

5.i.2 Staff Evaluation

Subject	Faculty and Professional Staff	Effective From	Sep - 2011
Policy #	5.i.2	Latest Revision	Dec - 2023
Title of The Policy	Staff Evaluation	Next Review	Dec - 2024
Responsible Entity	College Councils, HR Unit, QAIRC	Policy Pages	2
Definitions	AAU: Al Ain University PES: Performance Evaluation System		
Purpose	The objective of this policy is to specify the central functions and procedures of AAU's Performance Management System (PES) framework, which provides the basis for decisions regarding confirmation, promotion and annual appraisal of AAU staff strictly on merit.		
Scope	This Policy is applied on all AAU administrative staff.		
Statement	The AAU PES focuses at encouraging a performance driven work environment that can ultimately urge good performers to improve further and help to manage underperformances through proper monitoring and guidance.		
Procedures	<ul style="list-style-type: none"> • All the managers are required to set goals for their departments/units; these departmental goals must be aligned with the AAU's Mission and Vision. Additionally, managers should discuss their departmental objectives/performance with the senior management on appropriate basis and submit the status reports. The evidence on such activities will be used as a major tool to measure the performance of the managers. • In light of the department/unit goals, managers are required to set the objectives of the employees. These objectives must be defined and handed over to the employees by the beginning of the year (by using the Performance Evaluation form available at the HR Unit). In case of new recruitment, objectives must be defined and discussed during the first three months of hiring. • Employees are required to be familiar with the goals of AAU as well as those of their department/unit. It will help the employees to demonstrate better understanding for individual objectives and to participate in the performance discussions. <p>Process of performance review</p> <p>The performance review will take place as follows:</p> <ul style="list-style-type: none"> • Employee's Confirmation: All new employees will be appraised one month prior to the completion of probation (Probation period will be of six months). In case of satisfactory performance, their services will be confirmed, and the Human Resources Unit will issue a Confirmation Letter. In case of unsatisfactory performance, services may be terminated. • Annual Performance Review: This will be conducted once a year. AAU may set a specific period for annual performance review. 		

	<p>• Contract Renewal:</p> <p>Performance review must take place at least three months prior to the employee's contract renewal.</p> <p>The performance management system is comprised of three basic activities: setting objectives and conveying them to the employees at the beginning of the year, monitoring the performance during the year, and reviewing the performance and objective achievement at the end of the year.</p> <p>AAU may use different tools to support the performance management system; these may vary between employee categories and various departments. Based on the results drawn from different tools of performance management system, and in appreciation of the members of staff, AAU management selects "Employee of the Year" which is considered to be one of several motivational activities for staff. The selection criteria include outstanding performance as well as contribution to the community at large.</p>
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