



LEGAL BULLETIN

NICOLAUS COPERNICUS UNIVERSITY IN TORUŃ

Year 2020; item 431

ORDER No. 266

of the Rector of the Nicolaus Copernicus University in Toruń

of 16 December 2020

on the criteria, procedure and entity conducting periodic assessment of of academic teachers at the Nicolaus Copernicus University in Toruń

Pursuant to art. 128.3 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2020, item 85 as amended) and pursuant to § 52.4.31 of resolution No. 37 of the NCU Senate of 16 April 2019 – the Statutes of the Nicolaus Copernicus University in Toruń (NCU Legal Bulletin of 2019, item 120 as amended)

It is ordered as follows:

Chapter 1 **General provisions**

§ 1

1. The Order lays down the criteria, procedure and bodies conducting periodic assessment of academic teachers at the Nicolaus Copernicus University in Toruń, hereinafter referred to as "the University".
2. The periodic assessment of academic teachers shall be carried out in particular with regard to the performance of their scientific, organisational and teaching duties as referred to in art. 115 of the Act of 20 July 2018 - Law on Higher Education and Science, hereinafter referred to as the Law on Higher Education and Science and § 10 - § 12 of order no. 166 of the NCU Rector of 4 November 2019 – Work Regulations of the Nicolaus Copernicus University in Toruń (NCU Legal Bulletin of 2019, item 368 as amended) – hereinafter referred to as "Work Regulations" and compliance with the regulations on copyright and related rights, as well as regulations on industrial property.
3. The results of the periodic assessment of academic teachers shall be used for the purpose of:
 - 1) informing faculty authorities and the rector about the quality of work of their staff (informative objective);
 - 2) informing employees of their strengths and weaknesses and providing direction for their development (informative objective);
 - 3) providing feedback to employees that should motivate them for their personal development and improvement of the quality of their work (motivational objective);

- 4) developing personnel policy in terms of recruitment, assessment, internal transfers, staff remuneration and professional development (administrative objective),
 - 5) adjusting forms of support enhancing development appropriate for a given employee the catalogue of which is provided in the diagnosis and career development planning procedure for University scientists laid down in Resolution No. 178 of the NCU Senate of 19 December 2017 - Strategy for career development of researchers at the Nicolaus Copernicus University in Toruń (NCU Legal Bulletin of 2017, item 425).
4. Whenever scientific disciplines are referred to in this order, this shall also be understood as artistic disciplines.

§ 2

1. The periodic assessment shall take into account:
 - 1) self-evaluation of an academic teacher in the performance of their scientific/artistic, organisational and teaching duties;
 - 2) the result of scientific activity assessment taking into account defined bibliometric requirements;
 - 3) the results of evaluation made at least once a year by students and doctoral students as regards the performance of teaching duties of an academic teacher, to which an academic teacher shall make comments as part of the assessment process;
 - 4) the result of the evaluation of teaching classes made by superiors on the basis of assessment class visits, to which an academic teacher shall make comments as part of the self-evaluation process;
 - 5) the assessment and opinion of an immediate superior (head of department/unit) as regards the performance of scientific/artistic, organisational and teaching duties of an academic teacher;
 - 6) the assessment and opinion of the committee responsible for evaluation as regards the performance by an academic teacher of their scientific/artistic, organisational and teaching duties.
2. It is also recommended to link the periodic assessment of an academic teacher to the diagnosis and career development planning procedure for University scientists, which makes it possible to define the competency profile of the employee, to develop an individual career development plan for the University scientist and to provide them with appropriate support from superiors.

§ 3

1. An academic teacher shall be evaluated at least once every four years or at the request of the rector.
2. Where the period subject to assessment is less than four years, the committee responsible for evaluation shall provide expert evaluation of the compliance by an academic teacher with the criteria referred to in § 11.8 while observing the proportionality principle with regard to the criteria provided for the assessment period referred to in § 3.1.
3. An academic teacher shall be evaluated in respect of their scientific activity in accordance with their statement of the fields and disciplines of research they represent, taking into account the proportion of time spent carrying out research activity in each discipline.
4. In the event of absence of an academic teacher from work due to maternity leave, leave on the conditions of maternity leave, paternity leave, parental leave, child care leave or health leave and leave for military or substitute military service, the deadline for the periodic assessment shall be extended by the time of such absence.

Chapter 2

Bodies responsible for the periodic assessment of academic teachers

§ 4

1. The periodic assessment of academic teachers shall be carried out by:
 - 1) a scientific discipline evaluation committee (appointed by the dean of the faculty) chaired by the dean of the faculty;
 - 2) a faculty evaluation committee (appointed by the dean of the faculty) chaired by the dean of the faculty;
 - 3) a University evaluation committee chaired by the vice-Rector responsible for education;
 - 4) the rector.
2. An academic teacher may be a member of only one evaluation committee.
3. The term of office of evaluation committees referred to in § 4.1.1 and § 4.1.2 shall last four years and shall commence at the beginning of the term of office of the University bodies.
4. In the event that a member of the committee is subject to a periodical assessment, such member shall be excluded from the work of the committee.
5. In the event that a chairperson of a committee is subject to a periodic assessment, the work of the committee shall be chaired by the deputy chairperson in the case of the University evaluation committee and by a member of the committee designated by the chairperson in the case of the scientific discipline evaluation committee or the faculty evaluation committee.

§ 5

1. The scientific discipline evaluation committee shall consist of the dean of the faculty where the assessed academic teacher is employed, the chairperson of the scientific discipline council and five academic teachers employed at the University who represent the same scientific discipline as the assessed teacher, three of whom shall be appointed by the dean's council and two by the scientific discipline council.
2. The scientific discipline evaluation committee shall evaluate academic teachers employed at the University and representing the discipline for which the scientific discipline council has been established.
3. In the case of the evaluation of an academic teacher who has declared that they belong to a scientific discipline for which a scientific discipline council has been established at a different faculty than the faculty at which they are employed, the evaluation shall be conducted by the scientific discipline evaluation committee with the participation of the dean of the faculty at which the academic teacher subject to assessment is employed.
4. In the event that an academic teacher subject to assessment has declared belonging to more than one scientific discipline for which scientific discipline councils have been established, the evaluation shall be conducted by joint scientific discipline evaluation committees chaired by the dean of the faculty at which the academic teacher subject to assessment is employed.
5. In the event that an academic teacher subject to assessment has declared belonging to more than one scientific discipline for at least one of which a scientific discipline council has not been established, the evaluation shall be conducted by joint scientific discipline evaluation committees and faculty evaluation committees chaired by the dean of the faculty at which the academic teacher subject to assessment is employed.

§ 6

1. The faculty evaluation committee shall consist of the dean of the faculty at which an academic teacher subject to assessment is employed and at least four academic teachers employed at this faculty.
2. The faculty evaluation committee shall evaluate academic teachers employed at the faculty in the teaching staff group and academic teachers who represent a scientific discipline for which a scientific discipline council has not been established.
3. In the event that an academic teacher subject to assessment has declared belonging to more than one scientific discipline for which scientific discipline councils have not been established, the evaluation shall be conducted by joint scientific discipline evaluation committees chaired by the dean of the faculty at which the staff member is employed.

§ 7

1. The University evaluation committee shall be composed of:
 - 1) vice-Rector responsible for education;
 - 2) director of the University Sports Centre;
 - 3) director of the CM Centre for Physical Education and Sport;
 - 4) director of the Foreign Languages Centre;
 - 5) director of the Centre for Specialised Languages in Medicine.
2. The University evaluation committee shall evaluate academic teachers employed in organisational units that are not part of faculties.

§ 8

1. Appeals against the evaluation made by the committees referred to in § 4.1.1, 4.1.2, 4.1.3 shall be heard by the rector after consultation with the appeals evaluation committee.
2. the appeals evaluation committee shall be composed of:
 - 1) the rector as the chairperson;
 - 2) the vice-rector for Collegium Medicum;
 - 3) chairpersons of scientific discipline councils in the field which the employee subject to assessment represents;
 - 4) the dean of the faculty or the director of the organisational unit in which the assessed employee is employed;
 - 5) two members appointed by the rector from among academic teachers employed at the University in the position of professor or University professor.

Chapter 3 **Grounds and criteria for evaluating academic teachers**

§ 9

1. The basis for the evaluation of academic staff shall be their scientific or artistic accomplishments in the declared discipline or disciplines, as well as organisational and teaching accomplishments. In particular, the evaluation shall take into account:
 - 1) scientific activity, including:
 - a) scientific publications with bibliometric parameters,
 - b) citation indexes,

- c) implemented and submitted research projects financed from external sources,
 - d) documented research outputs other than publications,
 - e) other aspects of scientific activity (participation in conferences, scientific presentations, participation in scientific consortia and networks, scientific cooperation with Polish and foreign research centres),
 - f) work that constitutes grounds for scientific advancement,
 - g) artistic activities and their results;
- 2) teaching activity, including:
- a) classes taught,
 - b) copyright teaching materials and methods,
 - c) accomplishments in the area of teaching,
 - d) evaluation of classes taught made by students and doctoral students,
 - e) evaluation of classes taught made by supervisors,
 - f) promotion and participation in the graduation of students,
 - g) training and promotion of staff;
- 3) organisational activity, including:
- a) functions held at the faculty and the University,
 - b) participation in the organisation of conferences,
 - c) participation in colleges and committees,
 - d) participation in organisational and dissemination activities,
 - e) membership of scientific, teaching and organisational bodies and functions held,
 - f) membership and functions held in scientific organisations and societies,
 - g) cooperation with the socio-economic environment and the state, as well as local administration;
- 4) completed courses, trainings and other forms of continuing education and in the area of personal development useful in scientific and research, teaching and organisational activity;
- 5) decorations, awards, distinctions received for scientific, research, teaching and organisational activity;
- 6) the employee's proposals and requests;
- 7) a proposal submitted by an academic teacher in accordance with the diagnosis and career development planning procedure for University scientists of the individual NCU researcher development plan including the expected support;
- 8) a statement from an academic teacher on compliance with copyright and related rights, as well as with industrial property rights.
2. It is also recommended that the assessment takes into account the individual competency profile of the University employee developed in accordance with the diagnosis and career development planning procedure for University scientists.

§ 10

The evaluation of scientific/artistic, organisational and teaching accomplishments carried out in the procedure for the conferment of an academic title and an academic degree shall replace the periodic assessment.

§ 11

1. The periodic assessment of an academic teacher can be either positive or negative.
2. The periodic assessment shall consist of partial assessments in the areas of scientific, teaching and organisational activity.

3. An academic teacher employed:
 - 1) in the group of research employees is subject to assessment with respect to conducting research activity or participating in the training of doctoral students and performing organisational activities, including in particular the duties set out in § 10 and § 11 of the Work Regulations
 - 2) in the group of research and teaching staff is subject to assessment with respect to conducting research activity, educating and teaching students or participating in the training of doctoral students and performing organisational activities, including in particular the duties set out in § 10-12 of the Work Regulations,
 - 3) in the group of teaching staff is subject to assessment with respect to educating and teaching students or participating in the training of doctoral students and performing organisational activities, including in particular the duties set out in § 11 and § 12 of the Work Regulations.
4. The periodic assessment of an academic teacher employed in the group of research or research and teaching staff may not be positive if a negative assessment in the area of research activity is obtained.
5. The committee responsible for evaluation may conditionally grant a positive assessment to an academic teacher if an academic teacher in the period subject to assessment was overloaded with duties in other areas of partial assessment. In this case, § 13-14 shall apply accordingly.
6. An academic teacher may be assessed as referred to in § 11.5 once in any eight-year period.
7. In the event of a negative or conditional positive assessment, the next assessment shall take place no later than 18 months after the meeting of the committee at which the negative or conditional positive assessment was given.
8. Detailed criteria for the periodic assessment of academic teachers for particular scientific disciplines and groups of academic teachers as determined by the rector at the request of the faculty dean and after consultation with the dean's council and the relevant scientific discipline council are set out in annexes from no. 2 to no. 33 to the order.
9. The assessment criteria referred to in § 11.8 shall be presented to the academic teacher before the beginning of the period subject to assessment.

Chapter 4

The procedure for the periodic assessment of an academic teacher

§ 12

1. The procedure for the period assessment of an academic teacher shall be initiated no later than at the beginning of the summer semester.
2. The procedure referred to in § 12.1 may not last longer than until the end of the teaching period in the summer semester.

§ 13

1. The chairperson of the committee responsible for evaluation shall notify an academic teacher of the planned evaluation and shall set a time limit of at least 14 days for the preparation of the self-evaluation.
2. The meeting of the evaluation committee for the assessment of an academic teacher shall be held not later than one month after the date of the notification of the assessment.
3. Within 14 days from the date of the meeting of the committee referred to in art. § 13.2, the head of the department or unit, in the presence of the chair of the committee, shall hold an

assessment review discussion with the assessed employee and shall present to the employee the assessment results including an individual plan for the development of the researcher at the University developed on the basis of the diagnosis and career development planning procedure for University scientists.

§ 14

If the results of the assessment indicate a need for providing support to an academic teacher, the head of the department or unit, in the presence of the chairperson of the committee, shall submit a support measures proposal or shall agree with the assessed academic teacher on how to prepare it, setting a deadline of no more than 14 days for the said. After this deadline, the head of the department or unit, in the presence of the chairperson of the committee, shall hold a follow-up assessment review discussion with the teacher under assessment (summative discussion) in order to summarise the results of the assessment and shall present the academic teacher with proposals for the support of their development in accordance with the catalogue of support proposals laid down in the procedure for the diagnosis and career development planning procedure for University scientists.

§ 15

1. After the summative discussion, an academic teacher shall acknowledge with their signature that they have read the result of the assessment.
2. The employee may appeal against the assessment directly to the rector within 14 days of the date of acknowledgement of the assessment. The appeal should be considered by the rector not later than within six weeks of the date of its receipt. The assessment given by the rector is final.

§ 16

The conclusions drawn from the assessment may have an impact on:

- 1) the amount of remuneration,
 - 2) promotions and distinctions,
 - 3) appointment to management positions
- subject to the provisions in force.

§ 17

1. In the case of a negative or positive conditional assessment of an academic teacher, the next assessment shall be carried out no earlier than 12 months after the completion of the previous assessment.
2. In the event that an academic teacher receives two consecutive negative assessments as referred to in Article 128 of the Law on Higher Education and Science, the Rector shall terminate their employment by notice.

§ 18

A detailed schedule for the assessment of academic teachers is set out in Annex 1 to the Order.

Chapter 5 Final provisions

§ 19

1. Periodic assessment of academic teachers is conducted on the basis of extracts from electronic systems for presenting research and teaching information, e.g. Expertus, Omega Psir, Polon, USOS, as well as self-evaluation in which an assessed academic teacher may quote accomplishments and activities subject to evaluation in accordance with the criteria listed in § 9 but not covered by extracts from the electronic systems referred to above.
2. Committees responsible for evaluation may use their own forms for the assessment of academic teachers appropriate to the specific nature of the academic discipline or organisational unit of the University provided that such forms are not contrary to the provisions of this Order.

§ 20

1. The first periodic assessment of academic teachers after the date of entry into force of this Order shall cover the whole period since the last periodic assessment and shall be carried out on the basis of the existing criteria subject to § 20.2 and § 20.3.
2. In the event of a change in the scores for scientific publications laid down in the existing evaluation criteria, the committee responsible for evaluation shall carry out an expert evaluation of that part of the scientific output.
3. In the absence of the criteria for the evaluation of teaching or organisational activities in the existing criteria, the committee responsible for evaluation shall make an expert evaluation of these activities.
4. The first assessment of an academic teacher after the date of entry into force of the Order shall be carried out no later than 31 December 2021.
5. In the case of the assessment referred to in § 20.1, assessment review discussions with academic teachers referred to in § 13.3 and § 14 shall not be conducted.

§ 21

The order becomes effective as of 16 December 2020.

R E C T O R

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