

ABHILASHI UNIVERSITY CHAILCHOWK, MANDI (H.P.)



FACULTY PERFORMANCE APPRAISAL POLICY

Faculty Performance Appraisal Policy

Implementing the articles of the Faculty Members Regulations which clearly stipulates that the duties of a faculty member include submitting an annual report on his/her Academic activities, Research activities and University & Community service. In addition to that an appraisal report of faculty member performance prepared by the Dean of the Faculty, who in turn submits a report on the faculty and its departmental activities to the Vice Chancellor of the University. Furthermore, in accordance with the bylaws of the Financial and Administrative Audit Office and the recommendations of the institutional and program quality assurance reports, it has become imperative for the Abhilashi University to implement an annual appraisal of the all faculty members in a comprehensive and consistent manner to measure their performance in accordance with unified and clear criteria that encompass the faculty's duties stipulated in the bylaws establishing the University and in the Faculty Members' regulations.

From University regulations and bylaws for implementing the faculty performance appraisal the following have been determined:

1. Faculty members of all ranks (instructors, lecturers, senior lecturers, assistant professors, associate professors and full professors) are obliged to submit an annual report on their activities.
2. The Dean of the Faculty is obliged to evaluate the Department's faculty members on an annual basis, and submit an appraisal report to the Vice Chancellor of the University.
3. It is imperative to adhere to the Faculty Performance Appraisal Form approved by the University Council when demonstrating all the achievements of the faculty member during each academic year.

2. Criteria for the annual faculty performance appraisal:

The criteria for the annual appraisal of faculty performance is based on the University's mission and on the responsibilities of faculty members which serve the following three pillars:

- ☐ Academic Activities.
- ☐ Scientific/ Research Activities.
- ☐ University and community service.

Given that students are the main focus of the University's pedagogical process and in the interest of transparency, students' evaluation of faculty performance is a fundamental element of the appraisal process. Furthermore, conducting research and engaging in studies is among the core functions of a faculty member. Thus, research activities of the faculty member are regarded as an important constituent of the annual evaluation. In addition, a faculty member's services to the University and to the community are equally important, given that the Faculty Members Bylaw stipulates that faculty should participate in the activities of committees and councils, and offer scientific contributions inside and outside the university.

Furthermore, the annual faculty appraisal is considered as one of the key mechanisms that can stimulate faculty members to work strenuously in order to advance in academic ranks right from the outset of being appointed at the Abhilashi University. The faculty can gear their efforts and activities towards promotion in a way that would hereafter serve both the University and its faculty members. The annual appraisal of faculty performance includes points that enable them to review their annual performance and the degree of development in research publications, in university and community service. Reviewing their achievements annually in these areas allows the faculty members to achieve balance by building their portfolio in areas that require more attention. This annual review enables them to measure their progress in their pursuit to promotion, and also help them overcome certain possible challenges. Hence, linking the annual evaluation of faculty performance with the academic promotion serves both these processes well.

3. Faculty Performance Appraisal Process:

This appraisal process encompasses aspects that reflect and govern faculty members' degree of commitment to their designated responsibilities. The following are the core aspects:

- a) The Dean of the Faculty evaluation of the faculty member, in accordance with the form approved in the Academic Promotion Regulations.
- b) Students' evaluation of the faculty member which is supervised by the Center of Measurement and Evaluation.

- c) Faculty member's research output and scientific activities, including published research, books, patents, and supporting research activities duly verified by Director Research.
- d) Faculty members' university and community services duly verified by Dean of Studies.

The faculty performance evaluation Report shall include the following:

1. Personal information of the faculty member.
2. Academic activities and Courses taught by the faculty member during the academic year.
3. Research activities (papers in scientific journals, books, arbitration, supervising theses, etc.) carried out during the academic year.
4. Scientific activities (conferences, seminars, workshops, training courses, etc.) in which he/she has participated.
5. University service (committees and organizational activities, scientific and professional activities, etc.)
6. Community service (e.g. membership in technical or specialized committees and provision of consultancies and media activities).
7. Students' evaluation of the faculty member in the second semester of the previous academic year, and the first semester of the evaluation's academic year, and a summary of the evaluations of the past four semesters which shall all be used to draw performance comparisons.
8. Evaluation of the faculty by the Dean.

The attached form should be used with any documents that provide evidence on the areas covered in the form which must be verified by the Dean of the Faculty. In case of the need of any clarifications or definitions for any of the items, the definitions enlisted in the Abhilashi University Academic Promotions Regulations should be used.

4. Criteria used for the faculty performance appraisal:

The overall evaluation gives the faculty member a collective mark out of 100, which is divided into the following three sections:

1. Evaluation of Academic activities (40 marks):

1.1 Class Teaching and Lecture plan (10 marks)

1.2 Regularity and punctuality (10 Marks)

1.3 Leaves availed during the academic year (5 marks)

1.4 Innovations/Contribution in Teaching (5 marks)

1.5 Improvement of Professional Competence (5 marks)

1.6 Students' Evaluation of the Faculty Member (5 marks)

2. Evaluation of research and scientific activities (40 marks):

2.1 Research Activities (20 marks):

A: Research Publications (Indexed in SCOPUS/Web of Science/ SCI/SCIE/UGC - CARE)

- If the number of research papers published are more than one in an academic year whether individually or jointly (marks).
- If the number of papers published is one in an academic year, whether individually or jointly (marks).
- If any research has not been published during the year, and does not have any research activity (0 mark).

Conferences/ Workshop/ Symposia

B: Scientific activities (10 marks):

Events	Organized		Participated/ Attended	
	International	National	International	National
Conference/ Seminar/ Symposia				
Workshop				

-If the number of participations exceed three (3) in a year (10 marks).

-If the number of participations in the scientific activities are two (2) (7 marks).

-If the number of participations in the scientific activities is one (1) (5 marks)

-If the faculty member does not have any participation in the scientific activities (0 mark).

The total scores of these two items shall be from 30 marks for those who choose the track of focusing on scientific research for the ranks from full professor to associate professor, or from 20 marks for those who choose the track of focusing on teaching for the ranks from full professor to assistant professor $\{(grade/ 30) \times 20\}$, while the mark is recalculated out of 10 marks only for the steps of the ranks from instructor to senior lecturer $\{(grade/ 30) \times 10\}$.

3. Evaluation of University and Community Service (20 marks):

1. Evaluation of University Service (10 marks):

- If the participations at university service activities are three (10 marks).
- If the participations at the university service activities are two (7 marks).
- If the participations at the university service activities are one (5 marks).
- If the faculty member has no participation (0 mark).

2. Evaluation of Community Service (10 marks):

- If the participations in the community service are three (10 marks).
- If the participations in the community service are two (7 marks).
- If the participations in the community service are one (5 marks).
- If the faculty member has no participation (0 marks).

3. Students' Evaluation of the Faculty Member (20 marks or 30 marks):

The concerned department obtains the data required for this item from the Measurement and Evaluation Center, and provides a weight of 20% of the total score for the ranks ranging from full professor to assistant professor that have chosen the track of focusing on scientific research (i.e. 20 marks), and 30% for the ranks ranging from full professor to assistant professor that have chosen the track of focusing on teaching or for the ranks ranging from instructor to lecturer (30 marks).

4. Department Head's Evaluation of the Faculty Member (30 marks or 40 marks):

This item gives the weight of 30% of the total score to ranks ranging from full professor to associate professor $\{30 \text{ marks} = (grade/60) \times 30\}$, and 40% for the ranks ranging from instructor to senior lecturer $\{40 \text{ degrees} = (grade/60) \times 40\}$, based on the Dean's evaluation of the faculty member, according to the approved faculty performance evaluation form in accordance with the Academic Promotions Regulations. In the absence of the department head, the direct supervisor such as the coordinator carries out the evaluation.

Note: Please use the faculty performance appraisal form in Appendix A.

Appendix (A)

Faculty Annual Evaluation Form

First, the Operational Procedures

1. The University Council determines the priorities and the minimum goals in key areas such as scientific publication, teaching and community service at the beginning of the academic year (end of September).
2. At the beginning of the academic year, the faculty member and in coordination with his/her direct supervisor specifies his goals that he/she shall seek to achieve in the next year, in addition to choosing the right track, whether teaching or scientific research (September).
3. The faculty member fills in the faculty performance evaluation form, accompanied with all supporting documents, and hand it over to the Dean of the Faculty at the end of April.
4. The result of students' evaluation of the faculty member's teaching issued by the Measurement and Evaluation Center is attached when calculating the final evaluation mark for the faculty member (end of April).
5. The head of the academic department (or the direct superior, such as the coordinator) reviews and checks the faculty member section, and fills in his/her own section in the form (the first week of May).
6. The head of the department (or immediate superior, such as the coordinator) discusses the results of the evaluation with the faculty member in order to disclose the shortcomings in the performance and seek to overcome them in the future (the first week of May).
7. The concerned dean of the Faculty reviews and checks the sections concerning the faculty member and the academic department and then signs his particular section (mid of May).
8. The dean of the Faculty prepares a report on the performance of all the faculty members in his/her college, and then delivers the report, which also includes the academic achievements of the year, to His Excellency the Vice Chancellor of the University in the first week of June of each year.
9. Copies of this form are documented in the following authorities:
 - ☐ The Dean's Office.
 - ☐ The Human Resources Department

10. The annual appraisal can be used as feedback to improve the performance of the academic faculty and the training and development programs, and the results of the annual evaluation of the academics could be used as a comprehensive performance appraisal, especially in the following cases:

- ☐ when filling out the report concerning the department when applying for an academic promotion (Item 8 in the Promotions Regulations).
- ☐ when determining annual incentives and bonuses for academic faculty.
- ☐ In the case of the renewal of retired faculty contracts.
- ☐ In other administrative cases, as needed.

Abhilashi University
Faculty Performance Evaluation Form

First: Personal Information:

Faculty/School/Deanship:

Academic Department:

Name:

ID Number:

Date of Birth:

Academic Rank:

Nationality:

General Specialization:

Specific Area of Specialization:

Date of Employment at Abhilashi University:

Years of experience:

Track for the current academic year: ---- Teaching Track

----- Scientific Research Track

Awards and acknowledging certificates (*kindly attach supporting documents*):

Name of award/ Acknowledgement certificate	Area for which the award/acknowledgement certificate was granted	Granting organization	Date obtained

Second: The courses you have taught at the Abhilashi University this Academic Year:

Academic Year -----				
Semester	Course Code & Section	Course Title	Credit	Number of Students
1 st				
Semester				
2 nd				
Semester				

Third: Research Activities:

Publications/scientific research/translations/studies that have been published or are in the preparation process/arbitrating research or theses/financially sponsored research projects or contractual research (please attach supporting documents):

Title	Type (accepted for publication/published/ research project/ authorship/ on process/ arbitration/ contractual research)	Publisher	Nature of Participation (main author/ joined author)	Date (of publication/ finishing the research project)

Evaluation of Research Activities (weight=20%)

- ☐ If the number of papers published are more than one research per year, whether individually or jointly (15 marks).
- ☐ If the number of published research is one publication, whether individually or jointly (10 marks).
- ☐ If any research has not been published during the year, and does not have any research activity (0 mark).

The following terms are also added:

- ☐ If the faculty member has been able to receive financial sponsorship to conduct a technical study or provide consultation, or has participated in other research activities that were whether published or not (5 marks).
- ☐ If the faculty members has not participated in any other research activities (0 mark).

Note:

1. If the obtained sponsorship from companies or institutions initiated by the faculty member exceeds BD 10,000, he/she receives 10 marks. If higher than BD 15,000, then he/she receives 15 marks; if more than BD 20,000 is obtained, then he/she receives 20 marks, and so on.
2. Additional 5 marks are granted for each research in academic journals classified as Category A.

Fourth: Scientific Activities:

Conferences, seminars, and training courses that the faculty member has participated in:

Title	Type (conference/ seminar/ workshop/ training course	Date	Type of Participation (Session moderator/ coordinator/ presenter/ participant/ scientific paper)	Organizing Authority	Venue

Evaluation of scientific activities (weight=10 marks):

- ☐ If the number of participations exceed three (3) in a year (10 marks).
- ☐ If the number of participations in the scientific activities are two (2) (7 marks).
- ☐ If the number of participations in the scientific activities is one (1) (5 marks).
- ☐ If the faculty member does not have any participation in the scientific activities (0 mark).

Note: the total score for this item is out of 30 marks for the ranks ranging from full professor to assistant professor (for the scientific research track), and out of 10 marks for the ranks ranging from senior lecturer to instructor.

Fifth: University service:

Kindly fill in the table with the committees and tasks accomplished in serving the university (as defined in the Promotion Bylaw) and provide supporting documents.

Committee or Task	Authority	Nature of Participation	Date	
			To	From

Evaluation of University Service (weight = 10 marks)

- ☐ If participations in university service activities are three (10 marks).
- ☐ If participations in university service activities are two (7 marks).
- ☐ If participations in university service activities are one (5 marks).
- ☐ If faculty member has no participation (0 mark).

Sixth: Community Service:

Kindly fill in the table with the committees and tasks accomplished in serving the community (as defined in the Promotion Bylaw) and provide supporting documents.

Committee or Task	Authority	Nature of Participation	Date	
			To	From

Evaluation of Community Service (weight = 10 marks):

- ☐ If participations in the community service are three (10 marks).
- ☐ If participations in the community service are two (7 marks).
- ☐ If participations in the community service are one (5 marks).
- ☐ If the faculty member has no participation (0 marks).

Seventh: Students' Evaluation

The differential rate of students' evaluation of the faculty member for the last two semesters is calculated:

Academic Year	Academic Semester	Mean of Evaluation	Faculty member evaluation in comparison to colleagues at the department			College Evaluative Sequence	University Evaluative Sequence
			Sequence in the department	Quartet Distribution	Qualitative Evaluation		
	Second						
	First						

Included are the evaluations of the faculty member for the last four semesters (if available) for comparison purposes, and the four semesters are included in the calculation of the annual appraisal.

Academic Year	Academic Semester	Mean of Evaluation	Faculty member evaluation in comparison to colleagues at the department			College Evaluative Sequence	University Evaluative Sequence
			Sequence in the department	Quartet Distribution	Qualitative Evaluation		
	Second						
	First						

As for the differential rate, as approved in the Academic Promotions Bylaw, 20 marks are calculated for the scientific research track for the ranks ranging from full professor to assistant professor { $(\text{grade}/60) \times 20$ }, and 30 marks for the teaching track for the ranks ranging from first lecturer to instructor { $(\text{grade}/60) \times 30$ }.

Eighth: Appraisal of the Dean of Faculty:

Appraisal of Faculty Member Form

Applicant's Name:

Specific Specialization:

Current Academic Rank:

Date obtained:

Department:

College:

The Chairperson of the Department fills out this Faculty Performance Evaluation Form for Academic Promotion with the Department Committee, by referring to the details documented in the forms for the previous years. The applicant must include documents for items that need to be documented and have been marked with (*) below.

Area	Item No.	Item	Evaluation					Points earned
			Always	Often	Sometimes	Rarely	Never	
			4	3	2	1	0	
Professionalism	1	Observes traditions, customs, and university values in his/her behaviors, general appearance, and dealings with others.						
	2	Abides by university laws, bylaws, regulations, and decisions at all levels.						
	3	Implements all tasks entrusted to him/her rightly (carries out duties assigned by the Chairperson of the Department, the Dean, the President and other officials dutifully, giving priority to the general interest of the university, etc...).						

Area	Item No.	Item	Evaluation					Points earned
			Always	Often	Sometimes	Rarely	Never	
			4	3	2	1	0	
	4	Adheres to specified times and deadlines when carrying out all duties and tasks ...etc...						
	5	Deals with full awareness to the problems, and suggests suitable solutions thereto (behaves wisely and objectively in urgent matters and issues, and takes sound decisions based on the general interest of work).						
	6	Participates in the development of the university through valuable initiatives and positive suggestions.*						
Instructional planning	7	Sets integrated plans for teaching and evaluating courses (maintains portfolios including course description, teaching plans, course objectives and expected outcomes, approved student evaluation scheme, and references).*						
	8	Adheres to the curriculum plan to achieve the expected objectives and outcomes.*						
	9	Develops his/her courses regularly.(Example: developing and teaching e-courses)*						
Effective instruction and communication	10	Employs a variety of teaching methods including lectures, seminars, discussion groups, research, workshops, and e-learning, etc...*						
	11	Works with others in team spirit and communicates effectively (deals with his/her colleagues and superiors friendly and respectfully with full dedication to his/her academic duties).						
	12	Well organized and capable of						

Area	Item No.	Item	Evaluation					Points earned
			Always	Often	Sometimes	Rarely	Never	
			4	3	2	1	0	
		communicating clearly and accurately.						
Students evaluation	13	Easy to reach and deal with.						
	14	Diversifies evaluation procedures (adopts a variety of student evaluation methods such as tests, participation of students in educational activities, assignments, research, task achievements ... etc.).*						
	15	Prepares exams and other evaluation tools of quality (able to prepare different types of tests and other evaluation tools).*						

*These items need to be supported with documents for verification

The score is calculated out of 30 in the evaluation of the ranks ranging from full professor to assistant professor { (grade/60) x30 }

The score is calculated out of 40 in the evaluation of the ranks ranging from senior lecturer to instructor { (grade/60) x40 }

Total score: _____

Acknowledgment of the Dean of Faculty:

Name: _____ Date: _____

Other comments the Dean of Faculty wishes to express:

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Faculty Performance Appraisal Total Score:

Area	Full Professor, Associate Professor, Assistant Professor (Scientific Research Track)		Full Professor, Associate Professor, Assistant Professor (Teaching Track)		Instructor, Lecturer, Senior Lecturer	
	Weight	Score	Weight	Score	Weight	Score
Research and Scientific Activities	%30		%20		%10	
University and Community Service	%20		%20		%20	
Students' Faculty Evaluation	%20		%30		%30	
Head of Department's Faculty Evaluation	%30		%30		%40	
Total Score	%100		%100		%100	

Overall Evaluation and Comments:

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Agreed objectives for the next academic year:

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Dean of Faculty Signature: **Date:**

Vice Chancellor of University Signature: **Date:**

-sd-
Sh. Kapil Kapoor
Registrar



ABHILASHI UNIVERSITY

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Ref. No. AU/Admin-17/2021-22/-

Dated: 31/12/2021

The following welfare schemes and measures are taken by the Management of Abhilashi University for the benefit of Teaching and Non Teaching staff:

S. No.	Scheme/ Facility	Benefits
1.	Transport	Free transport service from Nerchowk to the University for the staff members.
2.	EPF	Employer's contribution of EPF is given as financial benefits.
3.	Leave Travel Concession	An employee who has put in 5 years or more service will be allowed once in 5 year LTC for the employee and his/ her immediate family including parents.
4.	Medical health benefits	Financial assistance up to Rs. One Lakh to meet the expenses for major ailments viz. Cardiac Surgery, Cancer, Renal diseases and other critical illness with a provision of interest free loan up to Rs. Two Lakhs.
5.	Conference/ Workshop financial assistance	Financial assistance to attend various conference and workshop.
6.	Patents and Publications	Financial assistance to file patents and Publishing Research papers.

REGISTRAR
Abhilashi University, Chailchowk
Teh. Chachyot, Distt. Mandi (H.P.)