

**UNIVERSITY OF PERADENIYA
FACULTY OF SCIENCE
FACULTY QUALITY ASSURANCE CELL**

**ANNUAL APPRAISAL OF ACADEMIC STAFF
PERFORMANCE AND ACHIEVEMENTS**

Name of the academic staff member:

Department:

Designation:

If on leave, specify details:

Type of leave: Study leave / Sabbatical leave / Special leave

Approved by the university from: to

REVIEW OF THE PAST ACADEMIC YEAR

Fromto(Month/ Year)

SECTION 1. Postgraduate studies (completed by probationary lecturers)

1.1 Current registration for postgraduate qualifications

a. Name of degree:

b. Awarding institution:

c. Year of 1st registration and expected year of completion:

SECTION 2. Teaching and related activities - Undergraduate Programme

2.1 Undergraduate teaching activities undertaken during the above academic year

Degree Programme (Honours/General/Applied Science/SOR)	Course Code and No. of Credits	Activities (in hours)			
		Lectures Conducted	Practicals Conducted	Tutorials/ Discussions/ Help Sessions	Independent Study/Fieldwork/ Industrial training

2.2 Undergraduate examination

Activities	Course Code, Credits and No. of Pages/Scripts	
	Semester I	Semester II
Paper setting - Mid Semester		
Paper setting - End Semester		
Internal Moderation (End)		
1 st Marking (End)		
2 nd Marking (End)		
Supervision (End)		
Invigilation (End)		
First Marking		
Course code (Credits) and No. of scripts	Date of Exam	Date of Marks Submission (After 1 st Marking)

2.3 Undergraduate research supervision (Course code..... Credits)

Name of student/s	
Project Title/s	

2.4 Evaluation of your own teaching

a. Peer observation: Name of the observer and Date.....

b. Student feedback: Courses and credits

2.5 Development of new teaching materials (provide details)

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2.6 Development of innovative approaches in teaching (provide details)

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2.7 Development of new curricula at the course or program level

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2.8 Involvement in curriculum review at the program or faculty level

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2.9 Evidence of teaching quality and impact

a. awards and prizes (provide details)

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b. invitations to lectures/talks and be resources person in workshops/training sessions

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SECTION 3. Postgraduate teaching, training, and examinations

3.1 Taught programmes

PG programme and Course	Lectures	Practical	Tutorials	Other (Seminar/ Fieldwork)

3.2 Postgraduate research supervision

Degree programme	Name of student	Title

3.3 Postgraduate examination

	Semester I	Semester II
Name of exam and date		
Setting up question papers		
1 st Marking Courses		
2 nd Marking Courses		
Supervision		
Invigilation		

SECTION 4. Research and scholarship

4.1 On-going projects (provide the title, role in project e.g. Principal or Co-investigator, and source of funding)

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4.2 Conference presentations (oral or poster) during the year under review

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4.3 Publications in scientific journals

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4.4 Published textbooks, chapters in books

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4.5 Citations of published work (provide details from Google Scholar or Research Gate)

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4.6 Invited lectures, keynote addresses, orations, etc (provide details of the meeting, title of talk, etc)

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4.7 Editing and review for scientific journals

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4.8 Awards and prizes for research

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SECTION 5. Administrative and other engagements: Dept. / Faculty/ University/ National/ International level responsibilities and activities

5.1 Department level

(a) Number of Departmental Committee Meetings attended/.....(out of)

(b) Responsibilities undertook (Eg. Headship, Leadership of Committee/s, Membership in developing/improving/introducing good practices and other services)

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5.2 Faculty level

(a) Number of Faculty Board Meetings attended/.....(out of)

(b) Responsibilities undertook (Eg. Student mentor/counselor, Member of Faculty Committees, etc)

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5.3 University level

(a) Number of Senate Meetings attended/.....(out of) {for members}

(b) Responsibilities undertook (Eg. Member of Senate and Senate subcommittees, Member of Event organizing committee, Warden, Proctor, Treasurer of societies, PGIS positions, etc.)

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5.4 National Level

Member of committees in national level (Eg. UGC committees or sub-committees)

Involvement in National level Exams (Eg. A/L Marking, Olympiad, etc.)

Being a resource person for development activities (e.g. Part of Training/ workshop teams, etc)

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5.5 Any other activities you would like to include (provide details)

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Signature of staff member: Date:

Signature of Head of Dept: Date: