Teaching	Evidence	Unit	Weight	Target	Achievement	Score
Number of units taught per year	*Class attendance, workload*	No	5	6		
Number of units uploaded on the E-Learning platform	*E-learning document*	%	5	100		
Teaching Module/manual designed	*Abstract of module*	No	10	1		
Number of CATs Set and marked per unit and deposited with COD/director and Thematic leader	*CATs attendance records, Sample CAT*	No	5	3		
Setting and submission of examinations drafts for moderation on time	*Examination records*	%	6	100		
Submission of marked examination scripts, score sheet and marking scheme on time	*Examination records*	%	6	100		
Act as a course/class advisor	*Minutes of class advisory*	%	6	100		
Course outline for units taught deposited with COD/director	*Course outline*	%	7	100		
Subtotal			50			
Research						
Enrolment in a PhD programme / Progress towards PhD completion	*Admission letter / Course work transcripts/ PhD supervisor report for 2017/2018*	%	10	100		
Conferences attendance	*Invitation letter, Certificate*	No	3	1		
Publication(s)	*Abstract, Web reference*	No	4	1		
ICT Professional courses training	*Invitation letter, Certificate*	No.	3	1		

Attendance of departmental/ School Seminars	*Abstract, Minutes*	No.	6	1		
Innovativeness	*Patent, Software, Letter*	%	4	100		
Subtotal			30			
Other Duties						
Attendance of Departmental board meeting	*Minutes*	%	3	100		
Attendance of School board meeting	*Minutes*	%	3	100		
Attendance of Departmental examination meeting	*Minutes*	%	3	100		
Attendance of Departmental examination board meeting	*Minutes*	%	3	100		
Departmental assignment (e.g. timetable, minutes, projects, short courses coordination)	*Minutes*	No	4	1		
Industrial Attachment visits / Internal attachment	*Minutes*	No	4	1		
Subtotal			20			
Grand total			**100**			