

College of Arts and Science

**Evaluation Form for Contract Renewal**

Name of Faculty:

Faculty Job Number:

Head of Department:

Date of Appointment:

Number of Years Working at QU:

Number of Renewed Contracts at QU:

The faculty/staff should complete Section A in this form and provide the Head of the Department an up-to-date C.V. The Head of the Department should review and assess the faculty/staff’s performance in all applicable areas and prepare a written report on the achievements and activities of the faculty (Section B). This form should be submitted to the Dean’s Office for final assessment and evaluation. (Section C)

**SECTION A (To Be Filled Out By The Faculty Member): Performance During Past Four Years At Qatar University (Add Rows As Necessary)**

**1. Results Of Faculty Performance Appraisal i.e. Exceptional, Above Expectations, Expected ..**

|  |  |
| --- | --- |
| **Year** | **Result** |
|  |  |
| 1st year ( ) |  |
| 2nd year ( ) |  |
| 3rd Year ( ) |  |
| 4th year ( ) |  |
| Average |  |

**2. Student Advising (If Applicable)**

|  |  |
| --- | --- |
| **Year** | **Number of Students** |
|  |  |
|  |  |
|  |  |
|  |  |

**3. Student~~s~~ Evaluations**

|  |  |  |
| --- | --- | --- |
| **Year** | **Course Number** | **Result** |
|  |  |  |
| 1st year ( ) |  |  |
|  |  |  |
| 2nd year ( ) |  |  |
|  |  |  |
| 3rd Year ( ) |  |  |
|  |  |  |
| 4th year ( ) |  |  |
|  |  |  |
| Average |  |  |

**4. Effective Teaching:**

**a. List Of Courses Taught Since Recruitment At QU**

|  |  |  |
| --- | --- | --- |
| **Course Code** | **Course title** | **Semester/year** |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |
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**b. Students Graduation Projects And Research (If Applicable)**

|  |  |
| --- | --- |
| **Year** | **Number of projects and students** |
|  |  |
|  |  |
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|  |  |
|  |  |
|  |  |
|  |  |

5**. Significant Professional Activities**

**a. Membership In Professional Associations**

|  |  |
| --- | --- |
| **Name of Professional Agency** | **Years** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

b. **Research Grants**

|  |  |  |
| --- | --- | --- |
| **Grants** | **Year** | **Grant Amount** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**c. Publications During The Current Contract**

|  |  |  |
| --- | --- | --- |
| **Year** | **Publication title + journal** | **Impact Factor** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**d. Conferences, Workshops, Professional Development Sessions Attended Or Organized**

|  |  |  |
| --- | --- | --- |
| **Year** | **Conference** | **Workshop** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**6. Other Activities That Contribute To The Enhancement Of The Department, College, Or University Missions Or To The Community**

|  |  |
| --- | --- |
| **Year** | **Activity** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**7. Additional Activities**

|  |  |
| --- | --- |
| **Year** | **Activity** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Name:………………………………………………. signature:…………………………………. Date:………………….............**

**8. Prizes and Awards**

**Section B (To Be Filled Out By Department Head):**

1. **Faculty Appraisal Performance result (average)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exceptional (5)** | **Exceeds expectations (4)** | **Meet expectation (3)** | **Below expectation (2)** | **Unsatisfactory (1)** |

1. **Students Evaluations (average)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exceptional (5)** | **Exceeds expectations (4)** | **Meet expectation (3)** | **Below expectation (2)** | **Unsatisfactory (1)** |

1. **Effective teaching**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exceptional (5)** | **Exceeds expectations (4)** | **Meet expectation (3)** | **Below expectation (2)** | **Unsatisfactory (1)** |

1. **Student Advising (If applicable)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exceptional (5)** | **Exceeds expectations (4)** | **Meet expectation (3)** | **Below expectation (2)** | **Unsatisfactory (1)** |

1. **Professional Activity**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exceptional (5)** | **Exceeds expectations (4)** | **Meet expectation (3)** | **Below expectation (2)** | **Unsatisfactory (1)** |

1. **Contribution to the Department, College, University, Community**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exceptional (5)** | **Exceeds expectations (4)** | **Meet expectation (3)** | **Below expectation (2)** | **Unsatisfactory (1)** |

1. **Additional Achievements**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exceptional (5)** | **Exceeds expectations (4)** | **Meet expectation (3)** | **Below expectation (2)** | **Unsatisfactory (1)** |

**Report of Department Head**

**DEPARTMENT HEAD'S RECOMMENDATION**

**Renewal**  **Non-Renewal**

***Department Head Date***

**Section C (to be filled out by the Dean):**

**DEAN'S RECOMMENDATION**

**Renewal**  **Non-Renewal**

***Dean of the College***  ***Date***