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Date: 01st September 2025

Staff Performance Appraisal Policy

Purpose:

To establish a structured process for evaluating staff performance, supporting development, and recognising achievement.

Policy Statement:

PSBU's performance appraisal process aims to promote excellence, accountability, and professional growth among academic and administrative staff.

Procedures:

- Appraisals are conducted annually by line managers or department heads.
- Performance objectives are agreed upon at the start of each academic year.
- Outcomes may inform promotion, training, or contract renewal decisions.

Review:

Reviewed biennially by the Human Resources Office.

Next review date: 20th August 2028