

**Evaluation of Academic Staff
Regulation
of
Academy “Evolucion”**

Prishtinë

2018

Pursuant to Statute of Academy “Evolucion” the Board of Directors (hereinafter: „BoD“) of the Academy “Evolucion” on its session held in Prishtina on 20.12.2018 adopted the following:

ACADEMIC STAFF EVALUATION REGULATION OF THE ACADEMY “EVOLUCION”

Article 1

(Evaluation Criteria)

- 1) Academic staff at Academy is subject to annual evaluation procedure.
- 2) Academic staff is evaluated by Academy every year during the month of June, after the final exams in spring semester.
- 3) Evaluation of academic staff is conducted in four fields:
 - a) Teaching;
 - b) Research/Artistic work;
 - c) Administrative work and public engagement;
 - d) Projects.
- 4) Work in the field of research and arts is graded by numerical points, while work in the field of teaching, public engagement and projects is graded descriptively as: Excellent, Satisfactory, Weak, And Unsuccessful.
- 5) Academic staff engaged at Academy from other universities or organizations is subject of annual academic staff evaluation procedure in the area of teaching and optionally in the other areas from the item 3) of this Clause.

Article 2

(Teaching)

Academic staff is expected to be devoted to teaching duties, to have a good teaching record, to motivate students to explore teaching topics, to design innovative teaching practices and to organize different kind of activities that will benefit students.

Article 3

(Research)

Academic staff appointed to scientific areas is expected to conduct genuine research activities, to involve students in its research activities, to cooperate with researchers outside Academy and to publish their research results in scientific publications.

Article 4
(Artistic work)

Academic staff appointed to artistic areas is expected to perform genuine artistic work, to involve students in its artistic activities and to cooperate with artist outside Academy and to present their artistic work in public.

Article 5
(Administrative work and public engagement)

Academic staff is expected to be involved in activities outside and inside Academy that benefit society and Academy, promote Academy, be involved in working committees when needed, be a good colleague, demonstrate willingness and motivation to improve Academy as an institution.

Article 6
(Projects)

Academic staff has to prove that it is active in project related activities. It is expected that academic staff search for project opportunities and participate in project realization. Academy especially values research projects that engage students in their realization. Academy expects that the results of the academic staff research activity are published as scientific works.

Article 7
(Evaluation process and documents)

Academic staff is responsible for submitting documents for evaluation to Academy in accordance to Evaluation Guidelines issued by Executive Director.

Article 8
(Valuation of Teaching)

- 1) Teaching results are graded as: Excellent, Satisfactory, Weak, or Unsuccessful.
- 2) Main criteria for evaluation of teaching work are:
 - a) Designing a new course, undergraduate or graduate,
 - b) Creating a new method of teaching or assessment,
 - c) Preparing new teaching material or new set of lecture notes / presentations,

- d) Having offered a wide variety of courses in different cycles / levels, with well-prepared course syllabi and fully submitted course report files.
 - e) Having very high evaluation in course assessment by students,
 - f) Having mentored many successful student graduation projects,
 - g) Being involved in many thesis / dissertation committees.
- 3) Academic staff member evaluates his/her work in the field of teaching by taking into account main criteria for evaluation and submits it with his/her evaluation dossier.
- 4) Head of department assigns grade for teaching work to academic staff member by taking into account relevant information from academic staff member's dossier.
- 5) Academic Director can take over evaluation of particular academic staff member's teaching work from the Head of department if he/she finds it appropriate.

Article 9

(Valuation of basic scientific works - articles)

- 1) Basic scientific works are articles published in journals listed in Relevant Indexed Databases.
- 2) For the purpose of the Academy's evaluation of scientific work, journals are ranked into quartiles (Q1, Q2, Q3, Q4) by the JCR (*Journal Citation Report*) or SJR (SCImago Journal Rank indicator) for journal ranking. Applied journal ranking is taken for applicant's scientific category, for the year in which scientific work is published or on the date of evaluation, whatever is more favorable for the academic staff member.
- 3) Work published in journals outside of the applicant's scientific category are appraised by the quartile to which journal is placed in journal's scientific category.
- 4) Those journals listed in the Relevant Databases that are not placed in any quartile by the JCR or SJR will be treated as placed in Q4.
- 5) Articles are classified in two groups - group A and group B.
- a) Group A articles are those that are published in the following journals:
 - (1) Journal placed in Q1 quartile in the applicant's scientific category,
 - (2) Journal placed in Q2 quartile in the applicant's scientific category,
 - b) Group B articles are those that are published in the Q3 quartile in the applicant's scientific category.

Article 10

(Valuation of other scientific work - journals, books and book chapter)

- 1) The following publications are considered Group C publications:
- a) Journal placed in Q4 quartile,
 - b) Journal listed in Relevant Databases if not placed in any quartile by the JCR or SJR,
 - c) Chapters in the books published by prestigious print house and listed in Relevant Databases, if not placed in any quartile by the JCR or SJR,

- d) Peer reviewed academic books, lecture notes, textbooks, handbooks, encyclopedia items published by prestigious print house and Internationally published patents, if not placed in any quartile by the JCR or SJR,
 - e) Papers printed in the proceedings of international scientific conference, symposium or workshop included in the Relevant Databases, if not placed in any quartile by the JCR or SJR.
- 2) The following publications are considered Group D publications:
- a) Papers in journals, not included in group A, B or C group, included in the SCI or SCI-extended will be included in this list,
 - b) Books, edited books or book chapters not included in group A, B or C group,
 - c) Abstracts or presentations not included in group A, B or C group, included in the SCI or SCI-extended will be included in this list,
 - d) Patent applications.

Article 11

(Calculation of individual score for research category)

Individual score for research is computed as sum of the following products: product of number of articles from Q1 group and the coefficient 1.5, product of number of articles from Q2 group and the coefficient 1, product of number of articles from Q3 group and the coefficient 0.8, product of number of articles from Q4 group and the coefficient 0.6 and product of number of articles from D group and the coefficient 0.4, which can also be expressed by following formula:

$$\text{Score_Research} = 1.5 * N(\text{Group A_Q1}) + 1 * N(\text{Group A_Q2}) + 0.8 * N(\text{Group B_Q3}) + 0.6 * N(\text{Group C_Q4}) + 0.4 * N(\text{Group D}),$$

where N is the total number of publications in the corresponding category.

Article 12

(Valuation of work in progress)

1) Work which has not been published yet is included in evaluation of academic staff under the same principle as published work, but multiplied with coefficient 0.25; which can also be expressed by following formula:

$$\text{Score_Progress} = 0.25 * (1.5 * N(\text{Group A_Q1}) + 1 * N(\text{Group A_Q2}) + 0.8 * N(\text{Group B_Q3}) + 0.6 * N(\text{Group C_Q4}) + 0.4 * N(\text{Group D}))$$

2) When evaluating work in progress, numbers of points received for work in progress in earlier evaluations do not affect assigning points in the current evaluation of the same work in progress, but any suspected unethical behavior aimed to receive unjustified points can be referred to Academy Ethical Committee.

Article 13

(Total individual assessment of research work)

3) Individual Score for research activity for each member of academic staff (ADj) that is evaluated is calculated as sum of individual scores for published work and individual score for work in progress, i.e. by the following formula:

$$\text{Individual_Score_R(ADj)} = \text{Score_Research(ADj)} + \text{Score_Progress (ADj)}$$

where ADJ is the Individual Academic Staff.

Article 14

(Evaluation grade for research activity)

1) Evaluation grade is expressed as a degree by how much actually earned number of points differs from average number of points for research activity at the Department (Score_R_Department_Average) so that:

- a) Grade Excellent is achieved if points earned within evaluation period Individual_Score_R(ADj) are higher or equal to double Department average ($2 * \text{Score_R_Department_Average}$).
- b) Grade Satisfactory is achieved if points earned within evaluation period Individual_Score_R(ADj) are higher than Department average ($1 * \text{Score_R_Department_Average}$).
- c) Grade Weak is achieved if points earned within evaluation period Individual_Score_R(ADj) are equal or smaller than Department average ($\text{Score_R_Department_Average}$).
- d) Grade Unsatisfactory is achieved if points earned within evaluation period Individual_Score_R(ADj) are smaller than half of Department average ($0.5 * \text{Score_R_Department_Average}$).

2) The average score of faculty research work is calculated as sum of the individual scores divided by the number of academic staff members whose research is evaluated and whose individual score is above 0, i.e. by the following formula:

$$\text{Score_R_Department_Average} = (\text{SUM}(\text{Score_Research(Dj)}) + \text{SUM}(\text{Score_Progress(Dj)})) / \text{N}(\text{participating department})$$

The $\text{Score_Research(Dj)}$ and $\text{Score_Progress(Dj)}$ are the individual scores for Department Dj that have individual score higher than zero. The N (participating department) is the number of the individuals participating in the research work assessment and having individual scores higher than zero.

Article 15

(Valuation of Artistic work)

The following table lists artistic activities and corresponding number of points that academic staff appointed to artistic areas receives for each activity:

Artistic and Creative Works	International	National
Feature film director	100	50
Taking part in movies (producer, assistant director, visual director, scenario writer, supervisor, advisor, etc.)	50	25
Documentary film director, short film director	50	25
Taking part in documentary film (producer, assistant director, visual director, scenario writer, supervisor, advisor, etc.)	20	10
Directing commercial film	15	10
Newspaper Publishing Director, Newspaper Visual Director	20	10
Preparing / producing magazine, journal, bulletin, poster design, billboard design	10	5
Works added to the permanent collections of recognized institutions of art	100	50
Works added to the permanent collections of other institutions of art	50	20
Individual participation in exhibitions/festivals in recognized venues of art with original work*	20	10
Individual participation in exhibitions/festivals in other venues of art with original work*	10	5
Built art/urban planning/architecture design approved for permanent public display*	50	25
Original art work, animation, program, video, film etc. (for artistic or commercial purposes)*	20	10
Developed/Presented/Executed (architectural, artistic, design) Work or Projects. (Work or Projects: relevant architectural, artistic, design work or project in which the candidate took an active part in the design, production, organization, and execution, complies with the applicable policies, laws and regulations to achieve aesthetic and environmentally sustainable outcomes)	20	10
Cross media multidisciplinary project that cannot be evaluated only in one artistic area and belong to other artistic areas.	20	10

Article 16
(Valuation of Projects)

- 1) For the purpose of evaluation of academic staff, the following items would be considered as project category:
 - a) Scientific/research projects submitted to national or international funding agencies;
 - b) Scientific/research projects financed by industry;
 - c) Scientific/research projects financed by AE
 - d) Scientific/research projects submitted to internal financing by AE;
- 2) Project work is deemed satisfactory if academic staff member has:
 - a) formally submitted at least two scientific/research projects to national or international funding agencies as project coordinator,
 - b) been involved in at least one successfully completed scientific/research project as a project coordinator or researcher.
- 3) Project work exceeding conditions set in previous paragraph is deemed excellent.
- 4) Project work that does not include any submitted project applications is deemed weak.
- 5) Work that has no project activity is deemed unsuccessful.

Article 17
(Valuation of administrative work and public engagement)

- 1) Work of academic staff related to administrative work and public engagement area is graded as: Excellent, Satisfactory, Weak or Unsuccessful.
- 2) Main criteria for evaluation of administrative work and public engagement work are:
 - a) Journal or print house editorship,
 - b) Refereeing in an academic / scientific journals,
 - c) Organizing a conference,
 - d) Being elected as member of scientific / academic councils / committees,
 - e) Producing presentations, reports, projects, publications that will contribute to science and reputation of Academy,
 - f) Awards, prizes in local and international academic competitions / evaluations,
 - g) Being in conference committees,
 - h) Contributing to partnerships or to common initiatives of Academy with other domestic or international institutions,
 - i) Promotion of Academy,
 - j) Carrying out managerial duties at Academy (Head of Department, Program Coordinator, etc.),
 - k) Participating in academic or professional committees of Academy ,
 - l) Engaging in NGO's by which Academy is doing the community work.

- 3) Academic staff member prepares and submits his/her self-evaluation dossier in the field of citizenship by taking into account main criteria for evaluation from this Clause.
- 4) Head of department assigns grade for citizenship work to academic staff member by taking into account relevant information determined from academic staff member's dossier.
- 5) Academic Director can take over the evaluation dossier from the item 3) of particular academic staff member from the Head of department if he/she finds it needed.

Article 18
(Overall grade)

1) For each descriptive grade, academic staff member receives numerical grade in accordance to the following rules:

- a) For grade Excellent, numerical grade is 4
- b) For grade Satisfactory, numerical grade is 3
- c) For grade Weak, numerical grade is 2 and
- d) For grade Unsatisfactory, numerical grade is 1

2) At the end of each academic year, every academic staff member is assigned a score from 1 to 4 in each category which are called as follows:

R (Research), P (Projects), T (Teaching) and C (Administrative work and public engagement).

3) The sum of these scores (Total_Score of R+P+T+C) is the measure of performance for that professor for that academic year. It is a number between 4 to 16.

4) Annual performance level for each teaching academic staff member is based on the total annual score as follows:

- If $R + P = 2$ or (Total_Score of R+P+T+C) is less than 7, staff member's performance is considered as unsatisfactory for that year.
- If R is at least 2, and (Total_Score of R+P+T+C) is higher or equal to 7 and lower or equal to 9, staff member's performance is considered as weak for that year.
- If R is at least 3, and (Total_Score of R+P+T+C) is higher or equal to 10 and lower or equal to 13, the staff member's performance is considered as satisfactory for that year.
- If $R=4$, and (Total_Score of R+P+T+C) is at least 14, the staff member's performance is considered as excellent for that year.

This can be summarized in a tables as follows:

Performance Evaluation for Lecturer and Assistant

Condition 1	Condition 2	Performance Level	Performance Score
$R = 4$ and	$R+P+T+C \geq 14$	Excellent	4

$R \geq 3$ and	$10 \leq R+P+T+C \leq 13$	Satisfactory	3
$R \geq 2$ and	$7 \leq R+P+T+C \leq 9$	Weak	2
$R + P = 2$, or $R+P+T+C < 7$		Unsatisfactory	1

Condition 1	Condition 2	Performance Level	Performance Score
$R \geq 3$ and	$R+P+T+C \geq 14$	Excellent	4
$R \geq 2$ and	$10 \leq R+P+T+C \leq 13$	Satisfactory	3
$R \geq 2$ and	$7 \leq R+P+T+C \leq 9$	Weak	2
$R+P+T+C < 7$		Unsatisfactory	1

Article 19

(Annual evaluation and promotion)

- 1) Consecutive positive evaluation grades do not necessary lead to fulfillment of all legal and internal conditions for academic appointment.
- 2) Each academic staff member is responsible to organize his/her activities accordingly in order to fulfill conditions for continuation of academic career following the end of his/her academic appointment term.

Article 20

(Planned Activities)

- 1) Academic staff will also provide information regarding its planned work next academic year which will be reviewed during the evaluation process next academic year.
- 2) Planned activities do not influence final evaluation grade except for those activities that are specifically listed in the Statute.

Article 21

(Effects of Academic Evaluation)

- 1) Summary results of the conducted evaluation of academic staff are reviewed and analyzed by faculty council and program council.
- 2) Faculty council analyzes summary results of the evaluation of academic staff and adopts proposal for preventive and corrective measures.

- 3) Performance scores for two and then three years in a row are added to get the cumulative performance score for the periods of 2 and 3 years.
- a) The sum of the performance scores for any two consecutive years will be a number between 2 to 8.
 - b) The sum of the performance scores for the first three years is a number between 3 to 12.
- 4) Cumulative scores are used for making decisions about the employment status of academic staff member, as follows:
- a) If the sum of any two consecutive years is 2 only, this means the academic staff member has been unsuccessful twice in a row, then the employment status is terminated.
 - b) If the sum of any three consecutive years is 5 or less, then the employment status is terminated.
 - c) If the sum of the performance scores of the first three years of a contract period is at least 11 for assistant or associate professor s/he can apply for early promotion.
- 5) Cumulative scores for making decisions about termination of employment of a senior assistant is as follows:
- a) If the sum of any two consecutive years is 2 only, or
 - b) if the sum of any three consecutive years is 5 or less.
- 6) Detailed procedure for terminating employment contract based on this Clause is described in Regulation on Labor.

Article 22

This Regulation enters into force on 20.12.2018.

Chairman of the BoD

Besnik Shatri

