Standard Operating Procedures (SOPs) for Faculty Performance Evaluation

RAHBAR COLLEGE
OF DENTISTRY

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No.102/RCoD/ρ 35 Dated: 5- /. ω 2024
To: Director Admin
Info: Medical Branch

RAHBAR COLLEGE OF DENTISTRY

RAHBAR COLLEGE OF DENTISTRY
Standard Operating Procedures (SOPs) for
Faculty Performance Evaluation

SOPs for faculty performance evaluation aim to ensure fairness, consistency, and transparency in assessing faculty contributions. They provide standardized criteria for evaluating teaching, research, clinical duties, and service, support professional development, and ensure compliance with academic and accreditation standards. These procedures help maintain high educational and clinical standards, enhance accountability, and foster ongoing improvement in faculty performance.

1.Research Activities:

- Project Title: Accurately record the name of each research project.
- Date of Initiation: Record the start date of each research project.
- Anticipated Date of Completion: Note the expected completion date for each research project.
- Funding Source Identify and document the sources of funding for each research project.
  - o List Funding Sources: Enter the names of funding organizations, such as HEC (Higher Education Commission), PMRC (Pakistan Medical Research Council), UNIC (United Nations International Children's Emergency Fund), or other relevant sources.
  - o Detail Multiple Sources: If a project has multiple funding sources, list each source separated by a comma.
  - o Verify: Confirm funding sources with grant documentation or financial records

2. Seminars / Conferences / Workshops

- Attended: Record the event title, date(s) of attendance, location, and its relevance to your field.

- Organized: Document the event title, date(s), location, and your role in organizing.
- Conducted: Note the event title, date(s), location, and your role in conducting.
- Oral Presentation: Include the presentation title, event title, date, and audience type.
- Poster Presentation: Record the poster title, event title, date, and audience type

3. Personal Research Publications

Journals
- Document papers published in recognized journals.
- Record the total number of papers published in HEC recognized national/international indexed journals for the current year
- List the references for each published paper. Include the following details:
  - Title of Paper
  - Authors
  - Journal Name
  - Volume and Issue Number
  - Page Numbers
  - Publication Date

Books Written
- Document books, chapters, and other formal scientific activities authored or co-authored.
- Provide details for each book, chapter, or monograph. Include the following:
  - Title
  - Authors/Editors
  - Publisher
  - Publication Date
  - Chapter/Monograph Title (if applicable)
  - Page Numbers (if applicable)

4. Teaching Load

Teaching Load: Record and manage teaching responsibilities.
  - Teaching: Document the number of credit hours for online or classroom lectures. Each credit hour equals 1 lecture per week per semester (15 contact hours).
  - Practical: Document the number of credit hours for practical sessions. Each credit hour equals 3 hours per week per semester (45 contact hours).

5. Supervision of Research
- Track the number of students and research projects under supervision.

No. 102/RCoD/P38 Dated: 5 Aug 2024

- Record the number of students or projects you are supervising.
- For each student or project, include:
  - o Name of Student: The name of the student under supervision.
  - o Local/International: Indicate if the research is local or international.
  - o Reference: Provide a reference for each project or student (e.g., project title, thesis, or publication).

6. General Evaluation

1. **Job Knowledge / Skills**
   - o Assess expertise and current knowledge.
   - o Review qualifications, recent work, and gather feedback from peers and students.
   - o Assessed by HOD of the concerned Department

2. **Quality of Work**
   - o Evaluate accuracy, neatness, and thoroughness.
   - o Examine work samples, gather feedback, and compare with standards.
   - o Assessed by HOD of the concerned Department

3. **Productivity**
   - o Measure the quantity and efficiency of work.
   - o Track outputs, deadlines, and resource usage.
   - o Assessed by HOD of the concerned Department

4. **Class Control**
   - o Assess classroom management and student engagement.
   - o Observe classes, collect student feedback, and review management techniques.
   - o Assessed by HOD of the concerned Department

5. **Reliability**
   - o Evaluate consistency and independence.
   - o Review adherence to deadlines, work quality, and supervision needs.
   - o Assessed by HOD of the concerned Department

6. **Adaptability**
   - o Assess flexibility and response to changes.
   - o Review handling of new situations and feedback on adaptability.
   - o Assessed by HOD of the concerned Department

7. **Preparation**
   - o Assess preparedness for lectures.
   - o Review lecture materials, observe delivery, and collect student feedback
   - o Assessed by HOD of the concerned Department

8. **Initiative**

- o Evaluate proactiveness and innovation.
- o Document new ideas, assess implementation, and gather feedback.
- o Assessed by HOD of the concerned Department

9. **Attendance**
   - o Measure punctuality and adherence to schedule.
   - o Track attendance records and assess impact on responsibilities.
   - o Assessed by HOD of the concerned Department

10. **Relations with Others**
    - o Assess interpersonal effectiveness.
    - o Gather feedback on collaboration, communication, and professional demeanor.
    - o 360° Degree Evaluation

11. **Adherence to Policies and Procedures**
    - o Evaluate compliance with institutional policies.
    - o Review adherence to policies, safety guidelines, and professional conduct.
    - o 360° Degree Evaluation

12. **Planning and Analytical Ability**
    - o Assess problem-solving and planning skills.
    - o Review planning documents, problem-solving examples, and feedback.
    - o 360° Degree Evaluation

13. **Managerial Skills**
    - o Evaluate leadership and teamwork effectiveness.
    - o Document leadership roles, assess teamwork, and gather feedback.
    - o 360° Degree Evaluation

14. **Communication Skills**
    - o Measure clarity and effectiveness in communication.
    - o Review written and oral communication, and gather feedback.
    - o 360° Degree Evaluation

No. 102/RcoD/P.38 Dated. 5 Aug 2024

RAHBAR COLLEGE
OF DENTISTRY

FACULTY PERFORMANCE EVALUATION FORM
RAHBAR COLLEGE OF DENTISTRY

PART 2. RESEARCH AND GRANT

2.1 RESEARCH PROJECTS UNDERTAKEN (Current year)

Project title	Date of initiation	Anticipated date of completion	Funding for this project HEC, PMRC,UNIC other

No.102/RCoD/P38   Dated : 5 Aug 2024

2.2 SEMINARS / CONFERENCES / WORKSHOPS (Please add additional sheets if required)

ATTENDED	ORGANIZED	CONDUCTED	ORAL PRESENTATION	POSTER PRESENTATION

(Please provide participant feedback forms for activities which were arranged by the respondent

No.102/RCOD/P.38 Dated: 5 Aug 2024

2.3 PERSONAL RESEARCH PUBLICATIONS

2.3.1 National/ International/ Indexed/ Impact Factor Journals

Number of papers published in HEC recognized national / international indexed journals (for current year):_____

Provide below reference of the published research paper (please use additional sheets where applicable)

1.

2.

3.

......

No.102/RCOD/P.38   Dated: 5 Aug 2024

2.4 BOOKS WRITTEN (Current year)

Provide reference of book/s, chapter/s of books, monograph/s or any other formal scientific activity:

1.

2

3

...
...
.

PART 3. TEACHING

3.1 TEACHING LOAD

> 1 Semester = 15 Weeks
>
> 1 Credit Hour (#Teaching) = 1 Lecture/week/semester = 15 contact hours
>
> 1 Credit Hour (*Practical) = 3 Hours/week/semester = 45 contact hours
>
> #Teaching = Online / Classroom lectures
>
> *Practical = Lab / Field / Clinical / Research Work / Assessment Preparation/ Validation of Items / Curriculum Activities / Faculty Development Workshops

1. #Teaching:

2. *Practical:

Please add additional sheets (where applicable)

No. 102/RCOS/P38   Dated: 5 Aug 2024

3.2 SUPERVISION OF RESEARCH

Number of Students/Research Projects under supervision

SR. NO	NAME OF STUDENT	LOCAL	INTERNATIONAL	REFERENCE

No. 102/RCOD/P.38 Dated: 5 Aug 2024

3.3 CURRICULUM RELATED

New programs developed within field of interest:

1.

2.

3.
4.

Number of MCQ's developed: ———————————————

———————————————
Signature of Faculty

Signature of Director R&D

No. 102/RCoD/P38 Dated: 5 Aug 2024

PART 4. GENERAL EVALUATION

Outstanding 90 – 100
Above average 80 – 89.9

	Performance Factors: Maximum points for each trait is 10	Excellent	Proficient	Average	Needs Improvement	Unsatisfactory	total
1	Job Knowledge / Skills To what extent does the employee maintain a satisfactory level of job knowledge and job skills? Assessed by HoD						
2	Quality of Work To what extent does the employee's work meet the required quality standards, i.e., accuracy, neatness and thoroughness Assessed by HoD						
3	Productivity To what extent does the employee accomplish the quantity of work expected of the job assigned and use time and resources appropriately Assessed by HoD						
4	Class Control To what extent does the employee has control on class Assessed by HoD						
5	Reliability To what extent does the employee perform work consistently without close supervision or assistance? Assessed by HoD						
6	Preparation How does employee prepare lecture? Does he/she properly prepare slides or notes to deliver lecture in class and have full command over the topic? Assessed by HoD						
7	Adaptability To what extent does the employee readily adapt to new situations and changes in routines, work load, and work assignments? Assessed by HoD						
8	Initiative To what extent do the employee present new ideas, improve procedures or otherwise demonstrate an awareness of clerical or technical changes related to the job, and take appropriate action without instruction or urging Assessed by HoD						
9	Attendance To what extent does the employee maintain attendance in regard to tardiness, early departures, absences, and working assigned schedule Assessed by HoD						

No. 102/RCoD/P38   Dated: 5 Aug 2024

10	Relations with others To what extent does the employee establish effective working relationships when dealing with others (supervisors, co-workers, patients, the public etc) and promote the effectiveness of other employees 360° Degree Evaluation							
11	Adhere to Policies and Procedures To what extent does the employee, follow College specific policies and procedures (i.e., safety, dress policy professionalism and administrative policies and procedures 360° Degree Evaluation							
12	Planning and Analytical Ability To what extent does the employee demonstrate the skills to analyze, solve problems and prioritize 360° Degree Evaluation							
13	Managerial Skills To what extent does the employee effectively work well with and through others to complete assignments in a timely and productive manner demonstrating a commitment to customer service. 360° Degree Evaluation							
14	Communication Skills To what extent can the employee effectively express himself/herself orally and in writing including correspondence, reports, and presentations at conferences, seminars, workshops, etc., as required by the job? 360° Degree Evaluation							

High average   70 Average   60 — 79 69.9-9

Lecture
Total

No. 102/ RCoD / P 38   Dated : 5ᵗʰ Aug 2024

1. **Personality:** How is the incumbent in person?

2. **Communication skills:** How are the incumbent's interpersonal and communication skills?

3. **Organizational skills:** How well organized is the incumbent, especially in terms of punctuality in submitting assignments, department-level research project reports and student-related project reports?

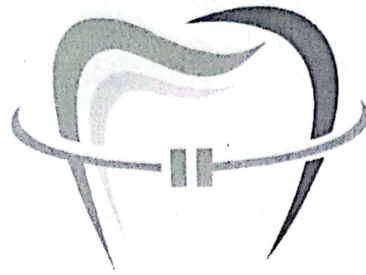4. Any other observations/suggestions:

_____
Signature of HoD

_____
Signature of
Principal RCoD

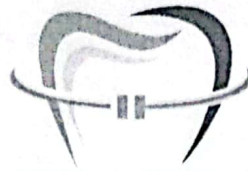**REMARKS BY PRINCIPAL**

No. 102/ RCoD/ P38   Dated: 5 Aug 2024

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OF DENTISTRY

SELF APPRASIL

FORM RCoD

RAHBAR COLLEGE
OF DENTISTRY

SELF-APPRAISAL-FORM

Evaluation of Module/Block for BDS Program by Faculty

(To be filled by each faculty at the time of each Module Completion)

Name of Institute: _____   Name of Program: _____

Department: _____   Degree Session: _____

Years of Study: _____   Title of Block/Module: _____

Code: _____   Name of Teacher: _____

Visiting: _____   Faculty: Permanent _____

Academic
Designation: _____

Note: Write NA where not applicable

GENERAL INFORMATION ABOUT COURSE STRUCTURE		
Credit contact hours per week	Theory	Practical
Total no. of lectures assigned in module/block	Theory	Practical
No. of CBL sessions taken during the module/block		
No. of demo/discussions/SDGs during module/block		
INFORMATION ABOUT STUDENTS AND FEEDBACK		
No. of students in class		
Module evaluation questionnaires filled by students	Total Students	Forms Received
ASSESSMENT METHOD USED WITH MARKS		
Block/module topic	Formative	Summative
Results: End of module exam(By Departments)		
No. of students appeared	Total Marks:	Passing Marks:
	Total Students Pass:	
	Total Students Failed:	

No. 102/RCoD/P38/   Dated: 5 AUG 2024

PART-II PERCENTAGE & GRADING OF STUDENTS PASSING

Grades secured & other outcomes to be provided by controller of examination	Percentage	Grade
	80-100	
	70-80	
	60-70	
	50-60	
	<50	

FEEDBACK ON CURRICULUM CONTENT/BLOCK/MODULE REVIEW

Completed in time: (Yes/No)	
LO's achievement: (Please Comment)	
Assessment alignment with LO's: (Please comment)	
Recommendations	

Course Instructor Name & Signature:_____

Part II

(To be filled by HoD)

Overview/Evaluation by HOD/Program Head after receiving feedback from students and faculty:

_____

_____

_____

HOD Name & Signature/Stamp: _____   Date: _____

*CBL: Case Based Learning

*SGD: Small Group Discussion

*LO's: Learning Outcomes

No. 102/RCoD/P38/   ıı   Dated: 5 AUG 2024