Appendix no. 5K to the Rector's Order no. 11/2021 of 01.03.2021

stage I evaluation - covering the period from 1.01.2017 to 31.12.2020

**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**

**1.Scientific achievements** (data on publications and MNiSzW points on the basis of the bibliography database of the MUB library staff)

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| **assessment** | **Evaluation criteria** | |
| The number of points according to the MNiSzW parameterization criteria in the last 4 years for:  - published works in journals on the MNiSW list  - monographs in English and Polish  - patents and implementations  - license agreements or other forms of R&D commercialization | Opinion of the **immediate supervisor** (positive or negative) regarding non-/compliance with scientific duties (justification only in the case of a negative assessment)  Opinion of the scientific supervisor (positive or negative) - in the case of people with an open doctoral dissertation procedure (justification only in the case of a negative assessment) |
| A | **30%** of persons with the highest MNiSzW score among the University staff *or*  patent implementation/license agreement or other forms of R&D commercialization |  |
| B | The number of MNiSzW points equal to or above the median for all research-didactic staff of the University but below the level of 30% of the persons with the highest score *or*  membership in international expert teams or |  |
| C | The number of MNiSzW points below the median for research-didactic employees but ≥9 points *or*  monograph/chapter in a monograph *or*  submission of a patent application  **For new employees /up to 2 years/ - 1 work published/ accepted for print** |  |
| D | The number of MNiSzW points below 9 points in 2 years (<27 in 4 years for appointed professors)  *or*  no doctoral degree within 8 years of employment as an assistant\*\*, *or*  no habilitation within 8 years of employment as an assistant professor\*\*, *or*  serious copyright infringement confirmed by the Disciplinary Committee (e.g. retraction of work due to plagiarism, confirmed falsification of results) |  |

* The period under evaluation does not include the period of absence from work resulting from maternity leave, parental leave, medical leave or due to a long-term illness (ZUS-ZLA) **–** after taking into account the actual working time, the number of points should be calculated for a period of 1 year and multiplied by 2 (by 4 in the case of appointed professors)
* For part-time or temporary employees, the above conversion system should be used

The MUB Main Library calculates the median and 30% of the highest MNiSW scores for research-didactic/research staff in 2 and 4 years. The basis for the calculation of the above indicators will be the lists of research-didactic staff, forwarded to the Main Library by the Employee Affairs Department.

For the calculations of the median and 30% of the highest MNiSW scores for a period of 2 years, the list will contain data on the research-didactic staff who worked for a full two years, which is the basis for the calculation of the above indicators.

For the calculation of the median and 30% of the highest MNiSW scores for a period of 4 years, the list will contain data on research-didactic staff who worked for a full four years, which is the basis for calculating the above indicators

**2.Teaching work and education of research staff**

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| **Assessment** | **Evaluation criteria** | | | | | |
| Opinion of the **immediate supervisor** (positive or negative) regarding non-/compliance with teaching duties (justification only in the case of a negative assessment).  Evaluation surveys for students/ doctoral students shall be taken into account in the evaluation of the teaching activity, provided that at least 50% of the students/ doctoral students with whom the academic teacher had classes participate in the evaluation of the academic teacher. | | | | |  |
| A | - author or co-author of a nationwide/ international book in a specialized field *or*  - auxiliary supervisor of the completed doctoral dissertation process *or*  - for an assistant up to 4 years of employment >125% of the teaching load *or*  - conducting classes with English-speaking students/ doctoral students | and | the number of negative assessments in student and doctoral student surveys ≤ 50% of all persons entitled to fill in the survey | and | min.100%  of the teaching load |  |
| B | supervision over completed Master's or Bachelor's theses *or*  co-author of chapters in a script for students *or*  conducting classes at specialized courses, postgraduate studies | and | the number of negative assessments in student and doctoral student surveys ≤ 50% of all persons entitled to fill in the survey | and | implementation of the teaching load or excused, beyond the employee's control, non-implementation of the teaching load |  |
| C | conducting lecturers in specialised courses/ postgraduate studies *or*  supervisor of a Master's or Bachelor's thesis *or*  other forms of teaching work | and | the number of negative assessments in student and doctoral student surveys ≤ 50% of all persons entitled to fill in the survey | and | implementation of the teaching load or excused, beyond the employee's control, non-implementation of the teaching load |  |
| D | unexcused significant non-implementation of the teaching load *or*  disciplinary penalty for misconduct in the course of the teaching classes | or | the number of negative assessments in student and doctoral student surveys ≤ 50% of all persons entitled to fill in the survey |  |  |  |

**3. Organizational work for the University:**

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| **Assessment** | **Evaluation criteria** | |
|  | **Opinion (positive or negative) of the immediate supervisor** (justification only in the case of a negative assessment) |
| A | - performing elective functions at the University (e.g. Dean, Vice-Dean) *or*  - participation in the editorial team of a scientific journal with IF *or*  -participation in the implementation of EU projects *or*  *-* management of non-scientific projects outside the University  -function of a reviewer in Horizon 2020 projects |  |
| B | - participation in the editorial team of a scientific journal without IF *or*  - documented participation in the preparation of EU projects *or*  - participation in the implementation of EU projects *or*  - the head of an ongoing University project *or*  - performing one-person functions at the University level /e.g. Rector's Plenipotentiary/ *or*  - documented participation in the organization of international conferences *or*  - membership in the national level communities /e.g. in the general board of a scientific society, - acting as a supervisor of a scientific club |  |
| C | - participation in teams implementing a scientific university project *or*  - work in Senate/Dean's/University/Faculty committees *or*  - organization of conferences/ symposia at nationwide/university level *or*  - work for the promotion of the University/Faculty *or*  - holding positions in scientific organizations (member of the board of a branch of a scientific society, regional authorities), *or*  - reviewer/examiner of Master's theses *or*  *-* supervisor/guardian of a completed specialization or postgraduate specialist courses *or*  - other documented work for the University |  |
| D | - lack of involvement in organizational work for the University  - lack of any documented activities for the University  (does not apply to staff employed less than 2 years) |  |

**4. Professional development and achievements:**

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| **Assessment** | **Criteria to be met** | |
|  | Opinion of the **immediate supervisor** (positive or negative) regarding professional development (justification only in the case of a negative assessment) |
| A | - obtaining the status of a voivodship consultant *or*  - participation in activities promoting professional knowledge *or*  - participation in the organization of vocational trainings *or*  - participation in trainings/ internships abroad |  |
| B | - obtaining a personal professional certificate issued by certification units  *or*  - participation in domestic trainings/ internships *or*  - preparation of professional, scientific, didactic expert opinions/reviews |  |
| C | - participation in the preparation of the unit for certification *or*  - achieving advanced knowledge of a foreign language *or*  - possession of the required professional specialization in the field corresponding to employment *or*  - confirmed participation in domestic and international conferences/ symposia *or*  - other documented forms of professional development |  |
| D | Failure to obtain the specialization in the field represented by the unit within the required time, *or*  lack of participation in domestic and international vocational training *or*  disciplinary penalty due to unethical/punitive actions regarding professional affairs |  |

**Final overall evaluation:**

1. **Distinctive** assessment: at least two A grades without a D grade in other categories,

2. **Very good** assessment: One A grade without a D grade in other categories,

3. **Good** assessment: at least one B grade without a D grade in other categories

4. **Sufficient** assessment: maximum 1 D grade without a negative opinion of the supervisor,

5. **Negative** assessment: minimum 1 D grade confirmed by a negative opinion of the supervisor.

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| **Groups** | **Scientific development** | **Teaching work**  **(including the opinion of students, doctoral students)** | **Organizational activity for the University** | **Professional**  **development** |
| Research-didactic employee (assistant or assistant professor) | Yes | Yes | Yes | Yes |
| Didactic employee (senior lecturer, lecturer, instructor, foreign language teacher) | Assessment is not taken into account in the final evaluation | Yes | Yes | Yes |
| Research employee | Yes | No | Yes | Yes |