



Performance Evaluation Form for Head of the Scientific Department Cour

Dear colleagues working at the college:

In order to develop the work in your department, this questionnaire is being applied to all faculty members a assistants in the department to learn their opinions about the performance of the head of the department wil identifying the positives and enhancing them and identifying the negatives and taking the necessary measur improve them. It is worth noting that the data in this questionnaire is confidential and will not be used for an purposes.

faculty :.....

Name of the head of the department coun

Scientific Department :.....

Academic degree :.....

م	Performance	١	٢	٣	٤
		Completely disagree	Disagree	agree	Fairly agree
1	Commitment to implement the decisions of the department council decisively				
2	He has a decisive leadership personality.				
3	Respects others' opinions and allows for effective discussion.				
4	He has a clear and announced policy in managing and developing the department.				
5	Interested in continuous dialogue with faculty members				
6	He gives the department and the college a lot of his time.				
7	Distributes responsibilities fairly among faculty members.				
8	Uses his legal powers fairly and logically				
9	Ensures that the department's available resources are distributed objectively.				
10	Seeks to solve problems facing department members				
11	The department council is managed in an organized and democratic manner.				
12	Distributes teaching positions fairly among department members.				
13	Department members are allowed to view the decisions of the Department Council.				
14	Characterized by clarity and transparency in transactions				



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15	It works on publishing, announcing and promoting the department's undergraduate and postgraduate programmes among beneficiaries in the labour market and among students before determining the specialisation.				
16	Everyone is equal in participating in the committees formed in the department.				
17	Members of the department are informed of all new developments received from the college or university council.				
18	He is concerned with informing the department members of the university's regulations and laws.				
19	He is keen to follow up on the distribution of supervision of scientific theses among the faculty members in the department according to specialization and with fairness.				
20	He periodically follows up on the necessary maintenance procedures for the laboratories/workshops and their equipment and devices for the benefit of the educational process.				
21	Follows up on the procedures for purchasing the necessary scientific equipment and modern scientific books for the library to support educational effectiveness.				

Notes you would like to add :

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Academic Program Coordinator Performance Evaluation Form

Dear colleagues working in the college :

In order to develop the work in your department, this questionnaire is being applied to all faculty members and their :
the department to learn their opinions about The performance of the head of the department with the aim of identifyin
enhancing the positives and identifying the negatives and taking the necessary measures to improve them. This is wil
knowledge that the data This questionnaire is confidential and will not be used for any other purposes.

Name of the head of the department council :.....

Program :.....

Evaluation date:.../.../ 20

Academic degree :.....

م	Performance	١	٢	٣	٤
		Completely disagree	Disagree	acceptable	Fairly acceptable
1	Commitment to implementing the decisions of the Program Committee decisively				
2	He has a decisive leadership personality.				
3	Respects others' opinions and allows for effective discussion.				
4	He has a clear and announced policy in managing and developing the department.				
5	Interested in continuous dialogue with faculty members				
6	The program and the college give a lot of their time.				
7	Distributes responsibilities fairly among faculty members.				
8	Uses his legal powers fairly and logically				
9	Ensures that the department's available resources are distributed objectively.				
10	Seeks to effectively solve problems facing program members.				
11	Department members are allowed to view the decisions of the Program Committee.				
12	Characterized by clarity and transparency in transactions				
13	It works to publish, announce and promote the undergraduate study programmes of the programme among beneficiaries in the labour market and among students before determining the specialisation.				
14	Everyone is equal in participating in the committees formed by the program.				



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15	Program members are informed of any new developments received from the Program Committee and the Higher Programs Committee at the university.				
16	ment and devices for the benefit of the educational process.				
17	He periodically follows up on the necessary maintenance procedures for the laboratories/workshops and their equipment and devices for the benefit of the educational process.				
18	Follows up on the procedures for purchasing the necessary scientific equipment and modern scientific books for the library to support educational effectiveness.				

Notes you would like to add :

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Questionnaire to measure faculty members satisfaction

Dear colleague/

the name:

Section:

Degree:

م	Standards	Satisfaction scale for faculty & staff		
		1	2	3
Academic leadership				
١	There is credibility for management in all areas			
٢	.The leadership style in the organization is democratic			
٣	The leadership is keen to take into account the opinions of faculty members and there is constant communication between them			
٤	. Decisions taken by department councils are implemented			
Teaching burdens and non-financial support				
٥	. The suitability of teaching loads			
٦	.The college provides moral and technical support			
Scientific research				
٧	Supervision of scientific theses is distributed in a public and fair manner according to the specialization			
٨	.Provides adequate financial support for scientific research			
٩	The college provides the necessary environment to support opportunities for innovation and development			
Training				
١٠	.The training plan is based on the actual training needs			
١١	.All faculty members have equal opportunities for training			
Availability of information				
١٢	All information and data about the business can be easily viewed			
١٣	The information available covers the various activities of the college			
١٤	. There is a specific mechanism for obtaining information			
Job requirements and performance evaluation criteria				
١٥	Faculty members and support staff are committed to their job duties stipulated in Law No. 49 of 1972 regulating universities			
١٦	Clarity of the criteria by which faculty members' performance is evaluated			
١٧	Clarity of the tasks and responsibilities of the various positions within the college			
Effectiveness of the quality assurance unit				
١٨	How satisfied are you with the role of the Quality Assurance Unit			
١٩	Corrective decisions are made regarding the college's overall performance in light of the results of the self-evaluation			
Library				
٢٠	.The library space is suitable for the number of visitors			



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٢١	- The information technology used in the library (Internet subscription to specialized electronic periodicals - electronic books) is available to all categories			
٢٢	Sufficient and up-to-date periodicals and references are available			
Working conditions				
٢٣	The suitability of laboratories and halls for the educational process			
٢٤	Tools and equipment are available to achieve the highest levels of performance			

Please shade the circles.

(Thank you for your cooperation.)

(Note that 1 means the lowest score and 4 means the highest score)



Faculty Member Performance Evaluation Form

Faculty member's name :

Faculty

Scientific Department :

Academic d

Evaluation date : / /

Very agree = 5 , Fairly agree = 4 , Disagree = 2 , Completely disagree = 1

م	الصفة	1	2	3	4
1	He has a balanced and strong personality.				
2	He adheres to professional ethics in all his professional dealings.				
3	Respects others' opinions and allows constructive dialogue				
4	Cooperates with colleagues to accomplish the required tasks				
5	He has a clear vision in developing regulations and curricula.				
6	He has scientific achievements (research, book publications, supervision/or discussion of scientific theses)				
7	Regular in his weekly presence in the department according to his study schedule				
8	Assists in managing the department's affairs if assigned to do so.				
9	Contributes effectively to the activities assigned to him in the scientific department.				
10	Assists in supervising the support staff during practical lessons.				
11	Contributes to communicating with research bodies or obtaining development projects funded by internal or external parties.				
12	Prepare the description and periodic report for the courses taught in both stages				
13	He is characterized by his transparent and clear dealings with his subordinates, colleagues, and students.				
14	Participates in the quality work assigned to him in the Quality Assurance Unit at the college or university.				
15	Participates in developing development plans for the department and the college.				
16	Contributes to the college's community service programs.				
17	He is interested in his students' self-learning activities.				



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18	He discusses the course description with his students at the beginning of the semester.				
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You can add any other notes.:

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Final evaluation : () excellent () very good () good () Acceptable () Weak

Name of the head of the scientific department council/

the signature :.....



Auxiliary Authority Performance Evaluation Form

Faculty :

the name:

Scientific Department :

Evaluation date :

م		١	٢	٣	٤
		Completely disagree	Disagree	acceptable	Fairly acceptable
1	He has a balanced and strong personality.				
2	He adheres to professional ethics in all his professional dealings.				
3	Respects others' opinions and allows constructive dialogue.				
4	He cooperates with his colleagues to complete the required tasks.				
5	Commitment to performing assigned tasks in laboratories, sections, or field training.				
6	He cooperates actively with his supervisor in preparing his master's/doctoral thesis.				
7	Regular weekly attendance at the department according to the study schedule.				
8	Assists in managing department affairs if assigned.				
9	Contributes effectively to the activities assigned to him in the scientific department.				
10	He shall adhere to the instructions of the faculty member responsible for him in the educational activities assigned to him.				
11	He is keen to keep up to date with the latest information related to his research by all possible means.				
12	He is interested in mastering scientific research skills that will help him prepare his thesis.				
13	He is keen to train on statistical programs that help him prepare his thesis.				
14	Participates in the quality work assigned to him in the Quality Assurance Unit at the college/university.				
15	He is keen to take courses in foreign languages required for the major.				
16	He is interested in the self-learning activities of his students.				
17	Participate in the community service programs carried out by the college				



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18	Participates in student programs and activities at the college.				
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You can add any other note:

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Final evaluation : () excellent () Very good () good () acceptable () weak

Name of the head of the scientific department council:.....

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