Al Yamamah University

جامعة اليمامة

Policy and Procedure for Faculty Evaluation

Policy Owner	University Council
Policy Author	University Council
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Issuing Authority	University President
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History	The Policy was approved by the University Council on 25th November 2024.

Policy and Procedure for Faculty Evaluation

1. Opening Statement

The objective of this Faculty Evaluation Policy is to guarantee the ongoing development and accountability of faculty members, while also acknowledging their exceptional contributions to research, teaching, and service. The policy establishes a transparent, fair, and systematic process for evaluating faculty performance, fostering professional development, and aligning faculty contributions with the university's mission and vision.

2. Goals

   i. Evaluate faculty performance in terms of teaching, research, and service.
   ii. Determine the necessity for professional development and offer assistance.
   iii. Encourage a culture of continuous refinement, innovation, and excellence.
   iv. Ensure alignment with the institutional objectives and accreditation standards.

3. Scope

This policy is applicable to all full-time members of the university, regardless of their academic unit.

4. Criteria for Evaluation

The evaluation of faculty members will be based on the following three main areas:

4.1 The Effectiveness of Teaching

- Course Delivery: Alignment with course objectives, classroom engagement, and the implementation of effective teaching methods.
- Student Feedback: Course evaluations that are conducted anonymously at the conclusion of each semester.
- Instructional Design: The creation of innovative pedagogy, the utilization of technology, and the development of high-quality course materials.

- Mentoring and advising: Students are provided with academic and professional guidance.

4.2 Scholarship and Research

- Publications: Conference proceedings, volumes, book chapters, and peer-reviewed journal articles.
- Research Grants: Successful procurement and management of research funding.
- Presentations: Workshops, conference presentations, and invited lectures.
- Impact: Contributions to the field's knowledge, patents, and citation indices.

4.3 Service

- University Service: Engagement in governance, task forces, and committees at the university, college and department levels.
- Community Engagement: Provide professional services and outreach to support community development.
- Professional Development: Contribution to the field and membership in professional organizations.

5. Procedure for Evaluation

5.1 Annual Faculty Self-Assessment

- Each year, faculty members submit to their respective department chairs a self-assessment report that includes evidence of performance and highlights their accomplishments in teaching, research, and service.

5.2 Student Evaluation

- Each semester, anonymous student evaluations are collected for all courses and incorporated into the annual evaluation procedure.

5.3 Department Chair Evaluation

- The department chair assesses the faculty member's contributions, which include their instruction load, research productivity, and departmental service and involvement in extra-curricular activities and community service.

5.4 Evaluation of the College Dean

- The department chair submits his/her evaluation to the dean of the college for review and amendment.

5.5 Annual Review Meeting

- The faculty member and their department chair convene to deliberate on performance, areas for development, and future objectives.

6. Results of the Evaluation

The evaluation procedure may yield one of the following results:

- **Exceeds Expectations**: The faculty consistently exhibits excellence in all areas.
- **Satisfies Expectations**: The faculty adheres to the necessary standards.
- **Requires Enhancement**: Faculty performance is inadequate, necessitating a development strategy.
- **Unsatisfactory**: Faculty members who do not meet the minimum standards may be subject to further review or corrective measures.

7. Professional Development

Faculty members who have received "Needs Improvement" or "Unsatisfactory" ratings will work with their department chair to develop a Performance Improvement Plan (PIP). This plan will clearly define the objectives, support resources, and timelines for improvement.

8. Confidentiality

The confidentiality of all evaluation documents, reports, and discussions will be maintained, and they will only be shared with authorized personnel.

9. Petitions

A designated university appeals committee may be consulted by faculty members who are dissatisfied with the results of their evaluations. The committee's decision shall be presumed to be conclusive.
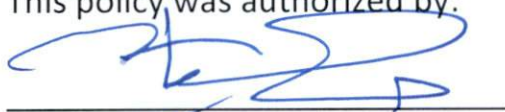
10. Policy Review on a Regular Basis

This policy will be reviewed every three years to guarantee its relevance, efficacy, and compliance with the most effective practices in higher education.

Exceptions

The University Council reserves the right to decide on any situation/circumstance outside of the conditions stated in this policy.

Authorization

This policy was authorized by:

_____
University President

Date: ___11-12-2024___