



**PERFORMANCE APPRAISAL FORM FOR HEAD OF SECTION & ABOVE (NON - ACDEMIC)**

**Employee ID Number 04191**

**Employee Name Dr Abdul Hakim Mohamed**

**Employee's Job Title Director of eLearning**

**Employee's Department eLearning**

**Date of Performance Review 16/07/2021**

**Academic Year 2020-2021**

**Line Manager's Name: Prof Yahya**

**Line Manager's Job title Dean of CoE and DVC-AAR**



**Section I—Major Areas of Responsibility / 5 Goals)**

Primary Performance Expectations: Goals for Current Academic year	Comments on Achievements & Areas for Improvement	Fully Achieved (10)	Partially Achieved(between 1-9 inclusive)	Not Achieved (0)
Workshops and Training	-Presented ASU eLearning achievement before the Oman Council of State.  -Delivered workshops to Faculty to improve their eLearning capacity	10		
Online courses availability	Supported faculty in building their Moodle courses	10		
Communication and collaboration	-Liaised with VC, DVC, deans, faculty, and IT services to ensure eLearning service availability  -Active member of UAB and ULTC	10		
Turnitin and Feedback studio as are integrated to ASU eLearning platform	Ensured that Logos delivers the expected functionalities of Moodle synchronization to A&R	10		
Policies development	Developed ASU eLearning policy to ensure that ASU eLearning platform presence is adequate and respond to the current needs	10		
<b>Section I Score=</b>	<b>(50)</b>			



## Section II—Training & Development

(Eg. Leadership, Management, Soft skills, Courses, Certifications, workshops etc.) Self initiative development, Development suggested by Line Manager, Development given to team members	- Ubiquitous Learning and Instructional Technologies by University of Illinois at Urbana-Champaign via Coursera  - Invited a guest speakers from the UK ( Dr Chris Beaumont) to educate colleagues on how to employ PBL to improve assessments integrity.	5  5		
<b>Section II Score=</b>	<b>(10)</b>			

## Section III—Performance Competencies (Skills and behaviors)

Line Manager rates employee across these standard competency areas; providing additional comments and notes as is appropriate.

Competency Area	Notes/Comments on Competency Areas and Suggestions for Improvement	Exceeded Expectations	Excellent	Meets Expectations	Below Expectations	Unsatisfactory
PLANNING	5	6	5	4	3	2
ORGANIZING	6	6	5	4	3	2
CONTROLLING	6	6	5	4	3	2
RESPONSIBILITY	6	6	5	4	3	2
WORK QUALITY	5	6	5	4	3	2



<b>LEADERSHIP AND DECISION MAKING</b>	6	6	5	4	3	2
<b>PROBLEM SOLVING AND CREATIVITY</b>	6	6	5	4	3	2
<b>COMMUNICATION</b>	6	6	5	4	3	2
	<b>Total Section Three Score (add up and write here)</b>					
<b>Total Score = Section I, II &amp; III =</b>	<b>(add up and write here) 48/50</b>					

**Section IV— Extraordinary contribution or achievement:**

<b>Extraordinary contribution or achievement Description</b>	<b>Justification/ Results</b>	<b>Score out of 5</b>
ASU eLearning department	Single handed running the eLearning department since day one.	2
Led the development of ASU academic profile manager, and programs manager	This was very critical, as the website didn't have any facility where academics can manage their profile, in particular their publications and collaborations.  Also, the website didn't have a facility where colleges can add or update the programs.	3
	<b>Total Section Three Score (add up and write here)</b> 5	



Total Score = Section I, II, III & <u>IV</u> =	(add up and write here)  106
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**Section VI—**  
**OVERALL**

**ASSESSMENT**

<p><b><u>Line Manager Comments / Recommendations if any:</u></b></p> <p>I was Dr Hakim's line manager until 31<sup>st</sup> May, 2021. Dr Hakim established the University's eLearning platform which has been central to the delivery of the University's online courses throughout the covid-19 pandemic. Dr Hakim has provided extensive workshops for staff development. He is running the eLearning Department singlehandedly. He has developed a number of policies including the web policy and the eLearning policy. Dr Hakim is a gifted individual and a great asset to ASU.</p> <p><i>SCHamuziri</i> 11th November, 2021</p>	<p><b>Overall Rating &amp; Select from below table:</b></p> <p>✓ Exceeded Expectations (100 &amp; Above)</p> <p>___ Excellent (90-99)</p> <p>___ Meets Expectations (60 – 89)</p> <p>___ Below Expectations (50-59)</p> <p>___ Unsatisfactory ( below 49)</p>
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<p><b><i>Employee Comments if Any:</i></b></p> <p><i>It is a pleasure serving the University and I applaud the support of my line manager.</i></p>
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*I have read this appraisal and it has been discussed with me. I understand that signing this appraisal necessarily doesn't mean that I agree with all of the information in it.*

Employee's Signature Dr Abdul Hakim Mohamed Date 16/7/2021

Director's Signature *SCHamuziri* Date 11th November, 2021

LM's Signature (For Directors only) \_\_\_\_\_ Date \_\_\_\_\_

VC's Signature (For DVC and AVC only) \_\_\_\_\_ Date \_\_\_\_\_

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