Appendix No. 2
to Ordinance No. 9 of the Rector of the University of Warsaw of 25 January 2023
on the procedure, rules and criteria for periodic evaluation
of academic teachers

*TEMPLATE*

# Periodic Evaluation Sheet for Academic Teacher

Evaluation Committee (name of the organisational unit of the University):

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

University Evaluation Committee

**Date of evaluation:** …………………………………………………………………………………...

**Academic teacher’s name and surname:**  …………………………………………..

Academic title/academic degree/professional title: …………………………………………

Organisational unit of the University: ……………………………………………………

Employment basis: ………………… to: /for an indefinite period of time

Position: …………….…………………………from: …………………………………………

Employee group: research, **research and teaching**, teaching\*

*\*delete as appropriate*

The length of working time: ……………………………………………………………………….…

Teaching workload/ academic year (all years in the period under evaluation): …………………………………………………………………….

Date of previous evaluation: …………………………………………………………………………………...

Participation of representatives of the trade unions operating at the University in an advisory capacity in the committee meeting: \*\* ………………………………...

*\*\*Pursuant to § 9, section 2 of Ordinance No. 9 of the Rector of the University of Warsaw of 25 January 2023 on the procedure, rules and criteria for periodic evaluation of academic teachers (UW Monitor of 2023, item 26), the person being evaluated may refuse to grant consent for trade union representatives to attend the part of the meeting that concerns them. If you do not consent to the participation of the trade union committee in the meeting, please write*
*“I do not grant my consent.”*

**Part I.** (to be filled in by the academic teacher)

# Information on scientific, teaching, organisational and professional competence development activities since the previous evaluation

**I.I Scientific activity**

1. Brief description (topics of research conducted, main results and achievements, etc.)
2. Scientific publications (including the rank of the publishing houses and journals in which they appeared); please indicate for each item, if applicable, the journal score
from the ministerial list, the index */Source Normalized Impact per Paper (SNIP), CiteScore, Scimago Journal Rank (SJR), Journal Impact Factor, Article Influence, or Category Normalized Citation Impact/* for the journal (if applicable), the number of citations for this publication (with the source), and possibly indicate its published reviews.
3. Innovation activity, practical research results, patents, expert opinions, implementations
(specifying, if possible, the amount of funding raised for the University of Warsaw):
	1. product innovation, process innovation, system innovation, organisational innovation, social innovation, in particular: invention, product, material, strategy, scenario, plan, programme, technology, method, procedure, software, plant variety;
	2. patents, licenses;
	3. expert opinions, opinions, know-how, derivative work for other entities;
	4. implementations/applications of the results of scientific research or development work;
	5. other (to be specified).
4. Participation in scientific projects (as a head, main contractor or contractor; total value of the grant; in the case of projects carried out in cooperation
with other institutions, the amount of funds obtained by the University of Warsaw should also be indicated):
	1. nationally funded research projects;
	2. foreign-funded research projects;
	3. international and national scientific projects involving development work;
	4. information on submitted research project applications under evaluation;
	5. information on submitted research project applications which were refused funding;
	6. other (to be specified).
5. Submitted grant applications.
6. Participation in procedures for the award of academic degrees and the title of professor:
	1. number of reviews in procedures for the award of the doctoral degree, the habilitated doctor degree and the title of professor;
	2. number of reviews for the Central Committee for Degrees and Titles and the Council of Scientific Excellence;
	3. participation in doctoral or habilitation committees.
7. Participation in the work of institutions awarding grants as a reviewer
in grant proceedings.
8. Reviewing scientific projects and papers excluding reviews prepared as part of teaching responsibilities.
9. Participation in scientific conferences, symposia and sessions – considering the rank of these events, the nature of participation and the specificity of the discipline, sub-discipline or speciality (considering their rank and nature of participation).
10. Participation in the scientific committees of conferences.
11. Supervising persons preparing doctoral dissertations
12. Research scholarships and research internships awarded.
13. Participation in editorial colleges of national and international scientific journals
and publishing series, acting as editor-in-chief of scientific journals.
14. Membership of national and international expert teams.
15. Awards and distinctions for scientific work.
16. Activities popularising science or scientific knowledge (publications, lectures, participation in events popularising science or scientific knowledge).
17. Other scientific activities/other scientific achievements.

**I.II Teaching activity**

# Was the teaching workload reached to the extent specified in the Work Rules and Regulations at the University of Warsaw during the period of evaluation?

**YES / NO** (delete as appropriate)

**Remarks** (e.g. reduction of teaching workload, leave, etc.):

1. Classes at the level of first-cycle studies, second-cycle studies, doctoral studies, post-diploma studies and courses conducted by the University of Warsaw
(type of classes and number of hours per academic year).
2. Creating, co-creating and implementing innovative forms of education,
in particular:
3. designing and teaching classes introducing new content, using new learning and teaching tools and methods, including developing entrepreneurial attitudes and soft competencies among students and doctoral students,
4. designing, co-designing, and implementing new programmes of studies or new forms of education,
5. creating, co-creating and implementing national and international teaching projects.
6. Authorship and co-authorship of textbooks or other teaching aids and materials for all levels of education.
7. Authorship and co-authorship of publications on the development of teaching
or expert opinions in the area of teaching.
8. Disseminating teaching innovations among academic teachers,
including providing classes, training, professional development workshops or organising conferences for academic teachers.
9. Creating, co-creating and implementing educational projects aimed at different age groups as part of lifelong learning.
10. Activity in national and international accreditation institutions, organisations and institutions for the development of academic teaching.
11. Reviewing textbooks, books and other teaching aids.
12. Lectures abroad (as a visiting professor), lectures and courses within the framework of programmes supporting academic educational exchange.
13. Participation in training and internships to improve teaching competencies.
14. Supervising master's and bachelor's theses. The number of supervised:
15. doctoral theses:
16. master’s theses:
17. bachelor’s theses (BSc/BA):
18. Supervising persons preparing doctoral dissertations.
19. Working in groups and teams to prepare students to undertake research work.
20. Mentoring students (tutoring, organising practice, others).
21. Popularisation activities, e.g. books, articles in the press, participating in public discussions and events such as a science picnic (in the case of teaching staff).
22. Scientific activity, e.g. publications, research projects (in the case of teaching staff).
23. Organising and participating in teaching conferences.
24. Participation in teaching projects, e.g. as part of the Teaching Excellence Fund;
25. Distinctions and awards for teaching activities.
26. Other teaching activities/ other teaching achievements.

**I.III Organisational activity**

1. Positions and/or functions held at the University of Warsaw.
2. Work and functions held in collegiate bodies at the University, in the work of university committees (Rector's, Senate), faculty or disciplinary committees.
3. Memberships and functions in national and international associations, organisations and scientific or artistic institutions.
4. Participation in conference organising committees.
5. Providing service for students (year supervisor, scientific circle, international students, coordination of foreign scholarships, processing of students’ documents after scholarships, other forms of processing students’ documents).
6. Organising exchanges abroad.
7. Coordinating courses in USOS.
8. Organising events at the units of the University of Warsaw (open lectures, panels, seminars, and other forms of popularisation of science).
9. Maintaining the websites of the organisational units of the University of Warsaw (content, updating, support).
10. Providing service for foreign guests.
11. Other coordinating roles.
12. Other organisational work for the benefit of the University and the academic community.
13. Participation in the organisational work for the implementation of the project from which the employment is financed.
14. Participation in the establishment of research infrastructure or research facilities.
15. Participation in the organisational work of the teams of the organisational units.
16. Other forms of organisational activity.

**I.IV Development of professional competencies**

1. Acquiring or supplementing knowledge, including at university or doctoral school.
2. Post-diploma education.
3. Development of scientific competencies, including participation in scientific conferences, symposia and workshops, scientific internships, initiated proceedings for the award of doctoral, habilitated doctor degree and the title of professor or prospects of initiating such proceedings.
4. Teaching internships and development of teaching competencies, including the use of modern digital tools and technologies:
	1. teaching internships;
	2. training, workshops, seminars, conferences and other forms devoted to teaching
	 – conducting or participating.
5. Development of soft skills.
6. Courses, training, workshops and other forms of professional competence development, including managerial competencies.
7. Other forms of professional competence development (e.g. self-education).

**I.V. OTHER**

(additional information which may be relevant to the evaluation of work/achievements during a period under evaluation):

**I.VI. DECLARATION**

*I declare that my record during a period under evaluation does not violate the provisions on copyright and associated rights as well as industrial property rights.*

Warsaw, on …………….. ………………………………………..

(signature of the academic teacher)

# Part II.

Opinions (appended by the dean or the head of a university-wide organisational unit)

*Opinions constitute an integral part of the evaluation sheet and may be added to the sheet as separate documents.*

# Opinion of the direct superior.

# Opinions of (if requested):

* 1. **academic councils of individual disciplines** (opinion on scientific activities and achievements):

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

* 1. **teaching and learning councils** (opinion on teaching activities and achievements):

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

# Evaluation by students and doctoral students (with regard to the fulfilment of responsibilities connected with teaching and learning by the academic teacher)\*:

* 1. evaluation by students;
	2. evaluation by doctoral students.

\* *In this section, the summary results of the student surveys from the period under evaluation should be presented, indicating the number of surveys collated and the scale of marks included in the surveys.*

# Opinion of the Rector or the person designated by the Rector (in the case of the evaluation of academic teachers as specified in § 13, section 15 of Ordinance No. 9 of the Rector of the University of Warsaw of 25 January 2023 on the procedure, rules and criteria for periodic evaluation of academic teachers).

# Part III.

**Evaluation by the Evaluation Committee**

III.I. Pursuant to the submitted materials and declarations of the academic teacher, the Committee\*:

* does not conclude that the record of the academic teacher during a period under evaluation violated the provisions on copyright and associated rights as well as industrial property rights;
* concludes that the record of the academic teacher during a period under evaluation violated the provisions on copyright and associated rights as well as industrial property rights.

*\* delete as appropriate*

Evaluation result by the Evaluation Committee\*:

POSITIVE RESULT NEGATIVE RESULT

*\* delete as appropriate*

III.II. Arithmetic mean in each category (based on the Summary Periodic Evaluation Card for Academic Teacher)\*:

1. Evaluation result of scientific activities and achievements: ....
2. Evaluation result of teaching activities and achievements: ...
3. Evaluation result of organisational activities and achievements: ...
4. Evaluation result of the development of professional competencies: ...

*\**

*0 – the employee fails to fulfil any responsibilities in a particular area,*

*1 – the employee fails to fulfil core responsibilities,*

*2 – the employee fails to fulfil their responsibilities in a satisfactory manner,*

*3 – the employee fulfils their responsibilities in a particular area to a minimum level,*

*4 – the employee fulfils their responsibilities to a degree fully meeting the criteria,*

*5 – the employee fulfils their responsibilities in an above-average manner*

Justification of the evaluation result and partial evaluation results :

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

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

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

The composition of the Evaluation Committee:

|  |  |  |  |
| --- | --- | --- | --- |
|  | ……………………………………....(name and surname) | ………………………………………..(signature) | (Chairperson) |
|  | ………………………………………..(name and surname) | ………………………………………..(signature) |  |
|  | ………………………………………..(name and surname) | ………………………………………..(signature) |  |
|  | …………………………………………(name and surname) | ………………………………………..(signature) |  |
|  | …………………………………………(name and surname) | …………………………………………(signature) |  |

**Acknowledgement of receipt of evaluation results**

|  |
| --- |
| I read and understood the abovementioned evaluation result on ………………………………I have also been informed of the possibility of appealing to the Rector within 14 days of submitting this evaluation.………………………………………..(signature of the academic teacher) |

I have read and understood the evaluation result:

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

(date and signature of the direct superior of the evaluated)

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

(date and signature of the dean/head of the university-wide organisational unit)

# Part IV.

**Appeal procedure**

Date of submitting the appeal by the academic teacher: ……………………………

# Team for preliminary consideration of the appeal composed of:

|  |  |  |  |
| --- | --- | --- | --- |
|  | ……………………………………....(name and surname) | ………………………………………..(signature) | (Chairperson) |
|  | ………………………………………..(name and surname) | ………………………………………..(signature) |  |
|  | ………………………………………..(name and surname) | ………………………………………..(signature) |  |
|  | …………………………………………(name and surname) | ………………………………………..(signature) |  |
|  | …………………………………………(name and surname) | …………………………………………(signature) |  |

Date of considering the case by the Team: ………………..

# Recommendations of the Team:

…………………………………………………………………………………………………

…………………………………………………………………………………………………

…………………………………………………………………………………………………

# Consideration of the appeal by the Rector.

Date of considering the case by the Rector: ……………………………………………….

# Decision of the Rector\*:

1. I uphold the evaluation result under appeal
2. I modify the evaluation result in favour of the academic teacher who has lodged an appeal
3. I annul the evaluation result under appeal and refer the case back to the Evaluation Committee for reconsideration

\* *delete as appropriate*

Justification:

…………………………………………………………………………………………………

…………………………………………………………………………………………………

 **RECTOR OF THE UNIVERSITY OF WARSAW**

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*(stamp and signature)*