**Order no. 11/2021**

**of the Rector of the Medical University of Bialystok**

**of 1.03.2021**

**on the principles and criteria for the periodic evaluation of academic teachers**

Pursuant to art. 23 section 1 and art. 128 section 3 and 5 of the Act of 20 July 2018 – Law   
on Higher Education and Science (i.e. Journal of Laws of 2020, item 85, as amended), hereinafter referred to as "the Act”, with respect to the art. 255 and 324 section 1 of the Act of 3 July 2018 - Regulations introducing the Act - Law on Higher Education and Science (Journal of Laws, item 1669, as amended) I order the following:

§1

1. Academic teacher, with the exception of the Rector, is subject to periodic assessment in the following areas:
2. research duties including the conduct of a scientific activity or participation in the education of doctoral students;
3. teaching duties, including the education of students or participation in the education of doctoral students;
4. participation in organizational works in the University and improving professional competences;
5. compliance with the provisions on copyright and related rights, as well as on industrial property.
6. In the case of absences from work resulting from maternity leave, leave on terms of maternity leave, paternity leave, parental leave, extended parental leave or medical leave, and leave for military service or substitute service, the period for conducting the periodic evaluation shall be extended   
   by the period of such absence.
7. The timetable for the periodic evaluation of academic teachers will be set out in a separate regulation.
8. The periodic evaluation may be positive or negative.
9. The assessed academic teacher shall be responsible for the reliability and accuracy of the information prepared for evaluation.

§2

1. The first periodic evaluation of MUB academic teachers after the date of entry into force of the Act, covers the entire period that has elapsed since the last periodic evaluation performed before the date of entry into force of this [Act](https://sip.lex.pl/#/document/18750400?cm=DOCUMENT) i.e. from 1 January 2017 to 15 November 2021,   
   subject to art. 51b section 5 point 1 of the Act.
2. The first periodic evaluation of academic teachers after the date of entry into force of the Act shall be conducted by taking into account the following principles:
3. the period of absence from the work of an academic teacher resulting from maternity leave, leave on terms of maternity leave, paternity leave, parental leave, extended parental leave or medical leave, and leave for military service or substitute service shall be be excluded from the period under evaluation;
4. the evaluation covering the period from 1 January 2017 to 31 December 2020, hereinafter referred to as the "stage I evaluation", shall be prepared in accordance with the principles for the evaluation of academic teachers, as set out in appendices 13J,   
   13K and 13L respectively, on the basis of staff evaluation surveys, constituting appendices 13A, 13B and 13I respectively, and evaluation surveys for students   
   and doctoral students, constituting appendices 13C, 13D, 13E, 13F, 13G,  
    13H to the MUB Statute in the version applicable until 30 September 2019. (Senate Resolution no. 70/2015, as amended by resolutions: no. 85/2015, 29/2016, 36/2016, 79/2016, 123/2016, 91/2017, 85/2018, hereinafter referred to as the MUB Statute), with the employee receiving for this period a positive assessment in the case of a final overall evaluation: A, B or C or a negative assessment in the case of a final overall evaluation – D.
5. the evaluation covering the period from 1 January 2021 to 15 November 2021, hereinafter referred to as "stage II evaluation", shall be conducted in accordance with the teacher evaluation criteria and on the basis of the surveys appended to this order; an employee may receive a positive or negative assessment;
6. the employee, as a result of the evaluation, receives one cumulative periodic evaluation for the entire period under the evaluation, which is calculated as follows:
7. the employee shall receive a cumulative positive periodic evaluation if they receive at least one positive assessment for any stage,
8. the employee shall receive a cumulative negative periodic evaluation if they receive two negative assessments for both stages.
9. The stage II evaluation is based on partial assessments covering the scopes of activity of the academic teachers in individual groups:

* research-didactic – research, teaching and organizational activity,
* research – research and organizational activity,
* didactic – teaching and organizational activity.

1. The condition for obtaining a positive assessment for the stage II by the academic teacher:
   1. employed in a group of research-didactic staff – at least a positive assessment in the research activity and a positive assessment in the teaching activity,
   2. employed in a group of didactic staff - at least a positive assessment in the teaching activity,
   3. employed in a group of research staff - at least a positive assessment   
      in the research activity.
2. In the case of the first evaluation of a newly hired academic teacher, the initial parametric result of the assessment of teaching, organizational and research activity is adjusted by a coefficient 1.5.
3. In order to achieve a positive assessment of the stage II in specific scopes, at least one positive partial assessment indicator must be met/documented, while there is no negative partial assessment indicator.
4. If during the evaluation period there was a transfer to another group/ change of group, the evaluation shall be conducted in accordance with the requirements that were in force for the employee on the day of employment in the new group, if the period of employment in the new group is at least 1 year.
5. In the case of non-compliance with the condition referred to in section 7, the evaluation of the employee shall be conducted under the employment before the change of a group.
6. Subsequent periodic evaluations shall be conducted at least once every 4 years.

§ 3

1. It is introduced for the purposes of the stage II evaluation as part of the first periodic evaluation after the entry into force of the Act - i.e. for the period: from 1.01.2021 to 15.11.2021, and subsequent periodic evaluations:
2. Periodic evaluation surveys for academic teachers:

* Evaluation survey of employees in a group of research-didactic staff – Appendix 1 to the order,
* Evaluation survey of employees in a group of didactic staff – Appendix 2 to the order,
* Evaluation survey of employees in a group of research staff – Appendix 3 to the order,

1. Criteria for the evaluation of academic teachers:

* employed in the research-didactic group - appendix 1A to the order,
* employed in the didactic group - appendix 2A to the order,
* employed in the research group - appendix 3A to the order,

1. The assessment of compliance with the provisions on copyright and related rights, as well as   
   on industrial property, will be carried out on the basis of the cumulative information obtained by the Evaluation Committees from the Disciplinary Spokesman for Academic Teachers   
   and Disciplinary Committees for Academic Teachers.
2. All academic teachers subject to periodic evaluation are required   
   to submit a statement contained in the survey referred to above, that in the performance of the duties of an academic teacher, copyright and related rights, as well as industrial property rights are respected.
3. Failure to submit a periodic evaluation survey by the academic teacher within the specified deadline constitutes a failure to comply with his/her obligations.

§ 4

* + - 1. The MUB allows students and doctoral students to evaluate an academic teacher at least once per academic year in terms of his/her educational responsibilities, which is taken into account in the periodic evaluation of the academic teacher.
      2. The opinion of students and doctoral students, as one of the evaluation indicators in the scope of teaching activity, is determined on the basis of a survey conducted among students and   
         doctoral students, taking into account, in particular, the criteria and techniques for implementing the education process, and the professionalism of the teacher.
      3. Students and doctoral students evaluate teachers in the surveys conducted after the end of each cycle of classes.
      4. The first periodic evaluation shall also take into account the students'   
         and doctoral students' evaluation included in the surveys conducted before the entry into force of this Order, covering the period since the last periodic evaluation.
      5. Based upon students'/doctoral students' negative assessment in the surveys on the fulfilment of educational duties, the academic teacher receives a negative evaluation, if the number of completed surveys during the period covered by the periodic evaluation is representative.
      6. For the students' and doctoral students' assessment, the surveys in line with the template established before the entry into force of this order, constituting appendices 13C – 13H to the MUB Statute, shall be used, whereby a score of 1 results in a negative assessment, while scores of 2-5 are equivalent to a positive assessment.
      7. The periodic evaluation surveys of academic teachers on the fulfilment of teaching duties submitted by students and doctoral students, constituting appendices 13C – 13H to the MUB Statute, for the purposes of subsequent periodic evaluations of academic teachers, shall become appendices to this order:
    1. Evaluation survey for students participating in exercises / practical classes – Appendix no. 4A,
    2. Evaluation survey for doctoral students participating in exercises – Appendix no. 4B,
    3. Evaluation survey for students participating in lectures – Appendix no. 4C,
    4. Evaluation survey for doctoral students participating in lectures – Appendix no. 4D,
    5. Evaluation survey for students participating in seminars – Appendix no. 4E,
    6. Evaluation survey for doctoral students participating in seminars – Appendix no. 4F,

§ 5

Periodic evaluation of academic teachers is conducted by the Faculty Committees for Staff Evaluation, with the exception of the evaluation of the members of the Faculty Committees for Staff Evaluation and Heads of university-wide units, which is conducted by the University Committee   
for Staff Evaluation.

Chairmen and members of the Faculty Committees for Staff Evaluation shall be appointed by the Rector at the request of the respective Deans.

Chairman and members of the University Committee for Staff Evaluation shall be appointed by the Rector.

You can only be a member of one Committee.

§ 6

A member of the Committee shall be exempt from the evaluation procedure of a particular academic teacher if it concerns their spouse or relative up to the second degree or a person who remains in a relationship of adoption, guardianship or custody, or in a legal or factual relationship which may give rise to reasonable suspicion of impartiality.

§ 7

The Committees referred to in § 5 shall assess the academic teacher on the basis of:

1. opinion of the immediate superior,
2. evaluation survey completed by the academic teacher,
3. opinion of a scientific supervisor, if a person is preparing a doctoral dissertation,
4. opinions of students and doctoral students.

§ 8

The evaluation of an academic teacher is open to the assessee, the dean and the immediate supervisor of the teacher.

§ 9

* + 1. The academic teacher shall be entitled to appeal against the final periodic evaluation to the Rector within 14 days from the date it was served.
    2. The Rector shall, on his own initiative or at the request of the person concerned or the immediate superior, hear the explanations of the person concerned or the immediate superior. The Rector may also consult other persons.
    3. The Rector shall, after considering the appeal, maintain or amend the result of the periodic evaluation.
    4. The Rector's decision is final.
    5. If a negative evaluation is obtained, the next evaluation is conducted after a year.

§ 10

* + - * 1. In the case of receiving a negative evaluation for the entire period subject to assessment, the Rector may terminate by a notice the employment relationship with the academic teacher.

1. In the case of receiving a negative partial evaluation in the field of scientific activity, an academic teacher from the group of research-didactic staff may be transferred, from the next semester after the evaluation, to the group of didactic staff, provided that the teacher receives a positive partial evaluation in the teaching activity and the transfer is possible for organizational reasons.
2. The Rector shall terminate the employment relationship with the academic teacher by a notice   
   in the case of receiving two consecutive negative assessments.

§ 11

The evaluation covering the period from 1 January 2017 to 31 December 2020, referred to as   
the stage I evaluation referred to in § 2 section 2 point 2 shall be conducted on the basis of the appendices to the MUB Statute in the version applicable until 30 September 2019, i.e. :

* 1. Evaluation survey of a research-didactic/research employee with the title of Professor/ the degree of Dr. hab. (Appendix 13A to the Statute) - Appendix 5A to the order,
  2. Evaluation survey of a research-didactic/ didactic/ research employee with a doctor's degree/ master's degree or equivalent, employed as an assistant/ assistant professor without habilitation/ lecturer/ senior lecturer/ foreign language teacher (Appendix 13B) – Appendix 5B to the order,
  3. Evaluation survey for students participating in exercises/ practical classes (Appendix no. 13C) - Appendix no. 5C to the order,
  4. Evaluation survey for doctoral students participating in exercises (Appendix no. 13D) - Appendix no. 5D to the order,
  5. Evaluation survey for students participating in lectures (Appendix no. 13E) – Appendix no. 5E to the order,
  6. Evaluation survey for doctoral students participating in lectures (Appendix no. 13F) - Appendix no. 5F to the order,
  7. Evaluation survey for students participating in seminars (Appendix no. 13G) - Appendix no. 5G to the order,
  8. Evaluation survey for doctoral students participating in seminars (Appendix no. 13H) - Appendix no. 5H to the order,
  9. Periodic evaluation survey of research-didactic/ research staff employed as a visiting professor (Appendix no. 13I) – Appendix no. 5I to the order,
  10. Principles for the assessment of a research-didactic/research employee   
      with the title of Professor/ the degree of Dr. hab. (Appendix no. 13J) – Appendix no. 5J   
      to the order,
  11. Principles for the assessment of a research-didactic/ didactic/ research employee with a doctor's degree/ master's degree or equivalent, employed as an assistant/ assistant professor without habilitation/ lecturer/ senior lecturer/ foreign language teacher (Appendix no. 13K) – Appendix no. 5K to the order,
  12. Principles for the assessment of research-didactic/ research staff employed as a visiting professor (Appendix no. 13L) – Appendix no. 5L to the order,

§ 12

This Order shall enter into force on the day of its adoption.

Rector

prof. dr hab. Adam Krętowski