Annex 3

Maldives National University ACADEMIC STAFF PROMOTION FORM

# FIRST PART

|  |  |
| --- | --- |
| **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: |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job titles held at the university up till now.** | | | | | |
|  | Job Title | Faculty/Centre | Main Responsibility | Transferred Date | Termination Date |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| … |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Subjects taught at the university up till now** | | | |
|  | Subject Name | Year | Number of Students |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| … |  |  |  |

**SECOND PART**

DETAILS OF API POINTS

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **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) |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **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 |
|  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 (%) | API  point | # | Type of exam | Responsibilities assigned | Amount of work completed (%) | API  point |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |
| … |  |  |  |  |  |  |  |  |  |
|  | Total (Maximum 25 points) |  |  |  |  | Total (Maximum 25 points) |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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) | |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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) |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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) |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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/ISBN  number | Has it been peer reviewed? What is the impact factor? | Number of authors | Are you an author? | API point |
| **1** |  | |  |  |  |  |  |  |
| **2** |  | |  |  |  |  |  |  |
| **3** |  | |  |  |  |  |  |  |
| **4** |  | |  |  |  |  |  |  |
| **...** |  | |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **C3-2(a)** | | **Essays/chapters published in books** | | | | | | |
| **#** | Title with page number | | Title of book, editor and publisher | ISSN/ISBN  number | Has it been peer reviewed? What is the impact factor? | Number of authors | Are you an author? | API point |
| **1** |  | |  |  |  |  |  |  |
| **2** |  | |  |  |  |  |  |  |
| **3** |  | |  |  |  |  |  |  |
| **4** |  | |  |  |  |  |  |  |
| **...** |  | |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **C3-2(b)** | | **Full paper presented at conference proceedings** | | | | | | |
| **#** | Title with page number | | Details of conference proceedings | ISSN/ISBN  number | Has it been peer reviewed? What is the impact factor? | Number of authors | Are you an author? | API point |
| **1** |  | |  |  |  |  |  |  |
| **2** |  | |  |  |  |  |  |  |
| **3** |  | |  |  |  |  |  |  |
| **4** |  | |  |  |  |  |  |  |
| **...** |  | |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **C3-2(c)** | | **Books published the sole author or editor** | | | | | | |
| **#** | Title with page number | | Type of books and authorship | ISSN/ISBN  number | Has it been peer reviewed? What is the impact factor? | Number of authors | Are you an author? | API point |
| **1** |  | |  |  |  |  |  |  |
| **2** |  | |  |  |  |  |  |  |
| **3** |  | |  |  |  |  |  |  |
| **4** |  | |  |  |  |  |  |  |
| **...** |  | |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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** |  | |  |  |  |  |  |
| **...** |  | |  |  |  |  |  |
|  |  | |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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? | API  point |
| **1** |  | |  |  |  |  |  |
| **2** |  | |  |  |  |  |  |
| **3** |  | |  |  |  |  |  |
| **...** |  | |  |  |  |  |  |
|  |  | |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **C3-4** | **Supervision of research** | | | | |
| **#** | | Number of students | Was a thesis submitted? | Was degree awarded? | API point |
| **1 year Masters research** | |  |  |  |  |
| **PhD** | |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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** |  | |  |  |  |
| **...** |  | |  |  |  |
|  |  | |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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** |  | |  |  |  |  |  |
| **...** |  | |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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.

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **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: