

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

APPLICATION FOR THE AWARD OF EXCELLENCE IN TEACHING

FACULTY OF SCIENCE- UNIVERSITY OF PERADENIYA

Academic Year:.....

Department:

Name of the academic staff member:

1). Overall student feedback on teaching (50 marks)

Course Code	No. of Responses	Instructor evaluation (10 responses)			Total (50 marks)	HOD Recommendation
		Strongly agree (5 marks)	Agree (3 marks)	Neither agree nor disagree (1 mark)		

2). Teaching and related activities (40 marks)

3.1 Submitting of the Annual Appraisal(04 marks)

Item	Submission (Y/N)	Marks If Yes, 04 marks If No, Zero marks	HOD Recommendation
3.1 The Annual Appraisal for the Academic Year 2019/2020			

3.2 Student Centered Teaching(0.5 marks per activity, Maximum 04 marks)

Course	Activity	Evidence	HOD Recommendation

3.3 Undergraduate examination

3.3.1 Faculty of Science/UOP

.....(Maximum 08 marks)

Activities	Course Code, Credits and No. of Pages/Scripts		Marks If 1 Credit, 0.5 mark	Marks If over 100 scripts, 1 mark/1C If less 50 scripts, 0.5 mark/1C	HOD Recommendation
	Semester I	Semester II			
Paper setting - Mid Semester					
Paper setting - End Semester					
Internal Moderation (End)					
Supervision/ Invigilation (End)					
1 st Marking (End)					
2 nd Marking (End)					

3.3.2 Any other faculties/universities

.....(Maximum 02 marks)

Activities	Faculty/ University	Course Code, Credits and No. of Pages/Scripts		Marks If 1 Credit, 0.5 mark	Marks If over 100 scripts, 1 mark/1C If less 50 scripts, 0.5 mark/1C	HOD Recommendation
		Semester I	Semester II			
Moderation						
2 nd Marking						

3.4 Undergraduate research supervision

.....(Maximum 04 marks)

Name of student/s	Project Title/s	Marks One project/2 mark	HOD Recommendation

3.5 Evaluation of your own teaching

.....(Maximum 06 marks)

Courses and credits	Semester I/II	Marks Student Feedback for 1 course/1 mark	HOD Recommendation

3.5 Development of new teaching materials

.....(0.5 mark per material, Max. 03 marks)

Course material such as lecture notes, e-learning modules, assignments (practical's, course works, etc), as evaluated by the Head of Department.

3.6 Development of innovative approaches in teaching

... (1 mark per innovation, Max. 02 marks)

Innovation could be a course element (syllabus or practical); material (printed or electronic); technique (teaching or assessment). Should be recommended by Head of Department.

3.7 Development of new curricula at the course or program level.... (Maximum 02 marks)

With the recommendations of Dean/Faculty and /or Head of Department

3.8 Evidence of teaching quality and impact

3.8.1. Awards/Prizes/Recognitions(1 mark per evidence, Maximum **03 marks**)

3.8.2. Invitations to guest lectures/talks and be resources person in workshops/training sessions(1 mark per activity, Maximum **02 marks**)

3). Administrative and other engagements: Dept. / Faculty/ University/ National/ International level responsibilities and activities (10 marks)

4.1 Department level

4.1.1 Number of Departmental Committee Meetings attended(Maximum **01 mark**)

Meeting	Attendance	Marks 1 mark for 90% attendance	HOD Recommendation
Department			

4.1.2 Responsibilities undertook(Maximum **02 marks**)

Responsibility	Description	Marks 0.5 mark per activity	HOD Recommendation
Headship			
Leadership of Committee/s,			
Membership in developing/improving/introducing good practices			
other relevant responsibilities			

4.2 Faculty level

4.2.1 Number of Faculty Board Meetings attended(Maximum **01 mark**)

Meeting	Attendance	Marks 1 mark for 90% attendance	HOD Recommendation
Faculty Board			

4.2.2 Responsibilities undertook(Maximum **02 marks**)

Responsibility	Description	Marks	HOD
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		0.5 mark per activity	Recommendation
Student mentor/counselor			
Leadership of Committee/s,			
Member of Faculty Committees			
other services			

4.3 University/National/International level

4.3.1 Number of Senate Meetings attended(**Maximum 01 mark**)

Meeting	Attendance	Marks 1 mark for 90% attendance	HOD Recommendation
Senate			

4.3.2 Responsibilities undertook(**Maximum 01 marks**)

Responsibility	Description	Marks 0.5 mark per activity	HOD Recommendation
Member of Senate and Senate subcommittees			
Member of Event organizing committees in event			
Warden			
Proctor			
Senior Treasurer of societies			
PGIS positions			
other			

4.4 National/International level

4.4.1 Member of committees(**Maximum 01 mark**)

Responsibility	Description	Marks 0.5 mark per activity	HOD Recommendation
National			
International			
other			

4.4.2 Being a resource person for development activities(**Maximum 01 mark**)

Activity	Description	Marks 0.5 mark per activity	HOD Recommendation

Total Marks (**100 marks**)

Signature of applicant: Date:

Observation of the Evaluation Panel:

Sections	Marks allocated by the candidate	Remarks
1). Overall student feedback on teaching	/50	
2). Teaching and related activities	/40	
3). Administrative and other engagements: Dept. / Faculty/ University/ National/ International level responsibilities and activities	/10	
TOTAL	/100	

Instructor is eligible for the award of excellence in teaching (Yes / No)

(Eligible if the total marks are equal or above 75)

Recommended by:

1) Head of the Department/.....Signature:.....Date:.....

2). Dean/Faculty of Science (Chairman) Signature:.....Date:.....