



**DEPARTMENT OF HUMAN RESOURCES  
PERFORMANCE MANAGEMENT SYSTEM  
PROCEDURE**

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### 1. PURPOSE

The purpose of this procedure is to measure and evaluate the success and developmental capacity of Cyprus Aydın University employees in their work.

### 2. SCOPE

This procedure covers all academic and administrative personnel.

### 3. IMPLEMENTATION

**Academic Personnel Performance Evaluation:** Academic personnel complete the self-evaluation form and submit it to the Department Chairs. Following the opinion of the Department Chairs, the Performance Evaluation Forms submitted to the Deanship/Directorate are presented to the Rectorate following the opinion of the Dean/Director. The evaluation of academic personnel performance and the conduct of performance interviews are within the authority of the relevant academic unit head and the Rectorate. The result of the performance evaluation is communicated to the academic personnel in writing and added to their personnel file by the Department of Human Resources.

#### Academic Personnel Performance Evaluation Criteria

- i. Teaching and Learning Activities
- ii. Research Activities
- iii. Social Contribution Activities

**Administrative Personnel Performance Evaluation:** Administrative personnel complete the self-evaluation form and submit it to their Unit Supervisors. Following the scoring and addition of opinions by the Unit Supervisors, the performance evaluation forms are presented to the Secretary General's Office. The performance evaluation interview with administrative personnel is conducted by the Unit Supervisors and the Secretary General's Office. The result of the performance evaluation is communicated to the administrative personnel in writing and added to their personnel file by the Department of Human Resources.

#### Administrative Personnel Performance Evaluation Criteria

- i. Job Performance (Core Duties)
- ii. Efficiency and Problem Solving
- iii. Communication and Collaboration
- iv. Institutional Behaviour and Discipline

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