



**A'SHARQIYAH UNIVERSITY**  
**Staff Appraisal and Personal Development Review**

**Confidential**

Name	Dr Abdul Hakim Mohamed
Job Title	Assistant Profesora
Date of Appraisal	June 15, 2020
Appraiser	Mr Akbar KHan
Appraiser Job Title	HoD of MIS

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
Interaction with students	Yes	
Interaction with faculty	Yes	
Liaise with dean office	Yes	
Variety of tasks	Yes	
Working independently/organizing own workloads	Yes	
Learning new things	Yes	
Preparing lecture and practical materials	Yes	
Marking student work	Yes	
Problem solving	Yes	
Research and Scholarly Activity	Yes	
Commeett membership and activities	Yes	
Examples may include: enabling students and/or staff members to achieve their potential, interaction with staff/students, diversity of staff/students, variety of tasks, working independently/organizing own work loads, working as part of a team, dealing with difficult customers/students, problem solving/dealing with queries, professional development activities		

### Section 2 - Your Performance and Achievements

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

1. Leading the eLearning development in the university
2. Lead person for BSc in Cybersecurity program that has been successfully submitted to MoHE
3. 2<sup>nd</sup> lead person for Bachelor of Information and Internet Technlogiyes program that has been successfully submitted to MoHE.

### 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?

Leading eLearning development across the university, Member of the university UAB, ULTC and student services committees, eLearning and technology advisor to the VC, Teaching, academic advising, Research and publication.

2 Please comment below on whether the objectives were achieved during the period.  
All the Objectives set for the academic year 2019-2020 are achieved.

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

4. Can you suggest any improvements for the way your work is done?  
Significant reduction to the administrative tasks

### 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	75	<ol style="list-style-type: none"> <li>1. Leading the eLearning development in the university</li> <li>2. Member of the university UAB, ULTC and student services committees.</li> <li>3. Lead person for BSc in Cybersecurity program that has been successfully submitted to MoHE</li> <li>4. 2nd lead person for Bachelor of Information and Internet Technologies program that has been successfully submitted to MoHE</li> <li>5. Reviewer for ASU TRC projects</li> <li>6. Delivered the assigned teaching-load with its required obligations</li> <li>7. Streamlined the online development of Virtual classrooms</li> <li>8. Students satisfaction rate was excellent</li> <li>9. Students passed the courses in a way that reflect the successful delivery of the course learning outcomes.</li> <li>10. An active member of College teaching and learning committee.</li> <li>11. Effectively advised students under my capacity</li> <li>12. Problem and case-based learning techniques were adopted while teaching the fundamentals of Computer Programming.</li> </ol>
Research	10	<ol style="list-style-type: none"> <li>1. Research Collaborator published one Journal Article as coauthor (DOI: <a href="https://doi.org/10.1007/978-3-030-01659-3_8">https://doi.org/10.1007/978-3-030-01659-3_8</a>)</li> <li>2. Submitted a conference paper as a coauthor</li> <li>3. Submitted 3 TRC proposals</li> </ol>
University and Community Service	10	<ol style="list-style-type: none"> <li>1. Leading the eLearning development in the university</li> <li>2. Member of the university UAB, ULTC and student services committees.</li> <li>3. Lead person for BSc in Cybersecurity program that has been successfully submitted to MoHE</li> <li>4. 2nd lead person for Bachelor of Information and Internet Technologies program that has been successfully submitted to MoHE</li> <li>5. Reviewer for ASU TRC projects</li> </ol>
<b>Overall Weighted Score</b>	<b>95</b>	

## 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
Effective eLearning	10	How to effectively deliver classes online
Open Education Resources	10	Effective use of OER

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	74	
Research	10	
University and Community Service	10	

<b>Overall Score</b>		
----------------------	--	--

### 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	74	
Research	10	
University and Community Service	10	
<b>Overall Score</b>	<b>94</b>	

### 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
<b>Deliver the assigned teaching load</b>	<b>Teaching and learning</b>	<b>2020-2021</b>	<b>High</b>
<b>Student advising</b>	<b>Teaching and learning</b>	<b>2020-2021</b>	<b>High</b>
<b>Manage eLearning development</b>	<b>Community services</b>	<b>2020-2021</b>	<b>High</b>
<b>Actively engaging in serving the university and community</b>	<b>Community services</b>	<b>2020-2021</b>	<b>High</b>
<b>Submit one conference or Journal paper</b>	<b>Research and Scholar activities</b>	<b>2020-2021</b>	<b>High</b>
<b>Deliver workshops to both university and the community where possible</b>			<b>Medium</b>

### 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
CEH-Certified Ethical Hacking (professional Certification)	1	Self Study		

**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
Ibra Chamber of commerce: Artificial intelligence for businesses.	The use of Artificial intelligence for businesses: potentials and challenges

**Section F – Confirmation of Meeting**

<p>1. I agree:</p> <ul style="list-style-type: none"> <li>i) The proposed performance objectives plan</li> <li>ii) Personal and professional development plan, subject to appropriate resources being available</li> </ul>			
Signed by Appraiser	Mr. Akbar	Date:	June 15, 2020
Signed by Appraisee	Dr Abdul Hakim Mohamed	Date:	15/06/2020
<p><b>Comments</b></p> <p><b>Appraiser: Dr. Hakim is a very professional and supportive faculty member of the department. Dr.Hakim is very committed and professional in his work. I am very hopeful that Dr. Hakim will achieve the assigned objectives with the same spirit. I wish him all the best</b></p>			
Signed:	Mr. Akbar Dr Abdul Hakim Mohamed	Date:	June 15, 2020
Date of next review meeting:		Time:	