



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

**Confidential**

Name	Mohamed Izzeldin A. Bashir
Job Title	Assistant professor and HOD of the MIS department
Date of Appraisal	15/6/2022
Appraiser	Dr. Salem Said Al Abri
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 assigned workload with related administrative works i.e CF and CER
3. Academic advising
4. Delivered workshops to cybersecurity and IT students about the two domains and job opportunities
5. Participate in the workshop/training inside the University
6. Participate in international workshops through the internet
7. Participate in the international conference FITAT 2022 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. published two journal papers
10. An active member of UAB
11. Member of CoBA Management Committee

- 12. Member of CoBA Learning & Teaching Committee
- 13. Member of CoBA Stationery & Consumables
- 14. Member of MBA committee

### 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?

→ Heavy administrative burden

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

- Maintaining electronic methods for advising the students, especially during the registration process
- Offering membership accounts in some unique academic organizations can help in research and teaching

### Performance Score by the Appraiser 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"> <li>• Delivered the assigned teaching load with its required commitments</li> <li>• Students' satisfaction rates are over 4.0</li> <li>• 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.</li> <li>• Use modern technology in teaching and preparing lectures</li> <li>• Review the department's curricula (exams and other means of assessment) and ensure their implementation in a way that reflects learning outcomes.</li> </ul>
Research	30	<ul style="list-style-type: none"> <li>• Mohamed, A.H.H.M., Fattah, F.A.M.A., Bashir, M.I.A., Alhajri, M., Khanan, A. and Abbas, Z., 2021. Investigating the acceptance of distance learning amongst Omani students: a case study from Oman. Global Knowledge, Memory, and Communication.</li> <li>• Bashir, M.E.A., Mohamed, A.H.H.M., Khanan, A., Fattah, F.A.M.A., Wang, L., Ryu, K.H. (2021). Cache Learning Method for Terrific Detection of Atrial Fibrillation. In: Pan, JS., Li, J., Namsrai, OE., Meng, Z., Savić, M.</li> </ul>

		<p>(eds) Advances in Intelligent Information Hiding and Multimedia Signal Processing. Smart Innovation, Systems and Technologies, vol 211. Springer, Singapore. <a href="https://doi.org/10.1007/978-981-33-6420-2_62">https://doi.org/10.1007/978-981-33-6420-2_62</a></p> <ul style="list-style-type: none"> <li>• Participate in a international workshops on the internet</li> <li>• Participate in the international conference FITAT 2021 through the internet</li> <li>• Submit a research grant proposal to TRC</li> </ul>
University and Community Service	9	<ul style="list-style-type: none"> <li>• Manage departmental work</li> <li>• Work with ASU Strategic planning and development committees</li> <li>• Member of the university UAB</li> <li>• Chair of the committee for developing a BSc degree in Data Science.</li> <li>• Implementation of a workshop with the students of the department to introduce them to the specialization and job opportunities and to discuss their problems.</li> <li>• Implementation of a workshop with the students of the department of cybersecurity and internet and information technology to introduce them to the specialization and job opportunities and to discuss their problems</li> <li>• reviewing three papers at The International Arab Conference on Information Technology Department of Information Studies which was hosted by Sultan Qaboos University, Oman 21 Dec 2021 — 23 Dec 2021.</li> <li>• Participate in OAAA capacity building workshop</li> </ul>
<b>Overall Weighted Score</b>	<b>96</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
<b>Total</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>

### 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	
Academics Open Day	9	
ASU Portfolio: Familiarization Session	9	
Bridging the Competency Gap - Learning through Flow of Work: Dr. Sultan Al Shidhani, PDO	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	Dr. Mohamed has helped the college in covering the teaching load and his teaching has been highly evaluated by students.
Research	30	Dr Mohamed has published a good member of publications including journal articles and book chapters during this year exceeding the minimum requirement for an assistant professor.
University and Community Service	9	Dr. Mohamed has actively contributed to the College and University activities
<b>Overall Score</b>	<b>96</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	57	
Research	30	
University and Community Service	9	
<b>Overall Score</b>	<b>96</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
Teach assigned and required workload	Teaching and learning	2022-2023	High
Academic advising	Teaching and learning	2022-2023	High
Manage MIS development	Community services	2022-2023	High
Participate and Manage work with departmental, college, and University Committees.	Community services	2022-2023	High
Conduct community Services	Community services	2022-2023	High
Published paper in international journals.	Research and Scholar activities	2022-2023	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"> <li>• Manage departmental work</li> <li>• Implementation of a workshop with the students of the department to introduce them to the specialization and job opportunities and to discuss their problems</li> </ul>	<ul style="list-style-type: none"> <li>• Improve the performance of the department and students' satisfaction.</li> <li>• Adding a new program that contributes to enhancing the academic content of the university and serving the Omani community</li> </ul>

### Section F – Confirmation of Meeting

1. I agree:
- The proposed performance objectives plan
  - Personal and professional development plan, subject to appropriate resources being available

Signed by Appraiser		Date:	
Signed by Appraisee	<i>Mohamed Bashir</i>	Date:	15/06/2022

**Comments**  
**Appraiser**  
 Dr. Mohamed is a valuable member of the College and has contributed to the college in various capacities as an HOD and as an assistant professor. Dr. Mohamed is an active researcher who has published several publications during the past academic year. As a teacher, he has helped the college in covering teaching requirements. His teaching has been highly evaluated by the students.

Signed:		Date:	4/7/2022
Date of next review meeting:		Time:	

