

Appendix A:

EVALUATION FORM

Faculty _____
Department _____ **Evaluation Period** _____
Name _____ **Rank** _____ **Cluster Level** _____

No.	Productivity	Evidence	Number of Actual Hours	Number of Hours/Week	Supervisor	Remarks
1.	Teaching					
1.1	Each class taught					Please specify the course level, such as bachelor's, Master's or Ph.D.
	1.1.1 Each class taught within the department					
	1.					
	2.					
	3.					
	4.					
	5.					

No.	Productivity	Evidence	Number of Actual Hours	Number of Hours/Week	Supervisor	Remarks
	1.1.2 Each class taught outside the department					
	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
1.2	Thesis/Independence Study					
	Name of Student (Number of credit)					Credit earned with "S" (Satisfactory) grade
	1) Thesis/Independence Study within the department					
	1.					
	2.					

No.	Productivity	Evidence	Number of Actual Hours	Number of Hours/Week	Supervisor	Remarks
	3.					
	4.					
	2) Thesis/Independence Study outside the department					
	1.					
	2.					
	3.					
	4.					
1.3	Advisees					Five students equal 1 hour/week
	Undergraduate_Students					
	Graduate____Students					
	Ph.D.____Students					
	Total____Students					

No.	Productivity	Evidence	Number of Actual Hours	Number of Hours/Week	Supervisor	Remarks
2.1	Research (Title/Year of Publication)					Please specify duration of time
	1. As solo researcher					
	1.1					
	1.2					
	1.3					
	1.4					
	2. As lead Researcher					
	2.1					
	2.2					
	2.3					
	2.4					
	3. As co-researcher					
	3.1					
	3.2					
	3.3					
	3.4					

No.	Productivity	Evidence	Number of Actual Hours	Number of Hours/Week	Supervisor	Remarks
2.2	Publication (Title/Year)					
	1.Textbook					Please specify type of textbook
	1.1 Solo					
	1.1.1					
	1.1.2					
	1.1.3					
	1.2 Co-author					
	1.2.1					
	1.2.2					
	1.2.3					
	2. Other Publications					
	2.1 Solo					Please specify type of publication
	2.1.1					Such as encyclopedia
	2.1.2					

No.	Productivity	Evidence	Number of Actual Hours	Number of Hours/Week	Supervisor	Remarks
	2.2 Co-author					
	2.2.1					
	2.2.2					
	3. Articles					Please specify journal
	3.1 Journal articles					
	3.1.1 Monograph					
	1.					
	2.					
	3.					
	3.1.2 Co-author					
	1.					
	2.					
	3.					
	3.2 Paper for conference					Please specify the title, date and seminar
	3.2.1					

No.	Productivity	Evidence	Number of Actual Hours	Number of Hours/Week	Supervisor	Remarks
	3.2.2					
	3.2.3					
3.	Academic and Social Service					
	3.1 Within the university					
	1) Year round service					
	1.					
	2.					
	3.					
	2) Periodic service					
	1.					Such as guest speaker
	2.					
	3.					
	4.					
	5.					
	3.2 Outside the University					

No.	Productivity	Evidence	Number of Actual Hours	Number of Hours/Week	Supervisor	Remarks
	1) Year round service					
	1.					
	2.					
	3.					
	4.					
	2) Within the faculty					Such as guest speaker
	1.					
	2.					
	3.					
	4					
4	Administrative Position					Please specify the position
	1.					
	2.					
	3.					
	4.					

No.	Productivity	Evidence	Number of Actual Hours	Number of Hours/Week	Supervisor	Remarks
5	Other committee tasks					
5.1	Community and Social Service					
	1) Within the University					
	1.					
	2.					
	3.					
	4.					
	2) Outside the university					
	1.					
	2.					
	3.					
	4.					
5.2	Tasks as indicated in the University's announcements					

No.	Productivity	Evidence	Number of Actual Hours	Number of Hours/Week	Supervisor	Remarks
	5.2.1					
	5.2.2					
	5.2.3					
	5.2.4					
	5.2.5					
5.3	Other assigned tasks					
	1) Within the university					
	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	2) Outside the university					
	1.					

No.	Productivity	Evidence	Number of Actual Hours	Number of Hours/Week	Supervisor	Remarks
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					

Total Productivity _____ Hours/Week

Evaluator _____

Date of Evaluation _____