



A'SHARQIYAH UNIVERSITY
Staff Appraisal and Personal Development Review

Confidential

Name	Mohamed Izzeldin A. Bashir
Job Title	Assistant professor and HOD of MIS department
Date of Appraisal	27/7/2021
Appraiser	Dr. Saleh Said Al Mamari
Appraiser Job Title	Acting Dean of the college of business administration

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

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	
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	
University, college , and departmental committees membership and activities	Yes	
Interaction with faculty	Yes	
Updating curriculum	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. Heading the department of MIS
2. Taught assign workload with related administrative works i.e CF and CER
3. Academic advising
4. Delivered workshops to Faculty about Data Mining for knowledge Extraction and Representation” via (Microsoft teams)
5. Participate in the workshop/training inside the University
6. Participate in two international workshops through the internet
7. Participate in international conference FITAT 2021 through the internet
8. Published book chapter via conference paper (co-author) “Cache Learning Method for Terrific Detection of Atrial Fibrillation” DOI: 10.1007/978-981-33-6420-2_62
9. copublished 2 journal papers
10. An active member of UAB

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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?

- Heading the department of MIS
- Teaching
- Academic advising
- Research and publication
- Member of the university UAB
- College, University, and Community service

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?

- ➔ Working from home due to some regulations related to COVID 19 is an obstacle to communication with colleagues
- ➔ Heavy administrative burden

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

- ➔ Improve the performance of the e-applications like LOGSIS
- ➔ Maintaining electronic methods for advising the students especially the registration process
- ➔ Offering membership accounts in some unique academic organizations can help in research and teaching

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	57	<ul style="list-style-type: none"> • Delivered the assigned teaching load with its required commitments • Students satisfaction rates are over 4.0 • 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. • Use modern technology in teaching and preparing lectures • Review the department's curricula (exams and other means of assessment) and ensure their implementation in a way that reflects learning outcomes.
Research	30	<ul style="list-style-type: none"> • Published book chapter via conference paper (co-author) "Cache Learning Method for Terrific Detection of Atrial Fibrillation" DOI: 10.1007/978-981-33-6420-2_62

		https://link.springer.com/chapter/10.1007/978-981-33-6420-2_62 <ul style="list-style-type: none"> • Participate in two international workshops through the internet • Participate in international conference FITAT 2021 through the internet • copublished 2 journal papers
University and Community Service	8	<ul style="list-style-type: none"> • Manage departmental work • Work with ASU Strategic planning and development committees • Member of the university UAB • Chair of the committee for developing BSc degree in Data Science • Delivered workshops to Faculty about Data Mining for knowledge Extraction and Representation” via (Microsoft teams). • Implementation of a workshop with the students of the department to introduce them to the specialization and job opportunities and to discuss their problems
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
Professional Development Sessions	9	

Innovation in Teaching: Design Thinking for Online Instruction	9	

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	57	
Research	30	
University and Community Service	8	
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	57	
Research	30	
University and Community Service	8	
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
Teach assign and required workload	Teaching and learning	2021-2022	High
Academic advising	Teaching and learning	2021-2022	High
Manage Work from Line Manager	Community services	2021-2022	High
Manage MIS development	Community services	2021-2022	High
Participate and Manage work with departmental, college, and University Committees.	Community services	2021-2022	High
Conduct community Services	Community services	2021-2022	Medium
Published paper in international journals.	Research and Scholar activities	2021-2022	High

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
short skills-based training courses	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 (through online platforms)

Have you got an action plan deriving from your classroom observation? Yes(through online platforms)

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
<ul style="list-style-type: none"> • Manage departmental work • Developing BSc degree in Data Science • Implementation of a workshop with the students of the department to introduce them to the specialization and job opportunities and to discuss their problems 	<ul style="list-style-type: none"> • Improve the performance of the department and students' satisfaction. • Adding a new program that contributes to enhancing the academic content of the university and serving the Omani community

Section F – Confirmation of Meeting

1. I agree:			
i) The proposed performance objectives plan			
ii) Personal and professional development plan, subject to appropriate resources being available			
Signed by Appraiser		Date:	27/07/2021
Signed by Appraisee	<i>Mohamed Bashir</i>	Date:	27/07/2021
Comments			
Appraiser			
Signed:		Date:	
Date of next review meeting:		Time:	

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.