

Performance Evaluation File Guide for Employees of the Ministry of Higher Education and Scientific Research 2019/2020

includes all forms for evaluating the performance of teachers with academic titles working in institutions and departments affiliated with the Ministry of Higher Education and Scientific Research

Teaching topic filled in by the Scientific Committee		
No	paragraphs	Description
1	Courses he taught	Ten (10) grades are awarded for each course (undergraduate or postgraduate) (theoretical or practical), provided that one course is counted for those who study both theoretical and practical for the same course. Each (2) activity (sports, artistic, scouting, cultural) is based on one subject for student activities instructor. The maximum score for this paragraph (20)
2	Classroom management and relationship with students and motivate them	The evaluation is done through a questionnaire that is distributed to the students that the teacher teaches and for each of his academic courses (the questionnaire form is prepared by the universities). The grades are calculated according to the following: (20) degrees (80% or more) (16) degrees (70-79%) (12) degrees (60-69%) (8) degrees (50-59%) (4) grades below that. The maximum score for this paragraph is (20) marks.
3	Teaching methods and modern means used in communicating information, knowledge and skills	(4) marks are awarded for each paragraph Uses multiple teaching methods (lecture, discussion, investigation, brainstorming, etc.) Uses illustrative and applied examples to enrich the educational material. publishes his lectures and scientific activities on the website (not less than 10 lectures). Uses e-learning (Edmodo, Moodle, Google Class room) Uses means of illustration, or shows specialized scientific films, or any means of electronic communication from a distance. The maximum score for this paragraph is (20)
4	methods used to evaluate students	(5) grades are given for each item Uses various methods to assess students' performance (written, oral, performance tests, electronic reports, electronic activities or others) Evaluates students periodically, continuously and comprehensively throughout the school year Announces assessment results to students in a timely manner Uses Questions that provoke thinking and analysis and provide typical answers to the questions of periodic exams The maximum score for this paragraph is (20)
5	Course description and update	Five (5) marks are awarded for each paragraph The course description is provided at the beginning of the academic year Presents the course vocabulary and distributes activities and assignments to students Presents proposals to develop the course and its vocabulary to develop the students' capabilities according to the needs of the labor market.

		Uses modern sources in preparing lectures and activities periodically and refers to them in the course vocabulary The maximum score for this paragraph is (20)
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The activity topic: the scientific and research activity is filled by the scientific committee after the documents are submitted by the person concerned

No	paragraphs	Description
1	Books and scientific research and supervising students	<p>(20) degrees are awarded for unique research and (15) degrees for joint research for research published in an international journal and indexed within the Clarvate or Scopus containers for scientific disciplines or an Arab journal which belongs to the first ten Arab universities within the QS or Scopus (QS) classification for humanitarian specializations in the evaluation year. (This research should not be published in predatory and hijacked journals).</p> <p>(15) degrees are awarded for the unique research and (9) degrees in the joint research for the research published in an international or Arab journal with an impact factor that is not within the above division, provided that it is not within the journals predatory and hijacked.</p> <p>Publishing in other journals that are not subject to the above two divisions is treated as local, as (10) marks are awarded for single research and (6) marks for joint research for research published in a local refereed journal Not to be in predatory journals.</p> <p>(20) marks are awarded to the book, the scientific or methodological author, the translator and scientifically evaluated, or the book published in an international publishing house, if the book is a single book, or in the case of a joint book, (10) marks are awarded.</p> <p>(10) marks are awarded to a scientific or systematic book that is authored or translated and scientifically evaluated and published in an Arab or local publishing house if the book is a single or in the case of a joint book (5) marks are awarded.</p> <p>Supervision degrees are awarded to students of (PhD, Master, and Higher Diploma (8-6-4) respectively, and (3) degrees for graduation research for the completed Bachelor and Diploma studies (maximum score of 10).</p> <p>(10) marks are awarded for every five artworks for faculties of fine arts</p>

		<p>The maximum score for this paragraph is (40)</p> <p>Note: The researcher who achieves the maximum score for Paragraph (1) is granted the maximum score for the second axis (40%), provided that he has two papers published in international containers (Clarvet or Scopus containers) individually or his first sequence in both Provided that he achieves the maximum score for a paragraph or more.</p>
2	<p>Participation in scientific conferences, seminars, workshops or training courses (Traditional and electronic posts are approved)</p>	<p>Participation in an international conference, scientific symposium, workshop, scientific forum, or training course outside Iraq.</p> <p>(20) degrees are awarded for participation in an international or scientific conference outside Iraq.</p> <p>(15) degrees are awarded for participation in an international or scientific conference outside Iraq.</p> <p>(10) degrees are awarded for participating in a poster in an international or scientific conference outside Iraq.</p> <p>(10) are awarded for participation as a lecturer or a working paper in a scientific symposium, a workshop, a scientific forum, or a training course outside Iraq.</p> <p>(2) degrees are awarded for participation as an attendee. (Not more than five participations).</p> <p>Participation in a scientific conference, a scientific symposium, a workshop, a scientific selection, or a training course inside Iraq</p> <p>(10) degrees are awarded for participating in a single research in a scientific conference inside Iraq</p> <p>(5) degrees are awarded for participating in a joint research in a scientific conference inside Iraq</p> <p>(5) degrees are awarded for participating in a poster in a scientific conference inside Iraq</p> <p>(5) is awarded for participation as a lecturer or a working paper in a scientific symposium, workshop, scientific forum or training course inside Iraq</p> <p>(2) degrees are awarded for participation as an attendee. (Not more than five participations).</p> <p>The maximum score for this paragraph (20)</p>
3	<p>Participation in the service of scientific institutions or other ministries or the community (traditional</p>	<p>(5) degrees are awarded for each service or consultation or the establishment of a workshop provided by the scientific institution to the community or ministries by the teaching staff.</p> <p>The maximum score for this paragraph is (15)</p>

	and electronic participation is approved)	
4	Participation in continuing education and seminars Scientific, cultural and seminar (Traditional participation is approved)	(8) degrees are awarded for participation as a lecturer, (4) degrees for the participant in continuing education, (3) for the presidency and membership of seminar committees and cultural sessions. The maximum score for this paragraph is (15)
5	Participation in field visits or conducting laboratory tests or analyzes	(3) marks are awarded for each field visit to supervise students in the field of practical applications in the humanities and social disciplines, as well as scientific specializations in the areas of tests, laboratory analysis, clinical follow-up, or others, provided that these activities are documented. The maximum score for this paragraph is (10) degrees

The educational aspect and other assignments: Paragraphs (2, 3) are to be filled in by the head of the department and paragraphs (1, 5,4) by the head of the department after submitting the documentation by the concerned person

No	paragraphs	Description
1	Participation in permanent and temporary committees within the Ministry of Higher Education and Scientific Research	20 marks are awarded to a member of the Examination Committee (10) marks are awarded to each permanent committee (5) marks are awarded to each temporary committee. Note: After a special record in each scientific department in which the activities of the teachers during the academic year are recorded, the committees and tasks are distributed among the teachers in a way that achieves justice among them. Paragraph maximum score (30) degrees
2	career commitment	(4) grades are awarded for each paragraph - commitment to daily work, lectures and office hours

		<p>- adherence to regulations and instructions and accepting directives and working with them</p> <p>Commitment to attend department meetings on an ongoing basis.</p> <p>Commitment to perform his role in the tasks and committees assigned to him</p> <p>He has honesty and objectivity in dealing with students</p> <p>Paragraph maximum score (20) marks</p>
3	Mentoring skills	<p>Three (3) marks are awarded for each item –</p> <p>Emphasizes the sense of social responsibility among students and is keen on developing sound social interaction with them</p> <p>Emphasizes the development of university values and norms among students</p> <p>Helps students with freedom of expression and self-assertion</p> <p>Helps students reduce their level of anxiety, especially on exam days</p> <p>seeks to provide students with the skills to deal with stressful situations</p> <p>Paragraph maximum score (15) degrees</p>
4	Letters of thanks and appreciation or appreciation certificate in the evaluation year	<p>(15) marks are awarded for each letter of thanks or appreciation certificate from the minister</p> <p>(10) degrees are awarded for each letter of thanks or appreciation certificate from the deputy ministers and those of their rank and the president of the university</p> <p>Five degrees are awarded for each letter of thanks or appreciation certificate from the assistant president of the university or the deans of the faculties.</p> <p>Paragraph maximum score (20)</p>
5	Contribution to volunteer work within the university	<p>Three (3) degrees are awarded for each volunteer work within the university</p> <p>Paragraph maximum score (15) degrees</p>

Fourth Topic: (Added degrees) The scientific strengths are exclusively to be filled by the direct official after submitting the documentation by the concerned person

No	Scientific strengths	Added Degrees
1	Patents and Awards	3

2	The teacher's possession of the Hirsch coefficient (h-index or score) in the search portals (The minimum Hirsch coefficient or score is one)	3
3	Liaison members for quality assurance units and divisions provided that the maximum score does not exceed (8 degrees)	3

Fifth Topic: Penalties (deduction of degrees) to be filled by the direct official		
No	Failure	Deducted mark
	The score will be deducted according to the following:	
	draw attention	3 marks will be deducted
	notification	5 marks will be deducted
	salary cut	7 marks will be deducted
	reprimand	11 marks will be deducted
	Salary Decrease	13 marks will be deducted
	degree Decrease	15 marks will be deducted

note : -

A record is opened in each scientific department in which the activities mentioned in the performance evaluation form for each teacher are recorded since the beginning of the academic year, in which all activities and documents that are required are included.

This record is used by the head of the department when conducting the evaluation process .

In the case of replacing a member of the committees with another, the grade is calculated for the one who accomplished the task.

In the case of any permanent assignment (an academic year) to a faculty member with tasks in the scientific department, and he has been replaced by another, the grade is calculated for those who were assigned those tasks for a period of more than six actual months.

Signing the written undertaking that confirms the correctness of the information, data and documents provided by the instructor.