

Procedure #	AD-113-P1	Revision #	02
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PERFORMANCE APPRAISAL PROCEDURE

Performance appraisal is a central process at any organization. It involves the performance assessment and future development of its employees. FBSU adopts a two-way performance appraisal process whereby a superior and a subordinate are both given the chance to appraise each other's performance. The process should be undertaken in the spirit of potential development, performance improvement, and contribution beyond the job description in a newly established institution.

1. Subordinates Performance Appraisal Process

- 1.1. The head of Unit/Department fills out the Performance Evaluation Degree of Importance Form indicating the degree of importance of the evaluation criteria to the Unit/Department type of work and hand over the form to the Performance Appraisal Committee (PAC) Chair. Units/Departments of diverse tasks may have different forms for the different type of positions.
- 1.2. The PAC holds a meeting to discuss results with the Head of each Unit/Department.
- 1.3. The Head of the Unit/Department fills out the Subordinates Performance Evaluation form for each of his/her subordinates and hand over the filled form to the PAC Chair.
- 1.4. Upon receiving all Subordinated Performance Evaluation forms, the PAC will begin its deliberation by computing a weighted grade from the answers to the questions given on the form.
 - A. Each question carries a maximum score of 5 points distributed as follows: 5 for Outstanding, 4 for Exceed Requirement, 3 for Meet Requirement, 2 for Meet Minimum Requirement, and 1 Failure to Meet Requirement.
 - B. Each question is given a weight with a maximum score of 4: 4 for Extremely Important, 3 Very Important, 2 for Important, 1 for Slightly Important, and 0 for Not Important. The weight of each question is arrived at by consensus of the Unit/Department head and PAC reflecting the important of each question for the unit's/department's work.
 - C. The Weighted Grade Sum is then calculated by multiplying the weight for each question by the question score and adding the results for all questions.
 - D. The Weighted Grade is thus normalized to a score of 80 points by dividing the Weighted Grade Sum by the sum of all weights of all questions.
- 1.5. The remaining 20 points are given for a general evaluation by the PAC. Each of PAC members will provide a grade. The committee will then compute an average of these grades.
- 1.6. The PAC may call upon the Department Head or the job holder for further clarification, if needed.
- 1.7. Any evaluation that is not **objectivity** written will be discarded by the PAC after justification. Copies of these forms will be considered in the evaluation of the respective head.

PERFORMANCE APPRAISAL POLICY

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- 1.8. Directors meet with each of their subordinates to discuss the evaluation outcome and explain the areas of strengths and weaknesses and means of improvement. The subordinate shall then sign the Subordinates Evaluation Outcomes Acknowledgement and Appeal Form confirming the discussion of his/her evaluation and either consenting to it or request for an appeal. This form is then handed over by the Director to the HR Department.
- 1.9. PAC hold a meeting to elaborate on the employees' appeals and may summon the Department Director and the Employee for justifications before making a decision. The PAC decision is final.
- 1.10. The final evaluation outcomes and the recommendations of the PAC will be sent to the University President for final approval.

2. Supervisors Performance Appraisal Process

- 2.1. Each employees should fill out the confidential Supervisors Performance Evaluation for at the end of each academic year and hand it over to the HR Director.
- 2.2. The HR director summarizes the results of each supervisor performance outcome and sends a copy of the summary and his/her recommendations to the concerned supervisor and the University President.

3. Directors Performance Appraisal Process

- 3.1. This evaluation is carried out by the University President or Chancellor for each director using the Directors Performance Evaluation Form.
- 3.2. The President/Chancellor discusses the evaluation results with each director explaining areas and means of improvements.

4. Related Documents

- 4.1. Subordinates Performance Evaluation Form (AD-113-F1).
- 4.2. Subordinates Evaluation Outcomes Acknowledgement and Appeal Form (AD-113-F2)
- 4.3. Subordinates Performance Evaluation Degree of Importance Form (AD-113-F3).
- 4.4. Supervisors Performance Evaluation Form (AD-113-F4)
- 4.5. Directors Performance Evaluation Form (AD-113-F5).

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