

Job Performance Evaluation Form - Faculty Member
for the academic year 144 /144 AH

Instructions for completing this template:

1. This evaluation form is filled out by the head of the department and approved by the dean of the college. Then, the faculty member is informed of the evaluation results.
2. The appropriate grade is given to each of the evaluation items at the discretion of the head of the department after referring to the available evaluation sources such as “the course evaluation survey to view the items related to the student’s evaluation of the faculty member”, the course package and the study material, or using other methods that are deemed appropriate by the department.
3. The given degree is an assessment scale, taking into account that the scale listed in the table represents the best level and scale (1) represents the lowest level.

***Purposes of the performance evaluation form (goals and competencies):**

4. Improving the performance of the faculty member.
5. Regulating contract renewal or non-renewal.
6. Using the performance evaluation form as an indicator for promotion purposes.
7. Nomination for leadership positions and membership of some committees at the university.
8. Nomination for attending conferences, seminars and events and for representing the university in international and local forums.

Excellent	Very Good	Good	Not satisfying
90-100	٨٠ - Less than ٩٠	٧٠- Less than 80	Less than 70

Vice dean <input type="radio"/> Head of the Department <input type="radio"/> Others <input type="radio"/> None <input type="radio"/>			
Name of faculty member		Job Number	
Department		College	
Nationality		Position	

First: Objectives (What is to be achieved)

The highest rate of the relative weight for the goals of the field	No.	Goal	Measurement Standard	Documents & Evidences to be attached	Mark given	Highest Mark
Teaching	1	Full teaching load or Supervision of scientific research (1)	Credit hour	Teaching Schedule		10
	2	Full academic advising hours & Supervision of Students' research activities (2)	Hours of supervision or advisory	Timetable		10
	3	A- Office hours must be () B- Covering clinical shifts of health practitioners	Working hours	Timetable		5
	4	Submission of quality required work	Updating Course Specification according to most recent templates from the committee with high quality	Course Specification Template		5
			Preparing course report with high quality	Course Report		5
			Updating course package with high quality	Course Package		5
	5	Writing or translating books (3)	A book	A book		5
6	Publishing at least (1) paper in the accepted publishing houses or other journals in the academic year	Published paper	Research		5	
Training	7	Attending at least (1) activity for professional or self- improvement during the academic year	A task or a training skill	Performing a task		5
	8	Development plans or initiatives performed during the academic year in the dept., the college or the university	A task or a training skill	Performing a task		5
Community Service	9	Participating in dept., college or university committees	Task	Performing a task		5
	10	Other services for the university or the community	Task	Performing a task		5
Total						70

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Second: Competencies (Knowledge, Skills & Abilities)

Explaining the template:

- (1) Each 10% of teaching load is considered a point, hence the highest is 10 points.
- (2) The Supervision and advising hours are distributed by the person in charge from one point to ten points.
- (3) Highest point is 5, one point for each written or translated book.
- (4) Highest point is 5, each published paper is given a point.

Competence	No.	Goal	Points given	Max. point
Responsibility	1	Feeling responsible towards assigned tasks		5
	2	Being a role model in personal & professional behavior		5
Punctuality	1	Punctual		5
	2	Available during week days		5
Cooperation	1	Sharing information as required		5
	2	Team work		5
Total				30
Finally total of Job Performance Evaluation				100

Final Result of Faculty member Evaluation:

Excellent	Very Good	Good	Not satisfying
90 - 100	90- Less than 80	80 - Less than 70	Less than 70
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Signature of the Faculty Member

Signature of the Head of the Dept

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Approval of the Dean

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