Annex 3

Maldives National University ACADEMIC STAFF PROMOTION FORM

# FIRST PART

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| **Details of Employee** |
| 1 | Name: |
| 2 | Department: |
| 3 | Faculty/Centre: |
| 4 | Email Address: |
| 5 | Contact Number: |
| 6 | Current Job Title (Spine point): |
| 7 | Commencement Date of Current Job: |
| 8 | Applied Job Title (Spine point): |
| 9 | Qualifying date based on duration: |

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| **Academic Certificates** |
|  | Name of Certificate | Year | Name of Institute | Passed Level |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| … |  |  |  |  |

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| **Job titles held at the university up till now.** |
|  | Job Title | Faculty/Centre | Main Responsibility | Transferred Date | Termination Date |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
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| **Subjects taught at the university up till now** |
|  | Subject Name | Year | Number of Students |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
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**SECOND PART**

DETAILS OF API POINTS

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| **Criteria 1** | **Teaching, learning and work related to evaluation (Please provide the details in term order)** |
| **C1-1 (a&b)** | **Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contract hours (C)** |
|  | Year: | Year: |
| # | Subject/Paper | Level | Teaching mode\* | Number of hours taught per week | Percentage of classes taught according records | Level | Teaching mode\* | Number of hours taught per week | Percentage of classes taught according records |
|  |  |  |  |  |  |  |  |  |  |
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|  |  | **API Point Year 1** | **API Point Year 2** |
| (a) | Number of classes taught (Maximum of 50 points for 100% performance and up to 80% on pro rata basis. If performance is less than 80%, any point cannot be given.) |  |  |
| (b) | Increased teaching load with regard to the general amount of work load at the university. (Maximum 10 points) |  |  |

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| **C1-2** | **Referred materials regarding reading and teaching, and other educational materials provided for students.** |
|  | Year: |  | Year: |
| # | Subject/Paper | Referred | Prescribed | Other materials provided | # | Referred | Prescribed | Other materials provided |
|  |  |  |  |  |  |  |  |  |
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| **Points given for providing additional materials for students, in addition to knowledge and direction provided in accordance with the curriculum. (Maximum 20 points)** | API point |  |  | API point |
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| **C1-3** | **Using new methods which involve students in teaching and learning, how often the teaching materials are updated, revision of subject syllabus, etc.** |
|  | Year: | Year: |
| # | Brief summary | API point | Brief summary | API point |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| ... |  |  |  |  |
|  | Total (Maximum 20 points) |  |  |  |

|  |  |
| --- | --- |
| **C1-4** | **Responsibilities assigned regarding examination and amount of work completed** |
|  | Year: |  | Year: |
| # | Type of exam | Responsibilities assigned | Amount of work completed (%) | APIpoint | # | Type of exam | Responsibilities assigned | Amount of work completed (%) | APIpoint |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |
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|  | Total (Maximum 25 points) |  |  |  |  | Total (Maximum 25 points) |  |  |  |

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| **Criteria 2** | **Extra activities related to teaching and professional development activities** |
| **C2-1** | **Extra activities related to teaching and field based activities.** |
|  | Year: | Year: |
| # | Type of activity | Average hours spent per week | API point | Type of activity | Average hours spent per week | API point |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| … |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Total (Maximum 20 points) |  |  |  |  |  |

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| **C2-2** | **Contribution for the operation of the university** |
|  | Year: | Year: |
| **#** | Responsibilities carried out in term order | API point | Responsibilities carried out in term order | API point |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| ... |  |  |  |  |  |
|  |  |  |  |  |  |
|  | Total (Maximum 15 points) |  |  | Total (Maximum 15 points) |  |

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| **C2-3** | **Professional development activities for employee** |
| **#** | Year: | # | Year |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| ... |  |  |  |  |  |  |  |
|  | Total (Maximum 15 points) |  |  |  | Total (Maximum 15 points) |  |  |
|  | Sum of all (1+2+3) (Maximum 25 points) |  |  |  | Sum of all (1+2+3) (Maximum 25 points) |  |  |

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| **Criteria 3** | **Research and academic work** |
| **C3-1** | **Papers published on journals** |
| **Note: Please refer to the guideline at the end of this form to find the APA and points of all categories** |
| **#** | Title with page number | Journal | ISSN/ISBNnumber | Has it been peer reviewed? What is the impact factor? | Number of authors | Are you an author? | API point |
| **1** |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |
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| **C3-2(a)** | **Essays/chapters published in books** |
| **#** | Title with page number | Title of book, editor and publisher | ISSN/ISBNnumber | Has it been peer reviewed? What is the impact factor? | Number of authors | Are you an author? | API point |
| **1** |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |
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| **C3-2(b)** | **Full paper presented at conference proceedings** |
| **#** | Title with page number | Details of conference proceedings | ISSN/ISBNnumber | Has it been peer reviewed? What is the impact factor? | Number of authors | Are you an author? | API point |
| **1** |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |
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| **C3-2(c)** | **Books published the sole author or editor** |
| **#** | Title with page number | Type of books and authorship | ISSN/ISBNnumber | Has it been peer reviewed? What is the impact factor? | Number of authors | Are you an author? | API point |
| **1** |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |
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| **C3-3(a&b)** | **Ongoing research projects and consultancy** |
| **#** | Title | Agency | Duration | Total price of the project | Total price of the project | API point |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
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| **C3-3(c&d)** | **Ongoing research projects and consultancy** |
| **#** | Title | Agency | Duration | Total price of the project | Is the outcome a policy document or a patent? | APIpoint |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **...** |  |  |  |  |  |  |
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| **C3-4** | **Supervision of research** |
| **#** | Number of students | Was a thesis submitted? | Was degree awarded? | API point |
| **1 year Masters research** |  |  |  |  |
| **PhD** |  |  |  |  |

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| **C3-5(a)** | **Training courses, evaluation technology programs related to teaching and learning, and programs related to development of academic staff. (not less than 1 week duration)** |
| **#** | Program | Duration | Organizer | API point |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
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| **C3-5(b)** | **Papers presented at conferences, seminars, workshops, etc.** |
| **#** | Title of paper presented | Name of conference/seminar | Date | Organizer | Was it presented at international/national/university/faculty level? | API point |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
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| **C3-5(c)** | **Investigations you were invited to present at conferences or seminars and serving as a chairperson** |
| **#** | Name of investigation/duration served as chairperson | Name of conference/seminar | Date | Organizer | Was it held at international or national level? | API point |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **...** |  |  |  |  |  |  |

# Third Part

Related additional Information

Please write details of additional certificates, awards or notable services which were not mentioned above.

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| --- | --- |
| **#** | **Details (including year, and amount in relevant fields)** |
| **1** |  |
| **2** |  |
| **...** |  |

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| **API summary** |
| **Category** | Main Responsibilities | API of last year | Total API in the assessed period | Average API in the assessed period |
| **1** | Activities related to teaching and learning |  |  |  |
| **2** | Activities related to curriculum and profession |  |  |  |
| **Total (1+2)** |  |  |  |  |
| **3** | Research and academic activities |  |  |  |

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| **Documents submitted as evidence:** |
| **1** |  |  |  |
| **2** |  |  |  |
| **...** |  |  |  |

Agreement

I hereby declare that the information provided in this form is true, and in consistent with the records/documents submitted with the form or with the records at the university.

Date:

Name:

Sign: