



EAST EUROPEAN UNIVERSITY (EEU)

Assessment rule of Academic and Invited personnel scientific and academic activities

*Approved by: Order of Rector
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Chapter I

General Provisions

Article 1. General Provisions

1.1 The East European University (hereinafter – university) present rule regulates the Academic and Invited personnel scientific and academic activities, as well as, academic activities assessment criteria and procedures of the invited personnel.

1.2 Assessment of Academic personnel scientific-research activities supports the personnel professional growth by increasing the productivity of scientific and academic activities.

1.3 Assessment represents the balanced integration of practically applicable knowledge and skills.

Article 2. The goal of academic and invited personnel assessment

2.1. The goals of the Academic and invited personnel scientific and academic activities assessment are:

- A) assessment of the academic staff of the faculties and scientific units to the scientific activities at the university contribution, which, in turn, serves to improve the quality of scientific research.
- B) promoting the progress of the scientific intellectual work role and importance;
- C) identifying the strengths and weaknesses of scientific-research potential;
- D) sharp increase of scientific intellectual work motivation;
- E) promoting the quality of the scientific-research activities results;
- F) determination of scientific-research potential development directions;
- G) determination of scientific-research priorities;
- H) Ensuring the development of individual professional goals and objectives by the university staff;
- I) Identification of the personnel abilities and support their further development;

J) Identifying aspects of staff activities improvement and addressing appropriate support to upgrade the ones.

2.2. The assessment of academic and invited personnel is based on the principles stated in the Personnel Management Policy, ensuring the strict adherence to the principles of fairness, transparency and impartiality.

Article 3. Assessment of Academic personnel scientific – research activities

3.1. The mechanisms for assessing scientific research activities include analysis and results assessment. Decision - making approach is addressed afterwards for their further improvement.

3.2. The research activity assessment system can assess both the scientific productivity of the staff and the quality of the work.

3.3. Assessment takes place at the end of each academic year and is based on quantitative and qualitative indicators.

3.4. The following indicators are used to assess staff research activities:

A) number of scientific-research activities;

B) productivity of scientific-research works.

3.4.1. Number of scientific-research papers - This indicator refers to the number of papers published during the reporting period and includes the following activities:

- ▶ Preparation of a monograph;
- ▶ Collective monograph preparation / participation;
- ▶ Development of the manual;
- ▶ Preparation / participation in the scientific works digest;
- ▶ Scientific articles published in a peer-reviewed journal;
- ▶ Scientific articles published in the impact factor journal:
- ▶ Scientific articles published in foreign journals;
- ▶ Scientific articles published in the scientific papers digest;
- ▶ Preparation of scientific-popular papers;
- ▶ Articles or abstracts in the digest of scientific conferences, symposia, seminars;
- ▶ Preparation of educational-methodical thesis;
- ▶ The report presented at scientific conferences and other scientific activities;
- ▶ Participation in national or international scientific conferences (symposium, seminar);
- ▶ Organizing scientific events (scientific seminar, round table, scientific-methodical seminar, public lecture, workshop, exhibition, etc.);
- ▶ Organizing students' scientific activities (conference, project);
- ▶ Editorial activities (monograph, textbook, scientific papers digest, editing of scientific journals, membership of the editorial board, membership of the editorial board), etc;

- ▶ Review activities (review of article, monograph, textbook, collection of scientific papers, scientific journal, doctoral / master's thesis;
- ▶ Supervision of Master Thesis;
- ▶ Supervision of doctoral dissertation (in case of invitation to another HEI, or joint doctoral dissertation);
- ▶ Membership of the scientific community;
- ▶ Participation in a funded scientific project / projects;
- ▶ International scientific cooperation;

3.4.2. Productivity of scientific-research works - refers to quote and Hirsch (h) indexes, which the university receives information from the library consortium, or as per the order of the university. This indicator includes the following indicators:

Number of citations;

- ▶ quote (google scholar) (g);
- ▶ quote (web of science) (g);
- ▶ quote (Scopus) (g);
- ▶ quote (google scholar) (h);
- ▶ quote (web of science) (h);
- ▶ quote (Scopus) (h);

3.5. The annual assessment of the academic personnel scientific-research activities is based on reviewing the annual report academic of the staff scientific-research activity.

3.6 The self-assessment report of the scientific-research activity is submitted by the academic personnel at the end of the academic year to the Scientific-Research Development Department.

3.7 The academic personnel is obliged to prove the activities indicated in the self-assessment report.

3.8 The academic personnel is obliged to conduct the scientific activities defined in the scientific-research activity annual report and to accumulate the established minimum point numbers every year.

3.9 The self-assessment report submitted by the academic personnel at the end of the year is reviewed by the Scientific Research Development Department to review the confirmed results in the annual assessment process of the research activity, and to take them into account in the final assessment results of the academic personnel. The results are submitted to the Quality Assurance Service.

Table N 1

#	Scientific-research activities of the academic staff	Activities scores	Scores gained by the personnel
1	Number of scientific-research activities	Quote - 40%	
1.1	Printing of articles ¹ (სტატუიბობ ¹) in the following journal categories: Tomson Royter database – indexed journals (Web of Science); Impact-factor and scientific citation index indicator (IF – Impact Factor) and (SCI – Science Citation Index). Based on Elsevier publications database and Scopus-platforms, the indexed journals: Simago journal ranking (SJR – SCImago Journal Rank) index - indicator. Other similar ranking databases indexed journals. <i>(please specify the names of the article and a journal, other details of the journal; the given score is awarded to each article)</i>	50 scores	
1.2	Printing article at university and international index level various journals <i>(please specify the names of the article and a journal, other details of the journal; the given score is awarded to each article)</i>	15 scores	
1.3	Print articles in other peer-reviewed journals <i>(please, specify the name of the article or journal, location and date of conference. The indicated score is awarded to each article).</i>	10 scores	
1.4	Participation in international scientific conferences (poster) <i>(please, specify the conference or article/digest name, location and date of conference. The indicated score is awarded to each article).</i>	15 scores	
1.5	Participation in international scientific conferences (presentation)	20 scores	

¹ In case of duplication of an article, which involves presenting the same article at the conference and publishing the article in the journal, one of the highest marks will be considered.

	<i>(please, specify the conference or article/digest name, location and date of conference. The indicated score is awarded to each article).</i>		
1.6	Participation in local scientific conferences (poster) <i>(please, specify the conference or article/digest name, location and date of conference. The indicated score is awarded to each article).</i>	5 scores	
1.7	Conduction of international workshops, seminars, training courses <i>(please specify the names of seminars, workshops, training courses, location, date; the given score is given to each different project)</i>	20 scores	
1.8	Supervising a funded grant project <i>(please provide project details. The indicated score is given to each different project)</i>	35 scores	
1.9	Participation in a funded grant project (key personnel) <i>(please provide project details. Evaluation received during the competition. The indicated score is given to each different project)</i>	20 scores	
1.10	Participate in the grant competition ² <i>(please provide project details. Evaluation received during the competition. The indicated score is given to each different project)</i>	10 scores	
1.11	Invention, patent <i>(please, specify the details)</i>	50 scores	
1.12	Publishing monograph / textbook abroad <i>(please specify the name of the textbook / monograph, year of publication, etc., the indicated score is given to each published monograph / textbook)</i>	50 scores	
1.13	Publishing of monograph / textbook <i>(please specify the name of the textbook / monograph, year of publication, etc., the indicated score is given to each published monograph / textbook)</i>	40 scores	
1.14	National Scientific Academy Membership	40 scores	

² Min 40% and more for project final maximum assessment.

1.15	Corresponding Member of the National Academy of Sciences	20 scores	
1.16	Review of the scientific journal referred to in the first paragraph of this table <i>(please, specify the name of the journal and other required details. The given score is awarded to each review of each journal)</i>	15 scores	
1.17	Review of the scientific journal referred to in the first paragraph of this table, editorial board membership <i>(please, specify the name of the journal and other required details. The given score is awarded to each journal review, editorial board membership)</i>	10 scores	
1.18	Other scientific journal review <i>(please indicate the name of the journal, the given score is awarded to each review of the journal)</i>	10 scores	
1.19	Other scientific journal review, editorial board membership <i>(please indicate the name of the journal, the given score is awarded to each journal review, editorial board membership)</i>	5 scores	
1.20	Review of the textbook / monograph <i>(please specify the title of the textbook / monograph, other details. The indicated score is given for the review of each textbook / monograph)</i>	15 ქულა	
1.21	Review of the master thesis <i>(please specify the name of the thesis, student name and surname, the given score is awarded to each distinguished thesis review)</i>	4 scores	
1.22	Thesis supervising at the international student conferences <i>(please specify the name of the conference and thesis, location and date of the conference, student (s) name and surname; the given score is awarded to the each project).</i>	10 scores	

1.23	Thesis supervising at the local student conferences <i>(please specify the name of the conference and thesis, location and date of the conference, student (s) name and surname; the given score is awarded to the each project).</i>	5 scores	
1.24	Students preparation for simulation / mock projects <i>(please specify the name of the project, student (s) name, surname, other details, the score is awarded to the each project)</i>	10 scores	
1.25	Other scientific-research activity or any activity concerning professional growth <i>(please specify the details of activities / functions)</i>	<i>The score is determined by a specially established commission</i>	
2	Productivity of scientific-research digests	Share 60%	
2.1	The number of citation	2	
2.2	Citation (google scholar) (g)	3	
2.3	Citation (web of science) (g)	5	
2.4	Citation (Scopus) (g)	5	
2.5	Citation (google scholar) (h)	4	
2.6	Citation (web of science) (h)	10	
2.7	Citation (Scopus) (h)	10	

3.10. Scientific potential of academic / scientific personnel is defined by the following formula:

$$Q_i = W_j \sum q_j$$

where:

Q_i – i is the overall assessment of academic/scientific personnel scientific productivity;

W_j – j indicator;

q_j – j scientific – research activity;

For example: Academic / Scientific staff is the head of 2 local student conferences; has published 1 article in a high rating journal applying impact-index indicator and has received 2 h citation (google scholar). Accordingly:

$$(2*5+1*50)*0,4)+(2*4)*0,6)=24+12,8=36,8\% \approx 37\%$$

Taking into account the above mentioned examples, the productivity of academic / scientific personnel shall be assessed by 37% - equal to D level (satisfactory). Productivity assessment range of academic and scientific personnel is given in the following table:

Table N2

Assessment of Academic personnel scientific productivity

Assessment score	Assessment		
(100<)	A	5	The best
(71-100)	B	4	Very good
(51-70)	C	3	Good
(31- 50)	D	2	Satisfactory
(<30)	E	1	Poor

Article 4. Academic and Invited personnel (teaching) activity assessment and result-oriented tools

4.1. Assessment of the academic performance of academic and invited personnel includes semester assessment by different parties, using the following tools:

- a) Personnel assessment by the Dean of the Faculty using the relevant questionnaire;
- b) Personnel assessment by the Head of the program using an appropriate questionnaire;
- c) Personnel assessment by the Head of the Education Department using the relevant questionnaire;
- d) Personnel assessment by the Head of the Exam center using the relevant questionnaire;
- e) Personnel assessment by the student using the appropriate questionnaire.

Academic Performance Assessment Range for Academic and Invited personnel in Table N3:

Table N3

Assessment score	Assessment		
(100<)	A	5	The best
(71-100)	B	4	Very good
(51-70)	C	3	Good
(31- 50)	D	2	Satisfactory
(<30)	E	1	Poor

4.2. The assessment process of academic performance of academic and invited personnel is administered by the Human Resources Management Department (HRMD). HRMD provides processing and analysis of assessment results electronically. The HRM Department submits the processed results to the Quality Assurance Service for a final analysis of the personnel assessment results and for further relevant recommendations.

4.3. The final annual assessment of the academic personnel includes the final summarized results of both the scientific research activity and the academic year of the academic activity.

For example: the academic personnel in the autumn semester will earn 4 points out of maximum 5, and in the spring semester 3 points out of 5. The annual result will be calculated by the following principle: $4 + 3 = 7/2 = 3,5$ points (annual result) will be added to the score received from the performance assessments final results, for example, the maximum number of 4 points out of 5 points and the final rated score will be $3,5 + 4 = 7,5$

4.4. The results of the semester and annual assessments of academic and invited personnel are sent by the Quality Assurance Service to Faculties, Program managers, the Human Resources Management Department, and the Scientific Research Development Department.

4.5. The Quality Assurance Service cooperates with the relevant structural units in the process of planning the implementation of the observed outcomes causes and the necessary steps to correct them.

4.6. In order to monitor and evaluate this issue, the Dean of the Faculty is responsible for preparing a response report regarding results research, which should reflect the activities already carried out to respond to the identified outstanding results, as well as a future response plan.

4.7. Quality assurance and human resource management services monitor the implementation of planned activities.

4.8. The personnel scientific activities monitoring of the implementation is ensured by the Scientific Research Development Department.

4.9 Based on the annual assessment ranging results covering scientific research and academic performance of the academic personnel, the EEU is authorized to provide financial incentives to the personnel with the best results. The rules and amount of incentives are determined by the order of the Rector of the university.

4.10. Based on the annual assessment ranging results covering academic performance of the invited personnel, the EEU is authorized to provide financial incentives to the personnel with the best results. The rules and amount of incentives are determined by the order of the Rector of the University.

4.11. It is unacceptable for the affiliated academic personnel not to carry out scientific activity for two years. This may be the basis for termination of the employment contract for him/her. In case of

non-performance of scientific activities upon completion of one year, the affiliated academic personnel will be given an appropriate notice.

Academic personnel annual and semester assessment form

Table 5

	Assessment components	Share	Assessment					Total share
			1	2	3	4	5	
1	Academic personnel scientific-research activity	35						
2	Personnel assessment by the Faculty using appropriate checklist	5						
3	Personnel assessment by the Head of the Program using appropriate checklist	10						
4	Personnel assessment by the Head of Education Department using appropriate checklist	5						
5	Personnel assessment by the Head of Exam Center using appropriate checklist	5						
6	Personnel assessment by students using appropriate checklist	40						
	Overall assessment APV	100						

The share is calculated based on each assessment component importance. The share distributions are presented in Table 5.

The overall assessment of the academic personnel scientific and academic activities is calculated by the following formula:

$$APV = \sum W_i R_i$$

Where APV – is the academic personnel scientific and academic overall assessment;

W_i – indicates the share of the individual component;

R_j – shows the assessment range of the individual component from 1 till 5.

For example:

Academic / Scientific personnel collected 37 scores in scientific activities. 2 scores are awarded to him/her in such case; 3 scores are given for the faculty assessment by using a specific checklist; 4 scores are given for Head of program assessment by using a specific checklist; 5 scores are given for Head of Education Department assessment by using a specific checklist; 4 average scores are given for Head of Exam Center assessment by using a specific checklist; 4 average scores are given for students assessment by using a specific checklist;

The overall assessment of academic personnel scientific and academic activities

*will be $APV = 3,3 = (0,35*2)+(0,05*3)+(0,1*4)+(0,05*5)+(0,05*4)+(0,4*4)$; (see, table N 6)*

Table 6

	Assessment component	Share	Assessment					Total share
			1	2	3	4	5	
1	Academic Personnel scientific-research activities	35		2				0,7
2	Personnel assessment by the Faculty using appropriate checklist;	5			3			0.15
3	Personnel assessment by the Head of the Program using appropriate checklist;	10				4		0.4
4	Personnel assessment by the Head of Education Department using appropriate checklist;	5					5	0.25
5	Personnel assessment by the Head of Exam Center using appropriate checklist;	5				4		0.2
6	Personnel assessment by the Students using appropriate checklist;	40				4		1.6
	Overall Assessment APV	100						3.3

Assessment range

Low	High	The highest
0-2	2.01-4	4.01-5

Article 5. Final Provisions

- 5.1. This rule is reviewed by the Board of Representatives and submitted to the Rector.
- 5.2. The Rector approves this rule by an administrative act.
- 5.3. Any amendments in the given document are brought by the order of the Rector.
- 5.4. The rule is considered as expired, in case a new rule is approved.
- 5.5. Staff assessment questionnaires form an integral part of this rule.