EAST EUROPEAN UNIVERSITY(EEU)

Assessment rule of Academic and Invited personnel scientific and academic activities

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Chapter I

General Provisions

Article 1. General Provision

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.
2. Assessment of Academic personnel scientific-research activities supports the personnel professional growth by increasing the productivity of scientific and academic activities.
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 staff assessment are:

a) effective implementation of the mission and strategic priorities of the East European University;

b) ensuring high involvement of staff to contribute to the activities of the university;

c) identification of strengths and improvement areas and appropriate response to them;

d) development of academic and scientific-research potential of personnel;

e) promotion of raising the quality of the results of scientific research activities;

f) taking care of continuous improvement of teaching quality;

g) increase in job satisfaction and motivation at the university.

2.2. Personnel assessment is based on the principles declared by the university's personnel management policy and ensures the unwavering adherence to the principles of fairness, transparency, and impartiality.

2.3. The assessment of academic personnel includes the evaluation of their scientific-research and academic activities, while invited personnel are evaluated only in the direction of academic activities.

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: number of scientific-research activities and 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;

- 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 onreviewing 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] (სტატიების[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. (please specify the names of the article and a journal, other details of the journal; the given score is awarded to each article)	50 scores	
1.2	Print articles in other peer-reviewed journals (please, specify the name of the article or journal, location and date of conference. The indicated score is awarded to each article).	15 scores	
1.3	Print articles in other peer-reviewed journals (please, specify the name of the article or journal, location and date of conference. The indicated score is awarded to each article).	10 scores	
1.4	Participation in international scientific conferences (poster) (please, specify the conference or article/digest name, location and date of conference. The indicated score is awarded to each article).	15 scores	
1.5	Participation in international scientific conferences (presentation) (please, specify the conference or article/digest name, location and date of conference. The indicated score is awarded to each article).	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.

1.6	Participation in local scientific conferences (poster) (please, specify the conference or article/digest name, location and date of conference. The indicated score is awarded to each article).	5 scores	
1.7	Conduction of international workshops, seminars, training courses (please specify the names of seminars, workshops, training courses, location, date; the given score is given to each different project)	20 scores	
1.8	Supervising a funded grant project (please provide project details. The indicated score is given to each different project)	35 scores	
1.9	Participation in a funded grant project (key personnel) (please provide project details. Evaluation received during the competition. The indicated score is given to each different project)	20 scores	
1.10	საგრანტო კონკურსში მონაწილეობა[2] (გთხოვთ მიუთითეთ პროექტის დეტალები. კონკურსში მონაწილეობისას მიღებული შეფასება. მითითებული ქულა ენიჭება თითოეულ განსხვავებულ პროექტს)	10 scores	
1.11	Invention, patent (please, specify the details)	50 scores	
1.12	Publishing monograph / textbook abroad (please specify the name of the textbook / monograph, year of publication, etc., the indicated score is given to each published monograph / textbook)	50 scores	
1.13	Publishing of monograph / textbook (please specify the name of the textbook / monograph, year of publication, etc., the indicated score is given to each published monograph / textbook)	40 scores	

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

1.14	National Scientific Academy Membership	40 scores	
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 (please, specify the name of the journal and other required details. The given score is awarded to each review of each journal)	15 scores	
1.17	Review of the scientific journal referred to in the first paragraph of this table, editorial board membership (please, specify the name of the journal and other required details. The given score is awarded to each journal review, editorial board membership)	10 scores	
1.18	Other scientific journal review (please inidicate the name of the journal, the given score is awarded to each review of the journal)	10 scores	
1.19	Other scientific journal review, editorial board membership (please inidicate the name of the journal, the given score is awarded to each journal review, editorial board membership)	5 scores	
1.20	Review of the textbook / monograph (please specify the title of the textbook / monograph, other details. The indicated score is given for the review of each textbook / monograph)	15 scores	
1.21	Review of the master thesis (please specify the name of the thesis, student name and surname, the given score is awarded to each distinguished thesis review)	4 scores	

1.22	Thesis supervising at the international student conferences (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).	10 scores	
1.23	Thesis supervising at the local student conferences (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).	5 scores	
1.24	Students preparation for simulation / mock projects (please specify the name of the project, student (s) name, surname, other details, the score is awarded to the each project)	10 scores	
1.25	Other scientific-research activity or any activity concerning professional growth (please specify the details of activities / functions)	The score is determined by a specially established commission[3]	
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] The score is determined by the commission established for the purpose of confirming the activity carried out by the academic staff for the purpose of scientific research or professional development. The process of organizing the commission, administering its work and legalizing the results is coordinated by the Department of Scientific Research Development.

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% ≈ 37%*

Taking into account the above mentioned examples, the productivity ofacademic / 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. Assessment of the academic (teaching) activity of the staff

4.1 Academic performance assessment provides for staff assessment and analysis of its results and based on it, response mechanisms for further improvement.

4.2 Assessment is carried out at the end of each academic semester and is based on quantitative indicators.

4.3 Academic performance assessment includes staff evaluation by various parties using the following mechanisms:

4.3.1 staff assessment by the student using the appropriate questionnaire;

4.3.2 Staff assessment by the dean of the faculty using the appropriate questionnaire;

4.3.3 Staff assessment by the head of the program using the appropriate questionnaire.

4.3.4 The academic performance of the staff is assessed using a 5-point system, where 1 is the lowest and 5 is the highest. see Table N3.

Table N3

Assessment score	Assessment	
5	A	The best
4	B	Very good
3	C	Good
2	D	Satisfactory
1	E	Poor

4.4 The semester evaluation of the academic activity of the staff is calculated by the following formula:

$$APV = \sum W_i R_i$$

Where *APV* - is the semester assessment of the academic activities of the staff

W_i - shows the weight of the i component;

R_i - gives us the assessment of the i component from 1 to 5.

For example: the staff received an average grade of 4 using the appropriate questionnaire by the student; He/she received an average grade of 3 using the appropriate questionnaire by the dean of the faculty; he/she received an average grade of 4 using the appropriate questionnaire by the head of the program; Semester assessment of academic activity of staff will be APV= 3.85 = (0.7*4)+(0.15*3)+(0.15*4); (see Table 4)

Table 4. Semester assessment form of academic activity

	Assessment component	Weight	Assessment					Overall assessment
			1	2	3	4	5	
1	Staff assessment by the student using the appropriate questionnaire.	70				4		2.8
2	Staff assessment by the dean of the faculty using the appropriate questionnaire;	15			3			0,45
3	Staff assessment by the head of the program using the appropriate questionnaire;	15				4		0.6
	Overall assessment APV	100						3.85

4.5 The administration of the staff academic performance evaluation process is carried out by the Human Resources Management Department, which provides electronic processing of the assessment results and submits the results to the quality assurance service for the purpose of final analysis of the results of the academic assessment of the personnel and determination of relevant recommendations.

4.6 The results of the semester assessment of the academic activity of the staff in order to continuously improve the quality of teaching are sent to the relevant faculty for further response.

4.7 The Department of Human Resources Management prepares an individual assessment report for each staff member as a result of processing the academic performance assessment of the staff and personally sends it to the staff for review.

Article 5. Annual assessment of academic staff

5.1 The final annual assessment of the academic staff includes both the scientific-research activity and the academic activity assessment results of the academic year.

For example: *academic staff scored 4 points out of 5 points in academic activity in fall semester, and 3 points out of 5 points in spring semester. The annual result will be calculated according to the following principle: 4+3=7/2=3.5 points (annual result). To sum up the final results, the score obtained from the assessment of scientific activity will be added to it. For example, 4 points out of a maximum of 5 points and the final rated score will be 3.5+4=7.5*

5.2 Depending on the importance, the individual component of the assessment is given the appropriate weight. The distribution of weights is given in Table 5.

Table N5. Academic staff annual assessment form

	Assessment component	Weight	Assessmen					Overall assessm
			1	2	3	4	5	
1	Scientific-research activities of academic staff	40						
2	Staff assessment by the dean of the faculty using the appropriate questionnaire;	10						
3	Staff assessment by the head of the program using the appropriate questionnaire;	10						
4	Staff assessment by the student using the appropriate questionnaire.	40						
	Overall assessment APV	100						

5.3. The overall assessment of the scientific-research and academic activities of the academic staff is calculated by the following formula:

$$APV = \sum W_i R_i$$

Where *APV* - is the overall assessment of scientific and academic activities of academic staff

W_i - shows the weight of the i component;

R_i - gives us the assessment of the i-th component from 1 to 5.

For example: academic staff scored 37 points in scientific activity. With the mentioned score, he/she received a grade of 2; He/she received an average grade of 3 using the appropriate questionnaire by the dean of the faculty; Using the appropriate questionnaire by the head of the program, he/she received an average grade of 4; Using the appropriate questionnaire by the student, he /she received an average grade of 4;

The overall assessment of scientific and academic activity of academic staff will be APV= 3.1 =(0.40*2)+(0.1*3)+(0.1*4)+(0.4*4); (see Table 6)

Table N6

	Assessment component	Weight	Assessmen					Overall assessm
			1	2	3	4	5	
1	Scientific-research activities of academic staff	40		2				0.8
2	Staff assessment by the dean of the faculty using the appropriate questionnaire;	10			3			0.3
3	Staff assessment by the head of the program using the appropriate questionnaire;	10				4		0.4
4	Staff assessment by the student using the appropriate questionnaire.	40				4		1.6
	Overall assessment APV	100						3.1

Article 6. Assessment results and response mechanisms

6.1 Based on the ranking of academic activity semester (in the case of invited staff) and annual general (in the case of academic staff) assessment results, the staff's performance can be rated as best, good, satisfactory and poor. For assessment ranking, see Table N7

Table N7

Poor	Satisfactory	Good	The best
1-1.99	2-2.99	3-3.99	4- 5

6.2 Based on the ranking of the assessment results, the university is authorized to respond in the following ways:

6.2.1 In the case of a "poor" assessment, the staff should be given an appropriate warning with a set deadline for correction, or dismissed from the academic position/termination of the employment contract (in the case of invited staff).

6.2.2 In case of "satisfactory" assessment , define the appropriate improvement plan;

6.2.3 Give recommendations in case of "good" evaluation.

6.3. 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.

Article 7. Response mechanisms to the results of personnel assessment

7.1 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.

7.2 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.

7.3 Based on the ranking of the evaluation results, the dean of the faculty, in coordination with the quality assurance service of the university and the human resources management department, gives response in accordance with clause 6.2 of Article 6 of the present rule.

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

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

Article 8. Final Provisions

8.1 The Rector of the University approves, makes changes and additions to this rule and declares it void, based on the positive recommendation of the Representative Council.

8.2 Questionnaire forms used for personnel assessment are an integral part of this rule.

Attachments:

- Questionnaire form for assessment of study course/subject and lecturers by the student - Appendix N1;
- Staff assessment questionnaire by the dean of the faculty - Appendix N2;
- Staff assessment questionnaire by the head of the program - Appendix N3.