

**COLLEGE ESLG**  
**End of Academic Year Academic**  
**Staff Performance Appraisal**

Academic staff: Prof. Asoc. Dr. Visar Hoxha	Supervisor's Name: Prof. Dr. Peter Jambrek
Title: Dean/Head of Department	Title: Rector
ESLG Hire Date: October 2010	Department: N/A
Evaluation Period: 1 October 2018 – 30.07.2019	Length of time you have supervised employee: Years: Academic year                      Months: 10

**FUNCTIONAL AREAS OF RESPONSIBILITY**

List below the essential functions of the position, and/or projects for which the employee is evaluated:

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**Rating Standards**

- Unacceptable**                      Work performance is inadequate and inferior to the standards of performance required for the position. Performance at this level cannot be allowed to continue.
- Improvement Needed**                      Work performance does not consistently meet the standards of performance for the position. Serious effort is needed to improve performance.
- Meets Expectations**                      Work performance consistently meets the standards of performance for the position. Work
- Exceeds Expectations**                      performance is consistently above the standard of performance for the position. Work performance
- Outstanding**                      is consistently superior to standards required for the job.
- Not Applicable**                      The employee is not required to perform in a specific rating factor, and it cannot be measured.

NA		U	IN	ME	EE	0	<b>RATING FACTORS</b>	<b>COMMENTS</b>
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**PEDAGOGICAL ACTIVITY** (Effectiveness with which the employee meets objectives set by Individual Development Plan agreed with the Supervisor)

				OU		Grade distribution	
				OU		Student satisfaction with overall teaching	
		ME				Program Learning outcomes achievement	
	IN						
				OU		Use of innovation teaching methodologies	

**RESEARCH ACTIVITY** (Manner in which the academic staff completes job assignments in research according to Individual Development Plan agreed with the supervisor)

				OU		Publications in SCOPUS indexed journals	
				OU		Publication with students in research assistants	
		ME				Publication study for the private sector	
		ME				Publication in conference	

**PROFESSIONAL ACTIVITY** (Achievement in professional activity)

			EE			Energy audits for construction companies	
		ME				Performing complicated real estate appraisals for a leading company	
		ME				Be recognized by a national association	

**COMMUNICATION SKILLS** (If applicable to the job)

				OU		Written Expression	
			EE			Oral Expression	
			EE			Shares Information Willingly	
				OU		Tact and Diplomacy	

**APPROACH TO WORK** (Characteristics the employee demonstrates while performing job assignments)

			EE			Actively Seeks Ways to Streamline Processes	
			EE			Open to New Ideas and Approaches	
			EE			Initiative	
				EE		Flexible / Adaptable	
				EE		Follows Instructions	

		ME				Challenges Status Quo Processes in Appropriate Ways	
				OU		Seeks Additional Training and Development	
		ME				Attendance	

					OU	Support of ESLG Diversity Efforts/Programs	
				EE		Trains and Develops Staff	
				EE		Properly Aligns Responsibility, Accountability, Authority	
					OU	Faces Performance Problems Squarely	
					OU	Supports Responsible Risk Taking	
				EE		Controls Costs and Maximizes Resources	
				EE		Instills Pride In Performance , Service Innovation and Quality	
				EE		Sets High Standards for Self as well As Others	
				EE		Supports Useful Debate and Disagreement	

				EE			Welcomes Constructive Criticism	
			ME				Fosters Respect for Facts, Data and Objective Analysis	

**QUANTITY OF WORK** ( Employee's success in producing the required amount of work)

				OU			Priority Setting	
			EE				Amount of Work Completes	
		ME					Work Completed on Schedule	

**SUPERVISORY /LEADERSHIP SKILLS** ( Applies only to employee who is a Manager, Supervisor)

**OVERALL PERFORMANCE RATING**

<input type="checkbox"/> Unacceptable	<input type="checkbox"/> Improvement Needed	<input type="checkbox"/> Meets Expectations	<input checked="" type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Outstanding

**Place an X in the box above that describes the employee's overall performance rating**

**Supervisor 's Comments**

(Additional comments may be attached)

Professor Hoxha is an outstanding academic, with great leadership skills who fosters academic excellence and integrity.

**Actions Plans/Training and Development Goals**

(If applicable ,summarize any specific projects ,performance objectives ,or training and development for the next review period)

**Employee Comments/Reactions**

(Optional if employee wishes to do so any comments concerning the appraisal may be indicated in this section or by an attachment)

**Employee Signature Prof. Assoc. Dr. Visar Hoxha**

**Date: 10.08.2019**

I have read and discussed this evaluation with my supervisor and I understand its contents. My signature means that I have been Advised of my performance status and does not necessarily imply that I agree with either the appraisal or the contents.

**Supervisor**

Prof. Dr. Peter Jambrek, Rector

**Signature**

**Date**

**Reviewer**

**Signature**

**Date**

