

DAU 4-16 Academic leaders, Faculty Members and Administrative Staff Performance Evaluation Policy

Policy Code	Policy Name		
DAU 4-16	Academic leaders, Faculty Members and Administrative Staff Performance Evaluation Policy		
Responsible Executive	Current Revision Date	Next Revision Date	
- Colleges Deans - Head of the Departments (HoD) - Head of Administrative units - Human Resources Directorate	10/2023	10/2027	

1. Policy Purpose

This policy ensures that all DAU employees' performance is evaluated effectively on a regular basis.

2. Policy Scope

This policy is applied to all DAU Academic Staff and Administrative employees.

3. Policy Statement

The Job Performance Management System is a system which evaluates the performance of university's employees on an annual basis according to a performance evaluation plan. The evaluation aims to achieve the following:

- Developing employees' performance through a periodic evaluation that is consistent with the goals of the university.
- Encouraging individual achievements as well as teamwork.
- Encouraging continuous learning and development, where performance evaluation is a good indicator for identifying training and development needs.
- Helping to stimulate good performance and develop improvement plans for low performance.

4. Policy Procedure

Performance Management System's Steps

- *Planning:* At this step, heads of academic and administrative units discuss job tasks and duties with their employees and review their evaluation forms to ensure the employee's understanding of evaluation criteria and of how his/her performance will be assessed.
- *Semi-Annual Evaluation:* This step is internal to the academic and administrative units. It aims to diagnose weaknesses found in the employee's performance, and to discuss and agree on the development procedures required to improve performance during the remaining period of performance evaluation.
- *Annual Evaluation:* The results of this step are used as a basis to enhance employees' performance.
- *Analysis of Evaluation Results:* Plans for performance improvement are set.

Performance Management Procedures

- Announcing the start of the Performance Management procedure through an official memo or email to all colleges and administrative units informing them about starting the procedure and attaching related evaluation forms.
- Implementing employees' evaluation at the end of the second semester of each academic year.
- The evaluation period covers one academic year.
- Heads of administrative and academic units must perform a semi-annual internal review of performance without formally approving its results (internal, semi-annual evaluation), whose purpose

is to assess and inform the employees about their weaknesses; and to agree on an appropriate development plan before final evaluation.

- The person responsible for filling out the evaluation form is the direct head; the form is then approved by the person with the highest authority in the academic/administrative unit. It should be taken into consideration that the evaluated employee must have worked for six months or more under the management of the evaluator; if this is not available, the person responsible for the evaluation will be the one with the highest authority in the unit.
- Evaluation forms are filled out electronically by the direct head. Then they should be printed and approved in a hard copy by the person with the highest authority in the academic/administrative unit. Both a paper copy and an electronic one are sent to Human Resources Directorate.
- After the evaluation is completed, the employee is provided with a copy of his evaluation before being finally approved.
- The employee has the right to object to the evaluation results or discuss them with the evaluator and write notes if any. He/ She can also file a complaint about the evaluation results to the person with the highest authority in his/her academic/administrative unit.
- The person with the highest authority can request a review of the employee's evaluation before finally approving the form.
- Evaluation forms are approved by the person who has the highest authority in the academic/administrative unit.
- The Human Resources Directorate has the right to request available evidence from evaluators, especially those who have high or low evaluation rates.
- Evaluation results are analyzed by Human Resources and are used in the preparation of development and improvement plans at university level.

Note: all Evaluation results analysis is confidential in Human Resource Department only.

5. Related Policies/ Documents/ Forms

- [College Dean Performance Evaluation Form.docx](#)
- [College Vice Dean Performance Evaluation Form.docx](#)
- [Faculty Members Evaluation Form.docx](#)
- [Performance Evaluation form for Administrative Staff.docx](#)

6. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of Change
1	10/2023	1 st issue of the policy