



FACULTY PERFORMANCE EVALUATION FORM (MEDICAL)



PART 1. PERSONAL INFORMATION		
Name	Position	
Employed Since	Reporting Year	Department / Institute / Lab
Report: From _____ To _____		

PART 2. RESEARCH AND GRANT

2.1 RESEARCH PROJECTS UNDERTAKEN (Current year)

1. Project Title: _____ _____ Date of initiation: _____ Anticipated date of completion: _____ Funding for this project: <input type="checkbox"/> HEC <input type="checkbox"/> PMRC <input type="checkbox"/> UNIC Other _____
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(Please add additional sheets (where applicable))

2.2 SEMINARS / CONFERENCES / WORKSHOPS (Please add additional sheets if required)

ATTENDED	ORGANIZED	CONDUCTED	ORAL PRESENTATION	POSTER PRESENTATION

(Please provide participant feedback forms for activities which were arranged by the respondent)

2.3 PERSONAL RESEARCH PUBLICATIONS

2.3.1 National/ International/ Indexed/ Impact Factor Journals

Number of papers published in HEC recognized national / international indexed journals (for current year): _____

Provide below reference of the published research paper (please use additional sheets where applicable)

- 1.
- 2.
- 3.

2.4 BOOKS WRITTEN (Current year)

Provide reference of book/s, chapter/s of books, monograph/s or any other formal scientific activity:

- 1.
- 2.

PART 3. TEACHING

3.1 TEACHING LOAD

1 Semester = 15 Weeks

1 Credit Hour (#Teaching) = 1 Lecture/week/semester = 15 contact hours

1 Credit Hour (*Practical) = 3 Hours/week/semester = 45 contact hours

#Teaching = Online / Classroom lectures

*Practical = Lab / Field / Clinical / Research Work / Assessment Preparation / Validation of Items / Curriculum Activities / Faculty Development Workshops

1. #Teaching:

2. *Practical:

Please add additional sheets (where applicable)

3.2 SUPERVISION OF RESEARCH

Number of Students/Research Projects under supervision

SR. NO	NAME OF STUDENT	LOCAL	INTERNATIONAL	REFERENCE
1				
2				
3				

3.3 CURRICULUM RELATED

New programs developed within field of interest:

- 1.
- 2.
- 3.

3.4 Number of MCQ's developed: _____

Signature of Faculty
CMH LMC

Signature of Director ORIC

PART 4. GENERAL EVALUATION

Outstanding 90 – 100 Above average 80 – 89.9 High average 70 - 79.9 Average 60 – 69.9 Performance Factors:	(7.14) Excellent	(6) Proficient Average	(3) Needs Improvement	(0) Unsatisfactory	Total
Maximum points for each trait is 7.14					
1) <u>Job Knowledge / Skills</u> To what extent does the employee maintain a satisfactory level of job knowledge and job skills?					
2) <u>Quality of Work</u> To what extent does the employee’s work meet the required quality standards, i.e., accuracy, neatness and thoroughness?					
3) <u>Productivity</u> To what extent does the employee accomplish the quantity of work expected of the job assigned and use time and resources appropriately?					
4) <u>Class Control</u> To what extent does the employee has control on class?					
5) <u>Reliability</u> To what extent does the employee perform work consistently without close supervision or assistance?					
6) <u>Adaptability</u> To what extent does the employee readily adapt to new situations and changes in routines, work load, and work assignments?					
7) <u>Initiative</u> To what extent do the employee present new ideas, improve procedures or otherwise demonstrate an awareness of clerical or technical changes related to the job, and take appropriate action without instruction or urging?					
8) <u>Attendance</u> To what extent does the employee maintain satisfactory attendance in regard to tardiness, early departures, absences, and working assigned schedule?					
9) <u>Relations with others</u> To what extent does the employee establish effective working relationships when dealing with others (supervisors, co-workers, patients, the public, etc.) and promote the effectiveness of other employees?					
10) <u>Adhere to Policies and Procedures</u> To what extent does the employee follow College specific policies and procedures (i.e., safety, dress policy, professionalism and administrative policies and procedures)?					
11) <u>Planning and Analytical Ability</u> To what extent does the employee demonstrate the skills to analyze, solve problems and prioritize?					
12) <u>Managerial Skills</u> To what extent does the employee effectively work well with and through others to complete assignments in a timely and productive manner demonstrating a commitment to customer service?					
13) <u>Communication Skills</u> To what extent can the employee effectively express himself/herself orally and in writing including correspondence, reports, and presentations at conferences, seminars, workshops, etc., as required by the job?					
14) <u>Lecture Preparation</u> How does employee prepare lecture? Does he/she properly prepare slides or notes to deliver lecture in class and have full command over the topic?					
Total					

1. Personality: How is the incumbent in person?

2. Communication skills: How are the incumbent’s interpersonal and communication skills?

3. Organizational skills: How well organized is the incumbent, especially in terms of punctuality in submitting assignments, department-level research project reports and student-related project reports?

4. Any other observations/suggestions:

Signature of HoD

Signature of Manger HR

Signature of Deputy CE

REMARKS BY CEO/PRINCIPAL

Signature of CE