



HAMAD BIN KHALIFA UNIVERSITY

AC-F-13.V02: FACULTY PERFORMANCE REVIEW POLICY



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Date Endorsed by the Provost: 6 April 2017
Date Endorsed by the President: 20 April 2017
Date Approved by BOT: 8 May 2017

Effective Date: 8 May 2017
Last Updated: 2 May 2021

1. PURPOSE

This policy outlines the requirement and process by which faculty performance is monitored and evaluated.

2. POLICY DESCRIPTION

Faculty performance evaluation incorporates indicators that assess levels of faculty performance and the extent to which this performance supports the college's business and plan the universities strategic plan. A primary objective of the faculty performance evaluation is to generate a narrative, which reports the strengths and possible improvement in faculty's performance. The evaluation should result in a future planning for improvement and identify resources to support the faculty development.

2.1 DEFINITIONS

- **Faculty:** A class of employment with flexible term in the academic sector for personnel who contribute to teaching and/or research.
 - **Ranked Faculty**
 - **Academic Ranked Faculty:** An academic appointment with professorial title without modifiers (e.g. Assistant Professor, Associate Professor, Professor, Distinguished Professor, Emeritus Professor).
 - **Research Ranked Faculty:** A class of appointment serving the research track faculty and scientists that their primary role is research with a professorial rank (e.g., Research Assistant Professors, Research Associate Professor, or Research Professors).
 - **Adjunct Faculty:** A class of faculty that applies to time bounded teaching or research or other functions as determined by the appointing college (e.g., Adjunct Assistant Professor, Adjunct Associate Professor, Adjunct Professor).
 - **Clinical Faculty:** A class of appointment used in conjunction with professional and/or academic.
 - **Distinguished University Professor:** The highest honorific designation conferred by the University to recognize extraordinary, national, regional and international scholarly attainment of an individual's discipline.
 - **Emerita/Emeritus Faculty:** An honorary title in recognition conferred on a faculty for distinguished service to the University.
 - **Joint Faculty:** A class of appointment whereby the faculty is appointed to two different units.
 - **Visiting Faculty:** A class of appointment who is employed on limited period of time. This appointment should not extend for more than 3 years.
 - **University Appeals and Grievances Committee:** The Committee will consist of standing members from each HBKU Colleges. Those members are nominated by the relevant Colleges' Deans and appointed by a decision from the President. The committee will include a HBKU HR representative.

2.2 POLICY STATEMENTS

1. The Faculty Performance Evaluation is an evidence-based and peer reviewed process that guides the professional development of a faculty.
2. The Faculty Performance Evaluation encompasses faculty performance in teaching, research, and service (example: institutional, professional, and community). To attain HBKU's aspiration to be a leading research university, performance in research assumes a vital role.
3. The Faculty Performance Evaluation may impact decisions pertaining to reward, promotion and renewal of contracts.
4. Each HBKU college is required to develop internal faculty annual performance guidelines complementing the HBKU policy to reflect their academic disciplines and needs, and this document



must be distributed to the faculty a year before the assessment. The internal criteria per category (research, teaching, and services) will support the faculty members to set their annual objectives.

5. The faculty Performance Evaluation is a mechanism to highlight the strengths and improvement areas of the faculty members and possible path to advancement with continuous informal conversations between faculty member and college Dean or Designee.
6. The review is based on the faculty performance report and is supported by evidence of achievements.
7. The Faculty Performance Evaluation is conducted on an annual basis. Faculty members are expected to submit to the Dean a faculty performance report by May 1st by the internal performance management system.
8. Each self-performance evaluation shall be reviewed and commented on by the Dean.
9. Each Dean must schedule a meeting with the faculty to discuss the evaluation and next year future plans.
10. In the event that the faculty member disagrees with the Dean’s assessment, the faculty has the right to provide a written statement to the Provost.
11. In the event of a disagreement between the Faculty and Dean, the Provost will collect extra information and take a decision with Faculty retaining the right to file an appeal to the University Appeals and Grievances Committee including a representative of HBKU HR to facilitate and observe the process. Based on the Committee’s deliberations of the case, the Committee will forward its recommendations to the Provost for final decision.
12. In case of new material is discovered or the prior appeal process was procedurally compromised, the President may establish an Ad-hoc Committee to revisit the case. Based on the Committee’s deliberations of the case, the Committee will forward its recommendations on the case to the President for final decision.
13. The Faculty Performance Evaluation encompasses ranked faculty performance in research, teaching, and service with distribution of 50%, 30%, and 20%, respectively, with the exception to the Faculty Administrative Appointment Policy (AC-F-17. V01) and to the Research Ranked Faculty.
14. A formal annual review should be conducted by the dean evaluating the performance of the college’s appointed academic administrators; both in performance as faculty members and as administrators. This review will serve as an opportunity for the dean to provide feedback and to discuss future plans.
15. Faculty members achieving “Needs Improvement” or less in their overall annual assessment would need to develop an Improvement Plan (IP) with a proposed timeline and have it approved by the College Dean. The IP must include areas of improvement to meet by the next annual appraisals, and Dean or designee needs to follow up on the progress through a mid-cycle informal review. Faculty members except those on rolling contracts receiving a “Needs Improvement” or “Unsatisfactory” in their annual assessments receives a written warning signed by the faculty and the Dean. In case they are still underperforming and receives “Needs Improvement” or “Unsatisfactory” in the following annual appraisal they are subject of termination.

3. RESPONSIBILITY/SOURCE/AUTHORITY

This policy and accompanying procedures were developed by the Office of the Provost in coordination with HBKU HR, reviewed and endorsed by the Provost and the University President and approved by the BOT.

This policy assigns the implementation of this process to the HBKU Provost in collaboration with appropriate college committees and deans.

4. COMMUNITY SHOULD KNOW THIS POLICY

President, Provost, Vice Presidents, Deans, Program Coordinators, Associate/Assistant Dean, Division Heads/Department Chairs, Faculty members, HBKU HR.

5. Updates

SUMMARY OF CHANGES		
Date	Section	Change

6. ACCOMPANYING PROCEDURE

