



A'SHARQIYAH UNIVERSITY
Staff Appraisal and Personal Development Review

Confidential

Name	Yasir Mohamed
Job Title	Asst. Prof.
Date of Appraisal	5.07.23
Appraiser	Dr Mohamed Bashir
Appraiser Job Title	MIS HoD

This review is a means of reflecting on your work role over the last twelve months. Your reflections form the basis of discussion with your line manager or a nominated appraiser.

ASU Vision, Mission, Values and Strategic Objectives

VISION

ASU aspires to be a leading higher education institution in Oman that promotes authentic values, innovation and socio-economic development

MISSION

ASU advances knowledge through innovative learning and applied research that will contribute to the economic and social development of the region by providing a conducive environment enhanced by international collaboration.

VALUES

- Endeavour: we will seek to perform our best in everything we undertake individually and collectively.
- Respect: we will treat others with consideration and regard.
- Openness and trust: we will be honest, sincere and trustworthy.
- Integrity: we will act in accordance with principles of moral and ethical conduct with consistency between words and actions.
- Accountability: we will be accountable for and in charge of our actions.

STRATEGIC OBJECTIVES

The strategic objectives of the University are to:

- Contribute to knowledge and innovation through fundamental and applied research and scholarship in priority areas
- Strengthen the information and knowledge management systems to better decision-making processes
- Promote Innovation in all areas
- Recruit, develop and retain talented staff and provide them with an enabling and satisfying work environment
- Achieve cost optimization
- Generate maximum funds to invest in our future
- Develop a set of high value local, regional and international partnerships to leverage strategic priorities
- Provide state-of-the-art facilities, systems and infrastructure for students and staff
- Develop and maintain innovative curriculum for the University's programs
- Enhance the effectiveness of governance and management structures
- Improve participation, success and retention of students
- Develop and maintain innovative curriculum for the University's programs
- Improve quality of teaching & learning
- Contribute to the community's cultural, social and economic development
- Provide students with an accessible and supported study experience and transition to employment
- Promote values

Completing the appraisal form:

Prior to your Staff Appraisal and Personal Development Plan Review meeting with your manager or nominated appraiser, please complete the Self-Review pages below in this form. This information will help you in your appraisal discussions.

Pre-Appraisal Self Review

Section 1 – Your Work

1. In terms of your role please consider what you find more and less interesting. Some examples are included below to help prompt your thoughts.

	More interesting	Less interesting
<ul style="list-style-type: none"> • Interaction with students • Variety of tasks • Working independently/organizing own workloads • Learning new things • Preparing lecture and practical materials • Marking student work • Problem solving • Variety of departmental administrative tasks • Engage in the dissemination of knowledge among faculty members through active participation in workshops and seminars 	<p>Yes</p>	

Section 2 - Your Performance and Achievements

Thinking back over the last 12 months please list below your achievements?

- Managed 16 sections for 14 courses, effectively delivering course content to a considerable student population.
- Provided valuable guidance and support to approximately 42 students, assisting them in their academic and career endeavours.
- Actively participated in the MBA program, contributing to the education of students pursuing advanced degrees.
- Demonstrated commitment by serving as a member of three collage committees, contributing to collaborative decision-making and process improvement.
- Showcased leadership skills as the head of two committees, effectively overseeing and managing committee activities.
- Presented research findings at three conferences, contributing to the academic community and sharing expertise.

- S. B. Ahmed and Y. A. Mohamed, "An Approach for Software-Defined Networks Security," 2023 Second International Conference on Electrical, Electronics, Information and Communication Technologies (ICEEICT), Trichirappalli, India, 2023, pp. 1-8, doi: 10.1109/ICEEICT56924.2023.10157809.
- z.Yasir Abdelgadir Mohamed, Dina Abbasher Salih, Akbar Khanan Khanan, "An Approach to Improving Intrusion Detection System Performance Against Low Frequent Attacks", 6th International Conference on Software Engineering and Information Management, New Zealand on January 31-Feb 2, 2023.
- aa.Yasir Abdelgadir Mohamed and Sawsan Ibrahim, "A Model for Enhancing Nested Mobile Nodes Performance", Advances in Power, Signal, and Information Technology(APSIT 2023), 9-11 June 2023, India.

- Published research papers in two Scopus indexed journals, showcasing scholarly contributions and expertise in my field.

- An Approach to Improving Intrusion Detection System Performance Against Low Frequent Attacks, "Yasir A. Mohamed, Dina A. Salih, and Akbar Khanan," Journal of Advances in Information Technology, Vol. 14, No. 3, pp. 472-478, 2023.
- m.Adiel. M. A, Elsadig M.A, Abdelrahman Altigani, Yasir Mohamed, Babikir Eltigani, Salah Mohammed, Mohammed Suleiman, "Accuracy and Problems of Machine-Based Translation in Contrast to Human-Based Translation when Rendering Health Awareness Texts Versus Poetry Texts", Academic Journal of Interdisciplinary Studies, Vol 12 No 4 July 2023.

- Participated in policy awareness initiatives for the COBA faculty, demonstrating commitment to staying informed and promoting best practices in education and administration.
- Presented research paper at ASU research day, highlighting the quality and relevance of research in a prestigious academic event.
- Supervised and mentored a student's project in ASU research day, presented as a poster, showcasing dedication to nurturing the next generation of researchers.
- Submitted a proposal for an ASU internal grant, showcasing your commitment to advancing research and contributing to the university's mission.
- Submitted a TRC research proposal
- Served as a reviewer for a recognized international journal, contributing to the quality and integrity of academic publications through expertise and critical evaluation.
- Served as an external examiner for Master's students, providing expertise and evaluating the quality and rigor of research work and theses.

Section A – Review of Past Year

* Appraisal meetings can be an opportunity for you to raise with your line manager any work life balance matters or other issues (e.g. disability or health matters) that are affecting your performance at work.

1 What were the key job role activities/work related objectives for the review period?
Teaching, research, mentoring, committee work, and professional development

2 Please comment below on whether the objectives were achieved during the period.

I have successfully accomplished and fulfilled objectives in various aspects of my job role

3 What significant barriers or obstacles hindered progress during the review period?

None

4. Can you suggest any improvements for the way your work is done?

- Continuously strive to improve my teaching effectiveness by incorporating innovative teaching methods, utilizing technology to enhance student engagement and learning, and regularly seeking student feedback to identify areas for improvement.
- Engage in continuous professional development to stay up-to-date with advancements in the field of MIS. Attend conferences, workshops, and seminars to expand knowledge, network with peers.
- Strengthen mentoring and advising skills by providing guidance and support to students.
- : Actively participate in departmental and university service activities, such as serving on committees, organizing events, or contributing to curriculum development.
- Seek opportunities to secure external grants and funding to support research projects.

Performance Score by the Appraisee based on Self-Appraisal

Please provide a self-evaluation of your performance in each of the three areas of service and provide reasons of your rating for superior or under-performance where applicable.

Activity	Score out of 100	Justification for the Score
Teaching	58	<ul style="list-style-type: none"> • Managed 16 sections for 14 courses, effectively delivering course content to a considerable student population. • Provided valuable guidance and support to approximately 42 students, assisting them in their academic and career endeavors. • Served as an external examiner for Master's students, providing expertise and evaluating the quality and rigor of research work and theses.
Research	30	<ul style="list-style-type: none"> • Presented research findings at three conferences, contributing to the academic community and sharing expertise. • Published research papers in two Scopus indexed journals, showcasing scholarly contributions and expertise in my field. • Served as a reviewer for a recognized international journal, contributing to the quality and integrity of academic publications through expertise and critical evaluation. • Served as an external examiner for Master's students, providing expertise and evaluating the quality and rigor of research work and theses. • Presented research paper at ASU research day, highlighting the

		<p>quality and relevance of research in a prestigious academic event.</p> <ul style="list-style-type: none"> Supervised and mentored a student's project in ASU research day, presented as a poster, showcasing dedication to nurturing the next generation of researchers. Submitted a proposal for an ASU internal grant, showcasing your
University and Community Service	7	<ul style="list-style-type: none"> Demonstrated commitment by serving as a member of three collage committees, contributing to collaborative decision-making and process improvement. Showcased leadership skills as the head of two committees, effectively overseeing and managing committee activities. Presented research paper at ASU research day, highlighting the quality and relevance of research in a prestigious academic event. Supervised and mentored a student's project in ASU research day, presented as a poster, showcasing dedication to nurturing the next generation of researchers. MBA Committee Member.
Overall Weighted Score	95	

Weighting

Depending on the academic rank, the proportion of time spent on each activity may vary. The following table provides a guide on the proportion of time that each member of academic staff is expected to spend on each activity. This weighting should therefore be used in arriving at the overall performance score.

Activity	Lecturer	Assistant Professor	Associate Professor	Professor
Teaching	80	60	50	40
Research	10	30	40	50
University and Community Service	10	10	10	10
Total	100	100	100	100

Section B - Evaluation

Corporate Development Evaluation

Please list below any training and development activities that you have undertaken in the last 12 months?

How would you rate the transfer of learning from the event to your workplace?

Activity attended	How would you rate the activity out of 10	Specific learning
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ASU Policy Awareness	10	
Moodle Workshops	10	
Research Workshops	10	
ISA Preparation Workshops	10	
Certified Network Defender Workshop	10	

Line Manager's comments

The courses and workshops positively impacted Dr Yasir's performance.

Performance Score given by the Appraiser

Please provide an evaluation of the performance of the member of academic staff using the above scales in each of the three areas of service and provide reasons of your rating for superior or under-performance where applicable.

Activity	Score	Justification for the Score
Teaching	58	
Research	30	
University and Community Service	7	
Overall Score	95	

Performance Score Agreed by the Appraiser and the Appraisee

Please provide below the performance score agreed between the appraiser and the appraisee in each of the three areas of service and the overall score using the above scales and provide reasons of your rating for superior or under-performance where applicable.

Activity	Score	Justification for the Score
Teaching	58	
Research	30	
University and Community Service	7	
Overall Score	95	

Section C – Plan for the Forthcoming Year

Please state below the objectives (after agreeing them with your line manager/dean) for the coming year. All objectives should be **Smart Objectives** (Specific, Measurable, Attainable, Results oriented, Time limited)

Objectives for the Next Review Period	Key Activities	Timeframe	Indicators of Performance
Deliver High-Quality Teaching	<ul style="list-style-type: none"> - Prepare and deliver engaging and interactive lectures. - Design and implement effective assessment methods. - Provide timely feedback to students. - Foster a supportive and inclusive learning environment. 	Throughout the academic year	<ul style="list-style-type: none"> - Positive student feedback and high satisfaction rates. - Student performance and success in courses. - Continuous professional development in teaching practices.
Provide Effective Student Advising	<ul style="list-style-type: none"> - Actively engage with students to provide academic and career guidance. - Assist students in course selection and program planning. - Offer support and resources for student success. 	Throughout the academic year	<ul style="list-style-type: none"> - Positive feedback and satisfaction from students regarding advising services. - Increased student retention and success rates. - Timely and accurate advising support.
Active Engagement in University and Community Service	<ul style="list-style-type: none"> - Serve as a member of relevant university committees. - Contribute to the development and improvement of programs and policies. - Collaborate with colleagues on research and service projects. 	Throughout the review period	<ul style="list-style-type: none"> - Active participation and contributions in committee meetings and activities. - Recognition and appreciation for contributions to the university and community. - Positive impact on the university's strategic objectives and mission.
Submit at least one Conference or Journal Paper	<ul style="list-style-type: none"> - Conduct research in the chosen field of study. - Write and refine research papers. - Collaborate with colleagues on research projects. - Submit research findings to reputable conferences or journals. 	Within the review period	<ul style="list-style-type: none"> - Successful submission and acceptance of at least one conference or journal paper. - Recognition and dissemination of research findings. - Contribution to the advancement of knowledge in the field.

Section D – Personal & Professional Development Plan

Having set the objectives for the year ahead what personal and professional development is required to assist in the delivery of agreed goals?

Development Activities may include all or some of the following (the activities listed should not be considered prescriptive or exhaustive):

- Reading / Research (Library or Internet based), one-to-one skills coaching, one-to-one job role mentoring, short skills-based training courses, exposure (field visits, attachments, job shadowing, etc.), conferences, workshops/seminars, formal courses of study in further education, higher education, professional qualifications.

Knowledge/skills/development required	Priority 1 – High 2 – Medium 3 - Low	How will this be achieved?	Review date	Comments at review stage
Certified Network Defender Workshop	2			
CEH-Certified Ethical Hacking	2			

Section E - For Academic Staff only to complete

Employer engagement

How have you worked with employers (e.g., through internships, invited lectures) over the last 12 months to develop your role in ASU?

Yes

Classroom Observation

Has your teaching been observed in the last 12 months? Yes

Have you got an action plan deriving from your classroom observation? Yes

Do you consider yourself on track with your objectives, targets and plans? Yes

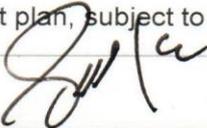
If no, please discuss below

Community Contribution

Please consider below what Continuous Professional Development you have undertaken over the last 12 months to help members of the community/industry.

Activity	Learning Objectives
NA	

Section F – Confirmation of Meeting

<p>1. I agree:</p> <ul style="list-style-type: none"> i) The proposed performance objectives plan ii) Personal and professional development plan, subject to appropriate resources being available 			
Signed by Appraiser	Dr Mohamed Bashir 	Date:	6/7/23
Signed by Appraisee	Dr Yasir Mohamed 	Date:	6/7/23
<p>Comments</p> <p>Appraiser Dr Yasir is very committed faculty who always strive to deliver his best. His commitment and dedication were well received and help the department to better serve students.</p> <p>Appraisee The process was fair</p>			
Signed:	Dr Yasir Mohamed	Date:	6/7/23
Date of next review meeting:	July 23	Time:	3:07pm

APPENDIX
Criteria for Assessing the Performance of Academic Staff

TEACHING AND LEARNING

A'Sharqiyah University aims to deliver high quality academic programs using contemporary learning and teaching technologies to make a difference to the lives of students, staff and communities. College Deans and Heads of Department should take account of the following criteria when assessing the teaching performance of academic staff:

- Evidence of a recent and sustained teaching load.
- Students' evaluation of teaching with a target student satisfaction score of 80% minimum.
- Use of e-learning technologies.
- Timeliness and comprehensiveness of student advising reports
- HoD/Deans evaluation of teaching reports
- Peer review of teaching reports, if available
- Timely submission of Course Evaluation Reports, Course Syllabi, Course Files, Course Descriptors, etc
- University/National/international teaching awards
- Performance on student outcomes (e.g. student pass rates)
- Grants awarded for teaching innovations.
- Membership of Learning and Teaching Journals' Editorial Boards.
- Keynote addresses at national and international teaching conferences.
- Publications of academic books; etc.

Each member of academic staff as A'Sharqiyah University is advised to reflect on their own teaching practice and ensure that he or she:

- Organizes and facilitates learning experiences that assist students to achieve desired outcomes.
- Creates learning experiences and assessments that reflect the integration of discipline and transferable skills.
- Provides appropriate feedback directed to individual student needs.
- Responds to students in a variety of settings with sensitivity to background and learning style.
- Generates and fosters student enthusiasm for learning.
- Supports the development of students' ability to learn independently and with others.
- Refines teaching practice based on self-assessment and reflection; and on feedback from students and peers.
- Utilizes theory and publications on teaching and learning to develop course design, teaching and assessment.

RESEARCH AND/OR CONSULTANCY

The University aims to contribute to knowledge and innovation through applied research and scholarship in a selection of priority areas whilst building capacity in others. College Deans and Heads of Department should take account of the following criteria when assessing the research and consultancy performance of academic staff:

- Research publications output (journals papers, refereed conference publications, books, book chapters, original creative works, etc.)
- Benefit to the research community: high paper citation count
- Research and Consultancy income (number of grants, value of each grant)
- Editorship of national and international journals
- Prizes from international learned societies
- Keynote and invited addresses nationally and internationally
- Invited review papers in journals and conferences
- Chairmanship and program committee membership of well recognized conferences
- Professional awards
- Membership of grant awarding bodies
- Editorship of conference proceedings
- Organizing research conferences, symposia or exhibitions
- Best paper awards
- Impact of research: adoption of results, wealth creation
- Influential papers, awarded patents and licenses
- Learned society involvement
- External examiner for research degrees such as MPhil, PhD, and other doctoral awards
- Reviewer of research grant proposals
- Elected Fellowship of learned societies; etc.

All academic staff are expected to meet the following minimum key performance indicators in Research:

Lecturers:

Lecturers of the University are expected to engage in scholarly activities and to keep up to date with developments in their subject disciplines. A University lecturer who holds a Bachelors/ Master's degree and decides to actively pursue research opportunities leading to award of a higher degree (MPhil/PhD) will be encouraged and supported to do so.

Assistant Professors

Assistant Professors of the University are expected to

- Actively pursue and submit one research grant application under the TRC Block Funding Program or equivalent every year.
- Submit and publish one journal or conference paper every year.

Associate Professors

Associate Professors of the University are expected to

- Actively pursue and submit one Undergraduate Research Grant (URG) or Graduate Research Grant (GRG) application under the TRC Block Funding Program every year.
- Actively pursue and submit one Research Grant (RG) application every year.
- Submit, present and publish one conference paper every year.
- Submit and publish one journal paper every year.

Professors

Professors of the University are expected to

- Actively pursue and submit one Undergraduate Research Grant (URG) or Graduate Research Grant (GRG) application under the TRC Block Funding Program every year.
- Actively pursue and submit one Research Grant (RG) application every year.
- Submit, present and publish one conference paper every year.
- Submit and publish one journal paper every year.

A member of Academic Staff who fails to fulfill the above minimum key Performance Indicators in research will only be eligible to be compensated for overtime teaching after delivering 32 credit hours of teaching in

a year. College Deans and Heads of Department will incorporate the above KPIs in the performance targets of every member of academic staff during the appraisal interview process every year.

UNIVERSITY AND COMMUNITY SERVICE

All academic staff are required to make a contribution to University and Community service. College Deans and Heads of Department should take account of the following criteria when assessing the University and Community Service performance of academic staff:

- Membership of College and University Committees
- Program management and course co-ordination
- Managing and supervising teaching/research staff
- Formally or informally mentoring more junior staff
- Involvement and leadership roles with external and/or international committees
- Any activity that raises the profile of A'Sharqiyah University nationally and internationally
- Building beneficial relationships with industry and/or international partners
- Delivering workshops and lectures for the Community
- Contributions to the Higher Education Sector
- Any other contributions that serve the University or the Community.