

# PERFORMANCE APPRAISAL POLICY

Policy #	AD-113	Revision #	02
Accessibility level	A	Effective date	Jan 20, 2021

## 1 Purpose

- 1.1 To identify any performance gap which may occur when performance does not meet the acceptable standard set by the University.
- 1.2 To recognize employees who have rendered outstanding performance.
- 1.3 To define the training needs of the University.
- 1.4 To measure the performance of every employee against the standards and set actions and objectives to enable continuous improvement.

## 2 Definitions

NA

## 3 Policy

- 3.1 Every employee shall have a performance appraisal at least once during the academic year.
- 3.2 The appraisal shall be effective after at least one year of continuous employment at the University.
- 3.3 Each employee shall evaluate his/her subordinates and supervisor using one of the following performance evaluation forms:
  - 3.3.1 Subordinates Performance Evaluation Form (this evaluation shall be conducted by the Units/Department Head and the PAC).
  - 3.3.2 Directors Evaluation Form (this evaluation shall be conducted by the University President or the Chancellor).
  - 3.3.3 Supervisor Performance Evaluation Form (this evaluation shall be conducted by the subordinates to evaluate their direct supervisor).
- 3.4 The Quality Assurance Center shall prepare two appraisal plans to the administrative staff by the end of every academic year: One for subordinates to evaluate their superiors and another for superiors to evaluate their subordinates; the latter shall be conducted by the superiors at their offices.
- 3.5 The appraisal is as follows:
  - 3.5.1 If the appraiser is the director or the head of a department/unit, he/she shall fill the forms and share the outcomes with the jobholders before handing them over to the Quality Assurance Office.
  - 3.5.2 If the appraiser is a subordinate who should evaluate his superior, an arrangement by the HR department should be made to meet the appraisers and guide them through the evaluation process.
  - 3.5.3 The appraisal should reflect the appraiser's view of the performance of the jobholder across a full range of different managerial and skill factors. Comments should briefly

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explain and support the overall assessment and should indicate the trend of performance: up, down or steady.

- 3.6 The employee shall have the right to appeal the overall rating of his/her performance review. To initiate an appeal, the employee shall write to the HR director directly. The appeal shall be evaluated by the *Performance Appraisal Committee (PAC)* whose decision will be final.
- 3.7 During each academic year, FBSU announces a *Performance Appraisal Committee (PAC)* whose mandate is to participate in the appraisal evaluation process using their own resources and the information provided in the appraisal forms submitted by the directors. Members of the PAC committee are requested to keep their deliberation strictly confidential and shall be held responsible for any violation in this respect. The PAC consists of the following members:
- Assistant to the Vice Chancellor for Administrative Affairs - committee chair,
  - Director of HR,
  - Another director / faculty member,
  - Representative of the Female employees, and
  - Representative of the Male employees.
- The deliberation of the committee remains **strictly confidential**.
- 3.8 Staff appraisal final grade is based on 80% for director evaluation and 20% for PAC evaluation. The 80% grade is a weighted grade based on a score of performance evaluation for each question with a maximum score of 5 (5 for Outstanding, 4 for Exceed Requirement, 3 for Meet Requirement, 2 for Meet Minimum Requirement, and 1 Failure to Meet Requirement) and a weight depicting the degree of importance of each question for the Unit/Department work (4 for Extremely Important, 3 Very Important, 2 for Important, 1 for Slightly Important, and 0 for Not Important).
- 3.9 The Staff appraisal final results are classified as follows:
- A final grade above 85 is considered as outstanding
  - A final grade between 75 and 84 is considered as very good
  - A final grade between 65 and 74 is considered as good
  - A final grade between 50 and 64 is considered as satisfactory
  - A final grade below 50 is considered as poor
- 3.10 Any employee with a grade of less than 50 will be sent a written warning to improve his/her performance.
- 3.11 The performance evaluation results, among other collected information, is normally used to compute the annual merit increases subject to budget and other constraints.
- 3.12 The Assistant to the Chancellor for Administrative affairs shall discuss the outcomes of the performance appraisal with the University President and recommend relevant measures to be taken.
- 3.13 The outcome of the performance appraisal shall be recorded at the HR department.

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### 4 Related Documents

- 4.1 Performance Appraisal Procedure (AD-113-P1)
- 4.2 Subordinates Performance Evaluation Form (AD-113-F1)
- 4.3 Subordinates Evaluation Outcomes Acknowledgement and Appeal Form (AD-113-F2)
- 4.4 Subordinates Performance Evaluation Degree of Importance Form (AD-113-F3).
- 4.5 Supervisors Performance Evaluation Form (AD-113-F4)
- 4.6 Directors Performance Evaluation Form (AD-113-F5)