



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	6/7/2023
Appraiser	Dr. Khalid Dahleez
Appraiser Job Title	Dean, 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
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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	
<p>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</p>		

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 two journal papers and One conference
9. An active member of CoBA Academic Board
10. Member of CoBA Management Committee
11. Member of CoBA Learning & Teaching Committee
12. 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 CoBA Management Committee, Academic Board, Learning & Teaching Committee, and MBA committees
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 2022-2023 are achieved.

Any 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 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	<p>Mohamed, AH.H.M., Fattah, F A.M- ^A i Bashir, M.I.A., Alhajri, M. , Khanan, A. and Abbas, Z, 2022. Investigating the acceptance of distance learning amongst Omani students: a case study from Oman. Global Knowledge, Memory, and Communication.</p> <p>Submitted a TRC project</p>
University and Community Service	9	<p>Manage departmental work Work with ASU Strategic planning and development committees Member of the university UAB Chair of the committee for developing a 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. 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 reviewing three papers at The International Arab Conference on Information Technology Department of Information Studies which was hosted by Sultan Qaboos University. External examiner for SQU and National Science University IBA 2022</p>

Overall Weighted Score	96	
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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
Teachin	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 teaming
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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 Shidhanit POO	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
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Teaching	57	Dr. Mohamed has helped the college in covering the teaching load and his teaching has been highly evaluated 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
Overall Score	96	

Performance Score Agreed by the Appraiser and the Appraisee

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
Teaching assigned load	9	
Effective academic advising	9	
Managing MIS department	9	
Delivering workshops for the university and the wider community	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	2022-2023	High
Academic advising	Teaching and learning	2022-2023	High
Manage Work from Line Manager	Community services	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	Medium
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	July 24	
Certified Network Defender	1	Self Study	July 24	

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?
(platforms)

Yes (through online

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

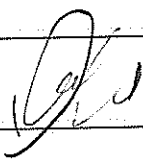
If no, please discuss below

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:	6 July 2023
Signed by Appraisee	<i>Mohamed Bashir</i> 	Date:	6 July 2023
Comments			
Appraiser			
Signed:		Date:	6 July 2023
Date of next review meeting:		Time:	

