

 <p>DEPARTMENT OF MATHEMATICS EDUCATION UNIVERSITAS PENDIDIKAN INDONESIA</p>	<p>DOCUMENT-LEVEL DEPARTMENT</p>	<p>CODE: POB-DEPDIKMAT 015</p>
<p>TITLE: LECTURER PERFORMANCE EVALUATION</p>		<p>Issued date: February 2020</p>
<p>AREA : ACADEMIC ADMINISTRATION</p>		<p>Revision: 01</p>

## STANDARD OPERATING PROCEDURE LECTURER PERFORMANCE EVALUATION

### A. RATIONAL

Lecturer performance evaluation is a process in which an educational institution (college) evaluates the performance of lecturers. Universities do this to ensure the quality of human resources and know the lecturers' dedication to the tasks carried out at the university. By evaluating the performance of lecturers, improvements can be made in the future.

### B. SCOPE

This standard operating procedure for evaluating lecturer performance applies to all lecturers at the Indonesian Education University.

### C. AIM

This standard operating procedure aim to:

1. Provide an overview of the performance of lecturers at the University of Education Indonesia.
2. Lecturers can find out the advantages and disadvantages of the quality of their performance in the fields of education, research, service, and support. The evaluation results can be material faculty performance evaluation in improving its performance in the future.

### D. REFERENCE

1. Government Regulation No. 19 2005 on national education standards
2. Government Regulation on UPI BHMN
3. AD/ART UPI BHMN
4. UPI Strategic Plan 2021-2025

### E. PROCEDURE

1. Study Program collects data:
  - The presence of lecturers in giving lectures, obtained from the Minutes of Lectures.
  - Students filled out the results of the teaching performance questionnaire at the end of the semester.
  - The results of monitoring and evaluation of lectures.
2. The study program processes data on lecturer attendance, lecturer performance questionnaires, and monitoring results.
3. The study program reports the lecturer's performance evaluation results to the head of the department.

## F. FLOW OF ACTIVITIES

Activity	Unit				Time	Document
	Head of the study program	Academic Administration Section	Student	Head of Department		
Study Program collects data: <ul style="list-style-type: none"> <li>• The presence of lecturers in giving lectures from the Lecture Minutes</li> <li>• Results of teaching performance questionnaires filled out by students</li> <li>• Lecture monitoring results</li> </ul>						<ul style="list-style-type: none"> <li>• Minutes of Class</li> <li>• Questionnaire</li> <li>• Monitoring result data</li> </ul>
The study program processes data on lecturer attendance, lecturer performance questionnaires, and monitoring results						
The study program reports the lecturer's performance evaluation results to the head of the department						