

How to Update the Teacher Academic
Profile (TAP) of Cihan University- Erbil
Teaching Staff: 2nd revision

By

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Introduction

- The Teacher Academic Profile (TAP) is the means by which the academic staff can express their academic activities throughout the academic year.
 - Lecturers, papers, seminars etc...
- A well organized TAP can serve as a proper front for the lecturer to express the events completed during the year.
- It is also useful for assessing the lecturer's performance by the university's QA.

Logging In Your TAP

1. Go to <http://qa.cihanuniversity.edu.iq> then select “Academic Staff”.
2. Select “**Permanent Academic Teaching Staff**” for permanent lecturers or “**Visiting Academic Teaching Staff**” for part-time lecturers.
3. Select your name from the corresponding table.
4. Click on the log in link at the page bottom.
5. Click on the edit “pen” button for updating the fields on your site.

The Home Tab

- Recognized as having a photo of the lecturer.
- Contains a welcome section with basic information.
- Also the subjects given in the academic year are listed here with their subject codes.
- Then, Scientific Publications are added here.
 - Contains Journal papers, conference papers & published books.
- Finally, the lecturer states the main scientific branches in which he focuses his research efforts.

The Profile Tab

- Includes the academic details of the lecturer.
 - Post, degree, Academic Title, Specialization & contact info.
- Then, a short bibliography is required to provide a glance about lecturer's achievements.
 - Acquired degrees with their dates and academic institutions, published papers and others still under publication.
- Research interest must also be mentioned here as far as related with the bibliography.

The CV Tab

- This tab is dedicated only for the Curriculum Vitae details of the lecturer.
- By clicking on the edit button, a new page opens.
 - The page has an online word document to be modified by the lecturer.
 - It can be adjusted the same way as normal word files.
- All lecturers follow the same standard form given by Cihan University QA unit.
 - Two pages with various personal & academic info.

The Teaching Tab

- Focuses on the subjects given by the lecturer.
- The lecturer specify the colleges and the departments where he gives his lectures.
- Then, a section of several lines is written to explain the lecturer's philosophy in teaching.
- After that, the subjects should be demonstrated individually.
 - Title, department, stage, hall No. and No. students taking that subject.
- Finally, coursebooks should be uploaded as PDF files, named with course codes followed by lecturer's name.

Academic Activities

- This tab contains a list of department activities performed by the lecturer.
- Stating the departments where the lecturer give his subjects.
- Mentioning any kind of committees the lecturer is engaged in.
 - Department committees , university committees...

PF&CAD Activities

- The current academic year must be selected prior to filling the info. of this tab.
- PF&CAD Activities include:
 1. Seminars: certificate issued by QA coordinator must be uploaded to confirm the seminar officially.
 2. Appreciation Letters: a soft-copy of the letter must be uploaded here to authenticate it.
 3. Scientific Publications: including research papers, conference papers and published/translated books.

4. Conferences and Workshops: proof documents must be provided to confirm lecturer participation.
5. Scientific committees: again, official letters must be presented here for different university committees.
6. Journal & Conference review: this is about being a reviewer in Journal & Conference papers.
7. Thesis Review & Examination: more point are given for participating in the reviewing and examining M.Sc. Thesis & Ph.D. dissertations.
8. Non-Academic Activities: engaging in community works, professional and charitable organizations or any other activities of public benefit.

The Guidelines tab: about QA

- This tab is created only for providing help and support for the lecturer in completing his TAP site.
- Various help topics on different tabs, along with details about the assessment process and point distribution.
- The points are calculated based on inquiry about different aspects and activities done by the lecturer during the academic year.
- Points are divided among the grading committee, which includes the head of department, QA coordinator and other senior member of the department's faculty.

Thank You for Listening