-citations/ during the considered period) (0.5 marks per citation)	

Note: Maximum of 5 marks for a refereed journal publication

(e)	Dissemination of research output	Mark
I	International patents (5 marks per patent)	
II	National patents (3 marks per patent)	
III	Commercialized products (2 marks per product)	

Note: Relevant evidence needs to be submitted

(f)	Organizing research conferences, symposia, workshops, etc. conducted by the University	Mark
	Served as a member of the organizing committee of research conferences, symposia, workshops, ...etc. (0.5 marks per position)	

Note: Relevant evidence needs to be submitted

(g)	Author of books and book chapters	Mark
I	Chapters in books published by reputed publishers recognized by scientific academic or professional bodies. (up to 3 marks per chapter)	
II	Chapters in books published by other publishers. (1 mark per chapter)	
III	Books published by reputed publishers. (5 marks per book)	

	IV	Books published by other publishers. (3 marks per book)	
	V	Translating of monographs/books. (3 marks per monograph or book)	

Note: Relevant evidence needs to be submitted

(h)	Other		Mark
	I	Documented orations and keynote addresses (2 marks per each)	
	II	Plenary addresses (1 mark per each)	
	III	Chairing a conference session (0.5 marks per each)	
	IV	Creative work -creative work in literature, culture, theater, music, dancing, arts and design in the academic discipline (5 marks per work)	
	V	Conference Chair, Co-Chair, Secretary and Treasurer (1 mark per event)	

Note: Relevant evidence needs to be submitted

B (II) Postgraduate and Undergraduate Thesis Supervision

(No limit)

(a)	Research supervision of undergraduate Program	Mark
	Research supervision/progress monitoring of undergraduate degree programs [0.5 marks per student (Maximum of 5 marks can be claimed)]	

Note: Student Number, Dissertation Title, and Degree completed year and publication details need to be attached. Marks are allocated only for undergraduate supervision within the University of Kelaniya.

(b)	Research supervision of Master's degree programs (master's by research of 2 years duration)	Mark
	Master degrees (completed/graduated) (2 marks per student)	

Note: Student Number, Dissertation Title, and Degree completed year need to be attached with the recommendation of the program coordinator/Faculty of Postgraduate Studies.

(c)	Research supervision of Ph.D./M.Phil.		Mark
	I	M. Phil. students (completed/graduated) (3 marks per M.Phil.)	
	II	Doctoral students (completed/graduated) (4 marks per Ph.D./DBA)	

Note: Student Number, Dissertation Title, and Degree completed year need to be attached with the recommendation of the program coordinator/ Faculty of Graduate Studies.

B (III) Editorial and Review Work

(No limit)

(a)	Editor, associate editor, or member of the editorial board of a journal/ books		Mark
	I	Editing of collection of essays books (3 marks per book)	
	II	Served as an Editor/Editor-in-Chief (1 mark per issue)	
	III	Served as an Associate Editor (0.75 marks per issue)	
	IV	Served as a member of the editorial board (0.5 marks per issue)	

Note: Relevant evidence needs to be submitted

(b)	Editor, associate editor, or member of the editorial board of conferences (National or International)		Mark
	I	Served as an Editor/Editor-in-Chief (1 mark per issue)	
	II	Served as an Associate Editor (0.75 marks per issue)	
	III	Served as a member of the editorial board (0.5 marks per issue)	

Note: Relevant evidence needs to be submitted

(c)	Serving as a reviewer / thesis examiner		Mark
	I	Served as a thesis examiner – Ph.D./DBA and M.Phil. Degree (2 marks per thesis)	

II	Served as a thesis examiner – Master’s Degree (1 mark per thesis)		
III	Served as a research grant reviewer (1 mark per research grant proposal)		
IV	Served as a research proposal reviewer - Ph.D./DBA and M.Phil. Degree (1 mark per research proposal)		
V	Reviewer of a journal (0.5 marks per manuscript)		
VI	Reviewer of a conference (National or International) (0.5 marks per full paper/0.25 marks per abstract)		

Note: Relevant evidence needs to be submitted

Section C: Contribution to the Institutional, National, International and Community Development (Maximum 15 Marks)

C (I) (a) Engage in the Development/Introduction of New Courses or Degree Programs/Active Engagement in Maintaining the Supplementary Courses

Activity	Academic Year	HOD Recommendation/ Relevant Evidence
Diploma		
Undergraduate Degree		
Master Degree		
Doctoral Degree		
Other (please specify)		

Note: 1 mark per each activity

C (I) (b) Engage in Curriculum Revision

Activity	Academic Year	HOD Recommendation/ Relevant Evidence
Diploma		
Undergraduate Degree		
Master Degree		
Doctoral Degree		
Other (please specify)		

Note: 1 mark per each activity

C (II) Meeting Attendance -Your active representation in the decision-making

Title of the meeting	Number of Meetings held	Number of Meetings Attended	Number of Meetings Excused	HOD Recommendation
Department meeting				
Faculty Board meeting (If applicable)				
Other (Please specify)				

See Annexure VI

C (III) Contributions for following (a), (b), and (c)

(a) As a Resource Person in Seminars/Workshops/Staff Development Programmes/CPD Programmes/Extension Courses/Short Courses/ Other Academic Related Activities

Activity	Level			
	International	National	University	Faculty

Note: 1 mark per each activity

Relevant documents need to be attached.

(b) Contribution to University Administration

Title of the Position	Level		
	Department	Faculty	University

See Annexure VII

(c) Contribution to National and International Development

Title of the Position	Level	
	National	International

See Annexure VII

(d) Contribution to Community Development Projects (CSR)

CSR projects organized/participated
Number of CSR Projects organized

Note: 1 mark per each activity

Relevant documents need to be attached.

Section D: Professional Development (Maximum 05 Marks)**D (I) Professional Development**

List of activities	No. of courses/ events per year
Participation in CPD/SDC courses (including online trainings/courses)	
Updating knowledge by taking leave for overseas training/ fellowships ...etc.	

Note: 1 mark per each activity

Relevant documents need to be attached.

D (II) Career Development Plan

What are your plans for the next three years to obtain/enhance the following activities?			
Activity	Year 1	Year 2	Year 3
Academic qualification (e.g., Master, Ph.D. ... etc.)			

Teaching			
Research (Publications, conference presentations ... etc.)			
Administration (readiness to accept various administrative positions)			
Institutional/ National/ International Contributions			
Continuous Professional Development			
Obtaining leave (e.g., Sabbatical, Secondment ... etc.)			
Other (Please specify)			

I do hereby affirm that the above particulars furnished by me are true and accurate to the best of my knowledge.

Signature:

Date:

Office Use Only**Marks Allocation**

Sections				Marks Allocation	
A	Teaching, Learning and Assessment	I	Students' Feedback	10	55
		II	Peer Evaluation	05	
		III	Classroom Activity	20	
		IV	Assessment	15	
		V	Managing LMS	05	
B	Research and Scholarly Activities			25	
C	Contribution to the Institutional, National, International and Community Development			15	
D	Professional Development			05	
Total	100				

Note

Eligibility for the Performance Standard:

Confirmed Lecturer and above	The total marks equal to or above 70
Lecturer (Probationary/Unconfirmed)	The total marks equal to or above 55

Recommended by:

Head of the Department

.....

Signature

.....

Date

Dean of the Faculty

.....

Signature

.....

Date

Annexures

Annexure I

Students' Feedback (Maximum 10 Marks)

Weight Values

	Weighted Value
Strongly Disagree	0
Disagree	1
Neutral	2
Agree	3
Strongly Agree	4

Course Code: UOKQ 21444

		Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Total Responses
1	At the beginning of the teaching, the learning outcomes of the course unit were clearly described.	0	4	10	16	0	30
2	The professor comes very well-prepared for lectures.	0	8	8	12	2	30
3	The lectures are well organized.	0	0	10	10	10	30
4	The lecturer's lectures are clear and easy to understand.	0	10	8	10	2	30
5	Lectures can be heard clearly.	0	7	10	5	8	30
6	The speed of the presentation of lectures is sufficient.	0	5	7	10	8	30
7	My attention is very well focused on the lectures.	0	0	8	8	14	30
8	Uses audio-visual equipment when necessary.	0	0	10	12	8	30
9	Examples or case studies are used to impart practical knowledge	0	3	8	12	7	30
10	Students are encouraged to ask questions.	0	0	2	12	16	30
11	Try to make students participate in the teaching process.	0	0	10	10	10	30
12	Activities outside the classroom are recommended.	0	0	12	17	1	30
13	The assignments were a great help in understanding the subject matter.	0	4	12	13	1	30
14	Stimulated interest in the subject.	4	0	10	13	3	30
15	By taking one of these courses, new practical knowledge was gained.	0	4	8	14	4	30
16	Lectures were conducted according to the syllabus	0	5	8	14	3	30
17	The lecturer attended the lecture on time	0	3	9	15	3	30
18	The allotted time frame was used for the lecture	0	4	6	15	5	30
	Sum	4	57	156	218	105	540

Total Marks = The sum of each column needs to be multiplied by weighted values

$$(4 * 0) + (57 * 1) + (156 * 2) + (218 * 3) + (105 * 4) = 1443$$

The maximum total marks that can be taken for this course unit is = $(18 * 4 * 30) = 2160$

The marks allocated for this course unit is = $\left(\frac{1443}{2160} \times 10\right) = 6.68$

Course Code: UOKQ 32424

		Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Total Responses
1	At the beginning of the teaching, the learning outcomes of the course unit were clearly described.	0	6	13	22	9	50
2	The professor comes very well-prepared for lectures.	0	8	10	22	10	50
3	The lectures are well organized.	0	0	20	12	18	50
4	The lecturer's lectures are clear and easy to understand.	0	7	8	20	15	50
5	Lectures can be heard clearly.	0	7	12	22	9	50
6	The speed of the presentation of lectures is sufficient.	0	5	17	20	8	50
7	My attention is very well focused on the lectures.	0	0	8	18	24	50
8	Uses audio-visual equipment when necessary.	0	0	22	18	10	50
9	Examples or case studies are used to impart practical knowledge	0	3	14	16	17	50
10	Students are encouraged to ask questions.	0	0	12	22	16	50
11	Try to make students participate in the teaching process.	0	0	10	20	20	50
12	Activities outside the classroom are recommended.	0	0	8	28	14	50
13	The assignments were a great help in understanding the subject matter.	0	4	12	22	12	50
14	Stimulated interest in the subject.	0	8	20	17	5	50
15	By taking one of these courses, new practical knowledge was gained.	0	4	10	26	10	50
16	Lectures were conducted according to the syllabus	0	6	12	21	11	50
17	The lecturer attended the lecture on time	0	8	12	18	12	50
18	The allotted time frame was used for the lecture	0	18	15	12	5	50
	Sum	0	84	235	356	225	900

Total Marks = The sum of each column needs to be multiplied by weighted values

$$(0 * 0) + (84 * 1) + (235 * 2) + (356 * 3) + (225 * 4) = 2522$$

The maximum total marks that can be taken for this course unit is = $(18 * 4 * 50) = 3600$

The marks allocated for this course unit is = $\left(\frac{2522}{3600} \times 10\right) = 7.00$

For this application, Marks Granted = $(6.68+7.00)/2 = 6.84$

Course Code	Number of Responses	Overall Average Mark	HOD Recommendation
UOKQ 21444	30	6.68	
UOKQ 32424	50	7.00	
Marks Granted	6.84		

Annexure II

Peer Evaluation (Maximum 05 Marks)

Weight Values

	Weighted Value
Strongly Disagree	0
Disagree	1
Neutral	2
Agree	3
Strongly Agree	4

Course Code : UOKQ 21444

		Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Criteria 1: Verbal & Non-Verbal Communication						
i	Voice and clarity		v			
ii	Audibility			v		
iii	Pace of delivery			v		
iv	Command of language/ Understandability		v			
v	Interaction with students (Eye contact, Gestures, etc.)	v				
Criteria 2: Organization of the Lecture						
i	Clear introduction and organization of lesson plan		v			
ii	Connectivity to the previous lesson			v		
iii	Clear and logical sequence of topics			v		
iv	Concluded with summarizing main ideas			v		
v	Overall time management		v			
Criteria 3: Content of the Lecture						
i	Clarity of main topics and subtopics		v			
ii	Sufficient use of examples	v				
iii	Encouraging students to critical thinking		v			
iv	Emphasis on key points/concepts/ideas	v				
v	Inclusion of research knowledge/current trends			v		
Criteria 4: Delivery						
i	Instructor's enthusiasm			v		
ii	Clarity of visuals and/or handwriting on board			v		
iii	Asking questions and providing time for answers		v			
iv	Chosen delivery method/s to suit the level and size of the class			v		
v	Motivating the students to ask questions	v				
Criteria 5: Other aspects						
i	Control over the class	v				
ii	Command/Confidence of the subject	v				
iii	Effort for active learning of students/student engagement	v				
iv	Use of learning resources (lecture notes, multimedia, videos, etc.)		v			
v	Overall gestures during the lecture		v			

	Weighted Value	Number of "v"
Strongly Disagree	0	0
Disagree	1	0
Neutral	2	9
Agree	3	9
Strongly Agree	4	7

Total Marks = Weighted values need to be multiplied by number of "v"

$$(0 * 0) + (1 * 0) + (2 * 9) + (3 * 9) + (4 * 7) = 73$$

The maximum total marks that can be taken for this course unit is = $(25 * 4) = 100$

The marks allocated for this course unit is = $\left(\frac{73}{100} \times 5\right) = 3.65$

Course Code	Overall Average Mark	HOD Recommendation
UOKQ 21444	3.65	
Marks Granted	3.65	

Annexure III

Classroom Activity (Maximum 20 Marks)

Lecture/tutorial/practical conducting – 15 marks

Excess Load – 5 marks

Description	Undergraduate Courses (Number of Hours)		**Postgraduate Courses (if any) (Number of Hours)	
	Per week	Per Semester	Per week	Per Semester
Lectures Conducted				
Tutorials Conducted				
Practical Conducted				
Student Project Supervised	*Undergraduate (Number of Projects)		Postgraduate (Number of Projects)	

* Marks for undergraduate supervision will be granted under section B (II) a.

** No marks will be granted for postgraduate supervision.

Course Code: UOKQ 21442

Description	Undergraduate Courses (Number of Hours)		Postgraduate Courses (if any) (Number of Hours)	
	Per week	Per Semester	Per week	Per Semester
Lectures Conducted	02	26		
Tutorials Conducted	-	-		
Practical Conducted	-	-		
Student Project Supervised	Undergraduate (Number of Projects)		Postgraduate (Number of Projects)	

Total Number of Lecture hours conducted (Per Semester): 26

The allocated number of lecture hours per semester for this course (15 weeks) = 30***

*** The allocated number of lecture hours per semester should be calculated by excluding holidays

Marks: $\frac{26}{30} \times 15 = 13$

Course Code: UOKQ 31423

Description	Undergraduate Courses (Number of Hours)		Postgraduate Courses (if any) (Number of Hours)	
	Per week	Per Semester	Per week	Per Semester
Lectures Conducted	02	28		
Tutorials Conducted	01	05		
Practical Conducted	-	-		
Student Project Supervised	Undergraduate (Number of Projects)		Postgraduate (Number of Projects)	

Total Number of Lecture hours conducted (Per Semester): 33

The allocated number of lecture hours per semester for this course (15 weeks) = 45***

*** The allocated number of lecture hours per semester should be calculated by excluding holidays

Marks: $\frac{33}{45} \times 15 = 11$

Note: The final marks are allocated based on the work norms.

	Name of the Staff Member	Grade	Academic Staff Work Norms and Workload				
			Minimum recommended student contact hours	1. Minimum recommended lecture hours	Actual lecture hours (Per Semester)	2. Minimum recommended individual research project supervision hours	Actual individual research project supervision hours (Per Semester)
1		Head of Department	180 hours/year (6h/ week)	120 (4h/week) x15 weeks		(2h/week/student) x 15 weeks	
2		Senior Professor/Professor	300 hours/year (10h/week)	180 (6h/week) x15 weeks		(2h/week/student) x 15 weeks	
3		Associate Professor	360hours/year (12h/week)	180 (6h/week) x15 weeks		(2h/week/student) x 15 weeks	
4		Senior Lecturer (Grade I/ II)	380 hours/year (13h/ week)	180 (6h/week) x15 weeks		(2h/week/student) x 15 weeks	
5		Lecturer/Lecturer (Probationary)	450 hours/year (15h/ week)	180 (6h/week) x15 weeks		(2h/week/student) x 15 weeks	
6		Instructor/Lecturer (Temporary)	480 hours/year (16h/ week)	180 (6h/week) x15 weeks		(2h/week/student) x 15 weeks	

If any Lecturer completes the allocated lecture hours under his/her work norms and all the lecture hours – full marks are granted.

If not, 0.5 marks will be deducted for each reduced lecture hour.

Ex: Senior Lecturer Gr. II: 6 hours per week

Conducted 5 hours per week.

0.5 marks will be deducted.

Thus, the final mark for the semester is:

$$(13+11)/2 = 12 - 0.5 = 11.5$$

Marks for the extra workload (Maximum 05 Marks)

Workload	Marks
Less than 10%	1
11% - 20%	2
21% - 30%	3
31% - 40%	4
41% and above	5

If any applicant conducted a total of 8 lecture hours in semester I and total of 6 lecture hours in semester II, the total number of lecture hours covered for the whole academic year is 14.

If the applicant is in Senior Lecture Gr. II, he/she needs to cover only 12 lecture hours per academic year.

The extra workload ratio can be calculated as $= \frac{2}{12} * 100 = 17\%$

Thus, 2 marks will be granted for this applicant.

Annexure IV

Assessment (Maximum 15 Marks)

Marks for Assessment – 10

Marks for the number of Answer Scripts marked/graded – 05

Total Number of Answer Scripts marked/graded	Marks
Less than or equal to 50	1
51 – 100	2
101 – 200	3
201 – 300	4
More than or equal to 301	5

Course Code: UOKQ 21444

Activity	Yes	No	HOD Recommendation
The setting of continuous assessment and assessment	✓		
Setting of end-semester examination on time	✓		
Examination supervision/invigilation (if assigned)	✓		
Marking the examinations within the given period		✓	
Entering the marks into the system	✓		
Releasing the results on time		✓	
Internship Co-ordination	✓		
Number of answer scripts marked/graded			

If all the seven categories are clicked as 'Yes' then she/he will get the maximum mark of 10

For this application, $\frac{5}{7} \times 10 = 7.14$

*The average should be taken if there is more than one subject.

If the total number of Answer Scripts marked/graded is 150, 3 marks will be given.

Then, the total mark is = $7.14 + 3 = 10.14$

Annexure V

Managing Learning Management System (Maximum 05 Marks)

Activity	Yes	No	HOD Recommendation
Uploading Course Content/ Syllabus/ Lesson Plan	√		
Uploading Learning Materials	√		
Uploading Extra Reading Documents		√	
Assignments/Class Tests/ Quizzes	√		
Active discussion forums		√	
Marks Granted			03

1 point for activity

*An average should be taken if there is more than one subject.

Annexure VI

Meeting Attendance -Your active representation in the decision-making

Title of the meeting	Number of meetings held	Number of meetings attended	Number of meetings excused (only on official matters)	Signature from the secretary of the relevant meeting
Department meeting				
Faculty Board Meeting (If applicable)				
Other (Please specify)				

Six (06) marks will be granted for the participation of the department meetings and faculty board meetings as follows.

% of meeting attendance	Points
80%	3
60% to 80%	2
40% to 60%	1

Annexure VII

University, National and International Development Activities

Position	Marks per year
Vice-Chancellor	03
Deputy Vice-Chancellor/Rector/Dean of a Faculty/Director of a University/Institute or a Research Institute	02
Head of a Department of a University or equivalent position in any other Institution	02
Director/Coordinator of a Centre/Unit or Equivalent recognized by the Senate of the relevant University and approved by the UGC	01
Coordinators for Postgraduate Programmes, University level Projects	01
Chief Student Counsellor/Warden of a Residential Hall/Proctor/Director, Career Guidance Unit/Director, Staff Development Unit	01
Student Counsellor/Career Guidance Counsellor/Academic Counsellor at least at faculty level	01
President/Secretary/Treasurer of an approved Society in the University	01
President/Secretary/Treasurer in University Teacher Union/University Alumni Association at National level	01
Membership of Councils, Boards of Management/Boards of Study in other Universities/Higher Educational Institutes, which are not ex-officio posts	01
President of a Professional/Academic Association at National/International level	01
Secretary/Treasurer of a Professional/Academic Association at National/International level	01
Chairman, Secretary, Member of National/International Committees, Task Forces or Statutory Bodies	01
Other appropriate contributions at National/International level/ Institutional level	01