

## Committee Performance Evaluation Policy

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|---------------------|--------|----------------|--------------|
| Policy #            | AD-061 | Revision #     | 01           |
| Accessibility level | A      | Effective date | Jan 20, 2021 |

### 1. Impetus

This policy sets out the process of evaluating the performance of all the councils and committees of Fahd Bin Sultan University to ensure continuous development and quality improvement in the university.

### 2. Definitions

N.A.

### 3. Policy

- 3.1. Each council/committee shall prepare an annual report of the most important accomplishments achieved by the council/committee during the academic year.
- 3.2. Each council/committee member must fill out a self-assessment questionnaire for council/committee (Committee Performance Evaluation Survey Form).
- 3.3. Each council/committee must submit the annual report to the university administration before the end of the academic year.
- 3.4. The university administration reviews the reports of councils and committees and the results of the council/committee members' self-assessment survey to assess their efficiency and develop their performance.
- 3.5. Each council/committee shall implement the recommendations issued by the university administration within the period specified by the administration.

### 4. Related Documents

- 4.1. Committee Performance Evaluation Survey Form (AD-061-F01)

د. محمد بن سلطان  
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