

Detailed schedule for periodic assessment of academic teachers

Item	RESPONSIBLE ENTITY	TASK	DEADLINE
1.	Dean's offices/ Unit offices Heads of dean's offices/ Heads of units	Preparing a list of academic teachers subject to the periodic assessment procedure	6 weeks before the scheduled periodic assessment of academic teachers
2.	Chairpersons of committees responsible for evaluation	Informing heads of departments/units and academic teachers indicated on the list about the obligatory periodic assessment	1 month before the scheduled periodic assessment of academic teachers
3.	Dean's offices/ Unit offices Heads of dean's offices/ Heads of units	Sending by e-mail to academic teachers indicated on the list the data, e.g. from Expertus, POLon and USOS systems needed for the assessment of an academic teacher in the form of a file or a link	1 month before the scheduled periodic assessment of academic teachers
4.	Academic teachers subject to a periodic assessment procedure	Writing self-evaluation referring to the data listed under point 3, citing for evaluation the data relating to the criteria listed in § 8 in an electronic version, printing it out and submitting it to the Dean's office/Unit office by the deadline determined by the Dean/Unit head	3 weeks before the scheduled periodic assessment of academic teachers
5.	Dean's offices/ Unit offices Heads of dean's offices/ Heads of units	Forwarding self-evaluations of academic teachers to their heads	14 days before the scheduled periodic assessment of academic teachers
6.	Heads of departments/ Heads of units	Evaluating subordinate academic teachers subject to the periodic assessment procedure in the academic teacher evaluation questionnaires and informing them of the awarded grades in an assessment review discussion summarizing evaluation results, as well as submitting the completed academic teacher	7 days before the scheduled periodic assessment of academic teachers

		evaluation questionnaires to the Dean's Office/Unit office within the deadline determined by the Dean/Head of the unit	
7.	Dean's offices/ Unit offices Heads of dean's offices/ Heads of units	Forwarding academic teacher evaluation documents to the committee responsible for evaluation	7 days before the scheduled periodic assessment of academic teachers
8.	Committees responsible for evaluation	Evaluating academic teachers subject to the periodic assessment procedure	Date of assessment as determined by the Dean/Head of Unit
9.	Heads of departments / Heads of units in the presence of the Chairperson of the evaluation committee	Informing academic teachers subject to the periodic assessment procedure about the results of the evaluation in an assessment review discussion summarizing evaluation results	Within 14 days from the date of the periodic assessment of academic teachers
10.	Heads of departments / Heads of units in the presence of the Chairperson of the evaluation committee	In case of a need to provide support to an academic teacher subject to the periodic assessment procedure, holding a follow-up assessment review discussion with an academic teacher subject to the assessment procedure during which final results of the evaluation are summed up and support is proposed	Within 14 days from the date of the previous assessment review discussion with an academic teacher
11.	Academic teachers subject to the periodic assessment procedure	Possibly appealing to the rector against the assessment of the committee responsible for evaluation	Within 14 days of acknowledging and signing the periodic assessment
12.	Rector appeals evaluation committee	Considering by the rector of appeals filed by academic teachers subject to the periodic assessment procedure after consultation with the evaluation appeals committee and informing academic teachers of the final assessment result	Within 6 weeks of receipt of the documentation