

College of Medicine

Vice Deanship for Quality & Development

Quality Assurance Unit

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Summary Statement of Professional Activity

*This section is filled by the staff at the end of each academic year*

*You can add as many rows in any table as required*

Name: ………………………………………………………………………………..

Department: …………………………………………………………………………

Academic Position: ………….………………………………………………………

Academic Year: …………………..…………………………………………………

Summary of positions/ responsibilities for current academic year:

...……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**I. Teaching Activities Summary**

1. **Teaching Activities in the College**

|  |  |  |
| --- | --- | --- |
| No. | Name of Course/block | Description of Your Contribution |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Teaching Activities in Other Colleges**

|  |  |  |
| --- | --- | --- |
| No. | Name of Course/block | Description of Your Contribution |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Other Educational Activities** *(e.g. preparation/review of teaching materials, membership in educational committees/units, preparation of assessment and checking, innovative online teaching experience, etc.)*

|  |  |  |
| --- | --- | --- |
| No. | Other Educational Activities | Description of Your Contribution |
|  |  |  |
|  |  |  |
|  |  |  |

**II. Faculty Development Activities Summary**

1. **Attended Faculty Development Activities in the College**

|  |  |  |
| --- | --- | --- |
| No. | Faculty Development Program Attended | Impact of Program on your Performance |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Attended Faculty Development Activities in the University**

|  |  |  |
| --- | --- | --- |
| No. | Faculty Development Program Attended | Impact of Program on your Performance |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Attended Faculty Development Activities Outside the University**

|  |  |  |
| --- | --- | --- |
| No. | Faculty Development Program Attended | Impact of Program on your Performance |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Presented Faculty Development Activities**

|  |  |  |
| --- | --- | --- |
| No. | Faculty Development Program Presented *(list names of lectures or workshop you presented or participated in its conduction)* | Organizing Unit |
|  |  |  |
|  |  |  |
|  |  |  |

**III. Students’ Advising Summary**

**Students’ Advising**

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Number of affiliated students | Students’ Academic Year | Description of Your Advices |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**IV. Research Summary**

1. **Published Research**

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Published Research (Title, Journal) | Your Contribution | Citations |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Ongoing/Current Research**

|  |  |  |
| --- | --- | --- |
| No. | Research (Title, Objectives) | Your Contribution |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Other Research-related Activity**

|  |  |  |
| --- | --- | --- |
| No. | Other research-related activities *“conference, funded grants, reviews for manuscripts, presentations, etc..”* | Description of Your Contribution |
|  |  |  |
|  |  |  |
|  |  |  |

**IV. Service Summary**

1. **Community Services**

|  |  |  |
| --- | --- | --- |
| No. | List of Community Services | Description of Your Contribution |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Other Services**

|  |  |  |
| --- | --- | --- |
| No. | List of Services to College, University, Profession, | Description of Your Contribution |
|  |  |  |
|  |  |  |
|  |  |  |



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Faculty Evaluation

*This section is filled by the head of departemt at the end of each academic year*

1. Evaluation of Teaching Performance (50 Mark)

***Please tick the appropriate box***

🞎 Excellent (85-100%) = …………90……… *(Ex. 90/100 X50 = 45 Marks out of 50)*

🞎 Satisfactory (60-84%) = ……………………

🞎 Unsatisfactory (<60%) = ……………………

Comment:………………………….…………………………………………………………….…………………………………………………………………………………………………………………………………………………………………………………………………………………

1. Evaluation of Advising (10 Mark)

***Please tick the appropriate box***

🞎 Excellent (85-100%) = …………………...

🞎 Satisfactory (60-84%) = ………70………... *(Ex. 70/100 X 10 = 7 Marks out of 10)*

🞎 Unsatisfactory (<60%) = ……………………

Comment:………………………….…………………………………………………………….…………………………………………………………………………………………………………………………………………………………………………………………………………………

1. Evaluation of Faculty Development (10 Mark)

***Please tick the appropriate box***

🞎 Excellent (85-100%) = …………………...

🞎 Satisfactory (60-84%) = ………75………… *(Ex. 75/100 X 10 = 7.5 Marks out of 10)*

🞎 Unsatisfactory (<60%) = ……………………

Comment:………………………….…………………………………………………………….…………………………………………………………………………………………………………………………………………………………………………………………………………………

1. Evaluation of Research Activity (15 Mark)

***Please tick the appropriate box***

🞎 Excellent (85-100%) = …………………...

🞎 Satisfactory (60-84%) = ………80………… *(Ex. 80/100 X 15 = 12 Marks out of 15)*

🞎 Unsatisfactory (<60%) = ……………………

Comment:………………………….…………………………………………………………….…………………………………………………………………………………………………………………………………………………………………………………………………………………

1. Evaluation of Service (15 Mark)

***Please tick the appropriate box***

🞎 Excellent (85-100%) = …………85………. *(Ex. 85/100 X 15 = 12.75 Marks out of 15)*

🞎 Satisfactory (60-84%) = ……………………

🞎 Unsatisfactory (<60%) = ……………………

Comment:………………………….…………………………………………………………….…………………………………………………………………………………………………………………………………………………………………………………………………………………

Total Mark = *(45 + 7 + 7.5 + 12 +12.75 = 84.25out of 100)*

Staff signature (for knowledge of his evaluation): …………….………………………………….

Head of Department Name: …………………….………. Signature: ……………………………

Dean Name: …………………… ……………………….Signature …………………………….

CC. Vice Dean for Quality & Development