附件2

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辅导员岗位聘期考核表

（2014.01~2016.12）

单 位：

姓 名：

聘岗等级：

**西安电子科技大学人事处制**

**2016年12月**

填 表 说 明

1. 本表供辅导员岗位人员使用，A4纸打印，A3纸套印，确保内容真实准确。
2. 本表一至八栏由本人填写，九至十栏由所在单位填写，十一至十二栏由学生工作处填写，第十三栏由学校填写，九至十三栏应设置在同一页面。
3. 表中所填业绩应以西安电子科技大学为第一署名单位，业绩统计时间为2014年1月至2016年12月止。
4. 论文著作须正式发表（出版），录用及未公开发表的论文请勿填写。
5. 表中相关时间项目请按示例格式“2016.05～2016.06”填写。
6. 表中涉密信息须做脱密处理。
7. 请严格按照栏目要求填写。内容较多可另加行，但不要改变表格样式。

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| 一、基本情况 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 姓名 |  | | | | | 性别 |  | | | 出生年月 | | |  | | | | | | 最高学历/  学位 | | | | | |  | | | | |
| 所在学院 |  | | | | | | | | | 所带年级/  班级 | | |  | | | | | | 所带学生  总人数 | | | | | |  | | | | |
| 现任专业技术职务 | | |  | | | | | | | 任职时间 | | |  | | | | | | 专业技术  职务等级 | | | | | | 专业技术 级 | | | | |
| 聘岗等级 | | |  | | | | | | | 聘期 | | | 年 月 日至 年 月 日 | | | | | | | | | | | | | | | | |
| 二．教育教学工作（授课名称、课时数、授课班级、课堂教学质量评价等） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 三．学生工作成效（限500字） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 四. 论文（第一作者或通讯作者）/著作/教材 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 论文/著作/教材题目 | | | | | | | | 刊物名称，发表时间，卷（期）号 | | | | | | | | | | 检索及检索号  (SCI/EI/SSCI) | | | | | | | | | 中科院  分区情况 | | |
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| 五.承担项目（按纵向、横向顺序填写） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 项目名称及校内编号 | | | | | 项目来源 | | | | | | 纵向/  横向 | 起止时间 | | | | 总经费 | | | | 个人到校经费 | | | | 完成情况 | | | | | 项目排名 |
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| 六.获奖情况 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 项目名称 | | | | 获奖名称 | | | | | | | | 获奖时间 | | | 获奖级别 | | | | | | | | 获奖等级 | | | | | 排名 | |
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| 七．聘期内其他工作内容（限500字） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 八．个人承诺 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 本人对以上填写内容真实性和准确性确认无误。  签 名： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 九．师德师风表现情况 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 学院（盖章）：  年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 十．年度考核情况 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2014年 | |  | | | | | | | 2015年 | | | | |  | | | 2016年 | | | | | | | | |  | | | |
| 学院（盖章）：  年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 十一．聘期工作职责完成情况（须对照辅导员各级岗位职责逐一审核） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 工作职责 | | | | | | | | | | | | 已完成/未完成 | | | | | | | | | 审核人签字 | | | | | | | | |
| 教育教学 | | | | | | | | | | | |  | | | | | | | | |  | | | | | | | | |
| 学生工作成效 | | | | | | | | | | | |  | | | | | | | | |  | | | | | | | | |
| 论文（第一作者或通讯作者）/著作/教材 | | | | | | | | | | | |  | | | | | | | | |  | | | | | | | | |
| 承担项目情况 | | | | | | | | | | | |  | | | | | | | | |  | | | | | | | | |
| 获奖情况 | | | | | | | | | | | |  | | | | | | | | |  | | | | | | | | |
| 十二．学生工作处聘期考核意见 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | 2014年 | | | | | | | | | 2015年 | | | | | | | | | | 2016年 | | | | | | | |
| 年度工作考核结果（优秀、合格、不合格） | | |  | | | | | | | | |  | | | | | | | | | |  | | | | | | | |
| 近三年学生评议  满意率（%） | | |  | | | | | | | | |  | | | | | | | | | |  | | | | | | | |
| 经综合评议，同意 同志岗位聘期考核结果为：  □优秀 □合格 □基本合格 □不合格    委员会主任签字（盖章）：  年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 十三．学校教师岗位聘期考核工作小组意见 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 负责人签字： 年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |