

Staff Members Performance Evaluation Criteria for the Academic Year 2025/2026

The institution follows objective criteria and mechanisms for evaluating faculty performance. These criteria are based on Law No. (49) of 1972, the Universities Organization Law, and in light of Articles (99, 98, 96, 95, 70, and 69). They also adhere to the rules approved by the Supreme Council of Universities in its 646th session on April 4, 2016, under Item Four: Conditions and Rules of Evaluation.

The criteria include the following:

1. Teaching Performance and Student Activities:

These are numerous and varied activities, including:

- Adherence to regulations and systems.
- Effectiveness of explanation and adherence to lecture times.
- Adherence to class schedules preparation of course materials, and practical training for students within the college.
- Demonstrating academic leadership and activating student support (academic advising).
- Adherence to course descriptions.
- Preparation of course files.
- Use of e-books.
- Utilizing modern teaching methods.
- Continuous student assessment.
- Developing student evaluation methods.

- Participating in examination control procedures.
- Participating in exam proctoring.
- Participating in the preparation of theoretical and practical exams.
- Receiving and responding to student feedback.
- Participating in student activities.
- Participating in the activities of the various college units.

2. Research Performance:

This includes the following:

- Supervising and examining postgraduate students.
- Participation in organizing and attending workshops and training courses at the department and college levels.
- Participation in research projects.
- Participation in scientific conferences.
- Activating cultural and scientific cooperation protocols between universities.
- Participation in the department's research plan.

3. Community Service and Environmental Development Activities:

This includes the following:

- Participation in community service and environmental development activities within the department and the college.
- Conducting scientific research on common community problems and working to find appropriate solutions whenever possible.

- Contributing to organizing or delivering awareness campaigns on important issues that serve the community.

4. Quality Performance:

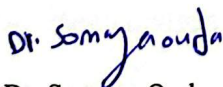
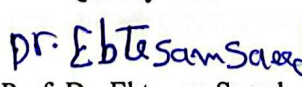
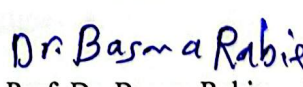
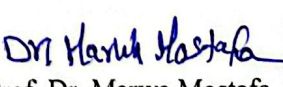
This includes the following:

- Participation in quality-related activities within the department.
- Participation in quality-related activities within the college.
- Attending and organizing workshops, seminars, and conferences on quality assurance.
- Participation in preparing annual reports and the college's self-study.

5. Personal Attributes and Relationships:

- Cooperative with colleagues.
- Cooperative with supervisors.
- Good appearance and professional conduct.
- Respectful interaction with college leadership.
- Respect for colleagues within the department and across other departments.
- Respectful interaction with administrative staff.
- Respectful interaction with students.
- Contributing to problem-solving within the department and the college.

Standard Coordinator	Deputy Director of the Quality Unit	Director of the Quality Unit	Dean of the Faculty
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 Prof. Dr. Somaya Ouda	 Prof. Dr. Ebtesam Saeed	 Prof. Dr. Basma Rabie	 Prof. Dr. Marwa Mostafa
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Performance Evaluation Criteria for Teaching Assistants (Assistant Lecturers and Demonstrators) for the Academic Year 2025/2026

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The criteria include the following:

1. Educational Performance and Student Activities (Under the Supervision of Faculty Members):

- Adherence to rules and regulations.
- Participation in student support activities.
- Participation in students' practical training at the college according to the academic schedules.
- Use of modern methods in practical training.
- Participation in invigilation of examination committees.
- Participation in activities of various units.
- Assisting students in understanding topics through practical application (re-demonstration).
- Participation in online sessions with students.

2. Research Performance:

This includes the following:

- Progress in academic theses (Master's / PhD).
- Participation in organizing and attending workshops and training courses at the department and faculty levels.
- Attendance at scientific conferences.
- Contribution to activating and implementing the department's research plan.

3. Community Service and Environmental Development Activities:

This includes the following:

- Participation in community service and environmental development activities within the department and faculty.
- Participation in volunteer initiatives organized by the faculty or university.
- Contribution to organizing cultural events within the faculty.

4. Quality Performance:

This includes the following:

- Participation in quality-related activities within the department.
- Participation in quality-related activities at the faculty level.
- Attendance and organization of workshops, seminars, and conferences related to quality assurance and academic accreditation.

5. Personal Traits and Professional Relationships:

This includes the following:

- Demonstrates cooperation and positive interaction with colleagues.
- Cooperates with supervisors and adheres to work directives.

- Maintains a professional appearance and appropriate conduct.
- Treats supervisors and colleagues with respect.
- Treats administrative staff with respect.
- Treats students with respect.
- Avoids conflicts within the department and faculty.

Standard Coordinator Deputy Director of the Quality Unit Director of the Quality Unit Dean of the Faculty

Dr. Somaya *Dr. Ebtessam Saeed* *Dr. Basma Rabie* *Dr. Marwa Mostafa*
Prof. Dr. Somaya Ouda Prof. Dr. Ebtessam Saeed Prof. Dr. Basma Rabie Prof. Dr. Marwa Mostafa

