

Faculty Performance Evaluation Form

Instructions

1. The Purposes of the Evaluation form are:
 - a. To improve the faculty performance.
 - b. To decide whether to renew faculty contract.
 - c. To use it as promotion indicator
2. Components of the Evaluation form are:
 - a. Educational performance
 - b. Research activity
 - c. Any other business.
3. Evaluating department:

The head of the department/ unit or vice-head in the girls' section fills in the form with clear facts and data. The form is then approved by the dean or director and then submitted to the Deanship of Faculty and Staff.
4. Duration to be covered by the evaluation:
 - a. Evaluation should be submitted before the end of the second term.
 - b. Evaluation of those whose contracts will be terminated after completing more than 12 months should be made before the end of the first term annually.
 - c. Evaluation of those whose contracts will be terminated before 12 months should be made 5 months before the end of their contracts.
5. Faculty should be informed about his performance. This procedure applies if the evaluation of the faculty is acceptable or less.
6. Before completing the form, consider the following:
 - a. Evaluation should be made by the direct supervisor.
 - b. It is preferable that the evaluator is of a higher rank.
 - c. Faculty being evaluated should have worked for six or more months with evaluator.

College/Institute/Deanship/ Center/ _____

Department _____

Faculty Performance Evaluation Form

First, general information:

1. Full name: _____
2. Last academic qualification: _____ Date of Graduation: _____
3. Degree awarding university _____ Date of Appointment _____
4. Academic Rank (tick where appropriate)
 - a. Professor _____ Date of Promotion _____
 - b. Associate Professor _____ Date of Promotion _____
 - c. Assistant Professor _____ Date of Promotion _____
 - d. Lecturer _____ Date of Promotion _____
 - e. Teaching Assistant _____ Date of Appointment _____
5. Date of last report: _____ Result of last evaluation _____
6. Administrative work that he/she currently officiates in addition to his/her academic responsibilities:

Dean: _____

Director: _____

Vice-Dean: _____

Head of Department: _____

Supervisor: _____

Second, educational Performance

No	Activity	Points	Actual Evaluation
1	Teaching competence according to head of the Department.	10	
2	Teaching competence according to students.	10	
3	Commitment to teaching timetable and office hours.	10	
4	Commitment to academic counseling.	4	
5	His/ her contribution to the development of the courses he/she teaches, and his/her ability to innovate and renew teaching styles.	10	
6	Average teaching timetable compared to his/her colleagues.	4	
7	His participations in meetings, symposia, and educational programs at the department level.	4	
8	His/her cooperation with colleagues.	8	
9			

Third, single or co-authored research and authorships accepted for publication during the year of evaluation

Type	Reference	Date of Publication	Points	Awarded points
book	Not required		20	
Research	Required		10	
Book Translation	Not required		20	
Essay	Required		5	
Essay Translation	Required		5	
Book review	Not required		20	
Book Investigation	Required		5	
Documentary Research	Not required		5	
Total				

Fourth, Other works (Maximum point is 20)

Type of activity	Points	Awarded points
His/her contributions to committees (and clinical works in colleges of medicine), and serves in the department, college institute, or university	20	
Total		

Total number of points: _____

Tick evaluation result		
Excellent	80-100 Points	
Very Good	70-80 Points	
Good	60-70 Points	
Satisfactory	50-60 Points	
Unsatisfactory	Less	

Views of the Evaluator: _____ Date: _____

Name: _____ Post: _____ Signature: _____

Views of Evaluation Approver: _____ Date: _____

Name: _____ Post: _____ Date: _____