



**Title: Senior Management Appraisal Policy**

**Code:** GU-PL63SMAP

**Version:** 3.1

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**Approval Authority:** Board of Trustees

**Document Owner:** President of University

**Review:** This policy is subject to periodic review every 4 years or as per amendments of HEC Regulations and/or University Policies and Regulations

## 1. Purpose

The purpose of this document is to describe policy of senior management appraisal at Gulf University. It ensures consistent implementation of a transparent, fair, non-discriminatory performance criteria for appraisal process.

## 2. Scope

This document applies to Vice President for Academic Affairs, Chief Operating Officer, Deans at Gulf University.

## 3. Acronyms

<b>COO</b>	Chief Operating Officer
<b>HEC</b>	Higher Education Council
<b>VP ACADEMIC</b>	Vice President for Academic Affairs

## 4. Definitions

**Code of Conduct:** The guidelines for the professional conduct and responsible behavior of an academic or administrative staff member at the University when interacting with colleagues, students, visitors, or the general public.

**Performance Appraisal:** The process by which a supervisor examines and evaluates work behavior of a member of University Management by comparing it with preset standards, documents the results of the comparison, and uses the results to provide feedback to the employee to show where improvements are needed and why.

## 5. Policy Statement

5.1 Gulf University commits to evaluate the performance of the Vice President for Academic Affairs, Chief Operating Officer, and Deans according to transparent, fair, and non-discriminatory evaluation criteria, and to document the results of the process.

5.2 Gulf University ensures that such results are used to provide relevant feedback to the Vice President for Academic Affairs, Chief Operating Officer, and Deans for continuous improvement.

- 5.3 Gulf University ensures that appraisal of performance of senior management is based on self-appraisal, appraisal by line manager, feedback by academic and administrative staff and students.
- 5.4 Gulf University ensures that senior management performance is evaluated periodically both annually and every five years.
- 5.5 Gulf University Ensures there is no conflict of interest in the performance evaluation process by clearly defining the roles and responsibilities of all parties involved in the appraisal process.

## 6. Policy Details

### 6.1 Appraisal of Senior Management consists of the following areas:

- Area 1: Effective Leadership
- Area 2: Contribution towards University mission and achievement towards Strategic Plan
- Area 3: Innovation and Initiatives
- Area 4: Business Results
- Area 5: External Relation

#### 6.1.1 The Criteria for evaluation in each area shall be as follows:

##### **Area 1 - Effective Leadership:**

- Demonstration of effective leadership skills in managing academic affairs and administrative issues.
- Demonstration of high ability to inspire and motivate academic and administrative staff members.
- Demonstration of effective problem solving and decision making in challenging business environment in a timely manner.
- Demonstration of high commitment towards core values and all pursuits.
- Demonstration of consultation with appropriate and relevant personnel before making decisions.
- Demonstration of high ability to delegate authority to achieve common goals.
- Maintaining high standards for ethics, integrity, and honesty at the University.

##### **Area 2 - Contribution towards University mission and achievement towards Strategic Plan:**

- Demonstration of creative and effective approaches to achieve mission and the strategic directions of the University in challenging

business environment.

- Demonstration of ability to maintain a brand for the university towards sustainable future.
- Creating consensus between academic and administrative staff towards strategic directions of the university.
- Implementing strategic plan in effective and efficient business context.

### **Area 3 - Innovation:**

- Demonstration of creative, innovative, and critical thinking skills to sustain university competitive advantage.
- Demonstration of change management to improve academic performance of the university.
- Seeking innovative ideas from academic and administrative staff to upgrade university operations.
- Demonstration of motivation and perseverance towards accomplishing university strategic projects.

### **Area 4 – Business Results:**

- Demonstration of high ability to enhance academic staff performance reflecting in tangible outcomes.
- Tracking quantitative business results like income, cost control, safety metrics, employee /faculty turnover, student retention etc.
- Demonstration of high ability to enhance staff and student satisfaction towards academic and administrative functions.
- Demonstration of inspiring students to perform better reflecting in tangible results.
- Demonstration of high commitment towards employability and achievement of graduate attributes of students.

### **Area 5 – External Relation:**

- Maintaining a positive public image for the University towards external community.
- Demonstration of effectiveness in collaboration with external stakeholders at local and international level.
- Developing strategic partnership locally, regionally, and internationally in areas of academics, research, student activities, community engagement etc.
- Building effective network towards effective learning environment.

**7. Responsibilities**

**Vice President for Academic Affairs and COO are responsible for:**

- following this document appropriately.

**President of University is responsible for:**

- appropriate implementation of this document.

**Board of Trustees is responsible for:**

- appropriate implementation of this document.
- systematic review of the effectiveness of this document.

**8. Related Policies**

- Staff Appraisal Policy

**9. Related Procedures**

- none

**10. Related References and Standards**

<b>BQA</b>	Institutional Review Handbook
<b>HEC</b>	Academic Regulations