

بسم الله الرحمن الرحيم



جامعة حضرموت
مركز التطوير الأكاديمي وضمان الجودة
ADCQA



Academic Development and Quality Assurance Center (ADCQA)

Professional Performance Evaluation Form (Assistant Lecturer)

Basic Information:

Name	
Job Title / Academic Rank	
Faculty	
Department	

First: Tasks

No.	Task	Max Score	Task Description	Score Awarded
1	Delivering scientific lectures	10		
2	Covers theoretical lectures when needed	6		
3	Course assessment coordinator	8		
4	Supervises student activities	8		
5	Participates in invigilation	6		
6	Conducts practical exams	6		
7	Assists in scientific research	6		
Total Score:		50		

Second: Self-Initiated Activities

No.	Initiative Supporting Tasks	Max Score	Description
1	Participation in seminars and scientific conferences		
2			

Third: Other Assignments

No.	Assignment	Max Score	Assigning Body / Description / Date
1			
2			

Fourth: Skills and Competencies

No.	Skill / Competency	Max Score	Description
1	Use of scientific tools and equipment		
2	Group management skills		
3	Effective communication skills		
4	Proficiency in academic writing and research		
5	Ability to use assessment tools and applications		
6	Observation and auditing skills		
7			
8			

Fifth: Procedures, Penalties, or Weaknesses

No.	Procedure / Weakness	Negative Score / Notes

Evaluator / Direct Supervisor Notes

Opinion on Performance Development Compared to Previous Year:

☐ Improved and better performance	☐ Clear improvement	☐ Good performance	☐ Acceptable performance	☐ No noticeable improvement
Based on the above, I recommend the following:				

Evaluator Name and Signature:

Date: