

**PRINCESS SUMAYA UNIVERSITY FOR TECHNOLOGY
(PSUT)
Faculty Evaluation Criteria**

In its pursuit of excellence in education, the Princess Sumaya University for Technology has formulated these guidelines which provide faculty evaluation criteria for all faculties/departments at PSUT. The three main criteria, i.e. teaching, research, and service, serve as pillars that uphold PSUT aspirations to be a foremost institution of higher learning which contributes to the knowledge, expertise, and intellectual well-being of the country's citizens. The criteria are meant to be a basis for decisions concerning promotion, sabbaticals, and other rewards and compensations offered by the university to its faculty members.

These criteria however are meant to be guidelines – not stringent rules. Significant research, quality of teaching, and sufficient university and/or community service are certainly the essential criteria for promotion. However a faculty member's contribution to each of these could vary, depending on his/her special circumstances, at the department, faculty, and university.

1. Teaching

PSUT'S primary aim is to offer a high-quality education that cultivates creativity, critical thinking, and a deep interest in learning. The university desires to offer the best possible education to its students and is therefore greatly dependent on the quality of its faculty members, their love of teaching, and their relationship with students.

PSUT does not merely wish to impart information and bestow degrees, but rather hone students in self confidence, self dependence, analytical thinking and discernment and give them the ability to view their subject, and indeed life itself, with a fresh and different perspective. We believe that a faculty member's ability for effective teaching and love of his subject can be infectious and instrumental in awakening the student's interest and passion for learning. Highly effective teachers, in other words, have the ability to inspire their students intellectually and draw out the best in them.

Excellent teaching is a skill that can not only be learned but improved and developed by adopting new techniques, keeping pace with new developments, constantly adapting them to the needs of the students, developing effective course structures, selecting suitable material, planning interesting assignments, providing fair evaluations of student assignments, and displaying efficiency in classroom management.

Faculty members must recognize and take into consideration the diversity of students, each of whom has his or her special ability and perspective, and help create an environment conducive to the development of their competencies and resourcefulness. Apart from regular lectures, ad hoc, informal discussions with students are considered to be intellectually stimulating and are therefore encouraged at PSUT. Faculty members are encouraged to advise students, be open to students' questions and concerns, and to make appropriate recommendations.

Excellence in teaching is a criterion for promotion at PSUT and a faculty member is expected to be a dedicated, forward-looking, flexible and sensitive teacher who inspires the best in his students and contributes to the development of their knowledge and skills.

The Evaluation Committee studies the application for promotion based on the criteria mentioned in the section below. However all faculty members are expected to maintain an up-to-date file with records of their teaching activities, courses taught, assignments, homework, lab work, examination papers, and any other information pertinent to the applicant's teaching activity. Such files may be examined by the Department Chair, Dean and members of the Evaluation Committee. Student evaluations are also considered to be evidence of teaching competence.

In evaluating the effectiveness of teaching by our faculty, the following criteria are taken into consideration:

i. Teaching and Curriculum Development

- Teaching methods (lectures, presentations, labs, field visits, discussions, new technology, etc.)
- Teaching load
- Involvement in the development of curricula and initiative in developing new material, laboratory projects, seminars, etc.
- Scope of courses covered/involvement in the improvement or innovation of courses
- Involvement in the development of special topics courses
- Textbook and textbook chapter publications
- Initiative in incorporating ABET standards and syllabi in teaching and preparing samples of student work for ABET review
- Involvement in multi-media/FEEDS courses and creative instructional methods
- Ability to raise the benchmark by creating challenging assignments, homework, examinations and projects for students
- Supervising and counseling students – especially graduate students
- Supervising undergraduate and graduate research

ii. Other Activities

- Competing for national, regional or international teaching awards

- Advising/mentoring students participating in team competitions and projects
- Involvement in or initiation of national and international educational cooperative partnerships
- Involvement in or initiation of technical cooperation projects with industry and/or business
- Any activity that reinforces and enhances the faculty member's teaching abilities

2. Research

Faculty members are required to actively pursue quality research, which is considered one of the mainstays of growth and development of not only faculty but also students. Faculty involvement in research is vital to the strength, excellence, and reputation of an academic institution.

PSUT encourages the pursuit of knowledge by individual faculty members – knowledge through which they demonstrate their intellectual vitality, contribute to scholarship, and positively represent the university as a place of education and research. The publication of research papers in professional, international and/or national journals is looked upon as proof of research accomplishments. However, the number of research papers published is not as important as the significance of the research. In other words, we stress on quality rather than quantity. Even though the numbers of published research papers are of consequence, a single research or teaching contribution receiving national or international recognition to the department, faculty and university is considered to be of greater merit.

Research papers submitted for consideration while applying for promotion should be original and not copied from the applicant's Master or PhD theses or from any of his/her past publications. Also, the papers should have been published in a variety of well-known scientific journals, both national and international.

Research contributions could include the following (Numbers are meant to be indicative and not required targets).

i. Research Proposals and Publications

- Publishing of research results in recognized professional national and international refereed journals (on average at least 2-3 refereed journal articles per year)
- Preparing and submitting research proposals (at least 2 per year)
- Publication in conference proceedings (at least 2 per year)
- Presenting research results at professional meetings--particularly invited presentations at national or international meetings (at least 2 per year)
- Publishing technical or user-oriented material

- Supervising student research (indicated by number of undergraduate and graduate student dissertations supervised or successfully completed)

ii. Research Grants

- University funded research (funded through university budget and subsidies)
- Industry/Business contracted research (funded by industry or businesses for specific purposes)
- Externally funded research (on average of at least one externally funded, competitive research grant every second year)
- Research that results in the publication of reference books on the subject, text books, scholarly translations of scientific books
- Research citations

iii. Research Awards and Patents

- Receiving national, regional or international awards for excellence in research
- Inventions or innovations stemming from research that are awarded patents by recognized national or international agencies

iv. Other Activities

- Serving as editor or reviewer of scientific journals and articles
- Reviewing proposals and manuscripts
- Attending scientific meetings and delivering keynote/invited speeches

3. Service

Service refers to faculty activities that are not part of the teaching and research functions, but that serve the university and/or community and advance the mission of the university. Activities that may be considered to be service include (but are not limited to): Serving the academic program, department or faculty, cooperating in and promoting intellectual and cultural activities on or off campus, and helping to further the university's aims and values, through diverse curricular and extra-curricular activities.

University and community service may be considered the third criteria for faculty evaluation after teaching and research, both of which carry more weight. Faculty members' service to their departments, students, and university administration is considered essential for smooth governance and can be achieved through membership of committees which assist in formulating

and shaping university policies and procedures. Service can also be offered in the form of organizing student and community events, fund-raisers, training sessions, workshops, awareness campaigns, scientific events and meetings, and other similar activities which showcase the university as a place of education, research, and social responsibility.

Activities that are considered to be service include:

- Leadership positions and or memberships in professional organizations
- Serving on international boards
- Serving as Chair in sessions, programs, meetings etc. at scientific events
- Serving as panelist for technical reviews by funding agencies
- Faculty service and support (e.g. serving as chair/member of committees, coordinator of undergraduate or graduate programs, registration services, orientation services, etc.)
- Mentoring
- Participation in and contribution to special projects such as ABET, SACS, etc.
- Community service that includes participation in or leadership of any activity that serves to uplift, develop, and improve communities in the country

Scale of Merit and Weight System

King Talal Faculty of Business and Technology

Activity	Weight
Teaching	60%
Research	30%
Service and other activities	10%

King Hussein Faculty of Computing Sciences

Activity	Weight
Teaching Effectiveness and Advising	50%
Scholarship and Professional Activities	30%
Service – Community and University	20%

King Abdullah II Faculty of Engineering

Activity	Weight
Teaching	60%
Research	30%
Service and other activities	10%

PRINCESS SUMAYA UNIVERSITY FOR TECHNOLOGY
JORDAN
EVALUATION FOR PROMOTION TO THE RANK OF ASSOCIATE PROFESSOR

Applicant's Name	
Department	
Faculty	

Reviewer's Name	
Institution, Full Address, and Contact Details	

TO BE FILLED IN BY REVIEWER:

1. Please rate the compatibility of your scientific/technical background and research expertise with the candidate's research area (*Please tick one of the following*):

80-100%	60-80%	60-40%	40-30%	Below 30%

2. What is your opinion of the overall quality of the candidate's research publications:

Excellent	Very Good	Good	Satisfactory	Poor

Reason/s for rating:

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3. What is your opinion of the overall quality of the journals in which the applicant's publications appear?

Excellent	Very Good	Good	Satisfactory	Poor

Reason/s for rating:

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4. How do you rate the applicant's publications from the following aspects:
(Please insert a number from 1 to 5 which signify (in descending order)... 5-Excellent, 4-Very good,, 3-Good, 2-Satisfactory, 1-Poor)

- Originality..... []
- Significance & Impact..... []
- Usefulness of research..... []

Comment:.....
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5. How do you rate the importance and quality of the conferences attended or organized by the applicant?

Excellent	Very Good	Good	Satisfactory	Poor

Reason/s for rating:

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6. How would you rate the candidate's patent and commercialization activities?
(Please skip if not applicable)

Excellent	Very Good	Good	Satisfactory	Poor

7. How do you rate the applicant's contribution to teaching?

Excellent	Very Good	Good	Satisfactory	Poor

Reason/s for rating:

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8. How do you rate the applicant's contribution to university, professional, and public service?

Excellent	Very Good	Good	Satisfactory	Poor

Reason/s for rating:

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9. Taking into consideration PSUT promotion criteria, how do you rate the applicant's over all achievements in research, teaching, and service, for a promotion? *Please ensure that one of the boxes below is ticked.*

Excellent	Very Good	Good	Acceptable	Weak

Reason/s for selection:

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10. Please select your recommendation for the candidate's promotion:

Strongly recommend	Recommend	Recommend with reservations	Do not recommend

Reason/s for selection:

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Reviewer's Signature:

Date:

PRINCESS SUMAYA UNIVERSITY FOR TECHNOLOGY
JORDAN
EVALUATION FOR PROMOTION TO THE RANK OF PROFESSOR

Applicant's Name	
Department	
Faculty	

Reviewer's Name	
Institution, Full Address, and Contact Details	

TO BE FILLED IN BY REVIEWER:

1. Please rate the compatibility of your scientific/technical background and research expertise with the candidate's research area (*Please tick one of the following*):

80-100%	60-80%	60-40%	40-30%	Below 30%

2. What is your opinion of the overall quality of the candidate's research publications:

Excellent	Very Good	Good	Satisfactory	Poor

Reason/s for rating:

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3. What is your opinion of the overall quality of the journals in which the applicant's publications appear?

Excellent	Very Good	Good	Satisfactory	Poor

Reason/s for rating:

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4. How do you rate the applicant's publications from the following aspects:
(Please insert a number from 1 to 5 which signify (in descending order)... 5-Excellent, 4-Very good, 3-Good, 2-Satisfactory, 1-Poor)

- Originality..... []
- Significance & Impact..... []
- Usefulness of research..... []

Comment:.....
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5. How would you rate the candidate's patent and commercialization activities?
(Please skip if not applicable)

Excellent	Very Good	Good	Satisfactory	Poor

6. Do you think the applicant's research published work made international impact in the field?

Definitely	To a Great Extent	Partially	No

Reason/s for rating:

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7. How do you rate the importance and quality of the conferences attended or organized by the applicant?

Excellent	Very Good	Good	Satisfactory	Poor

Reason/s for rating:

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8. How do you rate the applicant's contribution to teaching?

Excellent	Very Good	Good	Satisfactory	Poor

Reason/s for rating:

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9. How do you rate the applicant's contribution to university, professional, and public service?

Excellent	Very Good	Good	Satisfactory	Poor

Reason/s for rating:

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10. Taking into consideration PSUT promotion criteria, how do you rate the applicant's achievements in research, teaching, and service, for a promotion? *Please ensure that one of the boxes below is ticked.*

Excellent	Very Good	Good	Acceptable	Weak

Reason/s for selection:

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10. Please select your recommendation for the candidate's promotion:

Strongly recommend	Recommend	Recommend with reservations	Do not recommend

Reason/s for selection:

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Reviewer's Signature: _____

Date: _____