UNIVERSITEIT
GENT

ZAP Evaluation report for professorial staff for Jane Doe

Employee information

Last Name	Doe	Faculty/CA	PP - Psychologie en Pedagogische wetenschappen
First Name	Jane	Department	PP08 - Psychoanalyse en Raadplegingspsychologie
Job title	docent		

Details of this document

Originator — DPO Team Loopbaanontwikkeling (ZAP)
Review Period — 01/09/2020 - 31/08/2022
Deadline DPO — 31/08/2022

Explanation of this document

The HR committee **evaluates** the performance and functioning of the professorial staff member within the current grade based on the integration text, the reflection report, if applicable the feedback report and the evaluation interview.
The evaluation interview is based on an assessment of the result areas, responsibilities and roles per sub-assignment. It also focuses on interpersonal skills and how the ZAP member has contributed to ensuring a safe and stimulating working environment on the one hand and promoting the (psychosocial) well-being of staff and colleagues on the other.

The HR committee preferably reaches a **final score** by consensus. If no consensus can be reached, a vote will be held. In this case, the evaluation report mentions the number of votes cast.

Only in the case of the scores "poor" ("ondermaats") and "unsatisfactory" ("onvoldoende") does the HR committee draw up an evaluation report with assessment of each result area and motivation for the score. The assessment per result area is composed of two parts:

Part 1. Concise **assessment** of the result areas, responsibilities and roles per sub-assignment in relation to the **integration text**.

Part 2. Concise **assessment** of **other significant** performance areas and functioning per sub-assignment for the current professorial staff grade. Describe here, for instance, why other result areas, responsibilities, roles different from the commitments made in the integration text were taken up.

For inspiration and clarification of the fields to be completed, see

- The profile descriptions at the three job levels as stipulated in the regulations for professorial staff, which provide a non-exhaustive list of qualitative result areas, responsibilities and roles per sub-assignment. It is not necessary to include every result area or element listed here.
- The **portfolio** on education / research / people management and leadership / institutional and social engagement to be consulted via the web links below.

If you have any questions regarding the use of this module, please see Documentation 'Evaluations' module SuccessFactors.

Explanation of other evaluation documents

Other evaluation documents of professorial staff can be found at the following locations:

- Documents created in SuccessFactors from 2020 onwards via the 'History - History of forms' button at the top right of this form.
- Documents (pdf's of integration texts, feedback reports, reflection reports, evaluation reports and remediation documents) not created in SuccessFactors in 2019 or 2020 via 'ZAP Evaluations (historical)'.
- Documents created in 2018 or earlier via the 'Functional Career Professorial Staff' tile in SAP MyApps.

Date HR committee and attendance

Indicate the date on which the HR committee meets and the persons present at the meeting.

Date evaluation interview

Attendees HR committee

Contributions with regard to education

For inspiration and clarification, see the Portfolio of Education Dimensions.

Evaluation of education based on the integration text

Evaluation of other achievements with regard to education

Contributions to the development of research

For inspiration and clarification, see the Portfolio of Research Dimensions.

Evaluation of the development of research based on the integration text

Evaluation of other achievements with regard to the development of research

Contributions with regard to the impact of research (academic, societal and/or economic)

For inspiration and clarification, see the Portfolio of Research Dimensions.

Evaluation of the impact of research based on the integration text

Evaluation of other achievements with regard to the impact of research

Contributions with regard to people management and leadership

(including creating and maintaining a safe and stimulating working environment and promoting the (psychosocial) well-being of the staff)

For inspiration and clarification, see the Portfolio of People Management and Leadership Dimensions.

Evaluation of people management and leadership based on the integration text

Evaluation of other achievements with regard to people management and leadership

Contributions with regard to institutional and societal engagement

For inspiration and clarification, see the Portfolio of institutional and societal engagement.

Evaluation of institutional and societal
engagement based on the integration
text

Evaluation of other achievements with
regard to institutional and societal
engagement

Final score by HR committee

Definition of the final scores:

- " **positive**" ("gunstig") is awarded as an evaluation to someone who performs the agreed upon assignment at a level associated with the grade or at a level that clearly exceeds the level associated with the grade;
- **"poor"** ("ondermaats") is awarded as an evaluation to someone who performs the agreed upon assignment in a way which just barely corresponds to the level associated with the grade but clearly with room for improvement;
- **"unsatisfactory"** ("onvoldoende") is awarded as an evaluation to someone who performs below the level associated with the grade.

The evaluation scores "poor" and "unsatisfactory" are motivated by the HR committee using all elements of the evaluation report. In case of an evaluation score "positive", no written motivation is required.

Awarded score by HR committee

If no consensus can be reached, a vote
will follow. In that case, indicate the
number of votes per evaluation score.

Motivation HR committee