APPENDIX

DEFINITION OF THE PERFORMANCE CATEGORIES OUTLINED IN ORDINANCE 8
WITH QUALITY INDICATORS FOR EACH CATEGORY

1.0 TEACHING
1.1 Delivery of Teaching: Lectures, tutorials, seminars, laboratory work, practicals, fieldwork (classroom practice, nursing simulation), clinical teaching (including ward rounds), supervision of undergraduate work, supervision of postgraduate work.
1.2 Course Development: Course evaluation, writing new courses, preparing lecture notes and case studies.
1.3 Preparation for Teaching: Materials preparation, development of lab manuals; preparation of course outlines; preparation of audiovisual materials; simulations, preparation of lab notes; UWIDEC: training, writing materials. Developing study guides etc.
1.4 Preparation of Evaluation Instruments: Designing appropriate instruments for getting feedback on student learning, and efficacy of material, approaches etc., e.g. tests, problem papers.
1.5 Consultation with Students: Pedagogy, feedback on assignments.
1.6 Examination Duties: Examination supervision within department but outside normal teaching time. Setting examination papers, attendance at examiners’ meetings, moderation of examination scripts.
1.7 Co-ordination of Teaching: Training of tutors, co-ordination of tutorial arrangements.
1.8 Administration of the Teaching Process: assisting HOD with timetabling, rooming, troubleshooting.

1.9 Programme Design and Review
1.10 General administrative duties; personal planning time.

Indicators of Quality in Teaching

(i) Selection for outstanding teacher recognition by the faculty and/or students

(ii) Innovation in substance and relevance, including current advances in course content

(iii) Development of effective and innovative educational methodologies and materials

(iv) Excellent evaluation of teaching performance by student surveys, chairperson evaluation, other faculty members within and outside the candidate’s department, and other mechanisms

(v) Publication of acclaimed instructional material

(vi) Innovative approaches to evaluate student performance

(vii) Contribution to new curriculum development

(viii) Ability to teach effectively at more than one level

(ix) High demand as a speaker at professional meetings

(x) High acclaim for continuing education activities
(xi) Responsibility for extracurricular student scholarly activities

(xii) Exceptional participation in student counseling

(xiii) Special initiative in or development of new courses or significant revisions of existing courses, including preparation and use of materials

(xiv) Sponsorship/directorship of independent research of pre-doctoral students, post-doctoral students, post-doctoral fellows and residents

(xv) Effectiveness in the professional development of students and trainees

(xvi) Organisation of and responsibility for programs and courses.

2.0 RESEARCH

Identification of problem, literature review, project formulation, fund seeking, data gathering, identification of technical support, team building, institutional co-operation and capacity building, experimental and theoretical work, analysis, writing up. Relevance of research activities and transfer of results to appropriate domains e.g. as social policy, or as industrial, medical, agricultural, scientific, environmental, and commercial development. Presentations at workshops, seminars and conferences. Administration/management of the research process.

3.0 PUBLICATION

Dissemination to the public domain, of scholarly work individually or jointly authored (media include journal articles, monographs, curriculum materials, Distance Education DE materials, software, visual arts, audio, paintings etc.)

Indicators of Quality in Research and Publication

(i) Quality and number of publications: papers in quality refereed journals are given the greatest weight. This includes publication of professional activities or collaborative efforts with other individuals in the laboratory, publication of case reports, and publication of new developments in the field. Publications must show evidence of independent research

   a. Citation indices for publications in the last three (3) years and impact factor for journals, if relevant

(ii) Peer-reviewed extramural funding for research, including regional, industrial, and other sources. (MOVE TO RESEARCH)

(iii) Grant reviewer for national and international research organizations. (MOVE TO SCHOLARLY ACTIVITY)

(iv) Invitation to present papers at major symposia and meetings, and active participation in workshops and research seminars. (MOVE TO SCHOLARLY ACTIVITY)
(v) Exceptional contribution to the research of others (MOVE TO RESEARCH)

(vi) Election to prestigious, limited-membership research societies in the discipline (MOVE TO SCHOLARLY ACTIVITY)

(vii) Evaluation of the nominee’s research as outstanding by recognized academics at this institution and other institutions by assessing the significance, quality and originality of the nominee’s research (MOVE TO SCHOLARLY ACTIVITY)

(viii) Innovations in modes of professional service especially within the professional faculties. (MOVE TO SCHOLARLY ACTIVITY)

4.0 SCHOLARLY ACTIVITY

General reading and updating, attendance at conferences, acting as discussant at conferences, organizing seminars and conferences, scholarly networking, providing comments of the work of colleagues, reviewing scholarly papers/research, membership on editorial boards, committee work in scholarly organizations, guest editorship.

Indicators of Quality in Other Scholarly Activities

(i) Publication of monographs (MOVE TO PUBLICATION)

(ii) Publication of invited review articles or book chapters (MOVE TO PUBLICATION)

(iii) Editorship and/or service on the editorial board of major journals

(iv) Reviewer of academic publications

(v) Recognition from peers in the appropriate field such as fellowships, research awards, career development, publication awards, professional service awards or clinical investigator awards

(vi) Organizing and/or chairing of major symposia and/or editorship of published conference proceedings

(vii) Publication in non-refereed but widely recognized professional journals

(viii) Authorship of books (MOVE TO PUBLICATION)

(ix) Development or improvement of scientific or other professional procedures which contribute to national and/or regional well-being

(x) Development of innovative programs or procedures within a discipline
5.0 CONTRIBUTION TO UNIVERSITY LIFE
5.1 Departmental Duties: Mentoring and counseling students and staff, managing programmes and projects, assisting HOD with recruitment, admissions, orientation, registration and examination administration.

5.2 Contribution to Department, Faculty and University Administration:
Preparation for the attendance at departmental, faculty and sub-committee meetings.
Chairing and participating in University committees and activities (e.g. WIGUT, Academic Board etc.)
Service as Head, Dean or Deputy Dean or other positions of responsibility.
Liaising with schools, giving careers advice.

6.0 PROFESSIONAL ACTIVITY
Contribution to the development of professional organizations through membership and participation in professional bodies (e.g. Association of Science Teachers) and other learned societies
Contribution to the development of Professional journals
Facilitation of professional linkages
Provision of advice and technical support in an appropriate field (e.g. CXC, Caribbean Secondary Education Certificates (CSEC), CAPE)
Consultancies
Membership of technical committees at the local, regional and international levels
External examining at local, regional and international levels.

Indicators of Quality in Professional and Public Service

(i) Leadership roles in national, regional or international professional organizations
(ii) Service on major government commissions, task forces or boards
(iii) Leadership role in national and/or international academic societies, boards or foundations
(iv) Service on specialist/technical/task forces and committees as chairperson
(v) Attraction of significant external development support and contributions to external development efforts
(vi) Evidence of peer group recognition for exceptional service-related accomplishments
(vii) Advisor to students or community organizations
(viii) Effective leadership in administrative roles within the Faculty or Department, such as Head of Department or Director of centre/unit
(ix) Significant contributions toward the development, operation, and improvement of the department in particular, and the faculty/campus in general
(x) Consultant with commercial firms, subject to established consulting guidelines
7.0 PUBLIC SERVICE
Any political, social or cultural activity which demonstrates a substantial and meaningful contribution to growth and development of the country or region. A variety of service roles can contribute to attaining our goal of excellence. No attempt should be made to prescribe which specific service roles individual faculty members should play; however, all faculty members are expected to contribute in the service area. The amount and nature of the service contribution is likely to differ as a function of individual skills and stage of career development. Excellence in service alone is not a sufficient basis in and of itself for attainment of promotion. Simple membership on institutional committees with no documentation of quality of service is insufficient evidence of services rendered. Other areas of service include membership in various international, regional and national review panels and committees within academic societies.

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