

Faculty Performance Evaluation Form v2

Academic Year:

Name of Faculty:	Academic Title:
Academic Department:	Date of Appointment at College:

1. Commitment To Teaching Process And Participation In Its Development (20 points):

A. Courses taught (1 point for each course, 10 points total)

No	Course Name	Course Code	No. Credit Hours
1.			
2.			
3.			
4.			

B. Development measures taken by faculty in respect of study plan: (1 point each, 4 points total)

1.
2.
3.
4.

C. Utilization of developed teaching methods: (1 point each, 6 points total)

<input type="checkbox"/> Depends on text book	<input type="checkbox"/> Depends upon several references	<input type="checkbox"/> Depends on E-Library
<input type="checkbox"/> Request students to conduct researches & field studies	<input type="checkbox"/> Using web- materials	<input type="checkbox"/> Using power point lecturing

2- Scientific Research Activities (Publication, Conferences & Seminars): (15 points total)

A. Published or accepted for publication research papers: (2 point for each, 5 points total)

NO.	Title of Research	Journal	Financial Support	
			Amount	Source
1.				
2.				
3.				
4.				
5.				

B. Conference & scientific seminars in which faculty participates: (1 point for each, 5 points total)

No.	Conference\ Seminar	Mode of Participation (Attending / Paper Submission)	Venue	Date
1.				
2.				
3.				
4.				
5.				

C. Remarks on outstanding academic accomplishments: (1 point for each, 5 points total)[Bonus]

1.
2.
3.
4.
5.

3- Membership of Committees & Non-Academic Activities: (15 points total)

A. Membership of committees & councils (at College and Department Levels) (1 point for each, 5 points total)

No.	Committee / Council	Level (Department - College)
1.		
2.		
3.		
4.		
5.		

B. General activities at college and department levels (1 point for each, 5 points total)

No.	Activity	Level (Department - College)
1.		
2.		
3.		
4.		
5.		

C. External activities at other institutions and colleges (1 point for each, 5 points total)

No.	Activity	Level (Department - College)
1.		
2.		
3.		
4.		
5.		

4. Self Development Activities (Attending the Quality Assurance & Professional Development seminars and workshops) (1 point each, 10 points total)

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Faculty Member Signature: **Date:**

Head of Department Comments:

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Head of Department Signature **Date:**

Faculty Performance Evaluation Form

Academic Year:

Name of Faculty:	Department:
Academic Title:	Date of Title:
Date of Employment at College:	Date of Evaluation:

No.	Evaluation Criteria	Maximum Grade Allotted	Grade Allotted	Evidence for Evaluation Allotted
1.	Commitment to teaching process and participation in its development	20		Taken from the self evaluation report prepared by the faculty (supported by evidences)
2.	Scientific research activities (publication, conferences & seminars)	15		
3.	Participation in academic councils & general activities	15		
4.	Self development	10		
5.	Student's evaluation of faculty performance	10		Taken from the final result of student evaluation of faculty
6.	Academic advising (check list # 1 for sample activities)	10		Taken from the Academic Counseling Committee and Students' Evaluation
7.	Cooperation with colleagues & staff (check list # 2 for sample activities)	20		Estimated by direct supervisor
Total		100		Grade Total:

Evaluation:

☐ Poor (<60%) ☐ Satisfactory (60% - 74%) ☐ Good (75% - 89%) ☐ Excellent (> 89%)

Faculty Member

Head of Department

Dean

List # 1: Academic advising activities *(10 points total)*

1. Allocated the advisement of a group of students *(5 points)*
2. Office Hours (posting and commitment)
3. Website development and update
4. Online advising
5. Tutorials conducted and workgroups formulated
6. Feedback on exams and guidance to students

List # 2: Head of department criteria *(20 points total)*

1. Participating in department activities and meetings
2. Sociality
3. Extra curricula activity
4. Developing and documenting course material (course portfolio including course mapping, syllabus, notes, slides.. etc).
5. Cooperation with HOD
6. Cooperation and relationship with staff
7. Adherence to academic practices (normal practices in teaching & assessment)
8. Punctuality in work
9. Relationship with students
10. Strategic direction adoption (Administration, Registration and Finance Depts. cooperation)
11. General evaluation of HOD *(5 points)[things are not measured previously]*