

Guidelines to Administer the C&C Questionnaire

Below are the guidelines for the faculty/campus:

1. Identify the candidate to be evaluated (example: Lecturers applying for a promotion, academics applying for renewal / extension of contract).
2. Obtain a list of all the lecturers currently serving the faculty/campus (this will form the sampling frame). Eliminate lecturers who has less than ONE (1) year of working experience at the faculty/campus and lecturers who have no experience working with the candidate from the sampling frame. Please apply random sampling where possible.
3. Choose approximately 20-30 respondents from the list of lecturers (sampling frame). If you have less than 20, please ensure that all lecturers participate.
4. All the top management at the faculty/campus has to be selected to evaluate the candidate.
5. Gather all identified respondents to a central meeting venue to administer the C&C Questionnaire. Respondents should be advised & reminded to base their peer-evaluation from a professional perspective to ensure subjectivity is kept at a minimal level. No discussion should be allowed.
6. Respondents should be given approximately 20-30 minutes to respond to the C&C Questionnaire.
7. The Rector/Dean has to ensure that the confidentiality of the completed questionnaires is maintained throughout the process.

Note: For a more comprehensive overview, it is recommended that the C&C Report should be accompanied by the Student Feedback Online (SuFO) Scores to the Division/Committee concerned.