

بسم الله الرحمن الرحيم



جامعة حضرموت
مركز التطوير الأكاديمي وضمان الجودة
ADCQA



Professional Performance Evaluation Form for (Vice Dean)

Basic Information:

Name:

Job Title / Academic Rank:

Faculty:

Department:

First: Duties

No.	Task	Max Score	Task Description	Score Awarded
1	Supervising the implementation of regulations related to academic affairs.	6		
2	Supervising units affiliated with academic affairs in the college.	4		
3	Chairing the scientific committee of the college.	4		
4	Supervising the preparation of plans related to the college's needs for faculty members and assistants.	4		
5	Reviewing department proposals regarding teaching assignments for presentation to the college council.	4		
6	Supervising the implementation of university requirements teaching.	4		

7	Supervising practical and field training.	4		
8	Following up on faculty and assistant affairs including appointments, confirmations, promotions, sabbaticals, various leaves, contract renewals, and calculating teaching and additional loads.	4		
9	Supervising the preparation and implementation of academic plans and programs for scientific departments and their development.	4		
10	Supervising proposals regarding the establishment of new scientific departments.	4		
11	Preparing a draft budget for the vice dean's office and submitting it to the college council.	4		
12	Following up on updating the college website within the scope of responsibility.	4		
13	Preparing an annual report at the end of each academic year to be presented to the college council for feedback.	4		
14	Submitting quarterly and annual reports.	4		

Total Score: 50

Score Awarded:

Second: Personal Initiatives

No.	Initiative Supporting Duties	Max Score	Description	Score Awarded

Third: Additional Assignments

No.	Assignment	Max Score	Assigning Body, Description, and Date	Score Awarded

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Fourth: Skills and Competencies

No.	Skill / Competency	Max Score	Description	Score Awarded
1	Planning skills			
2	Effective management skills			
3	Problem-solving and decision-making skills			
4	Team management skills			
5	Effective communication skills			
6	Group management skills			
7	Basic financial skills			
8	Student interaction skills			
9				
10				
11				

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: