# Sree Gokulam Medical College & Research Foundation
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**Content:** Annual Faculty Performance Evaluation Policy & Procedure

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**Signed by:**

Director　　　　　　　　　Dean Emeritus　　　　　　　　Principal

# Annual Faculty Performance Evaluation Policy & Procedure

## Introduction

The institution & the employees of Sree Gokulam Medical College & Research Foundation are committed to the principle of continuous personal and professional development. This policy sets guidelines for the evaluation of the annual performance of the employees that enables them to achieve their career goals and growth within the institution. This policy will also promote cooperation, accountability and responsibility among the employees.

## Statement of Purpose

The purpose of this policy is to define the criteria and procedure of the annual evaluation of the faculty performance.

## Policy

Sree Gokulam Medical College & Research Foundation is committed to provide annual evaluation of faculty performance in academic activities. The evaluation applies equally to all the faculty members who have worked for a significant duration in the academic year. Faculty members of all ranks are obliged to submit the Performance Evaluation Form annually and the heads of the departments or their designee are obliged to evaluate the faculty members on annual basis and submit the report to the office of Principal / Dean. This evaluation will be considered for increment and promotion as applicable.

## Definitions

Annual: Every academic year.

Academic year: The period commencing from 1st August of every year to 31st July next year (e.g. Academic calendar year 2019-2020 will be from 1st August 2019 to 31st July 2020).

Academic activities: Those activities that fulfil the mission of teaching, research, clinical and administrative services.

Faculty: All the employees who are employed in the posts of senior resident, assistant professor, associate professor or professor.

Significant duration: The said faculty must have worked for a minimum period of six months in an academic calendar year, for his/her performance to be evaluated.

**General Principles of evaluation:**

- The objectives of evaluation should be in alignment with the overall objectives and goals of the institution and the objectives of the specific department.
- The evaluation should be flexible to accommodate the needs of different departments and the responsibilities of different cadre.
-  Evaluation should be constructive and should provide directions for an individual's professional growth.

**Procedure & Timeline:**

**Self assessment:** All the faculty members employed in the posts of senior resident, assistant professor, associate professor and professor, who have worked for more than six months in this institution in the previous academic year, must submit their self assessment form, by summarising their professional activities and scholarship, to their Department Heads on or before the 10th of August every year. The individual must focus on the progress in the previous academic year and mention the long term projects only in relation to their progress in the previous academic year.

**Rating and feedback by Department Heads:** Department Heads or their designee must rate the self assessment forms and provide constructive feedback to the faculty members based on the self assessment forms and 360 degree feedback collected from the stakeholders (students, other faculty, non-teaching staff, patients, etc.) on or before 15th September every year. The interaction between the department head and the individual faculty member allows an opportunity for review and justification by the faculty member and for discussions regarding establishing goals for the next year. The feedback and discussion should be documented. The feedback must include the progress in the assigned activity, feedback by the stakeholders, appropriateness of the activities towards promotion / progression, assessments of the individual's strengths, challenges and areas requiring development and strategies to achieve expected career goals.

**Appraisal by Principal / Dean:** Heads of the Departments must forward the completed Faculty Performance Evaluation Form along with the documented feedback and discussions to the office of Principal / Dean on or before 30th September of every Year. The Office of Principal / Dean shall rate and forward the appraisal reports to the Office of Director on or before 1st of November every year. This appraisal provides an insight about the individual's and the department's contributions and justification for the faculty development and resource allocation.

**Final Appraisal by the Office of Director:** Office of the Director reviews the final reports sent from the office of Principal / Dean before 31st December and makes the decisions regarding faculty increment and /or progression.

**Unsatisfactory Performance:** Failure to perform the assigned duties, failure to update, failure to be competent in the assigned position or failure to contribute to the mission of the department / institution amounts to unsatisfactory performance or below par grading. In such cases, the individual must seek a meeting with the Director for further course of action.

**Applies to:**

All the faculty members of the institution from the rank of senior resident and upwards.

**References:**

1. Faculty Performance Evaluation Pro forma of Govt. of Kerala

# Annual Faculty Performance Evaluation Form

## Self Assessment Form

**Part I: Personal Information**

Name:

Institution ID No.:

Designation:

Department:

Total years of experience:

Years of experience in the current position:

Additional Responsibilities:

| Additional Responsibility | Role | Your personal contributions |
|---|---|---|
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**Part II: Self Assessment Form** (Provide supporting documents wherever necessary)

### A. Teaching & Assessment

**i.    Student inputs:**

**a. Number of student feedback collected over the year:**
(>3 feedbacks = 3 points; 1-3 = 1points; None = 0 points)

**b. Average score in student feedback:**
(Excellent = 4; Good = 3; Satisfactory = 2; Poor = 1)

**ii. Mentoring:**

**a. Number of meetings held with the mentees:**
(>10 meetings = 3 points, 5-10 = 2 points; 1-4 = 1 point; None = 0 point)

**b. Average score of mentees feedback:**
(Excellent = 4; Good = 3; Satisfactory = 2; Poor = 1)

**c. Initiatives taken for slow learners:**
(yes = 1 point; no = 0 point)

**If yes, please specify: _____**

**iii. Innovations:**

**a.    Course / curriculum development:**
(Yes = 2; No = 0)

**If yes, please specify:_____**

**b.  Technology innovation:**
(Yes = 2; No = 0)

**If yes, please specify:_____**

**c. Creation of teaching or assessment tools:**
(Yes = 2; No = 0)
**If yes, please specify:_____**

**B. Research & Scientific Activity**

**i.    Publications:**

**a.    Number of publications:**
(>1 = 2 points; 1 = 1 point; none = 0 point)

**b. Nature of publications:**
(Original article / review article = 3 points, case report /  letter to editor = 2 points; non-refereed publications = 1 point; none = 0 point)

**c. Type of journal:**
(Indexed international/national specialty journal = 2 points, other journals = 1 point; none = 0 point)

**d. Authorship:**
(1st author: 3 points; 2nd or corresponding author: 2 points; Others: 1 point; none: 0 point)

**e. Book chapter / book:**
(yes = 2 points; No = 0 point)

**f. Funded / collaborated research:**
(Funded & collaborated = 2 points; funded = 1 point; collaborated = 1 point; none = 0 point)

**f. Innovations:**
(patent = 3 points; applied for patent = 2 point; none = 0 point)

**ii. Scientific Activity:**

**a.    Attended international / national conference:**
(Yes = 1 points; no = 0 point)

**b. Presented scientific paper:**
(Invited lecture or oral presentation in international / national conference = 3 points; oral presentation in state / regional / local conference or poster in international / national conference = 2 points; poster in state / regional / state conference or chaired a session = 1 point; none = 0 point)

**c. Research Projects:**
(Principal investigator of funded project or supervisor of PhD thesis = 4 points; Principal investigator of non-funded project or co-investigator of funded project or supervisor of PG thesis = 3 points; co-investigator of non-funded project or co-supervisor of PG thesis = 2 points; none = 0 point)

**d. Acquired degrees/ fellowships / membership of professional bodies / awards:**
(PhD or MPhil = 3 points; National / international Level Awards or fellowships or membership of professional bodies or Certificate Courses = 2 points; state / regional / local level awards = 1 point; none = 0 point)

**e. Organising conference / CME / Workshop:**
(Chairperson / Secretary for National / International level functions = 3 points; member of organising committee for National / International level or Chairperson / Secretary for state / regional / local level = 2 points; member of organising committee for state / regional / local level = 1 point; none = 0 point)

**g. Member of editorial board / referee / reviewer:**
(Editorial board of international journal or a textbook = 3 points; editorial board of national / regional /state journal = 2 points; reviewer / referee = 1 point; none = 0 point)

**C. Service:**

**i.   Patient Care (Clinical faculty only):**

**a.   Provided adequate professional service:**
(Yes = 1 points; No = 0 point)

**b. Introduced new clinical procedure / improvised existing clinical technique:**
(Yes = 2 points; No = 0 point)

**c. Average number of times engaged in clinical teaching for the undergraduate students in a month:**
( > 5 times = 3 points; 3-5 times = 2 points;  1-2 times = 1 point; none = 0 point)

**d. Average number of times engaged in clinical teaching for the postgraduate students in a month:**
(> 3 times = 2 points; 1-2 times = 1 point; none = 0 point)

**ii. Community or University programs:**

**a.   Organised / participated in outreach programs (Clinical Faculty only):**
(Organised = 2 points; participated = 1 point; none = 0 point)

**b. Examiner /observer duties for the University Examinations:**
(External examiner for PG = 3 points; Internal examiner for PG or external examiner for UG or observer = 2 points; internal examiner for UG = 1; none = 0 points)

**iii. Institution:**

**a.   Additional responsibilities in the institution:**
(> 3 roles = 2 points; 1-3 = 1 point; None = 0 point)

**b. Contributed in any way to improve the institution:**
(Yes = 2 point; No = 0 point)

**If yes, please specify:** _____

**c. Are you a faculty for any value-added or add on course?**
(Yes = 3 points; No = 0 point)

**If yes, please specify** _____

**Overall Score & Grading:**

| Teaching & Assessment | Research & Scientific Activity | Service | | Total Score |
|---|---|---|---|---|
| | | Clinical Faculty | Others | Max |
| (Range: 1 - 21) | (Range: 0 - > 34) | (Range: 0 - 20) | (Range: 0 - 10) | |
| | | | | |
| **Grading:**<br>Clinical Faculty:        > 51 = A;    35-50 = B;    21-35 = C;    1-20 = D;    Non-respondents = F<br>Non-clinical Faculty:  > 46 = A;    31-45 = B;    16-30 = C;    1-15 = D;    Non-respondents = F | | | | |

## Declaration

I hereby declare that the details provided by me here are correct to the best of my knowledge.

**Name of the Employee:**                                **Signature with date:**
**III: Performance Appraisal Form**

(To be filled by the Supervising Officer / Head of the Department or their designee)

## Please comment on the performance of the employee for each item listed.

(A = outstanding; B = Exceeds expectations; C = Meets the expectations; D = Needs improvement)

| Sl. No | Domain | Appraisal | Feedback |
|---|---|---|---|
| 1 | Job knowledge | | |
| 2 | Professional skills | | |
| 3 | Quality of work | | |
| 4 | Problem solving skills | | |
| 5 | Productivity | | |
| 6 | Punctuality & regularity | | |
| 7 | Dependability | | |
| 8 | Integrity | | |
| 9 | Initiative & creativity | | |
| 10 | Interest in general welfare of patients and/or students | | |
| 11 | Adherence to institutional policy | | |
| 12 | Leadership quality | | |
| 13 | Team work | | |
| 14 | Administrative work | | |

## Overall performance:

Outstanding          Exceeds expectation          Meets expectation          Needs improvement

☐                    ☐                            ☐                          ☐

## Goals for the next year:

Head of the Department:                              Signature with date:

Part IV: Performance Review

## Supervising Officer's Confidential Comments

Head of the Department:                    Signature with Date:

## Reporting Officer's final rating & Comments

Dean / Principal:                    Signature with Date:

## Reviewing Officer's final rating & Comments

Director                    Signature with Date: