



A'SHARQIYAH UNIVERSITY
Staff Appraisal and Personal Development Review

Confidential

Name	Dr Abdul Hakim Mohamed
Job Title	Assistant Profesor
Date of Appraisal	25/7/2021
Appraiser	Dr Mohamed Bashir
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. Published/copublished 4 journal papers
2. Presented ASU eLearning achievement before the Oman Council of State.
3. Solely managed the university eLearning affairs
4. Developed ASU eLearning policy to ensure that ASU eLearning platform presence is adequate and respond to the current needs
5. Delivered workshops to Faculty to improve their eLearning capacity
6. Supported faculty in building their Moodle courses
7. Liaised with VC, DVC, deans, faculty, and IT services to ensure eLearning service availability
8. Active member of UAB and ULTC
9. Ensured that Logos delivers the expected functionalities of Moodle synchronization to A&R

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 2020-2021 are achieved.

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

Administrative tasks are overwhelming.

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	55	<ol style="list-style-type: none"> 1. Reviewer for ASU TRC projects 2. Delivered the assigned teaching-load with its required obligations. 3. Streamlined the online development of Virtual classrooms 4. Students satisfaction rates are over 4.0 5. Students passed the courses in a way that reflect the successful delivery of the course learning outcomes. 6. An active member of College teaching and learning committee. 7. Effectively advised students under my capacity 8. Problem and case-based learning techniques were adopted to improve students subject knowledge and to better maintain the integrity of the assessment while teaching online.
Research	30	<ol style="list-style-type: none"> 1. Published/co-published 4 journal papers
University and Community Service	10	<ol style="list-style-type: none"> 1. Leading the eLearning development in the university 2. Member of the university UAB, ULTC and student services committees. 3. Team member for the BSc degree in Data Science development Lead person for BSc in Cybersecurity program that has been successfully submitted to MoHE 4. 2nd lead person for Bachelor of Information and Internet Technologies program that has been successfully submitted to MoHE 5. Reviewer for ASU TRC projects
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
Ubiquitous Learning and Instructional Technologies by University of Illinois at Urbana-Champaign via Coursera	5	How to effectively deliver classes online
Invited a guest speakers from the UK (Dr Chris Beaumont) to educate colleagues on how to employ PBL to improve assessments integrity.	5	Effective use of PBL, CaseBL and PeojBL

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	55	

Research		
University and Community Service	30	
Overall Score	10	

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	55	
Research	30	
University and Community Service	10	
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 the assigned teaching load	Teaching and learning	2021-2022	High
Student advising	Teaching and learning	2021-2022	High
Manage eLearning development	Community services	2021-2022	High
Actively engaging in serving the university and community	Community services	2021-2022	High
Submit one conference or Journal paper	Research and Scholar activities	2021-2022	High
Deliver workshops to both university and the community where possible		2021-2022	Medium

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	Dec2022	

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

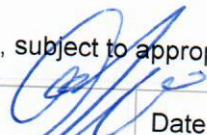

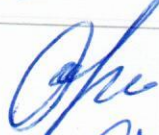

If no, please discuss below

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
Presented ASU eLearning achievement before the Oman Council of State.	Highlighting the position of ASu before the membersm of the state council to help them inform their decisions regarding the management of the eLearning affairs in Oman

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:	July 25, 2021
Signed by Appraisee	Dr Abdul Hakim Mohamed 	Date:	25/07/2021
<p>Comments</p> <p>Appraiser: Dr. Abdul Hakim is a dedicated and proactive faculty who manages his academic affairs and responsibilities vey professionally. He works well with his colleagues and contribute positively to the developmentof the department and the college.</p>			
Signed:	Dr Mohamed Bashir 	Date:	
	Dr Abdul Hakim Mohamed 	25/07/2021	
Date of next review meeting:		Time:	