

Annual Performance Appraisal and Assessment of Academic Staff

Please be informed of the following changes in the academic staff annual performance appraisal assessment.

1. UTAR aspires to cultivate a culture of continuous improvement amongst its staff members. With this in mind, the University would incorporate assessment for Value Added Services and Internationalisation (VASI) in the staff performance appraisal system starting from year 2017. This will mean that academic staff would be required to provide details of efforts and achievements on VASI in their annual appraisal documents.
2. The Senior Management Committee (SMC) at its meeting held on 8 August 2017 approved the proposal to incorporate the criteria of VASI into the academic staff annual performance appraisal assessment system with a 10% weightage allocation. The overall computation of the assessment would be as follows:

Key Performance Area	Overall Score Points (a)	Weightage (b)	Assessment Score Point (c)
<ul style="list-style-type: none"> • Research • Publication • Postgraduate Supervision • Teaching & Undergraduate Supervision • Consultancy & External Clinical Practice • Administrative Services <p>Notes: The existing % for each key performance area remains the same, but the total score of these, equivalent to 100% (a), will now contribute to 90% (b) of final appraisal score.</p>		90%	(a)x(b)=(c)
Value Added Services and Internationalisation (VASI)		10%	(a)x(b)=(c)
Total		100%	

3. In addition, SMC had also approved the requirement that, in order for staff to be rated as 'Excellent' and 'Exceeds Expectation', the staff concerned must achieve a minimum performance score of 3.50 for both VASI and Administrative Services.
4. This amendment would be effective for the assessment period from 1 July 2017 – 30 June 2018 onwards.
5. Some examples of VASI are provided as follows:

No	Examples of Value Added Services and Internationalisation (VASI)
1	Provide value-added services/work to business and industry in solving technical or clinical problems with entrepreneurship and commercialisation efforts.
2	Building close collaboration relationships with organisations and industry partners for mutual growth opportunities.
3	Active involvement in corporate social responsibility (CSR) activities with a leading role to promote the good name of the University.
4	Involvement in organising conference or seminar and contribution in conference technical committee or journal editorial board that promote academic scholarship and cooperation.
5	Active involvement or act as liaison person for the University's external collaborations with international partners and universities, corporations and SMI/SME, NGOs and government agencies.
6	Create opportunities for staff to develop through mentoring, cross-training, team work, professional associations, staff development, committees and task force assignments.
7	Suggestion on ways to reduce cost/waste; maximize the use of resources; provide better, cheaper or more effective and/or alternative ways to utilise resources and to improve academic or administrative related processes.
8	Coaching and guiding students to prepare them for external competitions and collaborations with industry.
9	Recognition of expertise, professional contributions, achievements and awards through services, committee appointment, contributions to professional bodies, society, government agencies, NGOs and international organisations.
10	Recommendations for improvement and provision of value added services to the University's processes and academic matters which result in implementation and positive effects.
11	Leading role in the preparation for external audit exercises/visitation made by regulatory bodies such as MQA, MOE/MOHE (for SETARA, MyRA, etc), professional bodies such as EAC, MMC, and other external audits such SIRIM (for ISO 9001, etc).

The above examples serve as guidance only and are by no means exhaustive. It is noted currently academic staff are contributing to VASI. It is hoped that the above examples would further clarify to staff member on what to include as VASI contribution in the appraisal form and it is recommended that the description made in VASI to be specific and indicative of impact generated.

Thank you.

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