SECTION A

Policy Name

Academic Staff Performance Appraisal System

Policy No. KLN/P-QA/2023/2

Effective Date

11.03.2024

Responsible Parties

Head of the Departments/ Deans of Faculties and Staff Development Center

Scope and Audience

This policy document is applicable to academic staff members in the permanent carder of the university excluding those who are on study leave and sabbatical leave.

Rational

The performance appraisal policy of the University of Kelaniya is designed to promote a culture of excellence, accountability, and continuous improvement among its academic staff. By conducting regular and fair assessments, the university aims to recognize and reward high-performing individuals, identify areas for development, and align individual goals with the institution's strategic objectives. This policy is instrumental in fostering a motivated and competent workforce, ultimately enhancing the quality of education and research at the University of Kelaniya.

SECTION B

1. Policy Purpose

This performance appraisal policy serves several major objectives related to Goal 2 of the university's strategic plan. The following objectives are designed to help assess and improve performance of academic staff, align individual goals with organizational goals, and support overall performance and development.

A. **Evaluating Staff Performance**: The primary objective of this appraisal policy is to assess how well academic staff members are performing in their roles.
B. **Feedback and Communication**: the proposed appraisal system offers an opportunity for academic staff members to receive feedback on their strengths and weaknesses, which can help them understand their performance better and make improvements.

C. **Identifying Training and Development needs:** Through the appraisal process, HoDs /Deans/ Staff Development Centre and Faculty Staff Development Units can identify areas where staff members need further development or training.

D. **Recognition and Reward**: this performance appraisal policy can serve as a basis for recognizing and rewarding high-performing academic staff members.

E. **Data for Management Decisions:** Performance appraisal data can be valuable for HoDs/ Deans and Vice Chancellor in making decisions related to promotions, terminations, succession planning, and resource allocation.

F. **Motivation and Staff Engagement**: When staff members understand that their performance is being evaluated and that their efforts are recognized and rewarded, it can boost motivation and engagement, leading to increased productivity, job satisfaction and retention.

2. Frequency of Performance Appraisal

Annual (at the end of the Academic year)

3. Policy Statement

The University of Kelaniya is committed to develop the high quality faculty to attain the strategic goals of the university.

4. Definitions

Performance Evaluation: The act of analyzing and judging an employee's work performance, typically against established criteria or standards.

360-Degree Feedback: A performance appraisal system that incorporates feedback from multiple sources, including peers, students, and head of the department.

Performance Ratings: The numerical or qualitative scores assigned to employees to reflect their performance, on a rating scale, such as "exceeds expectations," "meets expectations," or "needs improvement."

Performance Improvement Plan (PIP): A formal plan developed to address performance deficiencies and help employees improve their performance.

5. Responsibilities and Procedures for Implementation of Policy

The proposed appraisal system has four main sections and sub sections. Assessment responsibilities and allocated marks for each section are as follows.

5.1 Section A: Teaching, Learning and Assessment (55 Marks)

5.1.1. **Student Feedback (10 Marks)**: Head of the department is responsible to conduct student feedback and prepare summary report for each staff member [Refer annexure 1 – Section A (1)]

5.1.2. **Peer Evaluation (05 Marks)**: Head of the department is responsible to conduct peer evaluation and prepare summary report for each staff member [Refer annexure 1 – Section A(II)]

5.1.3. **Classroom Activities (20 Marks):** Head of the Department should prepare a report of number of lectures allocated and number of lectures delivered for each staff member at the end of each semester [Refer annexure 1 – Section A (III)].

5.1.4. **Assessment (15 Marks):** Head of the Department should prepare a report on examination related matters for each staff member at the end of each semester [Refer annexure 1- Section A (IV).

5.1.5. **Managing Learning Management System (05 Marks):** Head of the Department should prepare a report related to use of LMS by each staff member at the end of each semester [Refer annexure 1 – Section A (IV)].

Note: Section A focuses only the undergraduates' teaching, learning, and assessments of University of Kelaniya.

5.2 Section B: Research and Scholarly Activities (25 Marks)

B (I) Research and Publication

B (II) Postgraduate and Undergraduate Thesis Supervision

B (III) Editorial and Review work

(Refer Annexure 1 – Section B)

5.3 Section C: Contribution to Institutional, National and Community Development (15 Marks)

C (I) (a) Development/introduction of new courses or degree programs

C (I) (b) Engagement in curriculum revision during the past 3-years

C (II) Meeting Attendance – Faculty Board Meetings and the Department Meetings

C (III) Contribution as a resource person

(a) As a resource person in Seminars/Workshops/Staff Development Programmes/CPD Programmes/Extension Courses/Short Courses During the Last 12 months

(b) Contribution to University Administration Responsibilities during the past 12 months

(c) Contribution to National and International Development Activities during the past 12 months

(d) Contribution to Community Development Projects (CSR) during the past 12 months

(Refer annexure 1 – Section C)

5.4 Section D: Professional Development (05 Marks)

D (I) Continuous Learning (05 Marks)

(Refer Annexure 1 – Section D)

6. Appeal Process: The applicants have the opportunity to appeal their performance appraisal ratings or decisions to the PA Management committee through a formal process.

7. Implementation

The applicant should submit a self-assessment report prepared as outlined in Annexure 1 of the performance appraisal policy document to the head of the department on or before the date specified by the Dean of the Faculty.

8. Performance Standard

The expected performance standards are as follows:

Lecturer (confirmed) and above - Total marks greater than or equal 70.

Probationary Lecturer, and Lecturer (unconfirmed) - The total marks greater than or equal 55.

9. Forms

The overall performance appraisal marking scheme is provided in the Annexure II

10. Frequently Asked Questions

11. Related Information

i. Feedback and Peer Evaluation guidelines published by University Grant Commission.

Link: https://www.eugc.ac.lk/qac/circulars.html#

ii.   Academic Staff Annual Increment Form.

SECTION C

Revision History

(Revision Dates: Month, Year)