

Guidelines for lecturer evaluation at FEC effective as of AY 2014-2015

(Revised at FEC meeting dated 20 May 2015)

Rationale

These guidelines are a revision of the Guidelines for Faculty Performance Review used at FEC for the academic years 2012-2013 and 2013-2014, based on the insights and experiences gained with the aim of improving the process and better reflecting the nature and responsibility of a lecturer at HSU.

Types of lecturers:

There are generally three categories of lecturers at FEC with different allocation of responsibilities as follows:

- Teaching lecturers: with general responsibilities described by Lecturers Regulations (QCGV) (1238hrs or 450 teaching periods, 162hrs for research and 360hrs for professional development and other services)
- Research lecturers: lecturers with more research orientation, generally expected to
 - Be core members of HSRS with active contributions
 - Be active members of at least one research project leading to academic publications
 - Demonstrate in writing active research efforts, progress and results (say one in every 3 months)
- Administrative lecturers: limited to department heads and program managers.

	Teaching	Services to FEC/HSU	Research/ Professional development	Community services
Teaching	60%	20%	15%	5%
Research	40%	20%	35%	5%
Administrative	40%	40%	15%	5%

The lecturers can decide in the PMP planning at beginning of the academic year what category of lecturer he or she may want to belong to, and accordingly will plan the workload and accept the relative weights in performance evaluation. The plan will need the endorsement of the concerned department heads for approval of the dean(s). Exception from this scheme is possible but will need specific written

justification from the lecturers and approval from top management of HSU (BGH), also at the beginning of the academic year.

Basic process:

PMP Planning

- AT the beginning of the academic year (by 15 November), lecturers submit to Department Heads and Dean Office individual PMP plan for the year (see attached form) indicating: lecturer category selected, detailed teaching plan (number of classes in each semester and languages used), projects and task forces of FEC or HSU to participate in, research projects, professional and academic development plan, etc.
- In case participation in larger projects requiring reduction of normal teaching load, lecturers should get approval in writing from Deans and attach to the PMP plan. The PMP plan will serve as bench mark for PMP assessment at the end of the year.
- Lecturers outside of Research category should specify in their PMP planning how they plan to use the 162 “research” hours allocated by HSU Lecturers Regulations (QCGV) for research and/or professional development activities. In case of no plan explicitly specified, the lecturers will have to add one class (45 lecturing periods) to the teaching load.

Mid-term PMP review

- Mid-term review: At the end of Semester 2B, all lecturers prepare and submit mid-term self-reports to their direct supervisor (Department Heads), with copy to Dean Office. Department heads and deans review and compare these reports to the PMP plans to see if there is any action to be taken to help, possibly through face-to-face meetings, the lecturers improve their performance and meet the planned targets in the remaining part of the academic year.

Final PMP review

- At the end of each academic year, all lecturers prepare and submit to the department heads a self assessment report following a provided format. Department heads will meet the lecturers in the department in face-to-face meeting to help improving the report, to discuss performance assessment and ways to improve performance. After the meeting, the department heads will forward the revised self-assessment reports of the lecturers to the Dean Office. *Notes: The lecturers are personally responsible for the accuracy and comprehensiveness of the report as well as its timely submission. The PMP assessment will primarily based on efforts and achievements provided in this self-assessment report.*
- The FEC secretaries will verify and supplement the hard data given in the self-assessment reports using information provided by Registrar and Quality Assurance Offices, and then summarize the self-assessment form and send the summary to Deans.
- The Lecturers Assessment Panel (LAP), consisting of Deans and all Dep. Heads, meets to evaluate the performance of each of the lecturers. The evaluation of each lecturer will be based on the self-assessment reports, with concerned department heads reporting the results of the face-to-face meeting with the lecturer. The department heads may also recommend and explain levels of performance for the lecturer as input for deliberation of the panel.

- The decision by LAP is generally by consensus. In case of disagreement, majority vote will decide. The conclusion of the evaluation in each case would be qualitative assessment (**exceptional performance, above expectations, meet expectations, improvement needed, below expectations**) of the performance, in each of the four major responsibilities of the lecturer involved, together with specific recommendations for improvements. The overall assessment is computed as weighted average of the individual assessment in the four areas of responsibility, with different weighting for different categories of lecturers.
- When a member of LAP is evaluated, he or she will not be present at the discussion. The discussion of LAP remains confidential.
- After the assessment by the LAP, the results are sent via email individually by Dean Office to the lecturers. The comments accompanying the assessment will contain both the general assessment of the performance and the suggestions for improvements.
- Within 2 days, if there is no feedback in writing, it is understood that the lecturers received and agreed with the assessment.
- In case of disagreement by the lecturers, the Deans may meet the lecturers or writing to them for further clarifications. The final assessment will be proposed with consultations via email with the panel members, and will be communicated to the concerned lecturers.
- **The PMP assessment results will be digitally archived by the Dean Office and HR Office, and will serve as the most important criterion in recommendations from FEC concerning salary increase and annual bonus/awards.**