

Job Performance Evaluation Form for Faculty Members

Instructions for filling in and using the form:

1. This form should be filled out by the department head and approved by dean of the college.
2. The appropriate score for each evaluation item is given as per the department head's discretion after referring to available evaluation resources such as the Course Evaluation Survey in order to review students' evaluation of the faculty member, as well as course files, curriculum files or any other resources that the head of the department deems appropriate.
3. Performance is evaluated on a scale from 1-5, with grade 5 representing the best level and grade 1 representing the lowest.
4. The final result will be automatically calculated by finding the mean average for all items according to the following table (special for Human Resources)
- 5.

Excellent	Very good	Good	Weak
between 4.2 - 5	between 4.2 – 3.3	between 3.3 – 2.5	Less than 2.5

Faculty Member's Name		Employee's NO.	
College		Department	
Academic Rank		Evaluation Period	

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Job Performance		
No.	Item	Degree of Fulfilment
1.	Competent in field of specialization	
2.	Keen on giving comprehensive orientation of the course and all its components for the students at the beginning of the semester	
3.	Able to manage class and enhance the interactive aspect of course content	
4.	Enhances students' excellence and creativity by creating a positive learning environment	
5.	Constantly uses skills for motivating students to be disciplined and to participate using effective methods	
6.	Capable of using new and effective teaching strategies to achieve targeted learning outcomes	
7.	Able to employ modern learning aids and techniques in teaching	
8.	Evaluates the learning outcomes of the courses he teaches and put necessary improvement plans	
9.	Uses different alternative assessment methods (questions, observations, worksheets, projects, assignments, experiments, etc.) and ensures their consistency with the targeted learning outcomes.	
10	Uses class activities that help students think, explore, express opinion and actively & positively participate.	
11	Participates in the description and evaluation of the academic program and courses, and contributes to formulating proposals for improvement.	
12	Committed to preparing course file and report and submitting them on time as per program's time schedule.	
13	Adheres to quality standards in preparing exams	
14	Explains course attendance policy to students, and constantly monitors their commitment.	

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15	Actively participates in providing academic counseling and supervision	
16	Adheres to office hours schedule and announces it to all students so as to meet them and answer their inquiries.	
17	Contributes ideas for developing performance at the department and college.	
18	Adheres to deadlines in completing required work.	

Self-Improvement and Performance Development

No.	Items	Degree of Fulfilment
1.	Keen on developing personal skills (communication skills, team spirit,	
2.	Follows-up on new developments in his/her academic field of specialization	
3.	Shares good academic expertise and practices with colleagues in the department	
4.	Follows-up on new references and resources related to specialization and provides them to students	
5.	Attends training programs held for faculty members	

Academic Work and Research

No.	Item	Degree of Fulfilment
1.	Publishes at least one research paper per academic year in scholarly, refereed journals	
2.	Participates in conferences and seminars related to academic and professional fields	
3.	Participates in translation and writing activities	

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Administrative Activities

No.		Degree of Fulfilment
1.	Participates actively in committees	
2.	Participates in administrative activities	
3.	Participates in extra-curricular activities inside the department, college, and university	

Personal Traits

No.	Item	Degree of Fulfilment
1.	Has good management and leadership skills related to the educational process	
2.	Demonstrates seriousness in performing work on time and at the required level	
3.	Displays enthusiasm at work	
4.	Conforms to university's regulations and by-laws	
5.	Shows openness to new constructive suggestions	
6.	Maintains suitable office atmosphere	
7.	Conforms to appropriate professional appearance	

Interrelationships with ...

No.	Item	Degree of Fulfilment
1.	Superiors	
2.	Colleagues	
3.	Students	
4.	Visitors	

Strengths and Weaknesses

Any other major strengths and weaknesses that support the previous evaluation, provided that they were not mentioned above

Strengths

(e.g. patentability, obtaining international or local awards and certificates of thanks or appreciation, providing training

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workshops, participation in pioneering projects, or any other accomplishments or activities that distinguish him/her)		
No.	Item	Degree of Fulfilment
1.		
2.		
3.		
Weaknesses (e.g. notices of attention, warnings or any negative personal traits that affect his/her work, provided that these were not mentioned above)		
1.		
2.		
3.		

General guidelines and recommendations (by the department's head or dean) to improve the capabilities of the faculty member, if any	
.....	
.....	
.....	
.....	
Degree of Improvement since Last Report	
<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Good <input type="checkbox"/> outstanding	

Head of Department	
Dean	