

Faculty Evaluation and Development Policy		POLICY NUMBER: CUE- AA007
		OWNER: ACADEMIC AFFAIRS
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THE CATHOLIC UNIVERSITY IN ERBIL

Faculty Evaluation and Development Policy

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I. PURPOSE

This policy establishes the framework for faculty evaluation and development at the Catholic University in Erbil. The policy supports consistency, academic quality, professional growth, accountability, and alignment with institutional standards and the University's mission.

II. SCOPE

☐ University-Wide ☒ Departmental Specify Department(s): ACADEMIC AFFAIRS

This policy applies to all faculty members responsible for teaching, student learning, academic programs, and related faculty responsibilities at CUE, including full-time faculty, part-time faculty, visiting faculty, and other instructional personnel as applicable.

This policy governs faculty evaluation, professional development, teaching effectiveness, scholarly and professional engagement, institutional service, and continuous improvement.

This policy does not supersede University-wide Human Resources policies governing employment.

III. DEFINITIONS

Academic Portfolio Evaluation: a faculty evaluation instrument that is used as one component of the institutional faculty evaluation process.

Continuous Academic Development (CAD)¹: a QA evaluation process used to measure faculty academic development activities completed during the academic year. CAD activities include scientific activities, research and publications, seminars, conferences, workshops, training, committees, and other recognized academic contributions.

Faculty Evaluation: A mission-driven, formative development process that aligns Quality Assurance and faculty performance with institutional goals to achieve academic excellence.

Faculty Evidence: A collection of evidence and supporting materials maintained by faculty members to demonstrate achievement of faculty standards (see: [Faculty Evaluation Guideline \(AA007GL\)](#)), these include teaching effectiveness, research, service, and collegiality.

Ministry of Higher Education and Scientific Research (MHE): The Ministry of Higher Education and Scientific Research of the Kurdistan Regional Government of Iraq.

Professional Development: Activities that enhance faculty knowledge, skills, teaching effectiveness, research capacity, or professional expertise.

Quality Assurance (QA) Office: The office responsible for monitoring compliance and aggregating evaluation data into a cumulative institutional report submitted to the MHE.

Student Feedback: Information gathered systematically through standardized end-of-semester course surveys.

Teaching Quality Assurance (TQA): The MHE-aligned quality-assurance framework under which academic performance is evaluated.

IV. POLICY STATEMENT

CUE recognizes faculty evaluation as an important component of academic excellence, institutional effectiveness, and continuous improvement. Full-time faculty shall undergo annual performance evaluation in accordance with the University's Quality Assurance (QA) and Teaching Quality Assurance (TQA) procedures, and in accordance with the [Faculty Evaluation Guideline \(AA007GL\)](#). Evaluation shall consider teaching effectiveness, professional development, research and scholarly activities, service contributions, and other criteria established by the Ministry of Higher Education and Scientific Research of the Kurdistan Region (MHE). Part-time and visiting faculty shall be internally evaluated according to procedures approved by Academic Affairs, namely the Part-time Faculty Evaluation Memo (most recent: Jun-15 2026). Additional evaluations may be conducted to support professional development, contract renewal, promotion, accreditation requirements, or other institutional needs. Evaluation processes shall

¹ [CAD Evaluation Table - Catholic University in Erbil](#)

be fair, transparent, consistently applied, and designed to support accountability and professional development.

1. Areas of Faculty Evaluation: Standards

Faculty evaluation through CUE-specific standards considers areas of responsibility appropriate to the faculty member's role and appointment. Evaluation covers the following four standards:

- a. Teaching Effectiveness
- b. Research
- c. Service
- d. Collegiality

The four standards, together with their descriptive criteria, are set out in the Faculty Evaluation Guideline (AA007GL).

2. Areas and Sources of Faculty Evaluation: Quality Assurance

Annual, MHE-based TQA faculty evaluation shall include multiple sources of evidence. The three main sources of evaluation are:

- a. Continuous Academic Development (CAD)
- b. Academic Portfolio
- c. and Student Feedback

Each source is assessed using the University's approved Quality Assurance instruments: the CAD Evaluation Table, the Academic Portfolio Evaluation, and the Student Feedback. Evaluation results are expressed using the University's Quality Assurance ranking scales, which reflect performance relative to academic rank. These instruments and ranking scales are maintained by the Quality Assurance Office and are set out in full in the Faculty Evaluation and Development Procedure (AA007PR).

3. Professional Responsibilities

Faculty shall demonstrate professionalism, ethical conduct, effective communication, fulfillment of assigned responsibilities, and commitment to University values.

4. Evaluation Outcomes and Faculty Development

When significant concerns are identified, appropriate improvement measures may be implemented according to applicable University policies and procedures.

5. Confidentiality and Records

Faculty evaluation records shall be maintained securely according to University procedures. Information shall be shared only with individuals responsible for academic oversight, professional development, or personnel decisions.

V. PROCEDURE STATEMENT

Procedures supporting this policy shall establish processes for conducting, documenting, and reviewing faculty evaluations. The Faculty Evaluation and Development Procedure (AA007PR) sets out these annual processes and contains the Quality Assurance evaluation instruments and ranking scales as appendices. The Faculty Evaluation Guideline (AA007GL) sets out the four standards, rubrics, and descriptions.

VI. POLICY HISTORY

- a) Owned by: Academic Affairs.
- b) Reviewed by: Policy and Procedure Review Committee, University Council, President's Cabinet.
- c) Approved by: President's Cabinet.
- d) Date approved: Sep-21 2026.
- e) Related Policies: Faculty Qualifications and Appointment Policy (AA006), Conflict of Interest Policy (HR008)
- f) Related Procedures: Faculty Evaluation and Development Procedure (AA007PR); Faculty Evaluation Guideline (AA007GL)
- g) Version: 2026-06-18_CUE-AA007 FACULTY EVALUATION AND DEVELOPMENT POLICY (original)
- h) Revision dates: N/A