**ABDUL WALI KHAN UNIVERSITY MARDAN**

**TENURE TRACK FACULTY**

 Annual Evaluation Proforma



Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note: All entries are for the year under evaluation**

**For Official Use Only:**

**Total Score obtained in all sections will be based on the following scale/grades:**

1. Above 90% Outstanding
2. From 80-89% Excellent
3. From 60-79% Good
4. From 40-59% Satisfactory
5. Less than 40% Poor/ Unsatisfactory

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **A** | **B** | **C** | **Total** |
| **Obtained Score** |  |  |  |  |

**Recommendations and Comments :)**

 **(Note: Final year DTRC along with all years must be checked with the basic qualifying criteria for the higher post as per HEC rules**

**Note 1: Performance base increment(s) for Social Sciences and Architecture (Minimum 80% Marks), for Sciences (Minimum 90% Marks) with minimum 20 marks in section A along with five published papers in journals of category as per HEC criteria defined for TTS as first author (or corresponding in case of student first author) or funding of 10 million or above.**

**Note 2: In the case of a post-doctoral leave, instead of Section A, Section B1 will be rated out of 30 and Section B2-B3 will be out of 70.**

Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Convener/Chairperson Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature with Stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section -A**

**(Maximum 30 Marks):**

**A1: Courses taught during the year of evaluation (Maximum 10 Marks)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Teaching Load Credit hours/year** | **Marks** | **10 in case of full load** |
| **Professor** | **6** | **10** |  |
| **Associate Professor** | **12** | **10** |  |
| **Assiatant Professor**  | **18** | **10** |  |

**Note: First columns shows the required load of Professor, Associate Professor and Assistant Professor respectively**

**Sub-Section A1 Marks obtained out of 10=\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**A2: Class assessment of a teacher by student based on the QEC Proforma (Annex-A) during the year of evaluation (Maximum 10 Marks)**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No.** | **Grading Criteria’s** |  | **Spring Semester** |
| **Weight**  | **Course-1 Marks** | **Course-2****Marks** | **Course-3****Marks** |
| **A** | **Course Contents** | **20** |  |  |  |
| **B** | **Course Application** | **20** |  |  |  |
| **C** | **Class Discipline**  | **20** |  |  |  |
| **D** | **Assessment**  | **20** |  |  |  |
| **Sub-total** | **80/course** | **C1=** | **C2=** | **C3=** |

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No.** | **Grading Criteria’s** |  | **Fall Semester** |
| **Weight**  | **Course-1****Marks** | **Course-2****Marks** | **Course-3****Marks** |
| **A** | **Course Contents**  | **20** |  |  |  |
| **B** | **Course Application** | **20** |  |  |  |
| **C** | **Class Discipline**  | **20** |  |  |  |
| **D** | **Assessment**  | **20** |  |  |  |
| **Sub-total** | **80/course** | **C4=** | **C5=** | **C6=** |

**Marks of Professor =((C1+C4)/160)\*10=\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Marks of Associate Professor =((C1+C2+C4+C5)/320)\*10=\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Marks of Assistant Professor =((C1+C2++C3+C4+C5+C6)/480)\*10=\_\_\_\_\_\_\_\_\_\_**

**Sub-Section A2 Marks obtained out of 10=\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**A3: Course Folder Evaluation:** (Course folder of the spring and fall semesters of the relevant faculty during the year of evaluation) **(Maximum 10 Marks)**

Note: The Course folder should contain

1. Couse Contents (divided in 16 weeks),
2. Quizzes, Midterm and Final Term solution followed by the Best/medium and Worst solutions from the Students as per the semester rules
3. Course report for continuous improvement
4. Final results

Note: the Marks would be given by the committee comprise of Chairperson/HoD. Two senior faculties from the Department and one from outside of the department, the committee will be approved by the Dean concerned.

Note: Grading policy **5=Excellent, 4=very Good, 3=Good, 2=Satisfactory 1and 0=poor**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Title** (For all course folders under evaluation of the instructor concerned) | **Marks per folder**  | **Folder F1** | **Folder F2** | **Folder F3** | **Folder F4** | **Folder F5** | **Folder F6** |
| 1. | All the course folders of the concerned faculty member for fall and spring semester are completed, evaluated and available in the Department  | **5** |  |  |  |  |  |  |
| 2. | Midterm, Final Exam and Quizzes question papers show the completion of whole course-content (For all course folders under evaluation) | **5** |  |  |  |  |  |  |
|  | The best, medium and worst Midterm, Final Exam and Quizzes solutions from students in the course folders shows the assessment of students as per the student learning outcomes (For all course folders under evaluation of the instructor concerned)) | **5** |  |  |  |  |  |  |
| 3. | The course report shows course analysis and suggestions for the continuous improvements as per Student learning outcomes (For all course folders under evaluation of the instructor concerned) | **5** |  |  |  |  |  |  |
| 4. | More than 90% contact hours have been taught by the instructor for 16 weeks as per the class attendance and per the departmental classes monitoring report (For all course folders under evaluation of the instructor concerned) (However, if teaching in the whole University is suspended due to unavoidable circumstance then rationalized decision needed to be taken by the committee. | **5** |  |  |  |  |  |  |
| 5. | Quality of the course folder  | **5** |  |  |  |  |  |  |
| **Total Score** | **25** |  |  |  |  |  |  |

**Marks of Professor out of 10:**

Marks obtained out of 10= (Total Score/50) \*10=\_\_\_\_\_\_\_\_\_\_\_

**Marks of Associate Professor out of 10:**

Marks obtained out of 10(Associate Professor)=(Total Score/100) \*10=\_\_\_\_\_\_\_\_\_\_\_\_

**Marks of Assistant Professor out of 20:**

Marks obtained out of 10 (Assistant Professor)=(Total Sore/150)\*10=\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note 1**: The weight value for the Assistant professor is 150 because he has to teach six sections in the academic year (6 \* 25 = 150). Similarly, the weight value for associate professor is 25 \* 4 = 100 and for professor, it is 25 \* 2 = 50.

**Sub-Section A3 Marks obtained=\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Section A Marks obtained out of 30=A1+A2+A3=\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**B: Research outcomes and Creative Work**

**B1: Research Supervision**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No.** | **Type** | **Number of research students (a)** | **Marks/ student** **(b)** | **Marks obtained****(a)\*(b)** |
| 1 | PhD’s Completed as Principal Supervisor |  | **08** |  |
| 2 | PhD’s Synopsis approved from GSC as Principal Supervisor (valid for 03 years after GSC approval) |  | **04** |  |
| 3 | PhD’s Completed as Co-supervisor  |  | **04** |  |
| 4 | PhD’s Synopsis approved from GSC as Co-supervisor (valid for 03 years after GSC approval) |  | **02** |  |
| 5 | MPhil/MS/equivalent Completed as Principal Supervisor |  | **04** |  |
| 6 | MPhil/MS/equivalent Synopsis approved from GSC as Principal Supervisor (valid for 02 year after GSC approval) |  | **02** |  |
| 7 | MPhil/MS/equivalent Completed as Co-supervisor |  | **02** |  |
| 8 | MPhil/MS/equivalent Synopsis approved from GSC as Co-supervisor (valid for 02 year after GSC approval) |  | **01** |  |
| 9 | MA/MSc/MBA(16years)/BBA/Pharm-D/BS/MCS/DVM/ equivalent completed (Maximum 5 projects)(Maximum 10 projects)\* |  | **02** |  |
|  | **Sub-total score** |  |
|  |  | **Sub-Section B1 Score Obtained=(Marks Obtained/15)\*20** |

**Note: \* in case of no PhD/MPhil program in the Department**

**B2: Research Publications and Creative Work**

**B2-1: Research Papers Publications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No.** | **Type** | **Impact Factor or HEC category** | **Number of AWKUM****authors other than students**  | **Marks obtained by the formula** |
|  | Publication in impact factor Journal (W-category)  | . |  |  |
| 1. .
 |  |  |
| 1. .
 |  |  |
| 1. .
 |  |  |
| 1. .
 |  |  |
|  | Publication in HEC recognized Journals  |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | Total | Papers=Total IF= |  | Total Marks= |
| **Obtained Marks B2-1** |  |
|  |  |  |

**B2-2: Books Publications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Criteria** | **Nos****(a)** | **Weight (b)** | **Marks obtained (a**x**b)** |
| 1 | Published Books/Book Chapter with ISBN in the relevant field | (Authored) | Single Author | Int. |  | 6 |  |
| Nat. |  | 3 |  |
| Two or more Authors | Int. |  | 4 |  |
| Nat. |  | 2 |  |
| (Edited) | SingleEditor | Int. |  | 3 |  |
| Nat |  | 2 |  |
| Two or More than two Editors | Int. |  | 2 |  |
| Nat |  | 1 |  |
| 2 | Patents | Research Products | Solo | Int. |  | 10 |  |
| Nat. |  | 5 |  |
| Joint | Int. |  | 6 |  |
| Nat. |  | 3 |  |
|  |  |
| **Sub Total**  |  |
| **Sub-Section B2-2 obtained Marks**  |  |

**B2-3: Creative Work**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SNo** | **Description** | **Creativity** | **No****(a)** | **Marks****(b)** | **Total****(a)\*(b)** |
| 1 | Research Grants received/Grants for Planning and Development of advance centers of learning and Research) | Rs. 10 M and above |  | 20 |  |
| Rs. 1.1M to Rs 09M |  | 02-18 |  |
| **Rs. 0.1M to Rs 1.0M**  |  | 2 | Note: 2 marks per millions |
| Note: Research grant is accumulated sum of research grant received and will be counted for the number of years of the award. |
| 2 | Engagement as an Editor in Chief | International Journals with impact factor |  | 4 |  |
| National Journals HEC recognized  |  | 2 |  |
| Engagement as an Editor | International Journals with impact factor |  | 3 |  |
| National Journals HEC recognized  |  | 2 |  |
| 3 | Engagement as a Referee | In evaluation of Research Publications in International JCR listed Journals (Max 5 Articles) |  | 2 |  |
| In evaluation of Research Publications in National Journals HEC recognized (Max 3 Articles) |  | 1 |  |
| 4 | Engagement as a Thesis Evaluator  |
| In evaluation of MS/MPhil research work (Max 3) |  | 2 |  |
| In evaluation of PhD research work (Max 3) |  | 4 |  |
| 5 | Conducting Workshops/Conferences (organized) | On International Level (Max 3) |  | 6 |  |
| On National Level (Max 3) |  | 4 |  |
| 6 | Conducting Seminars (organized) | On International Level (Max 3) |  | 2 |  |
| On National Level (Max 3) |  | 1 |  |
| 7 | Participation in Workshops/Conference | On International Level (Max 3) |  | 3 |  |
| On National Level (Max 3) |  | 2 |  |
| 8 | University Level Seminars/Workshops | As a Resource Person (Speaker) (Max 3) |  | 1 |  |
| 9 | Interaction with Industry(Consultancy &AdvisoryServices) | (Max 3) |  | 2 |  |
| 10 | Collaboration / MOUs | (Max 3) |  | 3 |  |
| 11 | h-index (same weightage as h-index ) of Research Gate (Max 5 Marks) | Maximum Marks 05 will be given in case H-index is greater than 10If h-index is 5 then 2.5 Marks will be given and similarly |  |  |  |
| 12 | Awards (SI, TI, HI, Best Teacher, RPA, PSP etc) |  |  | 3 |  |
| **Sub Total B2-3** |  |
|  | **Sub-Section B2 obtained Marks out of 40****=(B2-1)+(B2-2)+(B2-3)=\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Note: Marks more than 40 will be considered 40** |  |  |  |
|  | **Section B Marks= B1+B2=\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |  |

**C: Service Marks-10**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Criteria** | **Number****(a)** | **Weight****(b)** | **Marks obtained (a**x**b)** |
|  | Chairperson/Dean/Head of Department/Coordinator/ Directors (if applicable) |  | 05 |  |
|  | Member Academic Council, ASRB, Selection Board (member/experts) ,Syndicate, Senate  |  | 04 |  |
|  | Member GSC, BOS, BOF or other |  | 04 |  |
|  | Member committee for specified assignments at University Level  |  | 03 |   |
|  | Departmental committees: Departmental Controller Exam, Research coordinator, Time table manager, Course folder committee member, Departmental academic advising committee member, Departmental Scholarship committee, Course coordinator or others notified by the concerned Chairman/Dean |  | 03 |  |
|  | Departmental Program Assessment Team Member to QEC / Program Team Member to QEC / Focal person to the Director Academics and Research / to the Director ORIC / to the Director Admissions or others notified by the concerned Chairman/Dean |  | 03 |  |
|  | **Sub Total Part-C****Sub Total ( Marks Obtained/10 \*10)****Marks more than 10 will be considered 10** |  |   |   |

Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Convener/Chairperson Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature with Stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_