



جامعة فهد بن سلطان
FAHAD BIN SULTAN UNIVERSITY

Faculty Evaluation Policy

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Overview

Fahad Bin Sultan University Faculty Governing Policies and Regulations stipulate that at the end of each academic year, faculty members shall submit a comprehensive report detailing their academic activities, research contributions, field activities and community service engagement. Such reports shall be submitted to the Department Chairperson who in turn shall appraise the same to the College Dean.

The annual faculty evaluation is conducted at the end of each academic year and is based on the previous academic year's job performance (second and first semesters). Faculty members are responsible for timely submission and accuracy of the information included in the evaluation. A copy of the evaluation form is available from the department chairperson as well as the FBSU's online platform.

Purpose

Faculty members at FBSU will undergo annual performance evaluations to ensure their academic performance is commensurate with their rank and professional responsibilities, and that they remain accountable for their academic performance within their College. The results of the Annual Performance Evaluation are directly linked to decisions regarding faculty annual increments, contract renewals, and professional development plans.

Policy

All faculty members at FBSU will undergo thorough evaluations by students, direct supervisors, department chairpersons, and peers, such as coordinators or course group supervisors. Faculty members will also complete the self-assessment form to provide additional insights into their teaching effectiveness, research contributions, and professional development. The primary responsibility for monitoring the quality of teaching will rest with the individual departments and will be communicated to the College Dean, the Dean of Graduate Studies and Research and the President Assistant for Academic Affairs (PAAA). A dedicated committee, chaired by the PAAA, will periodically review and refine the evaluation forms and procedures to ensure alignment with institutional goals and accreditation standards.

Student Evaluation of Faculty Members

Formal student evaluations of faculty are conducted for every course at the end of each semester via the SIS system using Course Evaluation Survey. These evaluations cover teaching delivery, feedback quality, professionalism, and interpersonal communication. The evaluation data will be analysed by expert personnel to mitigate bias, enhance reliability and ensure validity. This data is shared with both the faculty member, the Department Chair and the College Dean.

Department Chairperson/Director Evaluation of Faculty Members

Department chairs will conduct annual reviews of their full-time faculty including direct classroom observation and analysis of student evaluations data in different aspects focusing on teaching delivery, feedback responsiveness, professionalism, and interpersonal communication. Feedback will be provided by the chair to the faculty member as a part of their annual review. Part-time faculty will undergo evaluation on a rotational basis, with the department chair providing timely feedback following the evaluation session.

For transparency, department chairs must also consider faculty members' contributions to curriculum development, innovative teaching strategies, and alignment with NCAAA standards and program-level learning outcomes.

Peer Evaluations of Faculty

As an optional exercise, faculty can participate in a peer observation process, where assigned or selected peers and mentors observe their peers' teaching performance. The observation focuses on areas such as instructional delivery, student engagement, professionalism, and interpersonal communication. Peer observers will share feedback directly with the observed faculty member for developmental purposes.

To enhance professional development, participation in peer evaluations will be incentivized through recognition in annual reviews.

The Annual Performance Evaluation

The Annual Performance Evaluation process is structured according to the faculty member's academic rank. The revised weightings are as follows:

A) Assistant Professor, Associate Professor, and Full Professor:

- Teaching & Instructional Performance (40%)
- Research & Community Service (30%)
- Professional Development & Professional Conduct (30%)

B) Lecturers:

- Teaching & Instructional Performance (50%)
- Research & Community Service (10%)
- Professional Development & Professional Conduct (40%)

C) Language Instructors:

- Teaching & Instructional Performance (50%)
- Community Service & Extra-Curricular Activities (20%)
- Professional Development & Professional Conduct (30%)

D) Teaching Assistants:

- Performance in Lab/Class (40%)
- Seeking Acceptance for Postgraduate Programs (20%)
- Community Service and Extra-curricular Activities (20%)
- Professional Development and Professional Conduct (20%)

Documentation and Approval Process

Evaluation outcomes must include actionable recommendations for professional development, with opportunities for faculty to appeal decisions or provide additional supporting evidence. The completed evaluation forms are shared with faculty members for feedback and signature before submission to the Dean's Office and the PAAA for final approval.