

Performance Evaluation Process

Performance Charter:

Completed within the first 2 months of the performance cycle

Objectives to be determined by the Head of Department

Performance Evaluation:

Completed within the last 2 months of the performance cycle

Overall Rating of >1

Overall Rating of ≤ 1

Staff members, holding overall ratings of >1 and ≤ 4 , are strongly encouraged to self-improve by attending training programs provided by HR.

1st year: written warning.
2nd year: investigation and disciplinary action.
3rd year: subjected to termination.

Rebuttal:

Completed within 10 days of receiving the completed performance evaluation

If a staff member disagrees with the evaluation

Discussion with the Head of Department to resolve disagreement

If did not resolve

Submit a formal rebuttal to the Dean



Policy of Formal Rebuttal Against Performance Evaluation



Purpose

This policy establishes a formal mechanism for the rebuttal against performance evaluation ratings. Prior to formal rebuttal submission, staff members are encouraged to have a discussion with their Head of Department to resolve the disagreement.

Applicability

This rebuttal process is applicable for a staff member who disagrees with the performance evaluation given at the end of the performance cycle. Overall ratings of more than 1 are not subject to rebuttal.

Rebuttal Process

- Staff members may rebut within 10 days of receiving their completed performance evaluation by submitting a written rebuttal statement accompanied by supporting relevant documentation to the Dean via Enjaz.
- Rebuttal statement should briefly set forth specific reasons why a higher overall rating should have been given.

Rebuttal Panel

- The Dean will assign three members to serve as rebuttal panel to review each case.
- The responsibilities of rebuttal panel are:
 - Review the performance evaluation, written rebuttal statement, and all relevant documentations.
 - Conduct interviews with staff members if needed.
 - Submit a final report covering the issues and recommendations within a month of receiving the request to the Dean.
 - Maintain confidentiality regarding any information concerning the rebuttal.

