

PL-ACADEMIC-025: Chronic Low Performance Policy

Contents: <ul style="list-style-type: none">• Source / Authority• Purpose• Who Should Know This Policy• Policy Description• Policy Statements	Version Number:
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Source / Authority

This policy was developed by the Office of the Vice President and Chief Academic Officer. The office of the Vice President and Chief Academic Officer is responsible for overseeing and monitoring the implementation of this policy.

Purpose

The purpose of this policy is to help the university in identifying the chronic low performance cases and take the necessary action. It also enables the university to endorse faculty development and improve professional productivity.

Who Should Know This Policy

- President
- Vice President
- Legal Advisor
- Dean
- Director / Departmental Head
- Faculty
- Accounting/ Finance Personnel
- Student
- All Employees

Policy Description

This policy defines faculty chronic low performance at Qatar University, and the consequences in case a faculty member fails to show consistent acceptable level of performance that meets his/her academic responsibilities.

Definitions

- Low performance of a faculty is demonstrated when a faculty member fails in his or her professional capacity as identified in his/her annual performance review. Sustained failure of a faculty member to carry out his or her academic responsibilities is considered chronic low performance.
- Faculty development is the term used for the University's investment in its faculty and includes action items to improve faculty deficiencies relating to teaching, research, and service. While primarily relied upon to promote development, it may be utilized for corrective action.

Policy Statements

- QU Faculty Performance Review and Development System (FRDR) sets an overall acceptable level of performance that meets the faculty academic responsibilities.
- Each faculty member shall be evaluated annually using criteria and methods approved by the university.
- Faculty members have the right to disagree during the annual performance and development process.
- Decisions made in cases of chronic low performance may be appealed.
- A professional development plan is prepared for a faculty member that has been identified as performing below expectations.
- Chronic low performance is a cause for consideration of termination of services from the University.

Procedure for Chronic Low Performance

Recommendation for termination of services:

- a. Based upon the judgment that there has been a sustained overall failure, two consecutive years or two out of three years, to meet expectations, or failure to submit evaluation documents without acceptable justifications, the department head (direct supervisor) shall request from the dean to form a review committee designated to discuss such matters. Members of the committee shall include faculty members at the same rank or higher. In making this determination, the department head (Dean) must state the nature of the failure to meet the expectations, the head's point of view for the reasons for this failure, the number of years that the faculty member has failed to meet expectations, and the extent to which the faculty member has complied with the terms of any plan developed to improve the faculty member's performance. The review committee may meet with the faculty members and/or department head and will issue a recommendation on the appropriateness of this conclusion. The review committee may suggest a faculty development plan for a period not to exceed one year.
- b. If the college review committee recommends to the Dean that a faculty member services shall be terminated, and if the dean agrees with the recommendation, the Dean shall forward such recommendation together with his/her own assessment of the case to the VPCAO. In making this determination, the forwarded file will include also the review committee's own assessment of the nature of the low performance, the reasons for this failure, the number of years that the faculty member has failed to meet expectations, and the extent to which the faculty member has complied with the terms of any plan developed to improve his/her performance.
- c. The VPCAO shall utilize an ad hoc committee to evaluate the case and make recommendations. Membership of the committee will have faculty members at or above the rank of the faculty and may not include any member from the college committee that evaluated the case. If, upon reviewing the recommendations, the VPCAO deems it appropriate to terminate the faculty's employment, it shall communicate this decision to the President. If the President agrees and recommends termination of services, the faculty member shall be given the right to initiate the formal appeal process. The VPCAO may suggest a faculty development plan for a period not to exceed one year.

Appeal Process

Decisions made in cases of chronic low performance of an academic member may be appealed, primarily with respect to concerns that procedures were insufficiently followed or the decision to terminate was based on discriminatory, unfair, or arbitrary grounds.

Faculty member must file an appeal letter to the President within seven days of receiving the decision for termination. The appeal must include the specific reasons for the appeal, as well as any supporting evidence. The President shall create an Appeal Committee consisting of three members (one of which with legal background and none of the members from the VPCAO or college committee members). If an appeal committee is formed, it will have access to all the documentation related to the case. The committee will review the documents and make recommendations to the University President. The report will clearly articulate the rationale, based in both established facts and specific statements selected from this policy, behind their recommendations

The President shall have the final authority (i) to confirm the termination of services; (ii) to allow faculty more time to meet expectations; or (iii) to dismiss the sanction. The President's decision shall be final and may not be appealed.



Chronic Low Performance

