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PROCEDURE MANUAL LECTURER PERFORMANCE EVALUATION

Aim

The Lecturer Performance Evaluation Procedure Manual aims to provide guidance to lecturers for preparing performance evaluations every semester.

Definition

Lecturer Performance Evaluation Activities in the Implementation of the Tridharma of Higher Education are started by lecturers by making self-evaluations related to all activities carried out in the fields of (1) education and teaching, (2) research and development of scientific works, (3) community service and (4) other supporting activities. This evaluation is manifested in this Lecturer Performance Report which is assessed and verified by the assessors with the principle of mutual honing, compassion and care. This activity is expected to encourage an increase in the professionalism of FMIPA/FSM Undip lecturers which will have implications for improving the academic atmosphere.

Evaluation is carried out periodically, meaning that the evaluation is carried out at a fixed period of time. This is to maintain accountability to stakeholders related to higher education performance.

A. Lecturer Workload

Lecturers are professional educators and scientists with the main task of transforming, developing and disseminating science, technology, and art through education, research and community service. Meanwhile, Professors or Professors are lecturers with the highest academic positions in higher education units and have a special obligation to write books and scientific works and spread their ideas to enlighten the public.

The main task of the lecturer is to carry out the tridharma of higher education with a workload of at least 12 (twelve) credits and a maximum of 16 (sixteen) credits in each semester in accordance with their academic qualifications with the following conditions.

- (1) the task of conducting education and research is at least commensurate with 9 (nine) credits carried out at the university concerned;
- (2) the task of doing community service can be carried out through community service activities organized by the concerned university or through other institutions in accordance with the laws and regulations;

- (3) The credits for supporting the Tridharma of Higher Education can be calculated in accordance with the laws and regulations
- (4) the task of doing community service and supporting tasks is at least commensurate with 3 (three) credits
- (5) the task of carrying out special obligations for professors is at least equivalent to 3 credits every year

Lecturers who are assigned as university leaders up to the department level are required to carry out the dharma of education at least commensurate with 3 (three) credits.

B. Lecturer Main Duties

The task of carrying out education is a task in the field of education and teaching which can be in the form of:

- (1) carry out lectures/tutorials and test and organize educational activities in laboratories, teacher practices, workshop/studio/experimental gardens/teaching technology practices;
- (2) guiding Student seminars;
- (3) guiding real work lectures (KKN), real work practices (PKN), field work practices (PKL);
- (4) guiding the final project of student research including guiding, making reports on the results of the final project research;
- (5) examiners on final exams;
- (6) foster student activities in academic and student affairs;
- (7) develop lecture programs;
- (8) developing teaching materials;
- (9) deliver scientific oration;
- (10) foster student activities in academic and student affairs.
- (11) guide Lecturers of lower positions;
- (12) carry out detasering and grafting activities for lecturers.

The task of conducting research is a task in the field of research and development of scientific works which can be in the form of:

- (1) produce research work;
- (2) translate/adapt scientific books;
- (3) edit/edit scientific papers;
- (4) making technological designs and works;
- (5) make art designs.

The task of doing community service can be in the form of:

- (1) occupy leadership positions in government institutions/state officials so that they must be released from their organic positions;
- (2) carry out the development of educational and research results that can be utilized by the community;
- (3) provide training / counseling / upgrading to the community;
- (4) provide services to the community or other activities that support the implementation of general government and development tasks;
- (5) create/write works of community service.

The tasks of supporting higher education tridharma can be in the form of:

- (1) become a member of a committee/body at the university;
- (2) become a member of the committee/body in a government institution;
- (3) become a member of a professional organization;
- (4) representing universities/government institutions sitting on inter-institutional committees;
- (5) be a member of the national delegation to international meetings;
- (6) participate actively in scientific meetings;
- (7) receive a service mark/award;
- (8) write high school textbooks and below;
- (9) have achievements in the field of sports / arts / social.

C. Special Obligations of Professor

The task of carrying out special obligations for professors according to Article 49 paragraph 2 of the Law of the Republic of Indonesia Number 14 of 2005 concerning Teachers and Lecturers is

- (1) writing book
- (2) produce scientific work
- (3) disseminating scientific ideas and works.

The task of carrying out special obligations for professors does not increase the burden of the professor's duties (12 credits) but is part of the duties that must be chosen by the professor. This special obligation that must be chosen is at least equivalent to 3 (four) credits every year. A professor in three years must carry out his three special obligations. Excess SKS in one special obligation cannot invalidate another special obligation.

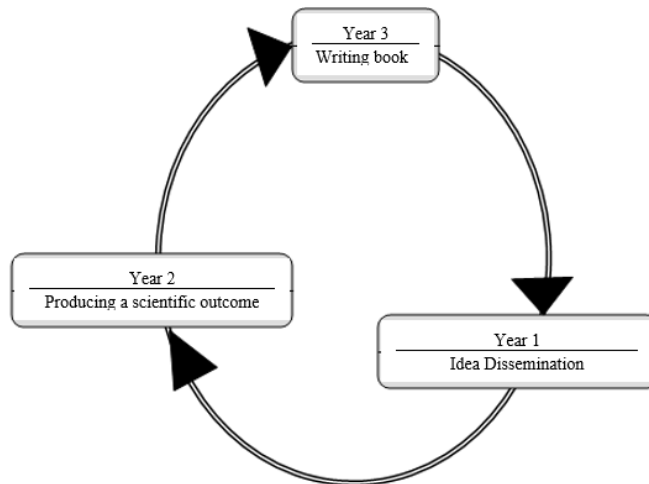


Figure 1.1 Special Obligations of Professors Performed Every Year

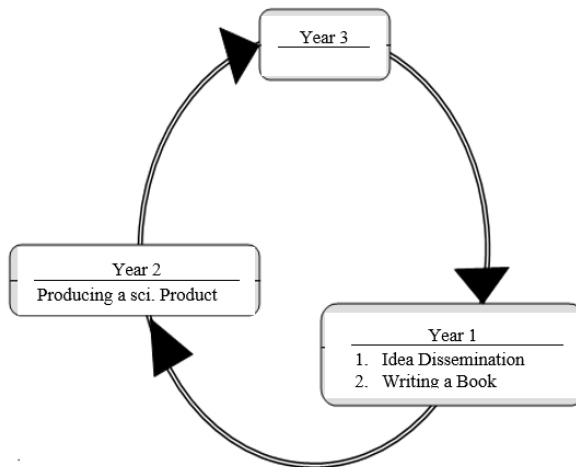


Figure 1.2 Two of Three Special Obligations Performed in One Year

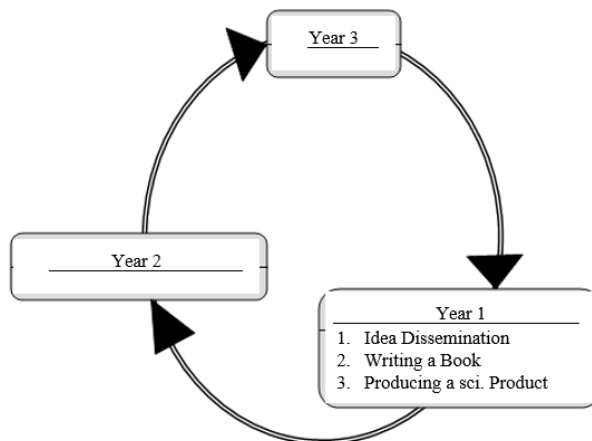


Figure 1.3 All Special Obligations Performed In One Year

Figures 1.1, 1.2 and 1.3 show that professors have the freedom to carry out their particular duties. Figure 1.1 special obligations are carried out every year, meaning that each year carrying out special obligations at least equal to @ 3 credits. In Figure 1.2 two of the three special obligations are performed in one year, so that one of the special obligations is performed in one of the other years. When carrying out two special obligations, the burden of special obligations for that year is at least equivalent to 6 credits and the other year 3 credits. In Figure 1.3 all special assignments are carried out in the same year, so that the other two years the professor no longer needs to carry out special obligations. When carrying out all special obligations, the special obligations that must be carried out are at least equal to 9 credits.

The special obligations of professors in producing scientific works can be in the form of (1) producing research works both independently and in groups, (2) translating or adapting scientific books; (3) editing/editing scientific papers; (4) making designs and technological works; (5) make art designs and or obtain patents

The special obligations of professors in disseminating ideas can be in the form of (1) publication of works in scientific journals, (2) as speakers at regional, national and international seminars, (3) carrying out the development of educational and

research results that can be utilized by the community; (4) provide training/counseling/upgrading to the community; (5) provide services to the community or other activities that support the implementation of general government and development tasks.

The special obligation of professors in making books is in the form of books that are in accordance with their expertise and/or positions that have been or are currently being held, published by national and international publishing institutions that have ISBNs (*International Standard of Book Numbering System*).

All special obligations of professors must be carried out institutionally and in accordance with the clump of knowledge being occupied

D. Lecturer with Structural Position

Higher education lecturers who are carrying out state duties as structural officials or the equivalent with the permission of the higher education leadership and do not receive the teaching profession allowance, the burden of their duties is regulated by the higher education leader. This task arrangement must meet the requirements (1) based on the Decree of the Higher Education Leader (2) reported to the Director General of Higher Education, (3) valid for as long as the lecturer concerned is in office and (4) does not cause turmoil in the university concerned.

Professors who are carrying out state duties as structural officials or the equivalent with the permission of the head of the higher education institution and do not receive honorary allowances are exempted from special professorship duties.

E. The Main Duties of Lecturers Who Are Learning Tasks

Lecturers with learning assignment status have learning duties and obligations. The workload of lecturers on learning assignments is regulated by separate laws and regulations.

Reference

The legal basis for determining Lecturer Workload and Evaluation of the Implementation of the Tridharma of Higher Education is as follows.

1. Law of the Republic of Indonesia Number 20 of 2003 concerning the National Education System
2. Law Number 14 of the Republic of Indonesia of 2005 concerning Teachers and Lecturers
3. Government Regulation of the Republic of Indonesia Number 60 of 1999 concerning Higher Education
4. Government Regulation of the Republic of Indonesia Number 61 of 1999 concerning Higher Education as State-Owned Legal Entities (BHMN)
5. Government Regulation of the Republic of Indonesia Number 19 of 2005 concerning National Education Standards
6. Government Regulation of the Republic of Indonesia Number 37 of 2009 concerning Lecturers
7. Government Regulation of the Republic of Indonesia Number 41 of 2009 concerning Professional Allowances for Teachers and Lecturers, Special Allowances for Teachers and Lecturers, and Honorary Allowances for Professors

8. Regulation of the Minister of National Education of the Republic of Indonesia Number 47 of 2009 concerning Educator Certification for Lecturers
9. Menkowasbangpan Decree No. 38/1999 concerning Lecturer Functional Positions and Credit Scores
10. Decree of the Director General of Higher Education of the Ministry of Education and Culture of the Republic of Indonesia No. 48/D3/Kep/1983 Concerning the Workload of Lecturers in Higher Education

Procedure (7 – 14 working days)

1. Lecturers make periodic performance reports and submit them to assessors.
 2. Assessors assess the achievement of SKS achievements, and verify the suitability of supporting documents with the tridharma activities of higher education that have been carried out.
 3. Checking the achievement of lecturer performance
 4. The dean ratifies the results of the lecturer's performance report.
 5. The Dean submits the compilation results to the Chancellor.
- (See the following flow chart)

**FLOW DIAGRAM
LECTURER PERFORMANCE EVALUATION PROCEDURE MANUAL**

| No. | Activity | Involved Parties | | | | | | Time | Document |
|-----|------------------------------------|------------------|-------|-------|--------|------|-----------|--|--|
| | | Lecturer | Dept. | Ass I | Ass II | Dean | PT/ Dikti | | |
| 1 | Lecturers make performance reports | | | | | | | At the end of each semester (at least 2 weeks before the start of college) | - F1 format - Supporting Evidence results of previous evaluations (2 hardcopy + softcopy) |
| 2 | Department Administration | | | | | | | 15 minutes | F1 format - Supporting Evidence results of previous evaluations (2 hardcopy + softcopy) |

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| 3 | <p>Checking the suitability and completeness of documents, as well as assessing the achievement of lecturers' achievements</p> | <pre> graph LR D1{ } -- N --> L1[] L1 --> U1[] U1 --> D1 D1 -- Y --> R1[] R1 --> D2{ } D2 -- Y --> D3[] D2 --> D1 </pre> | | | | | 30 minutes | <p>F1 format -Supporting Evidence -results of previous evaluations (2 hardcopy + softcopy)</p> |
| 4 | <p>Dean 1. verify the correctness of the report that has been corrected by the assessor 2. validate the results of the F1 format report and 3. compile all lecturer performance reports</p> | <pre> graph TD B1[] --> B2[] </pre> | | | | | 30 minutes | <p>F1 format -Faculty Recap supporting documents returned to the lecturer)</p> |
| 5 | <p>Rector -verify the correctness of the report that has been approved by the Dean -make a recap of the Faculty and - validate faculty recap</p> | <pre> graph TD B1[] --> B2([]) </pre> | | | | | 1 day | <p>F1 format -Faculty Recap</p> |
| 6 | <p>Delivery/submission of lecturer performance reports in hardcopy and softcopy form to DIKTI.</p> | <pre> graph TD B1([]) </pre> | | | | | 1 day | <p>College Recap</p> |

Attachment

I. Provision :

1. Every lecturer is required to make a performance evaluation report at the end of each semester.
2. Each lecturer must include supporting documents.

II. Requirements/attachments:

1. F1 format
2. Supporting evidence (Decree, Reports, Articles, etc.)
3. The results of the previous period's performance evaluation.

III. Parties Involved in the Process

1. Lecturer: fill out Format F1
2. Assessor (jur level): check the completeness, validity and compliance with the provisions.
3. Assessor (Faculty level): Verifying the suitability of supporting documents with Tridarma PT activities that have been carried out.
4. Head of Department: Continue to Faculty
5. Dean : Approve the Lecturer Performance Report and make an evaluation report at the Faculty level.
6. Chancellor : Making University Level Evaluation Report
7. DIKTI : Received the University level Evaluation Report sent by the Chancellor.