**Ordinance no. 97/2021**

**issued by the Rector of the Medical University of Bialystok**

**on 15.09.2021**

**on carrying out periodic evaluation of academic staff employed at the Medical University of Bialystok**

On the basis of Article 23 in connection with Article 128 of the Act of 20 July 1028 on higher education and science (i.e., Journal of Laws of 2021 item 478 as amended) and § 80 of the statute of the University, I order as follows:

# §1

1. I order the performance of periodic evaluation of academic staff employed at the Medical University in Bialystok for the academic years **2017-2021**, hereinafter referred to as “Stage I and II evaluation”. **The detailed schedule of the evaluation is included in** **Appendix no. 1** to this Ordinance.
2. The evaluation is **mandatory** and it covers academic staff employed, regardless of the form of employment at the Medical University in Bialystok in the following groups of employees:
* research and didactic,
* didactic,
* research.

The evaluation covers academic staff employed at the University as at 15.11.2021.

1. The evaluation is carried out by:
	* The Faculty Commissions for Staff Evaluation, in case of academic staff employed at the organisational units of the faculties
	* The University Commission for Staff Evaluation, in the case of the members of the Faculty Commissions for Staff Evaluation as well as the Managers and employees of institutional-level units.
2. The places providing administrative services for the commissions carrying out the staff evaluation include:
* Relevant Faculty Offices - Faculty Commissions for Staff Evaluation
* Dean's Office – the University Commission for Staff Evaluation.
1. The evaluation aims to measure the fulfilment of the obligations of academic staff provided for a specific position / in a given group of employees and the observance of intellectual property and related rights, as well as industrial property rights.
2. The I level evaluation, in the case of university staff employed at units which do not carry out diagnostic and treatment activities, Item IV - Professional improvement and achievements in the Questionnaire constituting appendix no. 5A and 5B to the Ordinance of the Record no. 11/2021 of 01.03.2021 on the principles and criteria of periodic evaluation of academic staff (appendix no. 13A, 13B to the Statute of the MUB in the version in force until 30.09.2019 is not obligatory. In such case, the sum of the assessed three areas **may** be equal to the sum of the four assessed areas.
3. **Responsibility for the reliability and integrity of the information prepared for the purpose of the evaluation is incumbent on the assessed academic staff.**
4. The academic staff’s failure to submit the Questionnaire within the specified time shall be deemed as a violation of his or her obligations.
5. The academic staff who remain on maternity, parental, training, health, unpaid leave, scholarships during the period for submitting the questionnaire are obliged to submit the questionnaires within 30 days after returning to work. The questionnaires shall be assessed by specific commissions within the time limit of up to 30 days after submitting the questionnaire.
6. **The templates of questionnaires including the principles for carrying out evaluation of academic personnel, and the instruction for generating the number of points for publications registered in the Bibliography of publications of MUB staff members are available for download from the University’s website www.umb.edu.pl in the section – Evaluation of academic staff (“*Ocena nauczycieli akademickich”* – QUESTIONNAIRES (“*ANKIETY*”).**

# §2

The Ordinance shall become binding on the day of signature.

**Rector**

**Prof. Adam Krętowski, PhD**

Appendix no. 1 to the Ordinance of the Rector of the MUB no. 97/2021 of 15.09.2021

# SCHEDULE OF ACADEMIC STAFF EVALUATION

The evaluation covers the years 2017-2021 and it is carried out in two stages.

Level I evaluation (for the years 2017-2020)**:**

1. Academic staff submit the following questionnaires **until 29.10.2021**:
	* + Questionnaire of an academic researcher and didactic personnel / researcher with an academic title of a professor / a PhD (“*dr hab.*”) (Appendix no. 13A to the Statute of the MUB) - **Appendix no. 5A** to the Ordinance no. 11/2021 issued by the Rector on 01.03.2021 on the principles and the criteria for periodic evaluation of academic staff.
		+ The questionnaire of a researcher and didactic employee/didactic employee/researcher with an academic title of a doctor/an academic title of a master or equal, employed as an assistant/assistant professor/assistant professor without a thesis/a lecturer/a senior lecturer/teacher/instructor - (Appendix no. 13 B to the MUB Statute) - **Appendix no. 5B** to Ordinance no. 97/2021
		issued by the Rector of the Medical University of Bialystok.
		+ Assessment questionnaire for a scientific and didactic employee/scientific employed as visiting professor – (Appendix n. 13 I to the Statute of the MUB)-**Appendix no. 5l** to the Ordinance no. 11/2021 issued by the Rector.

Level II evaluation (for 2021):

1. Academic staff submit the following questionnaires **until 16.10.2021**:
* Evaluation questionnaire for an employee in the scientific and didactic positions group - **Appendix no. 1** to the Ordinance no. 11/2021 issued by the Rector.
* Evaluation questionnaire for an employee in the didactic positions group **Appendix no. 2** to the Ordinance no. 11/2021 issued by the Rector.
* Evaluation questionnaire for an employee in the scientific positions group - **Appendix no. 3** to the Ordinance no. 11/2021 issued by the Rector.

**The filled out and printed questionnaires with appendices must be submitted to the relevant personnel assessment commissions.**

1. The **Personnel Affairs Department** is going to prepare the lists of academic personnel containing the data relating to the current group of positions (research/research and didactic/didactic) where the teacher is assigned, including the changes in these groups in 2021, and shall submit them to the relevant organisational units and the relevant commissions for commissions for staff evaluations **until 08.10.2021**. (with the right to apply corrections related to the process of employment until 15.11.2021).

In order to calculate the median, until 30.09.2021, the Personnel Affairs Department shall prepare a list of research and didactic / research staff employed between 2017-2020 who have worked full 4 years on scientific and didactic / scientific positions who are currently employed.

1. Main Library of the MUB is going to prepare:
* a statement of academic staff with the total number of points assigned by the MSHE, which is going to be submitted to the relevant Commissions for Staff Evaluation: until **18.10.2021** for the period of 2017-2020 and until **19.11.2021** for 2021. Data for 2021 - in the case of persons who conduct research activity under two disciplines - they are going to contain the sum of points for each discipline.

**The sum of points is going to be calculated on the basis of publications covered by declarations authorising to present the scientific achievements of an employee in the process of assessing the quality of scientific activity of the MUB on the Polish Medical Platform.**

**The declarations must not include publications prior to the employment at the MUB;**

* the statement of 30% of persons with the highest MSHE scoring under employees subject to evaluation for the period between 2017-2020 until 18.10.2021
* calculating the median for 2017-2021 on the basis of list of employees prepared by the Personnel Affairs Department, until 18.10.2021
1. **Technology Transfer Office** is going to prepare a statement of academic staff regarding the information about the registered and obtained patents, implementations as well as about the participation in registered patent applications, obtained licensing agreements or other forms of commercialisation, which is going to be submitted to the appropriate commissions for staff evaluation: **until** **18.10.2021 for the period of 2017 – 2020** and **until 16.11.2021 for 2021.**
2. **The Department of Research, Department of Development and Evaluation, Department of Assistance Programmes and the Department of International Protection** are going to prepare statements of academic staff regarding the projects carried out in the years under assessment which are going to be submitted to the relevant commissions for staff evaluation: **until** **18.10.2021 for the period of 2017 – 2020** and **until 16.11. 2021 for the year 2021.**
3. **IT Department** is going to develop the questionnaires for the evaluation of the fulfilment of the didactic obligations by academic staff, filled in the years 2017-2020 and in 2020 by the students and doctoral students and shall submit it to the relevant commissions for staff evaluation in the form of a named statement of grades: **until** **18.10.2021 for the period of 2017 – 2020** and **until 16.11. 2021 for the year 2021.**
4. The Dean’s Office shall submit to the relevant commissions for staff evaluation information on observing the provisions on copyrights, related rights and industrial property rights, and the disciplinary penalties received by the academic staff, (decisions of the Disciplinary Commission for Academic Staff, the Disciplinary Ombudsman and the opinions of the Anti-mobbing Commission: **until** **18.10.2021 for the period of 2017-2020** and **until 16.11.21 for the year 2021**.
5. The information on the received **total periodic assessment** (in accordance with templates attached to this schedule) shall be submitted by the relevant commissions: to employee files, to the interested academic staff, to the Dean and the intermediate supervisor **until 06.12.2021.**
6. **Until 06.12.2021**, the commissions shall submit to the Dean information on academic staff, which have failed to submit the questionnaires within the time limit specified in the schedule.
7. The appeal procedure for the decisions of the Commissions is provided in § 9 of the Ordinance no. 11/2021 of the Rector of 01.03.2021. When appeals are lodged, the date of receipt at the University is decisive.
8. The reports on the assessment results shall be provided by the relevant commissions to the Dean **until** **22.12.2021.**

Białystok ,…………..…………

Faculty Commission for Staff Evaluation

of the Medical University of Bialystok

**Mr/Ms**

/reference number/

I kindly inform you that the Faculty Commission for Staff Evaluation awarded you the following score in result of the periodic evaluation of academic staff for the period 2017-2021 ……………………**…………………..**

Pursuant to §9 of the Ordinance no. 11/2021 of the Rector of 01.03.2021, you have the right to appeal to the Dean of the MUB against the assessment made by the Faculty Commission for Staff Evaluation within 14 days after learning about the score / delivery of the score.

Chairman

of the Faculty Commission for Staff Evaluation

CC:

Dean of the Faculty of Medicine/Pharmacy/Health Sciences

Head of the organisational unit

Personnel Affairs Department ad acta

Białystok ,…………..…………

University Commission for Staff Evaluation

of the Medical University of Bialystok

**Mr/Ms**

/reference number/

I kindly inform you that the University Commission for Staff Evaluation awarded you the following score in result of the periodic evaluation of academic staff for the period 2017–2021 ……………………………………….

Pursuant to §9 of the Ordinance no. 11/2021 of the Rector of 01.03.2021, you have the right to appeal to the Dean of the MUB against the assessment made by the University Commission for Staff Evaluation within 14 days after learning about the score / delivery of the score.

Chairman

University Commission for Staff Evaluation

CC:

Dean of the Faculty of Medicine/Pharmacy/Health Sciences

Head of the organisational unit

Personnel Affairs Department ad acta