



**Title:** Staff Appraisal Procedures

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**Approval Authority:** University Council

**Document Owner:** Vice President for Academic Affairs

**Review:** The procedures are subject to periodic reviews as per amendments of Staff

Appraisal Policy

## 1. Purpose

The purpose of this document is to describe procedures of staff appraisal at Gulf University. It ensures consistent implementation of a transparent, fair, non-discriminatory performance criterion for its employees; and to appraise, reward and encourage employee performance each year through an effective performance management system.

## 2. Scope

This document applies to all full-time academic and administrative staff (who has completed probationary period) at Gulf University.

## 3. Acronyms

<b>BQA</b>	Education and Training Quality Authority
<b>HEC</b>	Higher Education Council
<b>HOD</b>	Head of Department
<b>QADC</b>	Quality Assurance and Development Center
<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.

**Line Manager or Management:** The supervisor or supervisors of an academic or administrative staff member at the University.

**Performance Appraisal:** The process by which a supervisor examines and evaluates an employee's work behavior 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.

**Staff Member:** Staff member is an individual academic or administrative employee at Gulf University on a full-time basis.

## 5. Procedures Details

The following procedures shall be implemented to appraise the performance of academic and administrative staff annually:

## **5.1 Planning Stage**

- 5.1.1 The authority matrix shall identify the appraising responsibility for the academic and administrative staff at the University.
- 5.1.2 Line managers shall prepare annual performance plans in advance aligned with regular duties and responsibilities and emerging tasks to cope up with institutional priorities.
- 5.1.3 The line manger shall have the authority to revise or add tasks and responsibilities during any time of the academic year. It shall be communicated to the staff clearly along with the deadline and expected standards of accomplishment.

## **5.2 Implementation Stage**

### **5.2.1 Appraisal of Administrative Staff**

- 5.2.1.1 During the month of May the line manager of the administrative staff shall complete the appraisal form designed for the administrative staff based on the principle of non-discrimination and equity, (GU-PR33SAP-F01).
- 5.2.1.2 Staff achievement throughout the academic year, commitment, attitude, meeting deadline, relationship with peers etc. shall be considered while conducting the performance appraisal.
- 5.2.1.3 Line manager shall discuss the major observations or outcome of the appraisal with the concerned administrative staff before finalizing the appraisal form.
- 5.2.1.4 Completed appraisal forms (approved and signed by the relevant authorities) shall be sent to HR for records and further action.
- 5.2.1.5 The decision to renew the contract for the following academic year or to terminate the staff employment shall depend on the outcomes of performance appraisal. The HR Department shall send to administrative staff members either letters of appreciation as recognition of the good work or warning letters to improve upon the performance in the following academic year. Copies of such letters shall be retained in the staff file.

### **5.2.2 Appraisal of Academic Staff**

Faculty performance is measured by 360-degree feedback method which calls for appraisal by self, peer, line manager, students etc. This ensures transparency, consistency, and fairness in the appraisal system. However, peer review and course evaluation survey are not included in the criteria to

calculate appraisal score. These inputs are considered as feedback for continuous improvement.

#### **5.2.2.1 Self-Appraisal:**

- a. During the month of May, each academic staff member shall complete the self-appraisal columns in Faculty Appraisal Form (GU-PR33SAP-F02), reflecting faculty self-assessment on teaching, research, community engagement, supervision in internship and graduation project, academic advising, professional development activities, innovation and initiative towards university mission, involvement in University and College level committees etc.
- b. Faculty member shall rank his/her own performance based on predetermined criteria and the weight assigned for each parameter.
- c. Faculty members shall attach relevant supporting material to substantiate the self-assessment and claims therein.

#### **5.2.2.2 Course Evaluation Survey/ Feedback by Student:**

- a. QADC shall coordinate with IT Department and Teaching Excellence and Technology Center (2) weeks before the final examination in each semester to conduct the course evaluation electronic survey on the e-learning system (MOODLE-SIS) to provide feedback on utilization of class hours, communication, and fair treatment to all the students, subject proficiency, feedback on assessment, encouraging independent learning etc. apart from the feedback on the course itself.
- b. QADC shall send course evaluation survey reports (generated by the system) to relevant Deans, who shall discuss it with HODs and course instructors.

#### **5.2.2.3 Line Manager/HOD/Dean Appraisal:**

- a. Once the self-appraisal columns are filled out along with supporting materials, faculty members shall submit their appraisal forms and the related documents to their line managers for appraisal.
- b. If there is a major discrepancy between the faculty self-assessment and line manager's appraisal, line manager shall call for a meeting to discuss the discrepancy and solve the issue.

#### **5.2.2.4 Peer Review:**

- a. During the semester, peer visits shall be conducted for each faculty. HOD (program Leader) shall prepare a schedule for the class observation, which shall be conducted by the peer/colleague from the same program.

- b. Class observers shall complete the “Peer Review Form”, (GU-PR33SAP-F03), followed by submitting the form to HOD along with recommendations.
  - c. HODs shall prepare a comprehensive peer review report to summarize the observations made by the peer reviewers. The report shall be sent to the college dean for review and possible further improvement action.
  - d. Copy of the peer review report shall be retained at the Department.
- 5.2.2.5 HODs and Deans shall complete their appraisal forms, (GU-PR33SAP-F04), (GU-PR33SAP-F05).
- 5.2.2.6 Chairs of Committees shall assess the performance of relevant faculty members of the committee once self-appraisal and line manager’s assessment are done. Director of the Community Engagement and Continuing Education Center and director of Quality Assurance and Development Center shall also complete the appraisal for each faculty for areas related to Community Engagement and Staff Professional Development.
- 5.2.2.7 The completed appraisal forms shall be sent to the HR Department.
- 5.2.2.8 Final score is calculated and as per the clear criteria, decision shall be taken whether faculty contract shall be renewed with letter of appreciation/promotion/incentives etc. or contract will be renewed without letter of appreciation or contract will be renewed subject to some conditions or improvement required or the contract will be terminated etc.
- 5.2.2.9 HOD and college dean shall schedule a meeting with each faculty to provide an overview of faculty appraisal and identify areas of improvement. The faculty shall be provided with an opportunity to clarify any matter related to appraisal score and feedback by the line manager.
- 5.2.2.9 HR shall retain the records of all the appraisal forms and shall prepare the contract for the following academic year.

## 6. Responsibilities

### **Academic and Administrative Staff are responsible for:**

- following this document appropriately

### **HODs/Heads of Units/Managers are responsible for:**

- appropriate implementation of this document.

**Deans are responsible for:**

- appropriate implementation of this document.

**Chief Operating Officer is responsible for:**

- ensuring appropriate implementation of this document.

**Vice President for Academic Affairs is responsible for:**

- ensuring appropriate implementation of this document.

**University Policy Development and Review Committee is responsible for:**

- systematic review of the effectiveness of this document.

**7. Related Policies**

- HR Policy
- Staff Appraisal Policy

**8. Related Procedures**

- none

**9. Related References and Standards**

<b>BQA</b>	Institutional Review Handbook
<b>BQA</b>	Programs-within-College Reviews Handbook