



A'SHARQIYAH UNIVERSITY
Staff Appraisal and Personal Development Review

Confidential

Name	Yasir Mohamed
Job Title	Asst. Prof.
Date of Appraisal	30.05.24
Appraiser	Dr Mohamed Bashir
Appraiser Job Title	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> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	

Section 2 - Your Performance and Achievements

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

- Effectively oversaw 14 sections across 12 courses, guaranteeing the efficient delivery of course material to a significant number of students..
- Provided comprehensive guidance and assistance to a cohort of 52 students, resulting in substantial improvements in their academic achievements and professional advancement.
- Contributed significantly to process improvements while actively participating in three college committees, displaying a strong dedication to collaborative decision-making.
- Demonstrated leadership as the head of the Digital Visibility (Library & Website) Committee, efficiently overseeing and managing all committee activities, provided strategic recommendations to enhance the college website, significantly boosting its visibility and online presence.
- Shared knowledge with colleagues and industry experts by presenting research results at two conferences, making a significant contribution to academia.
- Actively contributed as a member of the ASU Research Day Organizing Committee, playing a crucial role in planning, coordinating, and executing the event.

- Supervised and mentored a student's project for ASU Research Day, some projects achieved advanced positions. Demonstrated a strong commitment to fostering the next generation of researchers and guiding them toward success.
- Successfully received financing for a pioneering project (20000 OMR), demonstrating the capacity to lead significant research projects.
- Successfully submitted a proposal for a Strategic Research Project valued at 50,000 OMR, showcasing ability to secure significant funding for impactful research initiatives. This demonstrates commitment to advancing the university's research agenda and contributing to its academic excellence
- Acted as a reviewer for a prestigious international journal, enhancing the quality and trustworthiness of scholarly articles by using knowledge and conducting rigorous evaluations.
- Acted as an external examiner for Master's students, offering specialized knowledge and assessing the quality and thoroughness of their research work and theses.
- Engaging in direct oversight of five MBA students, emphasizing the devotion to promoting high academic standards and demonstrating a strong commitment to guiding and supporting the future leaders of the business world.
- Supervising PhD students in the field of computer science, providing a comprehensive guidance and support throughout research endeavours, demonstrating dedication to advancing academic research and nurturing the intellectual growth of students. By fostering a collaborative and innovative research environment.

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:** Delivered course content effectively across multiple sections, ensuring comprehensive student engagement and learning.
- **Research:** Conducted and published innovative research, securing funding and contributing to academic knowledge.
- **Mentoring:** Provided guidance and support to students, fostering their academic and career development.
- **Committee Work:** Actively participated in various college committees, contributing to decision-making and process improvement.
- **Professional Development:** Engaged in continuous professional growth to enhance teaching and research skills.

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

I have effectively achieved and met goals in several facets of my professional position.

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

During the review period, several significant barriers hindered progress. The primary challenge was the limited access to essential resources, including journals and research databases, which are critical for staying current with developments in the field. Additionally, the need for specialized software that requires licenses and payments posed financial constraints

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

- **Enhanced Teaching Methods:** Continuously strive to improve 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.
- **Professional Development:** Engage in continuous professional development by attending conferences, workshops, and seminars to stay up-to-date with advancements in the field of MIS and expand knowledge while networking with peers.

- **Resource Accessibility:** Increase access to academic journals and research databases and invest whenever possible in necessary software licenses and tools required for advanced research and teaching.
- **Mentoring and Advising:** Strengthen mentoring and advising skills by providing more personalized guidance and support to students.
- **Administrative Efficiency:** Simplify administrative procedures to reduce delays and bureaucratic bottlenecks.
- **Departmental and University Service:** Actively participate in departmental and university service activities, such as serving on committees, organizing events, or contributing to curriculum development..

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	60	Managed 14 sections across 12 courses, ensuring effective delivery of course content to a substantial student population. Provided valuable guidance and support to approximately 52 students, assisting them with their academic and career aspirations. Served as an external examiner for PhD and Master's students, offering expertise and evaluating the quality and rigor of their research work and theses..
Research	30	<ul style="list-style-type: none"> • Presented research findings at two conferences, contributing to the academic community and sharing expertise. • Published research papers in two Scopus indexed, high-ranking journals (Q1), showcasing scholarly contributions and expertise in my field. Additionally, one article, submitted on 5th May, is currently under review in IEEE Access (Q1) for potential publication. • 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 and PhD students, providing expertise and evaluating the quality and rigor of research work and theses. • 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. • Secured a grant of 20,000 OMR from the Ministry of Higher Education, Research, and Innovation (MoHERI) titled as "Design and Implementation of an Integrated Healthcare Centers E-Guide System in Oman", demonstrating proficiency in obtaining significant financial support for impactful research endeavors.

		<ul style="list-style-type: none"> • Successfully submitted a proposal for a Strategic Research Project valued at 50,000 OMR titled as "<u>AI-Powered Adaptive Learning Environment (AI-PALE): Enhancing Student Engagement and Teaching Effectiveness through Real-Time Attention Monitoring</u>", showcasing ability to secure significant funding for impactful research initiatives. This demonstrates commitment to advancing the university's research agenda and contributing to its academic excellence. • A procedure was completed successfully and consent was granted to conduct a research collaboration visit to the International Islamic University (IIU) in Malaysia. The main purpose of this visit was to create and enhance research collaborations, share academic knowledge, and investigate prospective collaborative research endeavors.
University and Community Service	10	<ul style="list-style-type: none"> • Contributed significantly to process improvements while actively participating in three college committees, displaying a strong dedication to collaborative decision-making. • Demonstrated leadership as the head of the Digital Visibility (Library & Website) Committee, efficiently overseeing and managing all committee activities, provided strategic recommendations to enhance the college website, significantly boosting its visibility and online presence. • 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. • Serve as an active member of the Research Day Committee, contributing to the planning and execution of university-wide research events, fostering a collaborative environment for sharing innovative research and academic excellence. • I organized an educational visit for about 35 Cybersecurity students to the Ministry of Transportation, Telecommunication, and Information Technology. The purpose of the tour was to familiarize the students, who were enrolled in the Digital Forensics course, with the most up-to-date technology in mobile, email, hard disk, and other areas of forensics.
Overall Weighted Score	100	

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
حلقة نقاشية حول برنامج مكين للشهادات الزرقية المنظمة	10	Students can apply for training programs to enhance their skills and solidify their learning.
Listing workshop Materials	10	Gained specific skills in creating and organizing program listings, a critical process for program accreditation, enhanced ability to design comprehensive and effective program materials, ensuring alignment with accreditation standards and requirements.
Two Weekly seminars	10	Gained insights into the fundamental principles of how natural representations are formed and their implications in various fields of study. Enhanced understanding of cognitive processes involved in object recognition and representation. Besides, acquired knowledge on the current trends, challenges, and future prospects of artificial intelligence. Learned about the ethical considerations and potential impacts of AI on society and various industries.

Line Manager's comments

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	59	his commitment to teaching excellence is reflected in his ability to manage multiple sections and courses effectively while ensuring high-quality delivery of course content. He has been actively engaged in mentoring and supporting a significant number of students, enhancing their academic and career outcomes. his role as an external examiner for advanced degrees further underscores my dedication to maintaining rigorous academic standards and contributing to student success. He has demonstrated exceptional dedication to teaching, meticulously preparing course materials for different semesters to ensure up-to-date and relevant content. Additionally, he has actively performed Transfer Credit evaluations for students who joined recently, helping them seamlessly integrate into their new academic environment. his efforts in assisting these students to cope with their new curriculum further exemplify my commitment to student success.
Research	30	He has demonstrated a robust research portfolio through presentations at IEEE conferences (Scopus indexed), publications in reputable journals (Q1), and active contributions as a peer reviewer. his successful procedure and consent to conduct a research collaboration visit to the International Islamic University (IIU) in Malaysia further underline my commitment. Securing significant research funding highlights his proficiency in obtaining financial support for impactful research projects. These efforts reflect my dedication to advancing the field and contributing to the university's research objectives.
University and Community Service	9	his active participation in multiple committees, including leadership roles, showcases my commitment to collaborative decision-making and process improvements. his involvement in these activities underscores my dedication to fostering a collaborative academic environment and promoting the university's mission.
Overall Score	98	He has demonstrated considerable performance across all key areas of his role, contributing significantly to the university's mission and goals. his dedication to teaching has ensured the effective delivery of course content to a large student population while providing valuable mentorship and support. In research, he has made substantial contributions through publications, conference presentations, and securing significant funding, which underscore my commitment to advancing knowledge and research excellence. Additionally, his active involvement in university and community service activities reflects my dedication to collaborative decision-making and institutional development. This comprehensive engagement and impactful contributions justify the score of 98 points.

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	59	
Research	30	
University and Community Service	9	
Overall Score	98	

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
Engaging in Management Information Systems (MIS) curriculums Development in accordance with the strategy provided by the Head of Department.	<ul style="list-style-type: none"> • Assess the current MIS curriculum to identify areas for improvement and alignment with departmental strategy. • Benchmark against leading MIS programs to ensure competitive and relevant offerings. • Develop detailed course outlines, objectives, and learning outcomes that align with the strategic goals provided by the Head of Department. • Integrate new technologies, methodologies, and trends in MIS into the curriculum. • Create comprehensive course materials, including textbooks, lecture notes, case studies, and practical assignments. • Ensure materials are up-to-date with the latest MIS practices and technologies. 		<ul style="list-style-type: none"> • Completion of a comprehensive curriculum assessment report with specific recommendations for improvements • Highlighting strengths and weaknesses relative to top MIS programs globally. • Number of new technologies, methodologies, and trends successfully integrated into the curriculum. • Regular updates to course materials and positive feedback from students and faculty regarding the relevance and modernity of the content.
Attend at least one teaching workshop per semester.	Select workshops that align with current teaching goals and objective	By the end of the academic year.	List of potential workshops attended at the end of each semester.
Participate in workshops, seminars, and conferences related to MIS education and curriculum development.	Identify relevant workshops, seminars, and conferences focused on MIS education and curriculum development.	By the end of the academic year.	List of potential events attended at the end of each semester.
Strengthen Mentoring and Advising Skills	Provide guidance and support to students.	By the end of the academic year.	Number of students mentored
Actively Participate in Departmental and University Service Activities	Serve on committees, organize events, and contribute to curriculum development.	By the end of the academic year	<ul style="list-style-type: none"> • Participation in committee meetings and events. • Contributions to curriculum development initiatives.
Attend Teaching Workshops	<ul style="list-style-type: none"> • Identify and register for relevant teaching workshops each semester. • Actively participate and implement learned strategies in teaching practices. 	By the end of the academic year	List of potential workshops and events attended at the end of each semester.

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
Professional Certifications	High	Pursue certifications in relevant MIS technologies, cybersecurity and educational methodologies whatever possible	By the end of the academic year	
Research and Publication Skills	Medium	Participate in research methodology workshops and academic writing seminars whenever needed and whatever possible.	By the end of the academic year	
Technological Proficiency	High	Gain proficiency in the latest educational technologies and software tools relevant to MIS and cybersecurity	By the end of the academic year	
Networking and Collaboration	Medium	Attend conferences and seminars	By the end of the	

		to network with peers and explore collaborative opportunities	academic year	
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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?

I have actively engaged with employers to enhance my role at ASU. This includes facilitating an educational visit for approximately 35 students majoring in Cybersecurity to the Ministry of Transportation, Telecommunication, and Information Technology. These students were enrolled in the Digital Forensics course and the visit aimed to expose them to the latest technologies in mobile, email, hard drive, and other latest forensics technologies. This initiative provided students with practical insights and up-to-date knowledge, enhancing their academic experience and aligning their skills with industry standards.

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

Educational Visit to Ministry of Transportation, Telecommunications, and Information Technology	<ul style="list-style-type: none"> • Update students on the latest technologies in digital forensics. • Provide practical exposure to mobile, email, hard drive, and other forensic technologies. • Enhance student understanding of real-world applications in cybersecurity.
Attendance at Teaching Workshops	<ul style="list-style-type: none"> • Incorporate innovative teaching methods. • Utilize technology to enhance student engagement and learning.

Section F – Confirmation of Meeting

<p>1. I agree:</p> <p>i) The proposed performance objectives plan</p> <p>ii) Personal and professional development plan, subject to appropriate resources being available</p>			
Signed by Appraiser		Date:	1-06-2024
Signed by Appraisee		Date:	
<p>Comments</p> <p>Appraiser</p> <p>Outstanding employee very supportive and very careful about his work</p> <p>Appraisee</p>			
Signed:		Date:	
Date of next review meeting:		Time:	