APPENDIX i
Sample of academic and support staff appraisal forms

1. ASSESSMENT, CLASSIFICATION FORM FOR ACADEMIC STAFF AND SCIENTIFIC RESEARCHERS

2. ASSESSMENT, CLASSIFICATION OF SUPPORT STAFF

3. LECTURER FEEDBACK COLLECTION FORM

Model 06

(Based on form No. 03 of Decree
No. 90/2020/ND-CP, August 13,
2020 of the Government)

ASSESSMENT, CLASSIFICATION FORM FOR
ACADEMIC STAFF AND SCIENTIFIC RESEARCHERS

(Serving as a basis for emulation and commendation for the school year 2020-2021)

Full name: ....

Title: ....

Unit: ....

I. SELF- ASSESSMENT RESULTS

1. Ideological politics:

....

....

2. Ethics, lifestyle:

....

....

3. Working style and manners:

....

....

4. Discipline:

....

....

5. Performance of responsibilities and assigned tasks *(clearly identifying the contents of the performed work; completion rate, quality, and progress):*

No	*Performed work*	*Quality*	*Completion rate compared to work to be performed or duty norm (hours performed/norm hours)*	*Progress*	*Ability to coordinate / handle situations at work*
5.1.	Teaching tasks				

5.2.	Research tasks				
5.3	Other professional tasks				
5.4	Community tasks				

6. List of research, initiatives (if any)

No	**Names of scientific work, project, initiative** (Specify types of scientific works, projects, initiatives: Scientific research, textbooks, reference books, monographs, programs, management documents, ISI, SCOPUS international articles...)	**Member ship** (editor, co-editor, author, co-author, director, participating members ...)	**Name of publishers, levels** (Publishing houses, journals, research projects at the level of..., participating in drafting legal, management documents at the level of...., initiative to innovate working methods to improve efficiency at the level of...)	**Progress** (completed, date of completion, or in progress)	**Classification** (for approved projects)

7. Attitudes towards students and partners (for staff who make direct contacts or directly deal with students and partners):

....
....
....

II. ACHIEVEMENTS, REWARDS
(It is recommended to declare at least 2 years adjacent to the year of emulation and reward commendation)

No	Emulation and reward achievements	Year	Decision No/Level of emulation and reward	Note

III. SELF-ASSESSMENT, SELF-CLASSIFICATION

1. Self-assessment of pros and cons

....
....
....

2. Self-classification of quality:...

(Excellent completion; good completion; completion; incompletion).

3. Proposal for emulation title: ……………………………………………………

………………………………………………………………………………………………………

 (Advanced workers, grassroot-level emulation soldiers, VNU - level emulation soldiers, MOET - emulation soldiers...)

..... , dd....mm....yy....
SELF-ASSESSED BY
(signature, full name)

IV. COMMENTS, CONFIRMATION OF IMMEDIATE LEADERS

 (This part is only for the head of the constituent unit - if any, or of the Chief to comment for the deputy)

....
....

..... , dd....mm....yy....
COMMENTED, CONFIRMED BY
(signature, full name)

V. RESULTS OF ASSESSMENT AND CLASSIFICATION
(for the Dean only)

1. Assessment of the pros and cons:

....

....

....

2. Assessment and classification results:...

(Excellent completion; good completion; completion; imcompletion).

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....., dd....mm....yy....

COMPETENTLY EVALUATED BY

(signature, full name)

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ASSESSMENT, CLASSIFICATION OF SUPPORT STAFF

(Serving as a basis for emulation and commendation for the school year 2020-2021)

Full name: ....

Title: ....

Unit: ....

I. SELF-ASSESSMENT RESULTS

1. Ideological politics

....

....

2. Ethics, lifestyle

....

....

3. Working style and manners:

....

....

4. Discipline:

....

....

5. Performance of responsibilities and assigned tasks *(clearly identifying the contents of the performed work; completion rate, quality, and progress):*

No	*Performed work*	*Quality*	*Completion rate compared to work to be performed or duty norm (hours performed/norm hours)*	*Progress*	*Ability to coordinate / handle situations at work*

6. List of scientific works and initiatives (if any)

No	Names of scientific work, project, initiative (Specify types of scientific works, projects, initiatives: Scientific research, textbooks, reference books, monographs, programs, management documents, ISI, SCOPUS international articles...)	Member ship (editor, co-editor, author, co-author, director, participat ing members ...)	Name of publishers, levels (Publishing houses, journals, research projects at the level of..., participating in drafting legal, management documents at the level of...., initiative to innovate working methods to improve efficiency at the level of...)	Progress (complet ed, date of completi on, or in progress)	Classifi cation (for approve d projects)

7. Attitudes towards students and partners (for staff who make direct contacts or directly deal with students and partners):

………………………………………………………………………………………………

………………………………………………………………………………………………

....

....

II. ACHIEVEMENTS, REWARDS
(It is recommended to declare at least 2 years adjacent to the year of emulation and reward commendation)

No	Emulation and reward achievements	Year	Decision No/Level of emulation and reward	Note

III. SELF-ASSESSMENT, SELF-CLASSIFICATION

1. Self-assessment of pros and cons

....

....

2. Self-classification of quality

....

(Excellent completion; good completion; completion; incompletion).

3. Proposal for emulation title: …………………………………………………………

………

 (Advanced workers, grassroots emulation soldiers, VNU-level emulation soldiers, Ministry of Education and Training emulation soldiers...)

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....., dd....mm....yy....
SELF-ASSESSED BY
(signature, full name)

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IV. COMMENTS, CONFIRMATION OF IMMEDIATE LEADERS

 (This part is only for the head of the constituent unit - if any, or of the Chief to comment for the deputy)

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....

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....., dd....mm....yy....
COMMENTED, CONFIRMED BY
(signature, full name)

</div>

V. RESULTS OF ASSESSMENT AND CLASSIFICATION
(for the Dean only)

1. Assessment of the pros and cons:

....

....

....

2. Assessment and classification results:

....

....

....

(Excellent completion; good completion; completion; imcompletion).

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....., dd....mm....yy....
COMPETENTLY EVALUATED BY
(signature, full name)

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VIETNAM NATIONAL UNIVERSITY, HANOI
SCHOOL OF LAW

LECTURER FEEDBACK COLLECTION FORM
(School year 2019– 2020)

Dear sir/madam,

This form is to collect lecturers' feedback on teaching supports of VNU School of Law and their self-assessment serving as a basis for quality improvement and quality culture development at the School of Law and VNU.

Could you please complete the Form to Collect Feedback from VNU Lecturers by answering the questions below?

Full name: ....
Degree and title:...
Department: ....
Foreign   language
qualitification:...

1. The lecturer assesses his/her own task performance in the school year

The number rating: | ① *Very bad* | ② *Bad* | ③ *Acceptable* | ④ *Good* | ⑤ *Very good* |

No	Tasks	Rating				
	Design teaching and learning activities based on the School's educational philosophy	①	②	③	④	⑤
	Design appropriate teaching and learning activities to achieve the expected learning outcomes of the course	①	②	③	④	⑤
	Create opportunities for students to actively participate in learning activities	①	②	③	④	⑤
	Innovate teaching methods in assigned courses	①	②	③	④	⑤
	Instructure students how to learn in the teaching process to promote lifelong learning	①	②	③	④	⑤
	Complete the duration and content of the course according to the announced plan and course outline	①	②	③	④	⑤
	Give feedback on assessment results to helps students improve their academic results	①	②	③	④	⑤
	Support students in learning and research	①	②	③	④	⑤
	Use technology in teaching activities	①	②	③	④	⑤
	Implement the teacher standards (punctuality, proper communication...)	①	②	③	④	⑤
	Assess yourself as an academic advisor (if any)	①	②	③	④	⑤
	Assess yourself as a subject level manager and higher (if any)	①	②	③	④	⑤
	Complete scientific research quota for the school year	①	②	③	④	⑤
	Self-study and improve your qualification	①	②	③	④	⑤

No	Tasks	Rating				
	Provide complete information about the course to students according to regulations	①	②	③	④	⑤

2. The lecturer provides evaluation of the teaching and supporting activities

The number rating:

① Totally disagree	② Basically disagree	③ Basically agree	④ Agree	⑤ Total agree

Questions	Rating				
Part 1. Information of the course and the training curriculum					
16. The lecturer actively updates new knowledge to serve the assigned course content	①	②	③	④	⑤
17. The lecturer is allowed to participate in the development and adjustments of the course	①	②	③	④	⑤
18. The lecturer is allowed to participate in the development and adjustment of the training curriculum	①	②	③	④	⑤
Part 2. Assessment					
19. The assessment methods used are suitable for measuring the achievement of the expected learning outcomes of the course.	①	②	③	④	⑤
20. The assessment of students' learning results is regularly reviewed to ensure compatibility and compliance with the expected learning outcomes	①	②	③	④	⑤
21. The exam questions making and marking is organized in accordance with regulations	①	②	③	④	⑤
Part 3. Some management activities					
22. The text of the School's educational philosophy is disseminated to its lecturers	①	②	③	④	⑤
23. The lecturer's need to be trained and participate in capacity building courses is met by the School.	①	②	③	④	⑤
24. The lecturer's working results are evaluated fairly	①	②	③	④	⑤
25. The lecturer is satisfied with the School's general remuneration policies.	①	②	③	④	⑤
Part 4. Supports and facilities within the course					
26. There are enough classrooms with appropriate equipment to support teaching and research activities within the course	①	②	③	④	⑤
27. There are enough offices with suitable equipment to support teaching and research activities within the course	①	②	③	④	⑤
28. There are enough laboratories or practice rooms and appropriate equipment to support teaching and research activities within the course.	①	②	③	④	⑤
29. Requests to repair facilities or equipment for study and research are met	①	②	③	④	⑤
30. Libraries and learning resources are kept appropriate and up-to-date to support teaching and research activities within the course	①	②	③	④	⑤
31. Technology infrastructure to support the application of information technology in teaching and learning meets the requirements	①	②	③	④	⑤

Other needs for and opinions of training, fostering and improving professional capacity (if any): ....
....
....

Thank you,