Attachment to Ordinance no. 130 of PK Chancellor from December 21, 2021

**RULES AND CRITERIA OF INTERIM EVALUATION OF ACADEMIC PROFESSORS**

**§ 1**

**GENERAL PROVISIONS**

1. Assessment of academic professors is used to evaluate the quality of academic work of individuals.
2. Assessment is an instrument of staff policy.
3. Assessment is conducted every three years.
4. Required number of points demanded for a positive grade is the minimum value, which should be obtained in respect of one year.
5. Final evaluation is positive, if every area of employee activity, such as: academic and didactic work and organisation activity is assessed positively.
6. Achievement rating of employees is the result of scoring of academic and didactic work.
7. In the end of every year, it is recommended for the supervisors of university organisational units to analyse (evaluate) activity of subordinate employees’, using the declared yearly plans of research activity and to present the report from that analysis to the higher-level supervisor (dean, proper vice-rector).

**§ 2**

**MODIFICATION OF BELONGING TO EMPLOYEES’ GROUP OR PROMOTION**

1. If during the evaluation period, the transition to the other group or change of group occurred, the evaluation is conducted according to requirements, that were in force in the first day of employment in the new group, if the employment period is at least 1 year long.
2. In the case of failure to meet the requirement mentioned in act 1, employee evaluation is conducted as part of recruitment before the group change.

**§ 3**

**PART-TIME EMPLOYMENT OR FOR THE PART OF EVALUATION PERIOD**

1. If the effective working hours of evaluated employee, resulting from the sick leave above 3 months, unpaid holiday or other justified random cases, is shorter than evaluation period, the criteria of evaluation for research and didactic work of such employee are decreased according to employment period. In the case of part- time employee recruitment, criteria are decreased according to working hours.

2. The usage of a scholarship, leave for scientific purposes or internship is not a basis for criteria of

academic achievements evaluation correction.

3. In case of assessment for organisational achievements, there is no scoring system of evaluation nor the impact on the working shift and employment proportions with the duration of evaluation period on its score is specified. The most important assessment criterion is the scale of impact (cathedral, department, university, outside university). The evaluating should consider reduced abilities of an employee that result from being employed part- time or having longer breaks in performing work.

**§ 4**

**EVALUATION OF RESEARCH AND DIDACTIC EMPLOYEES**

1. Evaluation of research and didactic employees is done in three areas:

1) scientific work,

2) didactic work,

3) organisational work.

2. Evaluation of scientific work of research and didactic employees is conducted on the basis of summary number of points accumulated by the employee (the index of scored achievements states attachment no 1 to presented rules). The evaluation of publication part is done on the basis of registered in PK university library database works.

3. Evaluation of scientific work of research and didactic employees is positive, if achieved number of points, in respect of one year is not lower than the one given in table no 1, including at least 20 points, which are required for publication in the magazine from the MEiN list.

4. Evaluation of scientific work of research and didactic employees consists of 3 parts:

* 1. Evaluation of basic didactic work,
  2. Evaluation of additional didactic achievements,
  3. Evaluation of improvement of qualifications.

5. The evaluation of didactic work of research and didactic employees is positive, if achieved number of points, in respect of one year is not lower than the one given in table no 1. The evaluation of didactic classes is conducted on the basis of attachment no 2 to the following rules. Achieving positive assessment from student surveys is a necessary condition of getting positive grade.

6. Evaluation of organisational achievements is conducted according to the rules specified in § 7.

### § 5

**EVALUATION OF RESEARCH EMPLOYEES**

1. Evaluation of research employees is conducted in two areas:

* 1. Scientific work,
  2. Organisational work.

1. Evaluation of scientific work of research employees is conducted on the basis of overall number of points collected by an employee- according to attachment no 1.
2. Evaluation is positive, if achieved number of points is not less than the one given in Table 1, including at least 20 points that are required for publication in the magazine from the MEiN list. And in the case of academic librarians, for publication under the scoring system according to MEiN guidelines.
3. Evaluation of organisational achievements is conducted according to the rules specified in § 7.

### § 6

**EVALUATION OF DIDACTIC EMPLOYEES**

1. Evaluation of didactic employees is done in two areas:

1) didactic work,

2) organisational work.

1. Evaluation of didactic work is done on the basis of scoring of didactic achievements, which index represents attachment no 2 to the following Rules.
2. Evaluation of didactic employees’ work is positive, if achieved number of points, in respect of one year is not lower than the one given in Table no 1. Achieving positive assessment from student surveys is a necessary condition of getting positive grade.
3. Evaluation of organisational achievements is conducted according to the rules specified in § 7.

### § 7

**EVALUATION OF ORGANISATIONAL ACTIVITY OF ACADEMIC PROFESSORS**

1. In evaluation of organisational activity the following is taken into account, for example: participation in expert teams of Polish Accreditation Committee, participation in national committee PAN, PAU, in the authorities of scientific associations, in scientific conferences committees, participation in authorities of PK University Society of Graduates promotion of university, obtaining a licence of TELC examiner, coordination and exams administration, coordination of commercial course, TELC and other exams conducted with regards to PK University agreements, membership in Doctors’ examination board, establishing research teams, etc.
2. Achievements of organisational activity of didactic, research and didactic and research employees, which are the basis of evaluation should be documented.
3. Negative evaluation requires explanatory statement.
4. Evaluated person confirms the acceptance or denial of evaluation with their signature. In case of lack of acceptance from the evaluated person, the confirmation is done by the Dean of proper Department.
5. Essential element of evaluation is to show one’s initiative and to undertake activities that contribute to improvement of education quality, work conditions and university reputation.

### § 8

**EVALUATION MECHANISM**

1. Evaluation is done within the framework of department and autonomous units. All PK university academic professors that are employed for at least one year, apart from the form of employment are evaluated.

2. Evaluation is documented by completing surveys of periodic assessment, which model is attachment no 3 to the following rules, with exclusion the position of academic librarian, which is evaluated with the usage of survey, which model is attachment no 4 to the following rules.

3. The survey is filled by the evaluated employee and forwarded to their direct supervisor to the January 21st.

4. The printout from PK university library, which consists of publication achievements, which are assessed, and also the additional attachments that confirm their achievements are attached to the survey by the employee.

5. Grades are given by a direct supervisor and confirmed by the higher-level supervisor.

6. Evaluation is done by specifying the grade in all of employees’ areas of activity, which is: research work, didactic work and organisational work, whereas didactic employees are exempt from the research work evaluation, while research employees are exempt from didactic work evaluation.

7. The final grade of academic professor is established on the basis of partial assessments, according to the following rules:

1) Research and didactic employee receives positive final grade, if they have got positive grades in all areas of activity,

2) Research and didactic employee receives negative final grade, if they have got negative grades from research, didactic or organisational work,

3) Didactic employee receives positive final grade, if they have got positive grades from didactic or organisational work,

4) Didactic employee receives negative final grade, if they have got negative grades from didactic or organisational work,

5) Research and didactic employee receives positive final grade if they have got positive grades from research or organisational work.

6) Research and didactic employee receives negative final grade if they have got negative grades from research or organisational work.

8. In case of receiving negative final grade, PK university Dean is able to terminate the employment with academic professor in the manner specified in Article 123 paragraph 1 section 1 of Act of Law of Higher Education.

9. In case of receiving negative final grade, another evaluation is conducted after 12 months since the day of the end of the previous evaluation. During the second evaluation, employees’ achievements from the previous and the following year are taken into account. Receiving the second negative final grade results in termination the employment in the manner specified in Article 123 paragraph 2 of Act of Law of Higher Education.

10. Organisational activity of managers is evaluated by their supervisor of higher level. This regulation is used when those employees perform their function more than a year.

11. Evaluations should be completed till the last day of February of the year in which evaluations take place.

12. Every evaluated person may file reasoned appeal against evaluation to the PK university Dean at the latest on April 30th of the year in question. If needed, PK University Dean may establish temporary opinion- giving committee. PK University Dean’s decision is ultimate.

13. The result of evaluation in writing undergoes inclusion into personal files of employee.

## Table no 1

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Minimum number of points in evaluation of research work/ year** | **Minimum number of points in evaluation of didactic work/ year** | **Evaluation of organisational activity** |
| Positions in the group of research and didactic employees | | | |
| Professor, Academic professor | 60 | 20 | According to supervisor’s assessment |
| Assistant professor | 40 | 15 |
| Assistant | 25 | 10 |
| Positions in the group of research employees | | | |
| Professor, Academic professor | 120 | na | According to supervisor’s assessment |
| Assistant professor | 90 | na |
| Assistant | 60 | na |
| Academic librarian | 36 | na |
| Positions in the group of didactic employees | | | |
| Professor, Academic professor | na | 45 | According to supervisor’s assessment |
| Assistant professor, instructor, foreign languages tutor, lecturer of Polish as a foreign language | na | 34 |
| Assistant, tutor, instructor | na | 23 |

Attachment no 1 to the Rules and criteria of periodical evaluation of academic professors.

|  |  |  |
| --- | --- | --- |
| **INDEX OF SCORED ACADEMIC ACHIEVEMENTS**  **to periodical survey of PK University research and didactic and research employee evaluation**  **Valid from Jan 01st 2022**  ***(Points division in collective publication according to the algorithm of academic activity quality evaluation: MEiN)***  *In the achievements catalogue, there are included publications of PK University employee affiliation, included in the PK University library database* | | |
| **SCIENTIFIC ACTIVITY** | | **Number of points** |
| **Publications in scientific magazines** | | |
| 1. | Publication in scientific magazine, listed in MEiN catalogue | The punctation applied in the year of publication release (*Points division in collective publication according to the algorithm of academic activity quality evaluation*) |
| 2. | Publication in reviewed materials from international conference, mentioned in MEiN catalogue | The punctation applied in the year of publication release (*Points division in collective publication according to the algorithm of academic activity quality evaluation*) |
| **Scientific monograph and reviews** | | |
| 3. | Scientific monograph published by publishing companies, listed in MEiN catalogue | Points are calculated according to the rules of unit’s evaluation |
| 4. | Chapter in scientific monograph published by publishing companies, listed in MEiN catalogue | Points are calculated according to the rules of unit’s evaluation |
| 5. | Editor of scientific monograph published by publishing companies, listed in MEiN catalogue | In case of editorial board, points are divided according to the % of editors’ involvement |
| 6. | Obtaining the Doctor’s degree/ Post-doctoral degree/ professor’s title | **25/50/80 pt** |
| 7. | Preparation of review in completed conduct for granting a post- doctoral degree/ professor’s title | **20/40 pt** |
| **Patents, utility models** | | |
| 8. | European patent granted for PK University or patent granted abroad in at least one of the countries belonging to the Organisation for Economic Cooperation and Development, under the condition, that the invention was registered in the Polish Patent Office | Points are calculated according to the rules of unit’s evaluation and according to the % of authors’ involvement |
| 9. | The patent granted to PK University by the Polish Patent Office | Points are calculated according to the rules of unit’s evaluation and according to the % of authors’ involvement |
| 10. | The patent mentioned in pt 6 or 7, granted to an organisation other than PK University, if the author or co-author of invention that the patent was granted to is PK University employee | Points are calculated according to the rules of unit’s evaluation and according to the % of authors’ involvement |
| 11. | Protective rights granted to PK University on utility model by the Polish Patent Office or abroad | Points are calculated according to the rules of unit’s evaluation and according to the % of authors’ involvement |

|  |  |  |
| --- | --- | --- |
| **The financial effects of scientific and innovative activity within works conducted by PK University** | | **According to recommendation of Senate Committee for Staff Development** |
| 12. | Concepts involving scientific research or development works, that are founded in a competition procedure by foreign organisations or international organisations or by the financial sources of higher education and science, intended to: a) tasks founded from the European Union budget or from non-repayable funds from assistance provided by member states of the European Free Trade Agreement (EFTA) or from other funds coming from foreign non-repayable sources, b) tasks founded by NCBiR including scientific research and development works on behalf of country defence and security, c) tasks founded by NCN | **10 pt.** For every 50 thousand PLN of the whole sum of financial sources granted during evaluation period on concept realisation, in case of concepts conducted only by PK University or concepts conducted by the group of entity, which leader is or was PK University of other organisation belonging to higher educational system and science (in case of larger teams, points division is made within the team) |
| 13. | Concepts involving scientific research or development works, that are founded in a competition procedure by foreign organisations or international organisations or by the financial sources of higher education and science, intended to: a) tasks founded from the European Union budget or from non-repayable funds from assistance provided by member states of the European Free Trade Agreement (EFTA) or from other funds coming from foreign non-repayable sources, b) tasks founded by NCBiR including scientific research and development works on behalf of country defence and security, c) tasks founded by NCN | **10 pt.** For every 25 thousand PLN of the whole sum of financial sources granted during evaluation period on concept realisation, in case of concepts conducted by the group of entity, to which belongs PK University, which leader is or was organisation not belonging to higher educational system and science *(in case of larger teams, points division is made within the team)* |
| 14. | Commercialization of scientific research results, development works or know- how connected with those results or research services provided on request of entities not belonging to the system of higher education and science | **10 pt.** *For every 10 thousand PLN of the whole sum of income achieved by PK University or other utility created by PK University in order to commercialise results of scientific research results, development works or know- how connected with those results (in case of larger teams, points division is made within the team)* |
| 15. | Obtained and confirmed by the utilities revenue from the sale of products that are the effect of implementation of scientific research results | According to given scoring |
|  | Or development works carried out at PK University  Total revenue above 5 M PLN – **60 pt**  Total revenue above 2,5 M PLN to 5 M PLN – **40 pt**  Total revenue above 0,5 M PLN to 2,5 M PLN – **20 pt**  Total revenue from 25 thousand to 0,5 M PLN – **5 pt** |  |
| 16. | Scientific activity of significant and positive impact of society and economy functioning | Points granted in unit evaluation- classified to III criterion of evaluation *(in case of larger teams, points division is made within the team)* |
| 17. | Preparation and submitting an application, which was not qualified for funding after the positive substantial evaluation *(after confirmation by DBN)* | **10 pt** for every 75 thousand PLN of the project value  *(in case of larger teams, points division is made within the team)* |

Notes:

* In case of projects founded by the European Research Council scoring is increased by 400%
* In case of projects founded as part of framework projects in terms of research and innovation support of European Union or in terms of projects connected to implementation of these programmes, scoring is increased by 200%
* In case of projects founded by the foreign or international organisations or with funds for tasks founded from the European Union budget or from non-repayable funds from assistance provided by member states of the European Free Trade Agreement (EFTA) or other funds coming from foreign non-repayable sources, scoring increases by 50%
* In case of publication retraction of MEiN magazine catalogue or scoring change during evaluation, the number of points granted is always the most beneficial to employee
* Publication is included in evaluation just once.

Attachment no 1 to the Rules and criteria of periodical evaluation of academic professors.

|  |  |  |
| --- | --- | --- |
| **INDEX OF SCORED DIDACTIC ACHIEVEMENTS**  **to periodical survey of PK University research and didactic and didactic employee evaluation**  **Valid since Jan 01st 2022**  **conducted at the Cracow University of Technology** | | |
| **DIDACTIC ACTIVITY** | | Number of points during 1 year |
| 1. | **Evaluation on the basis of students’/ doctoral students surveys (for 1 year period)**  The involvement of at least 25 people or minimum 15%, but not less than 6 people is required *(Ordinance. No 41 of the Dean from September 30, 2014. Attachment No 1: rules of NA evaluation, points 5.1 and 5.2). In case of not respecting the demands of Attachment No 1, the evaluation is conducted by the direct supervisor of academic professor considering received grades* | A - grade average from surveys  **0 pt**. for A < 3,0  image1.png for A in the range of  <3,0;5,0>  **min. 4,5 pt**; **max. 20,83 pt** |
| 2. | **Evaluation of observation didactic classes (for 1 year period)**  (In case of a few assessments from observation, average grade is chosen). *If the employee were not evaluated in the period of 2 years, the last grade from observation should be accepted.* | Negative– **0 pt** satisfactory- **1pt.**  good– **3 pt.**  very good – **5 pt.** |
| 3. | **Evaluation of direct supervisor (for 1 year period)**   1. Employee shows initiative, fairly and perfectly performs didactic duties given them on the basis of the detailed scope and dimension of duties **(15 pt.)** 2. Employee occasionally made minor misconducts regarding performing given didactic duties (for instance: partial lack of opening students’ surveys, minor irregularities in filling virtual dean’s office, occasional absence on office hours, etc.) **(10 pt.)** 3. Employee committed serious misconduct (for instance: he did not meet deadlines of filling data in required documentation in electronic system several times) regarding performing given didactic duties **(0 pt.)**   Evaluation (b) and (c) has to be reasoned using written documentation of committed misconduct (official notes, correspondence with an employee, given enforcement or disciplinary fines, etc.) | **15, 10, 0 pt**.  According to description in the column  - pos. 3. |
| 4. | Doctoral Dissertation supervisor, completed with resolution concerning granting PhD degree. | **20** |
| 5. | Review of Doctoral thesis | **10**  *(max 5 reviews)* |
| 6. | Doctoral Dissertation supervisor assistant, completed with resolution concerning granting PhD degree. | **10** |
| 7. | Reviews in Doctoral Schools | **2**  (max 5 reviews) |
| 8. | Authorship of academic manual | According to the catalogue of MEiN publishers- points are divided proportionally to the % of authors contribution |
| 9. | Authorship/ coautorship in the chapter of academic manual | **10**  **(Proportionally to the number of authors)** |
| 10. | Editing written in co-authorship academic manual | **5**  **(Proportionally to the number of authors)** |
| 11. | Other reviewed didactic aids of the size of at least 3 sheets ed. | **10**  **(For every 3 sheets)** |
| 12. | Preparation of didactic aids on e-learning platform | **10**  *(One- time for each 15 hours of classes)* |
| 13. | Preparation of the new field of study, new specialisation or its significant modification *(points may be granted to team members according to supervisors’ evaluation with keeping its total number)* | **20** |
| 14. | Preparation of the programme of the new subject, confirmed for realisation *(regarding full-time, part- time, doctoral or postgraduate studies)* | **8**  *(One- time)* |
| 15. | Organisation of student workshops, exhibitions, open air, optional travel | **2**  *(For each event)* |
| 16. | Preparation and starting new, didactic laboratory/ essential, documented modification | **10** *(one- time)* |
| 17. | Supervision of proper didactic laboratory functioning | **2** /year |
| 18. | Supervision of actively operating scientific club (at least 3 essays on scientific club sessions or other conferences, documented scientific club effects) | **to 10** |
| 19. | Supervision of awarded dissertation, supervision of project development and studies, which were awarded or distinguished by the units, outside of PK University. | **3** (for distinguishing);  **10** *(for distinguishing and awarding)* |
| 20. | Scientific supervision of the awarded, distinguished student thesis, regarding scientific club sessions | **2**  *(For each work)* |
| 21. | Teaching in foreign language (for instance: Erasmus programme) | **2**  *(For every 5 hours of classes)* |
| 22. | Participation in doctoral examination from foreign language, additional subject (economy, philosophy), major required for doctoral thesis defence | **3** |
| 23. | Preparation of postgraduate studies, courses, summer schools *(concept, programme, estimate, necessary documentation for starting classes)* | **10** |
| 24. | Supervision of thesis, which author was laureate or were distinguished on scientific club sessions, or thesis that was awarded by the unit/ outside organisation | **5** |
| 25. | Supervision of work that succeed scientific, commercial, media achievement outside of PK University, co-authors’ publication with the student (students) of I-degree, II-degree studies | **10** |
| 26. | Supervision of the student or the group of students, who were successful on IO, MŚ, ME, MP, AMP, AMM (national/ international dimension\*) - applies to CSiR employees | **10 / 15\*)** |
| 27. | Conducting lectures and seminars and other classes on foreign unit’s invitation (at least 6 hours) | **10** |
| 28. | Coordination of intercollegiate or international didactic programmes | **10** |

|  |  |  |
| --- | --- | --- |
| 29. | Dean’s award for didactic activity and e-learning | **25**  *(In teams awards, point division is proportional to % of team members involvement)* |
| 30. | Minister’s award for didactic activity | **50**  *(In teams awards, point division is proportional to % of team members involvement)* |
| 31. | Other didactic achievements according to supervisors’ evaluation *(for instance: didactic publications, conferences related to didactic and teaching methodology, essential didactic process development, serving as diploma dissertation assistant, lecturing at doctoral studies, in PK Doctoral School and postgraduate studies, articles and books translation, that are ordered by PK university units (2 points for publishing sheet), preparing other didactic aids, preparing materials for field of study accreditation, etc.)* | It total to 20  (On the basis of lists prepared by units) |
| 32. | Publications in magazines prepared with students and doctoral students *(and that includes connected with scientific discipline)* | **2** /publication |
| 33. | Completing postgraduate studies (in area of conducted didactic activity) | **20** |
| 34. | Obtaining the certificate of foreign language knowledge on advanced level | **10** |
| 35. | Obtaining certified professional competencies (for instance: electric, construction, administrative or computer network operation, sport instructor or recreation, etc.), if those competencies are used by the employee in the didactic process on PK University | **10** |
| 36. | Obtaining a diploma: Trainer of the Master Class/ Trainer of the I Class/ Trainer of the II Class *(refers only to the CSiR employees)* | **30 / 25 / 15** |
| 37. | Completing refresher course in useful in didactic process range | **2** / 1 day of seminar  *(max 5 pt/year)* |
| 38. | Training trip in order to learn the terms of education in another unit  *(At least 3 days of residence)* | **2** *(national unit)*  **5** *(foreign unit)* |
| 39. | Obtaining professional qualifications given by professional association | **30** |
| 40. | Other achievements regarding qualification development according to supervisor; *(detailed description in evaluation sheet required)* | To a total of **5** pt / year |
| 41. | Supervision of a thesis | **2**  For thesis |
| 42. | Review of a thesis | **1**  For thesis |
| 43. | Participation in international/ national didactic projects | **10/5** points/project/year |
| 44. | Documented cooperation with students with realisation of research projects | **3**  (For cooperation with each student) |
| 45. | Documented cooperation with students /doctoral students with realisation of projects commissioned by external units | **3**  (For cooperation with each student) |

Attachment no 3 to the Rules and criteria of periodical evaluation of academic professors

|  |  |  |  |
| --- | --- | --- | --- |
| **THE SURVEY OF PERIODICAL EVALUATION OF PK UNIVERSITY EMPLOYEE during the period :**…………………….. | | | |
| Title, academic title, name and surname |  | | |
| Name of organisational unit |  | | |
| Employment group/ position |  | | |
| Duration of employment in particular group \*) |  | | |
| Working hours/ effective employment period |  | | |
| Date of birth |  | Number of years of employment at PK University |  |
| Date and the result of the last evaluation |  | Number of years on present position |  |

\*) Reduction of employment period regarding: maternity leave, paternity leave, parental leave, childcare leave, medical leave, unpaid leave

# The list of achievements in evaluation period\*\*

**Scientific activity (applies to employees hired on research and didactic and research positions)**

|  |  |  |  |
| --- | --- | --- | --- |
| N.o. | Number of entries from the list of achievements (attachment no 1) | Achievement description | Number of points |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |
| ... |  |  |  |
| Total points for scientific activity: | | |  |

**Didactic activity (applies to employees hired on didactic and didactic and research positions)**

|  |  |  |  |
| --- | --- | --- | --- |
| N.o. | Number of entries from the list of achievements (attachment no. 2) | Achievement description | Number of points |
| 1. | 1 | Assessment on the basis of students/ doctoral students surveys |  |
| 2. | 2 | Assessment on the basis of observation |  |
| 3. | 3 | Assessment of the direct supervisor |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |
| ... |  |  |  |
| Total points for didactic activity: | | |  |

**Organisational activity (applies to all employees)**

|  |  |
| --- | --- |
| N.o. | Achievement description |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| ... |  |

**Summary of evaluation results**

|  |  |  |
| --- | --- | --- |
| Type of activity | Number of points | Grade (positive/negative) |
| Scientific |  |  |
| Didactic |  |  |
| Organisational |  |  |

\*\*) to the survey evaluated employee attaches outprint from PK University Library with publication achievements, which are evaluated and additional attachments confirming evaluated achievements

**Final grade:** positive/negative

Justification of the assessment (fills direct supervisor) ……………………………………………………………………..

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……………………………………………………………………………………………………………………………………………………………. Date ……………………………………….. Supervisors’ signature………………………………………………….

Justification of questioning the supervisor’s evaluation or its acceptance (in case of acceptance, just signature of evaluated employee) ………………………………………………………………………………………………….………..

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……………………………………………………………………………………………………………………………………………………………. Date ……………………………………….. Evaluated employee’ signature………………………………………………….

Evaluation approved

Date .......................................... Dean or proper vice-rector’s signature......................................

**THE SURVEY OF PERIODICAL EVALUATION OF PK UNIVERSITY EMPLOYEE**

**Valid since Jan 1, 2022.**

|  |  |  |  |
| --- | --- | --- | --- |
| **PERSONAL DATA** | | | |
| Title, academic title, name and surname |  | | |
| Name of organisational unit | **(Library of the Cracow University of Technology)** | | |
| Position at PK University | **Academic librarian** | | |
| Functions performed at PK University |  | | |
| Type and period of leave during evaluation period\*) |  | | |
| Date of birth |  | Number of years of employment at PK University |  |
| Date and the result of the last evaluation |  | Number of years on present position |  |

\*) maternity leave, on conditions of maternity leave, paternity leave, parental leave, childcare leave, medical leave, unpaid leave or sabbatical

1. **SCIENCE ACTIVITY**

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Achievement description | | Number of points (maximum number of points) |
| 1 | Conducting scientific research and involvement in teams and research projects in the field of bibliology or information science (science information and library science) and related areas, including studies of effectiveness of library activity, creating/ co-creating databases, concept preparation and/ or database structures, etc.). (maximum 3) \* | | 10 (30) |
| 2 | Realisation of projects financed from external sources that generate income for PK University  *(maximum 3 in each group)* ***1*** | Project manager  (12 for each project) | 12 (36) |
| Tasks manager  (10 for each project) | 10 (30) |
| Project participant  (6 for each project) | 6 (18) |
| 3 | Submission of application to funding institution for the project that was qualified for funding (maximum 3) | | 10 (30) |
| 4 | Submission of project application, which was not qualified for funding but passed the formal evaluation, to the funding institution as part of contests proceedings.  (maximum 3) | | 5 (15) |
| 5 | Scientific publications of the field of bibliology and information science or related to library profile areas  (maximum 5 publications of each type) | | Scored according to MEiN guidelines |
| 6 | Scientific editing of publication *(maximum 3)* | | Scored according to MEiN guidelines |
| 7 | Informative publications and other than mentioned in pt. 5 *(maximum 3)* | | 2 (6) |
| 8 | Citation of scientific publications in WoS or Scopus databases. | | 0,5 for each citation |
| 9 | Preparation of bibliometrics and scientific analyses *(maximum 5)* | | 3 (15) |

1 In case of long-term projects, the number of points accordingly to the period of project realisation in evaluated period.

|  |  |  |  |
| --- | --- | --- | --- |
| 10 | Active (with presentation, poster) participation in conferences and scientific seminars  *(Maximum 5 in each group, unless demonstrated p.5)* | Presentation on the conference, international seminar | 5 (25) |
| Poster on the conference, international seminar | 3 (15) |
| Presentation on the conference, national seminar | 4 (20) |
| Poster on the conference, national seminar | 2 (10) |
| Presentation and poster on the conference, seminar of local scope, for instance: inside of the university structure | 2 (10) |
| 11 | Elaboration of students’ and scientific education programme regarding scientific information (maximum 3) | | 5 (15) |
| 12 | Preparation of the course/ training including training/e-learning course regarding, bibliology or information science and related sciences (maximum 3) | | 10 (30) |
| 13 | Preparation of review of monograph, article *(maximum 3)* | | 5 (15) |
| 14 | Participation in conferences of Program Council of magazines, publishing series *(maximum 3)* | | 3 (9) |
| 15 | Obtaining degree or a doctorate (doctor – 30, associate professor– 50,  professor – 100) | |  |
| 16 | Improvement of professional qualifications, in order to achieve  (obtained certificates, certification, other documents that confirm achieved  qualifications with exclusion of certificates of participation in conferences)  (maximum 3) | | 3 (9) |
| **NUMBER OF POINTS** 100 (338), excluding pt. 5, 6, 8, 15 | | |  |
| **PARTIAL GRADE FOR SCIENTIFIC ACTIVITY (RESEARCH)** | | | POSITIVE  NEGATIVE |

1. **ORGANISATIONAL ACTIVITY (evaluated employee fills grey fields)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| N.o. | Description (name) of organisational  achievement and its duration | Range of influence | Attachments  (yes/no) | Supervisor’s acceptance  (yes/no) |
| 1 | 2 | 3 | 4 | 5 |
| 1 | Describe particular organizational achievement synthetically and its duration, for instance: supervision of student’s internships in **unit** in evaluated period | Give one of descriptions: local, department, university or outside university | Confirm if attachments with description and possible achievement confirmation has been added | Supervisor should answer if he/ she confirms notes from columns 2-4 |
| 2 | Employment at university collegial authorities and at department, senate or Rector’s commissions, collegial authorities’ units |  |  |  |
| 3 | Conference, master classes, courses organisation (refers to events organised of co-organised by PK University of BPK ()  (PK or BPK emblem placed) |  |  |  |
| 4 | Organisation and participation in promotion and presentation of the university and library |  |  |  |
| 5 | Other organisational activity used as improvement of library and information system functioning, suggesting, designing and implementing improvements and innovations regarding library work and SBI organisation |  |  |  |
| 6 | Coordination and supervision of internships |  |  |  |
|  | Of students of scientific information and library science and related sciences, as well as internships of other academic library employees |  |  |  |
| 7 | Serving as a manager in library:   * Library Director * Department Manager * Manager of SBI Library |  |  |  |
| 8 | Substantive supervision of SBI libraries |  |  |  |
| 9 | Tasks given by the Rector, Vice- Rector or Unit Director (for instance: Rectors’ or Vice- Rector’s Representative) |  |  |  |
| 10 | Elaboration of documents of practical matter (for instance: strategy, internal procedures, bylaws, etc.) |  |  |  |
| 11 | National and international level of cooperation organisation and scientific and didactic exchange |  |  |  |
| 12 | Participation (content coordination) in  investment and renovation works at PK  University. |  |  |  |
| 13 | Execution of other organizational  responsibilities given by direct supervisor,  according to acquired competences |  |  |  |
| 14 | Other achievements according to  supervisor’s assessment |  |  |  |
| **PARTIAL GRADE FOR ORGANIATIONAL**  **ACTIVITY** | | | | Positive/  negative |

Justification of the assessment (fills direct supervisor)……………………………………………………………………..

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Justification of questioning the supervisor’s evaluation or its acceptance (in case of acceptance, just signature of evaluated employee)………………………………………………………………………………………………….………..

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**3. FINAL GRADE**

|  |  |
| --- | --- |
| Positive | Negative |

Justification of the assessment (fills direct supervisor)……………………………………………………………………..

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Comments of evaluated employee………………………………………………………………………………………………….………..

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| Date and signature of an employee familiar with  the grade | Date and signature of the supervisor |