Yerevan Haybusak University

Annual Performance Management

Click or tap here to enter text. academic year

The purpose of self-assessment and analysis of University staff performance is to assess staff potential, develop and improve it, and ensure the quality of educational and scientific outcomes. To promote their professional growth, the performance management system records and analyzes the results of their educational, scientific, and pedagogical work, as well as public service and social activities, which can be used as a basis for employment contract revision, competitive elections, career promotion, material and moral incentives, and staff training. This process supports employees' professional development, increases motivation and proactivity, and implements incentive mechanisms.

EMPLOYEE PERSONAL INFORMATION	
Name, surname	
Institute/Department	
Position	
SUPERIOR	
Name, surname	
Institute/Department	
Position	

WORK PLAN[1]		
#	Strategic Objective[2]	Expected Outcomes

ANNUAL COMPETENCE DEVELOPMENT PLAN [3]			
Competence Examples		**Actions, Measures**	**Deadline**
Pedagogy, e.g., Improvement of teaching, practical, laboratory and seminar classes. **Supervise YHU theses, research or internships, and advise or supervise a university class group**.	☐	•	
Educational-methodological work: Develop new courses, publish manuals and educational-methodical articles.	☐	•	

[1] Add pages if necessary.
[2] The goals should be in line with the strategic goals of the University. See Appendix.
[3] Indicate the scope of competencies subject to development, agreed upon with your superior, and, using the examples, make your professional development plan.

Membership in the YHU Scientific Council, degree-awarding councils, final attestation or other qualification commissions, SPWGsl, and professional unions.	☐	•	
Scientific work, e.g., Research and publications: monographs, scientific or peer-reviewed articles in local or international journals, scientific innovations.	☐	•	
Participation in scientific conferences or creative exhibitions, forums, grant programs, and reports at international conferences.	☐	•	
Qualification upgrades and training, e.g., increases in academic rank, scientific degrees; participation in exchange programmes.	☐	•	
Planning and organizing development programs, conferences, excursions, creative, sports, or other events.	☐	•	
Teamwork	☐	•	
Communication	☐	•	
…			

SELF-ASSESSMENT OF PERFORMANCE

Date:

SUPERIOR'S NOTES

Date:

EMPLOYEE'S ADDITIONAL NOTES

Date:

ASSESSMENT OF VALUES AND COMPETENCES

	Unsatisfactory	Developing	Experienced	Exceptional
Pedagogy	☐	☐	☐	☐
Educational-Methodological Work	☐	☐	☐	☐
Scientific Work	☐	☐	☐	☐
Membership	☐	☐	☐	☐
Participation	☐	☐	☐	☐
Qualification Upgrade	☐	☐	☐	☐
Planning and Organization	☐	☐	☐	☐
Teamwork	☐	☐	☐	☐
Communication	☐	☐	☐	☐
..	☐	☐	☐	☐

SUPERIOR'S GENERAL ASSESSMENT	
☐	Exceeds performance expectations
☐	Successfully meets performance expectations
☐	Partially meets performance expectations
☐	Does not meet performance expectations

Final Notes:			
Second Superior		Position	
Second Superior's Opinion:			

Employee's signature		Date:	
Superior's signature		Date:	
Second superior's signature		Date:	

APPENDIX. PROCEDURE FOR COMPLETING THE WORK PLAN

Please fill in the name and surname of your superior on the first page of the document. In the work plan table, list the objectives to which you will contribute throughout the academic year, and indicate the expected outcomes of your activity during the academic year.

On the second page, indicate the scope of competencies to be developed, agreed upon with your superior, and, using the examples, create your professional development plan, filling in the appropriate boxes for actions and deadlines.

The last page, which evaluates the results of the implemented work, is completed at the beginning of the next academic year. At that time, in the "Self-Assessment of Performance" field, briefly describe the results of the implemented work according to the selected strategic goals; submit the completed document, and discuss performance with your superior.

If you want to provide additional information after the discussion with your superior, you can indicate it in the appropriate field.

YHU Strategic DIRECTIONS and OBJECTIVES[4]

Direction 1. Create an environment for the sustainable development of professional competencies and research capacities

Objective 1.1. Improve study programmes and support services
Objective 1.2. Enhance the infrastructure and technology base
Objective 1.3. Create a collaborative ecosystem of teamwork and interdisciplinary research
Objective 1.4. Promote the internationalization process and culture
Objective 1.5. Expand external relations and stakeholder engagement
Objective 1.6. Deploy microcredit programmes and a lifelong learning system

Direction 2. Create an environment for civic education

Objective 2.1. Create an inclusive environment for the development of students' life competencies
Objective 2.2. Develop accountability systems and a culture of responsibility
Objective 2.3. Foster a caring attitude towards the environment
Objective 2.4. Increase the societal impact of YHU.

[4] You can download the current version of the YHU Roadmap for Change 2025–2030 Strategy from the YHU website or intranet.