

# **FACULTY PERFORMANCE APPRAISAL AND DEVELOPMENT SYSTEM**

## **APPRAISAL PROCESS**

### **1. Timeline for Filling the Appraisal:**

- The performance appraisal form must be filled out at the end of each academic year.
- The specific deadline will be communicated by the HR department or the Head of the Department (HOD). Faculty members are advised to complete their self-assessment within this timeline.

### **2. Process Overview:**

- Self-Assessment:
  - Faculty members are required to fill out the appraisal form, which includes several sections such as academic activities, research & consultancy, and department & institution building.
  - All self-assessed points should be backed by relevant documents, which must be submitted alongside the filled form.
- Moderation by HOD:
  - After self-assessment, the form is reviewed and moderated by HOD. The HOD will review the points based on the evidence provided and overall performance.
- Feedback and Documentation:
  - Once the appraisal is reviewed by the HoD, faculty members receive feedback on their performance. HoD must ensure that all required documents and enclosures are attached to the form before submission to the Head of the institution.
  - Faculty members should also keep a copy of the filled form and the supporting documents for their records.
- Principal Review:
  - After HoD review, the form is reviewed and moderated by the principal in the presence of respective HoD. Principal may suggest increment and promotion.
- Final Review:
  - A final review is conducted by the management and necessary action is taken.

### 3. Stakeholders Involved:

- Faculty Member: Responsible for filling out the self-assessment form, gathering supporting documents, and submitting the form by the deadline.
- Head of the Department (HOD): Reviews and moderates the self-assessment form, providing feedback, and approving the points as necessary in the presence of faculty member.
- HR Department: Facilitates the overall appraisal process, ensures the timely collection of appraisal forms, and supports the review committee in the final evaluation.
- Review Committee: Composed of the Principal, concerned department HoD and HR personnel, this committee conducts the final review of the appraisals and makes recommendations for increments or promotions before forwarding to the management.

### 4. Sections of the Appraisal Form:

- Section A: Teaching Learning Process
- Section B: Self Development
- Section C: Contribution to Student Development
- Section D: Contribution to Faculty Development
- Section E: Contribution to Institutional Development

### 5. Scoring and Categories:

- The total points scored out of 200 across all sections determine the faculty member's category, which influences increments or promotions:
  - Category A: >171 points
  - Category B: 151 – 170 points
  - Category C: 131 – 150 points
  - Category D: 101 – 130 points
  - Category E: <100 points

GAT is committed to fostering a culture of performance excellence. The Annual Performance Appraisal Form is designed to empower academicians to take ownership of their professional development, recognize their achievements, and contribute to the organization's success. This collaborative approach ensures a comprehensive assessment of each Academician's performance and identifies areas for growth and development. GAT has implemented a comprehensive performance assessment process that incorporates evaluation from multiple sources.

This multifaceted assessment process ensures a well-rounded evaluation of faculty performance and provides opportunities for growth and improvement.

Global Academy of Technology (GAT) recognizes the importance of evaluating the performance and growth of non-teaching staff. The Non-Teaching Staff Appraisal and Evaluation Form (NTSAEF) is designed to empower non-teaching employees to understand their contributions, reflect on their progress, and plan for future development.

This policy ensures that non-teaching staff can self-assess their performance, receive feedback from supervisors, and engage in a structured evaluation process highlighting their achievements and areas for improvement.

GAT has implemented a comprehensive performance analysis process.