

## EVALUATION REPORT FOR PROFESSORIAL STAFF

(to be completed by the HR Committee)

[Regulations of Ghent University regarding the tenured or temporary appointment, promotion, evaluation and appeal procedure for professorial staff members](#) (in Dutch)

<b>Surname and first name</b>	
<b>Faculty</b>	
<b>Department</b>	
<b>Grade</b>	Assistant Professor – Associate Professor – Full Professor – Senior Full Professor
<b>Evaluation period</b>	20.... – 20....

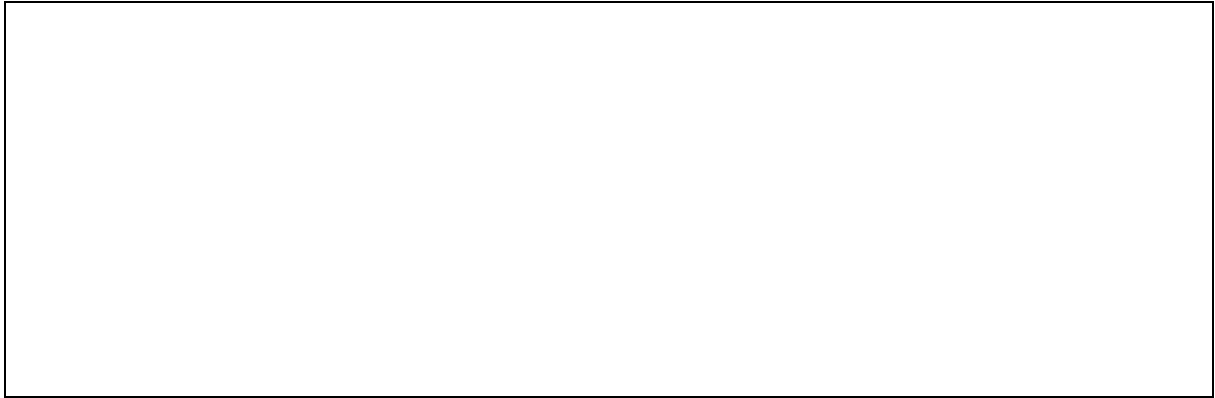
**Part 1. Concise assessment of the result areas, responsibilities and roles per sub-assignment in relation to the integration text.**

**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.**

<b>1.</b>	<p><b>Contributions with regard to education</b></p> <p><i>For inspiration and clarification: <a href="https://www.uqent.be/en/ghentuniv/principles/educational-strategy/portfolio-of-education-dimensions">https://www.uqent.be/en/ghentuniv/principles/educational-strategy/portfolio-of-education-dimensions</a></i></p>
	Part 1
	Part 2

<p><b>2.</b></p>	<p><b>Contributions to the development of research</b></p> <p><i>For inspiration and clarification: <a href="https://www.ugent.be/en/research/research-strategy/portfolio-research.htm">https://www.ugent.be/en/research/research-strategy/portfolio-research.htm</a></i></p>
<p>Part 1</p>	
<p>Part 2</p>	
<p><b>3.</b></p>	<p><b>Contributions with regard to the impact of research (academic, societal and/or economic)</b></p> <p><i>For inspiration and clarification: <a href="https://www.ugent.be/en/research/research-strategy/portfolio-research.htm">https://www.ugent.be/en/research/research-strategy/portfolio-research.htm</a></i></p>
<p>Part 1</p>	
<p>Part 2</p>	

<p><b>4.</b></p>	<p><b>Contributions with regard to people management and leadership, particularly the interpersonal skills</b>  (including creating and maintaining a safe and stimulating working environment and promoting the (psychosocial) well-being of the staff)</p> <p><i>For inspiration and clarification: <a href="https://www.ugent.be/en/work/mobility-career/career-aspects/professorial-staff/portfolioleadership.htm">https://www.ugent.be/en/work/mobility-career/career-aspects/professorial-staff/portfolioleadership.htm</a></i></p>
<p>Part 1</p>	
<p>Part 2</p>	
<p><b>5.</b></p>	<p><b>Contributions with regard to institutional and societal engagement</b></p> <p><i>For inspiration and clarification: <a href="https://www.ugent.be/en/work/mobility-career/career-aspects/professorial-staff/institutional-societal-engagement.htm">https://www.ugent.be/en/work/mobility-career/career-aspects/professorial-staff/institutional-societal-engagement.htm</a></i></p>
<p>Part 1</p>	
<p>Part 2</p>	



VOORBEELD

### Final score

- Positive ("Gunstig")
- Poor ("Ondermaats")
- Unsatisfactory ("Onvoldoende")

If there is no consensus about the final score, the number of votes cast by the members of the HR Committee:

### Motivation for the final score

Overall qualitative assessment of the performance and functioning of the professorial staff member.

In accordance with Article 14 of the regulations for professorial staff, the HR committee decides the evaluation score on the basis of all the elements of the evaluation report.

Date of the evaluation interview between the professorial staff member and the HR committee:

Additionally provided information (optionally to be added as attachment):

### ***Explanatory memorandum***

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 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.

The evaluation scores of "poor" and "unsatisfactory" are motivated by the HR-committee using all elements from the evaluation report. In the event of a favourable evaluation, no written motivation is required, only a (final) evaluation score.

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 above.