



## **INTERNATIONAL EUROPEAN UNIVERSITY**

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### **REGULATIONS ON THE RATING ASSESSMENT OF THE ACADEMIC STAFF PERFORMANCE AT INTERNATIONAL EUROPEAN UNIVERSITY**

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## **1. General provisions**

1.1. Regulations on the Rating Assessment of the Academic Staff Performance (hereinafter referred to as the Regulations) are a regulatory document of International European University (hereinafter referred to as the University) that defines the organization procedure, key objectives, principles and mechanisms for implementing the rating assessment of the academic staff performance at the University.

1.2. The Regulations are developed in accordance with the Law of Ukraine On Higher Education No. 1556-VII as amended on May 12, 2022, the Resolution of the Cabinet of Ministers of Ukraine dd. December 30, 2015, No. 1187 On Approval of Licensed conditions of implementation of educational activities (as amended by the Resolution of the Cabinet of Ministers of Ukraine on March 24, 2021, No. 365), the Order of the Ministry of Education and Science of Ukraine On Amendments to the Procedure for Awarding Academic Titles to the Scientific and Academic Staff dd. February 06, 2017, No. 174, Standards and Guidelines for Quality Assurance in the European Higher Education Area, requirements of the ISO 9001:2015 International Standard 'Quality Management Systems. Requirements', the University Statute, Regulations on the Organization of the Educational Process, Regulations on the System of Internal Quality Assurance of Higher Education and Monitoring of Educational Activities, etc.

1.3. The rating assessment is conducted at the following levels:

- rating assessment of the academic staff performance;
- rating assessment of Departments' activities;
- rating assessment of Education and Research Institutes' activities.

1.4. These Regulations introduce the concept of a rating year covering achievements of the academic staff, activities of departments and Education and Research Institutes in the period from June of the previous calendar year to May of the current calendar year. One takes into account indicators for the last rating year.

1.5. The rating assessment of the academic staff performance is a component of the system of quality assurance of educational activities at the University coordinated by the Department of Education Quality Assurance and is a form of determining the level of professional activities of the academic staff, which is carried out based on the results of the analysis of criteria for each rating year, takes into account the fulfillment of the terms and conditions of the contract concluded with the academic staff, and is based on the primary information base provided by University departments to the Rating Committee.

1.6. The substantive component of the rating assessment system is based on the criteria forming the structure of the rating by key activity areas: Educational work, Methodical work, Scientific work, International activities, Organizational and career guidance activities. In general, coefficients determined by these Regulations can be applied to individual indicators.

1.7. The final criterion for the rating of the academic staff is the numerical rating value defined as the sum of numerical indicators of the criteria. The final criterion for the rating of Departments is the total numerical rating indicator of the Department's academic staff. The final criterion for the rating of University's Education and Research Institutes is the total numerical rating value of Institute's Departments.

The formation of primary information, data processing, calculations and the output of the rating assessment can be carried out using Microsoft Office Excel.

1.8. Professional activities of the full-time academic staff working at the University, including employees combining internal positions, are subject to the rating assessment. In case of combining positions at one department, the rating assessment is carried out as the total amount of criteria in accordance with the size of rates held by the employee. If the academic staff work on an external part-time basis, including hourly remuneration, one can take into account only indicators reflecting activities of the academic staff at the University.

## **2. Rating Committee**

2.1. To analyze and summarize the results of the rating assessment of professional activities of the University's academic staff, one establishes the Rating Committee consisting of the following members:

Chair of the Rating Committee – President of the University

Deputy Chair of the Rating Committee – First Vice-Rector of the University

Members of the Rating Committee:

Vice-Rector for Educational and Scientific Work and Postgraduate Education

Vice-Rector for Educational and Scientific Work and International Relations

Director of the Department of Education Quality Assurance

Director of the Education and Research Department of the Organization of the Educational Process

Director of the Human Resources Department

Director of the European Business School

Director of the European Medical School

President of the University's Student Parliament

2.1.1. The Rating Committee relies on the current legislation and these Regulations.

2.1.2. A meeting of the Rating Committee shall be deemed competent if at least 2/3 of the members of the Committee are present. The decision of the Rating Committee shall be made by at least two-thirds of the votes of present members.

2.2. Powers of the Rating Committee:

- to request the necessary additional information and materials requiring additional confirmation of the results of any type of activity from Departments;
- in case of detecting inaccurate information submitted by the academic staff member, make decisions on penalty points;
- to provide suggestions on determining nominees in competitions for the best academic staff member, the best Department and the best Education and Research Institute;
- to consider appeals on the calculation of points by type of activity;
- prepare information on the analysis of the rating assessment of the academic staff for consideration by the University Academic Council.

### **3. Goal and key objectives of the rating assessment**

3.1. The goal of implementing the rating assessment of professional activities of the University's academic staff is to create (based on common criteria) a system of objective analysis of the quality of staffing of the educational process of the University, which is aimed at finding and implementing mechanisms for building and efficient use of human resources, introducing efficient forms of combining science and education, innovative integrated technologies and methods of organizing educational, scientific, research, educational, organizational activities, etc.

3.2. Key objectives of the rating assessment:

- to create a factual information base that comprehensively reflects professional activities of the academic staff;
- to motivate the academic staff to improve the quality of educational, methodical, international, scientific and innovative activities, to increase the level of their professionalism;
- to develop the initiative of the academic staff and increase the efficiency of their professional activities;
- to develop a mechanism for encouraging activities of the academic staff by introducing the principles of competition and fairness;
- to create a system of objective indicators for decision-making on incentives for the academic staff;
- dynamic analysis of the results of the ranking of the academic staff;
- to stimulate the professional development of the academic staff that determine the rating and status of the University as a whole.

#### **4. Implementation mechanism and deadlines of the rating assessment**

4.1. The formation of rating indicators of the academic staff for the rating year is carried out at the University from March 15 to May 20 of the current academic year.

4.2. From March 15, the Department of Education Quality Assurance sends the Rating List (Annex) in Microsoft Office Excel to Departments, specifying the criteria for the rating assessment of the academic staff.

4.3. The rating point of the academic staff member (personal rating) is determined as the sum of points for his/her professional achievements and is agreed with the Head of the Department. The rating point of the part-time academic staff is calculated only by indicators that reflect their professional activities at International European University.

4.4. Rating Lists of the academic staff (professor, associate professor, senior lecturer, lecturer, assistant) are submitted to the Head of the Department for consideration together with materials confirming the information specified in them.

4.5. After discussion and approval at the meeting of the Department, Rating Lists of the academic staff and the head of the Department are submitted as a whole package to the Department of Education Quality Assurance by May 1 of the current academic year.

4.6. The Department of Education Quality Assurance shall process the Rating Lists by May 15 of the current academic year. The results of processing are submitted to the University Rating Committee for consideration.

4.7. The rating point of the Department is calculated as the arithmetic mean of rating points of professional activities of the full-time academic staff of the Department, internal part-time employees and external part-time academic staff, reflecting their professional activities at International European University.

4.8. The rating point of the Education and Research Institute is calculated as the total indicator of departments' rating points.

4.9. The Rating Committee analyzes the results of the rating assessment of professional activities of the academic staff, Departments and Education and Research Institutes of the University and summarizes the results.

4.10. Discussion of the generalized materials on the results of the rating assessment of professional activities of the academic staff and Education and Research Institutes is held at the meeting of the University Academic Council until July 1, the results of the rating assessment are published on the University website until July 15.

4.11. The results of the rating assessment are the basis for making a decision to award the best academic staff in the TOP-10 category: The Best Academic Staff Member of International European University of the 20/20 academic year with the definition in the following nominations:

The Best Professor,  
The Best Associate Professor,  
The Best Senior Lecturer,  
The Best Assistant/Lecturer;  
The Best Head of Department;  
The Best Department.

4.12. Rating lists of all academic staff are stored at the Department of Education Quality Assurance of the University in an electronic database throughout the entire period of work of the academic staff in the relevant position. Protocols of meetings of the Rating Committee are stored in printed format.

### **5. Rating calculation methodology**

5.1. The rating coefficient of the academic staff member is determined by the formula:

***Rating coefficient = sum of points by indicators + assessment of the academic staff by students\* + incentive points\*\*.***

\* The assessment of the academic staff by students in the Rating List is carried out by the Department of Education Quality Assurance and is calculated based on the results of the survey as an average value multiplied by a coefficient of 10.

\*\* ***Incentive points*** can be awarded for special achievements in educational, scientific and international activities by:

President of the University – up to 50 points

Acting Rector – up to 40 points

Vice-Rectors – up to 30 points

Incentive points can be awarded to both an individual academic staff member and to the Department, the Education and Research Institute and are included in the determination of the overall rating indicator.

5.2. Rating coefficient of the Department, taking into account provisions of paragraph 4.7 hereof, is calculated as the sum of points of all rated academic staff divided by the number of positions of the Department plus incentive points and calculated by the formula:

***Rating coefficient of the Department = sum of points of all rated academic staff / number of positions of the Department + incentive points***

5.3. The rating coefficient of Education and Research Institutes is calculated as the sum of rating coefficients of relevant Departments that are part of the Education and Research Institute divided by the number of Departments:

***Rating coefficient of the Education and Research Institute = the sum of rating coefficients of relevant Departments / number of Departments***

## **6. Final provisions**

6.1. Entering data into the rating system is a part of the contract of the academic staff.

6.2. The issue of violation of academic integrity in the rating process is considered by the University's Rating Committee in accordance with the stipulated procedure.

6.3. To consider the Regulations on the Rating Assessment of Scientific Activities of Departments and Academic Staff at International European University as invalid.