Appendix no.2 to the Rector's Order no. 11/2021 of 01.03.2021

**Evaluation survey of employees in a group of didactic staff for 2021 and subsequent periods**

Name, scientific degree/ title …………………………………………

Organizational unit: …………………………………………………………

Evaluated period: .................................................

1. The condition for obtaining a general positive assessment by the academic teacher employed in a group of didactic staff is obtaining at least a positive assessment in the teaching activity.
2. A negative assessment of the teacher in a particular scope of activity requires a written justification.
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.

**I Teaching activity**

|  |  |
| --- | --- |
| **Indicators for the partial evaluation** | Please enter relevant information or N/A – if not applicable |
| Acquisition from outside of the University, funds for teaching innovations/research/development/expansion, or as a result of implementations/commercialization *(applies to staff employed as an assistant professor, university professor or professor)*. |  |
| Publication of scientific/ didactic works (journals/ peer-reviewed conference materials/ patents/ monographs/ textbooks/ scripts/ etc. |  |
| Issuing expert opinions and opinions on behalf of external bodies (e.g. MNiSW/MNiE/MZ/CK ds. SiT/RDN/ABM/NCN/NCBiR/KEJN/PAN/PKA/KAAUM/NAWA/FP and others). |  |
| Reviewing publications of a didactic nature. |  |
| Preparation/ update of the study programme. |  |
| Preparation/ update of syllabuses for subjects, including learning methods and educational content. |  |
| Preparation of teaching materials/ teaching classes, specified in the study programme. |  |
| Preparation of teaching materials/ teaching classes in a foreign language, specifiedin the study programme. |  |
| Preparation of teaching materials/ teaching classes at the doctoral studies/ Doctoral School. |  |
| Preparation of teaching materials/ teaching classes in supplementary courses (e.g. preparing for entrance exams, postgraduate courses, specialization courses, etc.). |  |
| Conducting and crediting apprenticeships. |  |
| Development and implementation of innovative teaching methods. |  |
| Substantive supervision of teaching activities carried out by other teachers as part of the conducted subjects *(applies to staff employed as a university professor or professor).* |  |
| Conducting teaching consultations/ supervising a doctoral student's scientific development. |  |
| Conducting examinations, credits, tests and other forms of verification of expected learning outcomes(including doctoral studies/ Doctoral School). |  |
| Management/supervision over the preparation of diploma theses by students, including the verification of theses using the anti-plagiarism system. |  |
| Reviewing students' diploma theses. |  |
| Conducting internship/ postgraduate course/ specialization course/ continuing education. |  |
| Improvement of own professional qualifications in the scope of conducted teaching activities (e.g. participation in conferences/ teaching courses/ specialization courses/ continuing education, etc.). |  |
| Participation in the implementation of an educational project aimed at improving the quality of education and teaching processes at the University. |  |
| Grant application (in the education area) outside the University. |  |
| Participation in the preparation of applications for funds for improving the quality of education/ promotion/ expansion of the teaching unit. |  |
| Other activities of a didactic nature to improve the quality of education and teaching processes in the University. |  |
| Obtaining a teaching award. |  |
| No teaching activity + justified, negative opinion of the supervisor. |  |
| Unexcused non-performance of the teaching load + justified, negative opinion of the superior. |  |
| Unexcused non-compliance with the MUB Work Regulations, in the scope of teaching activities + justified, negative opinion of the supervisor.  |  |

**II Organizational activity**

|  |  |
| --- | --- |
| **Indicators for the partial evaluation** | Please enter relevant information or N/A – if not applicable |
| Work in expert teams and other non-university groups, related to academic activity. |  |
| Holding position in the authorities of the University/ Faculty/ College / National or Regional Consultant/ Head of an organizational unit of MUB/ USK/ UDSK. |  |
| Work in collective bodies and committees, teams and other University groups. |  |
| Work in recruitment committees and examination committees in the process of student recruitment. |  |
| Work in doctoral/ habilitation committees. |  |
| Work in the editorial committees of journals/ textbooks of a scientific and didactic nature |  |
| Organization of scientific internships. |  |
| Organisation of apprenticeships. |  |
| Acting as supervisor of doctoral students/ students (year tutor, supervisor of a scientific club, supervisor of apprenticeships, etc.). |  |
| Organization of congresses/ meetings/ scientific and didactic conferences/ workshops, etc., improving academic and professional competences. |  |
| Participation in providing healthcare at USK/ DSK/ MUB Specialist Dental Clinic. |  |
| Participation in events organized for the benefit of the public or in the University promotional activities. |  |
| Participation in other organizational works, commissioned by the head of the unit and the University authorities. |  |
| No organizational activities + justified, negative opinion of the supervisor. |  |
| Unexcused failure to submit a survey within the deadline + justified, negative opinion of the supervisor. |  |
| Failure to comply with University regulations, including not undergoing periodic medical examinations. |  |
| Binding decision of the Disciplinary Committee for Academic Teachers, except for decisions on copyright infringement, the stance of the Dean/Rector on the basis of a protocol of the Faculty Committee for Counteracting Sexual Harassment, Mobbing and Discrimination against Students, stating the validity of the complaint lodged with the Committee, the stance of the MUB Anti-Mobbing Committee stating the validity of the complaint.  |  |

……………………………………………………….. ……………………………………………………………

 Date, signature of the employee Date, signature of the head of the organizational unit
 /immediate supervisor

Białystok, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organizational unit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STATEMENT

Pursuant to art. 128 section 1 of the Act of 20 July 2018 . Law on Higher Education and Science
(i.e. Journal of Laws of 2020, item 85 as amended) I declare that I comply / do not comply1 with the provisions of copyright and related rights2, as well as the provisions of industrial property3.

I further declare that I have been / have not been1 found guilty of a violation of the above provisions and that there is / is not1 a disciplinary / criminal proceedings pending against me in this respect1.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

legible signature

1 delete as appropriate

2 the Act of 4 February 1994 on copyright and related rights (i.e. Journal of Laws of 2019, item 1231, as amended)

3 the Act of 30 June 2000 Industrial property law (i.e. Journal of Laws of Laws of 2020, item 286, as amended)