



Faculty Scholarly Report

User Manual



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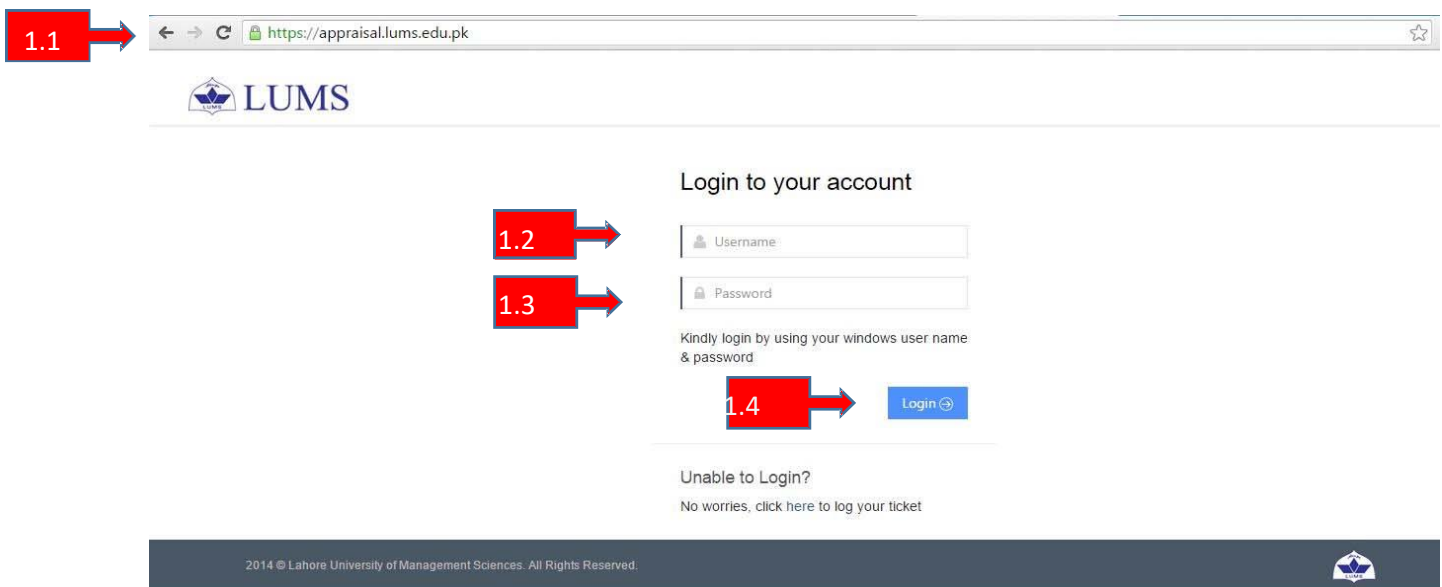
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1 Log in Process

- 1.1. To initiate the appraisal process, kindly copy and paste the following address into the internet browser address bar.

<https://appraisal.lums.edu.pk/>

Enter login credentials on the main page to access the appraisal interface.



The screenshot shows a web browser window with the address bar containing <https://appraisal.lums.edu.pk/>. The page header features the LUMS logo and name. The main content area is titled "Login to your account" and contains a login form with two input fields: "Username" and "Password". Below the fields is a note: "Kindly login by using your windows user name & password". A blue "Login" button is positioned to the right of the fields. At the bottom of the form, there is a link for "Unable to Login?" with the text "No worries, click here to log your ticket".

1.1 points to the browser address bar.

1.2 points to the Username input field.

1.3 points to the Password input field.

1.4 points to the Login button.

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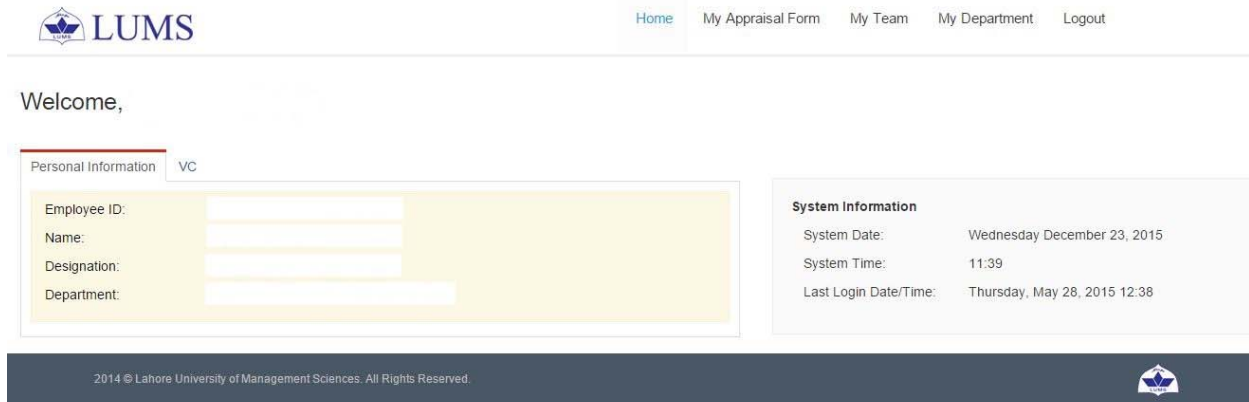
Enter the following details:

- 1.2. In "Username" field enter your windows user name
- 1.3. In "Password" field enter your windows password.
- 1.4. Click on "Login Tab" to access main page.

2 User Interface

2.1 Home:

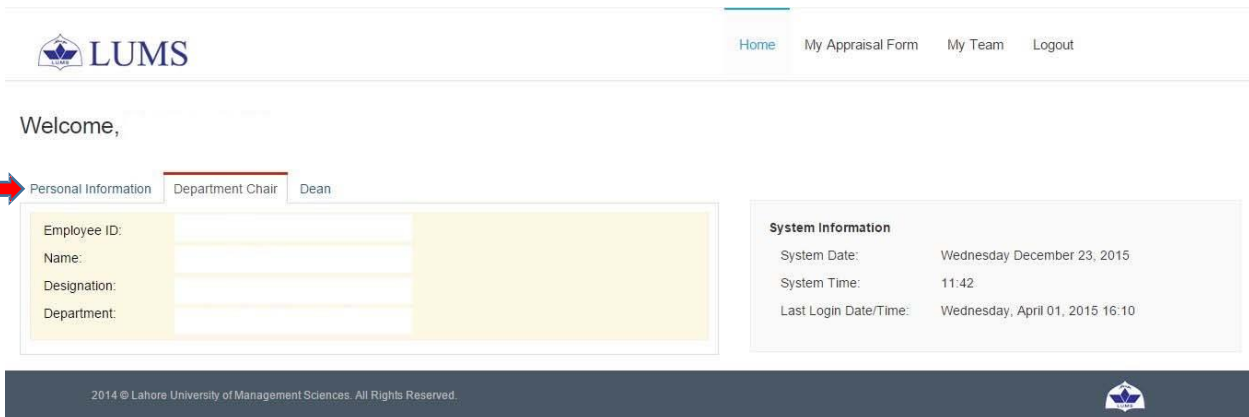
The Home page will show your basic information.



The screenshot shows the LUMS Home page for a user with the role of VC. At the top left is the LUMS logo. To the right are navigation links: Home, My Appraisal Form, My Team, My Department, and Logout. Below the navigation is a "Welcome," message. The main content area has two tabs: "Personal Information" (selected) and "VC". The "Personal Information" tab displays a form with fields for Employee ID, Name, Designation, and Department. To the right is a "System Information" box showing: System Date: Wednesday December 23, 2015; System Time: 11:39; Last Login Date/Time: Thursday, May 28, 2015 12:38. The footer contains the copyright notice "2014 © Lahore University of Management Sciences. All Rights Reserved." and the LUMS logo.

2.1.1. Personal Information window will show your employee ID, name, designation and department.

2.1.2. System Information windows will show current system date, time and last login date/time.



The screenshot shows the LUMS Home page for a user with the role of Department Chair/Dean. At the top left is the LUMS logo. To the right are navigation links: Home, My Appraisal Form, My Team, and Logout. Below the navigation is a "Welcome," message. The main content area has three tabs: "Personal Information", "Department Chair" (selected), and "Dean". The "Personal Information" tab displays a form with fields for Employee ID, Name, Designation, and Department. To the right is a "System Information" box showing: System Date: Wednesday December 23, 2015; System Time: 11:42; Last Login Date/Time: Wednesday, April 01, 2015 16:10. The footer contains the copyright notice "2014 © Lahore University of Management Sciences. All Rights Reserved." and the LUMS logo.

2.1.3

2.1.3. You can also access your supervisor details by clicking on tab available next to Personal Information tab. (in above screenshot Department Chair/Dean)



2.2 My Appraisal Form

The screenshot shows the LUMS user interface. At the top left is the LUMS logo. To the right of the logo are navigation links: Home, My Appraisal Form (circled in red), My Team, and Logout. Below the navigation bar, there is a 'Welcome,' message. Underneath, there are tabs for 'Personal Information', 'Department Chair', and 'Dean'. The 'Personal Information' tab is active, showing a form with fields for Employee ID, Name, Designation, and Department. To the right of this form is a 'System Information' box containing: System Date: Wednesday December 23, 2015; System Time: 11:42; Last Login Date/Time: Wednesday, April 01, 2015 16:10. At the bottom of the page, there is a footer with the text '2014 © Lahore University of Management Sciences. All Rights Reserved.' and the LUMS logo.

2.1.4. My Appraisal Form option will provide you with the interface where all appraisal forms are available. To access current year scholarly report kindly click on **“Open Form”** tab. Once you have completed the form you can download and save it for future reference by clicking the Download PDF tab.

The screenshot shows the 'My Appraisal Form' interface. At the top left is the LUMS logo. To the right of the logo are navigation links: Home, My Appraisal Form (highlighted), My Team, My Department, TA Form, and Logout. Below the navigation bar, there is a 'My Appraisal Form' heading. Underneath is a blue header for 'Appraisal Forms'. Below this header is a table with the following data:

No	Session	Form	Submitted Date	Status	Action
1	2017	Department Chair	-	Self Appraisal	Open Form Download PDF
2	2016	Department Chair	Saturday, April 15, 2017 13:57	Completion and Closure	Download PDF
3	2015	Department Chair	-	First Supervisor Review Closure	-
4	2014	Faculty Form	Monday, April 27, 2015 16:06	Completion and Closure	Download PDF

A red arrow labeled '2.1.4' points to the 'Open Form' button in the first row of the table.



2.3 My Team

Appraisal forms of reporting team members are available under this tab.



My Appraisal Form

Appraisal Forms					
No	Session	Form	Submitted Date	Status	Action
1	2017	Department Chair	-	Self Appraisal	Open Form Download PDF
2	2016	Department Chair	Saturday, April 15, 2017 13:57	Completion and Closure	Download PDF
3	2015	Department Chair	-	First Supervisor Review Closure	-
4	2014	Faculty Form	Monday, April 27, 2015 16:06	Completion and Closure	Download PDF

2.4 My Department (or My School)

Department Chair and Dean will be having this tab also where the scholarly reports of department members are available.



My Appraisal Form

Appraisal Forms					
No	Session	Form	Submitted Date	Status	Action
1	2017	Department Chair	-	Self Appraisal	Open Form Download PDF
2	2016	Department Chair	Saturday, April 15, 2017 13:57	Completion and Closure	Download PDF
3	2015	Department Chair	-	First Supervisor Review Closure	-
4	2014	Faculty Form	Monday, April 27, 2015 16:06	Completion and Closure	Download PDF



2.5 Logout

This option is used to log out of appraisal system.



My Appraisal Form

Appraisal Forms					
No	Session	Form	Submitted Date	Status	Action
1	2017	Department Chair	-	Self Appraisal	Open Form Download PDF
2	2016	Department Chair	Saturday, April 15, 2017 13:57	Completion and Closure	Download PDF
3	2015	Department Chair	-	First Supervisor Review Closure	-
4	2014	Faculty Form	Monday, April 27, 2015 16:06	Completion and Closure	Download PDF



3 My Appraisal Form details:

3.1. Summary Tab

This tab shows the current status of each section of Faculty Scholarly Report.

| Faculty Scholarly Report 2017 Self Appraisal

Summary
Teaching
Research and Scholarly Activities
Service
Future Goals
Academic Administration
Outside Activities

Section Status Summary

This section summarize the current status of completion of the below mentioned sections of self-appraisal.

Section	Faculty	Dean
Teaching	Not Complete	Not Complete
Research and Scholarly Activities	Not Complete	Not Complete
Service	Not Complete	Not Complete
Future Goals	Not Complete	Not Complete
Academic Administration	Not Complete	Not Complete
Outside Activities	Not Complete	Not Complete

Effort Assigned 2016-2017

Timeline

Appraisal process has below mentioned timelines in which deadlines are predefined for submission of appraisal.

Section	Deadline	Time Left
Self Appraisal	April, 15, 2018 18:59	30 Day(s), 06 Hrs, 50 Min, 52 Sec.
First Supervisor Review	April, 19, 2018 23:59	34 Day(s), 11 Hrs, 50 Min, 52 Sec.
Self Appraisal (2nd Review)	April, 20, 2018 23:59	35 Day(s), 11 Hrs, 50 Min, 52 Sec.
First Supervisor (2nd Review)	May, 8, 2018 23:59	53 Day(s), 11 Hrs, 50 Min, 52 Sec.
Completion and Closure	May, 23, 2018 17:00	68 Day(s), 04 Hrs, 51 Min, 52 Sec.

- The 'Section Status Summary' shows the status of each section i.e. AT which level the respective section is.
- The 'Timeline' shows the cut off time for each step. This will guide you that how much time is left to complete your respective section and will also let you know that till what time your respective supervisor is required to complete their task relating to your scholarly report.
- The Efforts Assigned window shows the effort assigned against each section of Scholarly report for the appraisal period.



4 Faculty Scholarly report sections

4.1 Teaching

In this section the Evaluation score (Instructor, TA, Process and Course) and submission of grades on time are captured against the course(s) taught during appraisal period. You can “Edit Comments” in case of New Course.

Summary **Teaching** Research and Scholarly Activities Service Future Goals Academic Administration Outside Activities

Course(s) List Refresh Course List													
No.	Term	Course Title	Section	Credits	Enrollment	Evaluation Score				Grading On Time	New Course	Comments	Action
						Instructor	TA	Process	Course				
1	1602	CS5717/EE 583/ Network Protocols and Performance	CS 5717 S1	3	1	8.44	5.66	7.62	7.98	Yes	No		Edit Comments
2	1602	EE 400A Independent Study	S9	1	12					-	No		Edit Comments
3	1603	EE 400A Independent Study	S1	1	1	10		10	10	-	No		View Comments Edit Comments
4	1701	EE 203 Engineering Models	S1	3	39	8.34		7.92	7.94	No	No		View Comments Edit Comments
5	1701	EE 203 Engineering Models	S2	3	12					No	No		View Comments Edit Comments
6	1701	EE 301 Engineering Modelling	S1	3	3	9.32		8.58	9.12	Yes	No		View Comments Edit Comments
7	1701	EE 400A Independent Study	S1	1	1					-	No		View Comments Edit Comments

Validate & Complete Section tab is used to finalize this section.

Rating & Comments [Teaching]

Comments:

Characters Limit 2000. Currently Used: 0

Validate & Complete Section



4.2 Research and Scholarly Activities

In this section the information related to Publication(s) is available through Sedona and Scoups. In case the information is missing you can click on **Refresh Publication Data** option available on top right corner of this window. You can update the information in the respective portals that will be fetched here or you can add the record in this window directly.

Summary Teaching **Research and Scholarly Activities** Service Future Goals Academic Administration Outside Activities

Publication + Add New Record

[Refresh Publication Data \(Scoups/Sedona\)](#)

No.	Source	Title	Citation	Year	Action
No information added					

Awards and Honours are fetched through Sedona. In case of missing record, you can add from **“Add New Record”**

Awards and Honours + Add New Record

[Refresh Award & Honours Data \(Sedona\)](#)

No.	Source	Title	Received Date	Description	Action
No information added					

Research Grants data are available through OSPR.

Research Grants

Research Grants information is fetched from SAP; if you have any query please contact Office of Sponsored Programs.

No.	Grant	Team	Sponsor	Submission Date	Status	Approval Date	Funds				
1		<table border="1"><thead><tr><th>Name</th><th>Role</th></tr></thead><tbody><tr><td></td><td></td></tr></tbody></table>	Name	Role							
Name	Role										



User Manual Faculty Scholarly Report (Appraisal Process)

Supervision of Undergraduate/Graduate students and Advisement are auto fetch from Zambeel. In case of missing record, you can “Refresh Data”

Supervision (Undergraduate / Graduate) Student(s)					
Refresh Data					
No.	Term	Career	Project/ Thesis	Supervised	Student Enrolled
1	1602	GRAD	THESIS	2	2
2	1602	UNDER GRAD	SENIOR PROJECT	3	7
3	1701	GRAD	THESIS	1	1
4	1701	UNDER GRAD	SENIOR PROJECT	5	7

Supervision (PhD) Student(s)					
Refresh Data					
No.	Term	Career	Project/ Thesis	Supervised	Student Enrolled
1	1603	PGDS	THESIS	1	1
		No.	Student Name	Enrollment Date	
		1	Muhammad Hussain	August, 24 2016	

Advisement			
Refresh Data			
No.	Carrer	Student Level	Number of Student
1	UGDS	Freshman	1
2	UGDS	Senior	6
3	UGDS	Sophomore	7

To complete this section, click on Validate and Complete Section tab available at bottom of page.

Rating & Comments [Research and Scholarly Activities]

Comments:

Characters Limit 2000. Currently Used: 0

[Validate & Complete Section](#)



4.3 Service

In this section information related to user's membership in LUMS Standing Committees is already available which is fetched from Zambeel. You can also add other committee membership though an option **"Add New Record"** available on top right corner of "Membership in Other Committees window".

Membership in LUMS Standing CommitteesRefresh Committees Information

Committee information is maintained by VC Office; if you have any query please contact VC Office

No.	Name	Role	Present	Exempt	Absent
No information added					

Membership in Other Committees+ Add New Record

No.	Name	Type	Role	Date	Description	Action
No information added						

In Activities window the user can note down other activities performed during appraisal period.

Activities

1. Board Memberships of Govt./ Non-Govt./ Private Sector Organizations
2. Voluntary Service Provided to other Institutions (Public/ Private/ NGO)
3. Memberships/ other role in Industry Associations/ Academic Associations

Activities with Societal Impact Contribution to Societies; public lectures etc.:

Characters Limit 2000. Currently Used: 0

Save Record

Similarly Services window is used to enter details related to

- Student/Staff Supervision
- Service to Profession/Discipline

Service

Student/Staff Supervision

Service to the Department / School:

Characters Limit 2000. Currently Used: 0

Service to the University:



Rating & Comments window is used to assign rating to this section and add comments. Validate & Complete Section tab is used to finalize this section.

Rating & Comments [Service]

Comments:

Characters Limit 2000, Currently Used: 0

Validate & Complete Section

4.4 Future Goals

User can add Future goals for the coming year.

Future Goals

Goals setting for the coming year (to be completed jointly by appraisee and appraiser)
For each goal outline how you will contribute to the delivery of the University' strategy through your relevant School or Professional Services. Kindly outline how you will demonstrate your effectiveness and measure success.

Characters Limit 2000, Currently Used: 0

Save Record

Validate & Complete Section tab is used to finalize this section.

Comments [Future Goals]

Comments:

Characters Limit 2000, Currently Used: 0

Validate & Complete Section



4.5 Outside Activities

User can **“Add New Record”** for Public Services, Consulting and others.

Summary Teaching Research and Scholarly Activities Service **Outside Activities**

The University requires annual disclosure of outside professional activities by the faculty in their annual report to the Vice Chancellor.

Public Services			+ Add New Record
No.	Description		Action
No information added			

Consulting			+ Add New Record
No.	Description		Action
No information added			

Others			+ Add New Record
No.	Description		Action
No information added			

REDC courses data are auto filled.

REDC Courses					
No.	Course Title	Type	Starting Date	Ending Date	Days
No information added					

Proceed Next

The University requires annual disclosure of outside professional activities by faculty members in this section. After completion of this form, click on Proceed Next tab available at bottom of page to fill the conflict of interest information if applicable.

Summary Teaching Research and Scholarly Activities Service **Outside Activities**

The University also requires annual disclosure of potential or real conflict of interest situations to the appropriate school dean by all faculty. Faculty will be asked when preparing their Annual Report to the vice chancellor, to review their external activities. If this review indicates the potential for an actual conflict of interest, or the appearance of one (as enumerated above), then a brief description of these activities must be presented to the school dean for review.

Selection

I certify that I have conflict of interest. (With reference to policy 205-08)
 I certify that I don't have any conflict of interest. (With reference to policy 205-08)

List separately those sources of salary or other payments for services such as consulting fees or honoraria, and income from intellectual rights that, when aggregated for you, your spouse, and dependent children, are expected to exceed Rs. 100,000 during the next twelve month period (if none, write none below).

FDSFDS

Characters Limit 2000. Currently Used: 6

Save Record



User Manual Faculty Scholarly Report (Appraisal Process)

The University also requires annual disclosure of potential or real conflict of interest situations to the appropriate school dean by all faculty members. Faculty will be asked when preparing their Annual Report, to review their external activities. If this review indicates the potential for an actual conflict of interest, or the appearance of one (as enumerated above), then a brief description of these activities must be presented to the school Dean for review.

Once this section is filled, click on Validate and Complete Section tab available at bottom of page to complete and finalize this section.

4.6 Academic Administration (Only available for Department Chair/Dean)

This section is only available for Department Chair / Dean.

Summary Teaching Research and Scholarly Activities Service **Academic Administration** Conflict of Interest

Faculty

Covering recruitment of high quality faculty, training and development programs of faculty, local and international honours won, student evaluations of faculty performance and promotion and tenure processing.

Characters Limit 2000. Currently Used: 0

[Save Record](#)

Academics

Covering efforts to enhance excellence of curriculum, joint international academic programs, introduction of new courses and programs, innovations in teaching, student evaluation of quality of courses offered, and quality of academic experience of students.

Characters Limit 2000. Currently Used: 0

This section is divided into seven sub-sections.

- Faculty
- Academics
- Student
- Research
- Quality Assurance Relevance
- Finance

The user can enter comments against these sub-sections if applicable to reflect the accomplishments.



User Manual Faculty Scholarly Report (Appraisal Process)

The Faculty can add comments related to Academic Administration in this window and assign rating if required. Validate & Completion Section tab is used to finalize this section.

Once all sections are finalized the report will be considered submitted for assessment.