



*The document was approved by the order #
83, dated March 20, 2020 by the Rector of
the University.*

*Amendments made by the order #167, dated
July 11, 2020, #289, dated October 16, 2020,
#323, dated November 11, 2020 by the
Rector of the University.*

The Rule for the assessment of Scientific-Research and Academic activities of the personnel of European University LTD

2020



Content of the document:

General provisions.....	2
Assessment Procedures and Criteria	Error! Bookmark not defined.
Responding to assessment results	Error! Bookmark not defined.
Appendix #1 - Annual report on Scientific – Research activity of Academic personnel	8
Appendix #2 - Assessment of Academic and Invited Personnel by the Dean.....	12
Appendix #3 -Assessment of Academic personnel by the head of the program	13
Appendix #4 – Assessment of Academic personnel by the manager of learning process	14
Appendix #5 – Assessment of Academic and Invited personnel by the examination center	15
Appendix #6 – Assessment of Academic and Invited personnel and of the learning course by a student	16
Appendix #7 - Semester and annual assessment form for Invited personnel.....	19
Appendix #8 - Semester and annual assessment form for Academic personnel.....	20



General provisions

1. This Rule regulates the procedures and criteria for the assessment of the scientific-research and academic activities of the academic personnel of the European University, as well as of the academic activities of the invited personnel.
2. Assessment of academic and scientific activities of the personnel promotes productivity of scientific-educational activities, enhances personnel qualification and professionalism, encourages creative initiatives aimed at the development and quality enhancement of the university.

Assessment procedures and criteria

1. Assessment of the academic and scientific - research activities of the personnel is carried out by the Quality Assurance Department with the support of other structural units in accordance with the procedures set out in this Rule. The assessment of academic personnel includes:
 - A) Annual assessment of scientific – research activities of Academic personnel (using relevant report: see Appendix # 1 - Annual report on scientific – research activity and of Academic personnel);
 - B) Semester assessment of academic activities of Academic personnel by Different Parties (using relevant questionnaires: see Appendix # 2 - Assessment of Academic and Invited Personnel by the Dean, Annex # 3 - Assessment of Academic and Invited Personnel by the Head of the Program, Appendix # 4 - Assessment of Academic and Invited Personnel by the learning Process Manager, Appendix 5 - Assessment of Academic and Invited personnel by the Examination Center, Appendix 6 - Assessment of Academic and Invited personnel by a student.



2. The evaluation of the invited staff includes:

Semester evaluation of the academic performance of the invited staff by different parties (using the relevant questionnaires: see Annex # 2 - Evaluation of academic and invited staff by the Dean, Annex # 3 - Evaluation of academic and invited staff by the program manager, Annex # 4 - Evaluation of academic and invited staff By the Learning Process Management Manager, Appendix # 5 - Assessment of Academic and Invited Staff by the Examination Center, Appendix # 6 - Assessment of Academic and Invited Staff by Student).

3. Scientific-research activities of the academic staff means the activities defined in Annex # 1 (Annual Report on the Scientific-Research Activities of the Academic Staff). The score for each activity is set out in the same appendix.
4. The self-appraisal report on Scientific Research activity is submitted to the center supporting Scientific-Research activities by the Academic personnel of European University at the end of each academic year. Confirmation of the activities indicated by the academic personnel in the report is mandatory.
5. There are the following requirements for the academic personnel regarding the activities carried out for the purpose of scientific-research: an affiliate professor is required to accumulate at least 50 points every year through scientific - research activities. A professor – at least 30 points, an affiliate associate professor - at least 40 points, an associate professor – at least 25 points, an affiliate assistant professor - at least 30 points, an assistant professor – at least 20 points, an affiliate assistant – at least 20 points, an assistant - at least 10 points.
6. The academic staff is obliged to carry out the scientific activities defined by this rule and to accumulate the minimum number of points defined for it annually. The self-assessment report submitted by the academic staff at the end of the year is reviewed on the recommendation of the head of the Center for Support of Scientific-Research Activities by a commission established by the order of the Rector, which confirms the scientific activities performed by



the academic staff. The Commission submits the results of the review to the Quality Assurance Service for the use of the verified results in the annual evaluation process and for consideration in the final evaluation results.

7. Semester assessment of academic activities of academic and invited personnel is made by different parties, in particular:
 - A) Assessment of Academic and Invited personnel by the Dean according to pre-elaborated criteria (see Appendix # 2 - Assessment of Academic and Invited Personnel by the Dean);
 - B) Assessment of the Academic and Invited personnel by the Head of the Program according to pre-elaborated criteria (see Appendix # 3 - Assessment of the Academic and Invited personnel by the Head of the Program);
 - C) Assessment of Academic and Invited personnel by learning process manager according to pre-elaborated criteria (see Appendix # 4 - Assessment of academic and invited personnel by learning process manager);
 - D) Assessment of Academic and Invited personnel by the Examination Center according to pre-elaborated criteria (see Appendix # 5 - Assessment of Academic and Invited Personnel by the Examination Center);
 - E) Assessment of Academic and Invited personnel by a student according to pre-elaborated criteria (see Appendix # 6 - Assessment of Academic and Invited personnel by a student);
8. The components used for the semester and annual assessment of academic and invited personnel and the relative share of components for the semester / annual assessment are defined by this document. (see Appendix # 7 - The form of Invited personnel annual assessment and Appendix # 8 - The form of Academic personnel annual assessment). The assessment process of the academic and invited personnel and the proceeding of the results are administered by the Quality Assurance Service.



9. The number of points accumulated on the basis of scientific research report in the annual assessment of the academic personnel is as follows: in case of meeting the minimum requirement (or accumulating more points), the share (25%, - 1.25 points) of the final maximum assessment (5 points) is counted as maximum in their favor. While, in case of accumulation fewer points, the grade is subtracted from considering the proportion of the missing score (For example, an affiliate professor who has accumulated a mandatory 50 points or more, will receive a maximum of 1.25 points in the annual 5 point assessment system (25% of the maximum final grade), in case of accumulating 40 points – 1 point, and in case of 30 points - 0.75 points, etc.).
10. Based on the annual assessment of the scientific-research activities of the academic personnel and the semester assessment of the academic activities of the academic and invited personnel, the Quality Assurance Service ranks the points according to the faculties.

Responding to the assessment results

1. In case of fulfillment of the minimum requirements established by the affiliated academic personnel for the scientific-research activities, the affiliated academic personnel shall be paid accordingly: Affiliate Professor - 3000 GEL, Affiliate Associate Professor - 2500 GEL, Affiliate Assistant Professor - 2000 GEL. Affiliate Assistant- in the amount of 1500 GEL¹.
2. On the basis of ranking the results of the annual assessment of the scientific research and academic activities of the academic personnel, at each faculty three members of academic personnel with the best results will be given monetary award for each faculty (I place - 1500 GEL, II place - 1000 GEL, III place - 500 GEL).

¹ If the affiliated academic staff of the European University is a research fellow of the European University and his / her publication / research paper is remunerated under the contract of the researcher, the affiliated academic staff will no longer be reimbursed for the affiliation of the same research project. And if the amount of affiliation exceeds the salary of the researcher, the difference between the mentioned amounts will be reimbursed.



3. Based on the ranking of the results of the annual assessment of the academic activities of the invited personnel, at each faculty three members of invited personnel with the best results will be given monetary award (I place - 1000 GEL, II - place - 700 GEL, III place - 400 GEL).
4. Failure to perform scientific activities by the affiliate academic personnel for two consecutive years may become grounds for termination of the employment contract. After one year of non-performance of scientific activities, the affiliate academic personnel is given a warning.
5. The results of the semester and annual assessment of the academic and invited personnel are sent by the Quality Assurance Service to the Dean of the Faculty, the Head of the Program, the Vice Rector for Quality Enhancement, the Vice Rector for Administrative Process Management and the Human Resources Management Service.
6. The Quality Assurance Service shall cooperate with the relevant structural units in the process of researching and implementing the steps necessary to identify the causes of the specified results and to correct them. For the purpose of monitoring and assessing the issue, Dean of the faculty is in charge of submitting a report on response to the results of the research to the Quality Assurance Service, in which the activities that have already been carried out in cooperation with the head of the program and other structural units, also the plan for the future activities, for the purpose of response to the specified results must be notified. The Vice Rector for Quality Enhancement monitors the implementation of the activities, planned for the purpose of response.



Appendix №1 – Annual report on Scientific – Research activity of Academic personnel

#	Scientific-Research activity of the Academic personnel	The number of points set for the activity	The number of points accumulated by the personnel
1	<p>Publications of articles in the journals of following categories:</p> <p>The journal indexed in the base of Thomson Reuters (Web of Science):</p> <p>By IF – Impact Factor and SCI – Science Citation Index.</p> <p>The journal indexed on the basis of Elsevier publication and the basis of the platform of Scopus:</p> <p>With indication of SJR – SCImago Journal Rank</p> <p>Journal indexed in other similar rating bases.</p> <p><i>(Please indicate the title of the article and the journal, Other details of the journal each published article is given the indicated score)</i></p>	50 points	
2	<p>Publication of articles in the journals of European University and other journals with international indexes</p> <p><i>(Please indicate the title of the article and the journal, Other details of the journal each published article is given the indicated score)</i></p>	15 points	
3	<p>Publication of articles in other reviewing journals</p> <p><i>(Please indicate the title of the article and the journal, Other details of the journal)</i></p>	10 points	



	<i>each published article is given the indicated score)</i>		
4	Participation in International Scientific conferences (Poster) <i>(Please indicate the title of the conference and the article, the place and date of the conference. Indicated score is given to each article)</i>	15 points	
5	Participation in International Scientific conferences (deliver a speech) <i>(Please indicate the title, place and date of the conference. Indicated score is given to each article)</i>	20 points	
6	Participation in International Scientific conferences (Poster) <i>Please indicate the title of the conference and the article, the place and date of the conference. Indicated score is given to each article)</i>	5 points	
7	Attending international workshops, seminars, conducting trainings. <i>(Please indicate the title, place, date of the seminars, workshops, trainings. Indicated score is given to each different activity)</i>	20 points	
8	Leading funded grant project <i>(Please indicate the details of the project. Indicated score is given to each different project)</i>	35 points	
9	Participation in a funded grant project (Basic personnel) <i>(Please indicate the details of the project. Indicated score is given to each different project)</i>	20 points	
10	Participation in a grant competition** <i>(Please indicate the details of the project. the assessment gained while participating in the competition, indicated score is given to each different project)</i>	10 points	
11	Invention Patent <i>(Please indicate the details)</i>	50 points	
12	Publication of Monograph / Manual in a foreign country <i>(Please indicate the title, date of publication ect. of the</i>	50 points	



	<i>manual / monograph, indicated score is given to each published manual/ monograph).</i>		
13	Publication of Monograph / Manual <i>Please indicate the title, date of publication ect. of the manual / monograph, indicated score is given to each published manual/ monograph).</i>	40 points	
14	Membership of National Academy of Science	40 points	
15	A member-correspondent of National Academy of Sciences	20 points	
16	Editing the scientific journal set in the first paragraph of this table <i>(Please indicate the title of the journal, other details, indicated score is given for editing of each journal)</i>	15 points	
17	Reviewer, editorial board membership of the scientific journal indicated in the first paragraph of this table. <i>(Please indicate the title of the journal, other details, indicated score is given for being a reviewer / membership of editorial board)</i>	10 points	
18	Being an editor of another scientific journal <i>(Please indicate the title of the journal, the indicated score is given for being an editor of each journal)</i>	10 points	
19	Being a reviewer of another scientific journal, membership of editorial board <i>(Please indicate the title of the journal, other details, indicated score is given for being a reviewer / membership of editorial board)</i>	5 points	
20	Reviewing the manual / monograph <i>(Please indicate the title of the manual / monograph, other details, indicated score is given to a reviewing of each manual / monograph)</i>	15 points	



21	<p>Reviewing of Master Thesis</p> <p><i>(Please indicate the title of the thesis, the name and surname of a student, the indicated score is given for reviewing of each different thesis)</i></p>	4 points	
22	<p>Supervise the papers of student conferences held abroad</p> <p><i>(Please indicate the title of the work and the conference, the place and date of the conference, the name and surname of a student, indicated score is given for supervising of each work)</i></p>	10 points	
23	<p>Supervise the papers of local student conferences</p> <p><i>(Please indicate the title of the work and the conference, the place and date of the conference, the name and surname of a student, indicated score is given for supervising of each work)</i></p>	5 points	
24	<p>Preparing students for mock / simulation projects</p> <p><i>(Please indicate the title of the project, the name and surname of a student(s), other details, indicated score is given to each project).</i></p>	10 points	
25	<p>Another scientific-research activity or any activities carried out for the purpose of professional development</p> <p><i>(Please provide the details of the activity)</i></p>	<i>The score shall be determined by the commission rule***</i>	

** In case of duplicate article (which means having the same article at a conference and publishing the same article in a journal), a higher score will be considered.*

*** In case of accumulation of at least 30% and more of the final maximum assessment of the project.*

**** The score is determined by the commission set up for the purpose to confirm the scientific-research activities performed by the academic personnel.*



Appendix №2 – Assessment of Academic and Invited Personnel by the Dean

Name and Surname of the Lecturer: _____

Status of the lecturer:

Invited personnel Academic personnel

Assessment indicator	Assesment scores (1 point – very unsatisfied, 5 points- very satisfied)				
Assessment of the collaboration with the faculty (Attendance at meetings, response to letters, Attendance at the Board meetings and more)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5

Final grade of the lecturer: _____



Appendix №3 – Assessment of Academic personnel by the head of the program

Name and Surname of the Lecturer: _____

Status of the lecturer:

- Invited personnel Academic personnel

Assessment indicator	Assesment scores (1 point – very unsatisfied, 5 points- very satisfied)				
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Cooperation regarding upgrading the syllabus of the course (s)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Compilation of mid-term and final exams according to the syllabus	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Assessment of other kinds of cooperation with the Head of the program (Attendance at meetings, response to letters, and more)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5

Final grade of the lecturer * _____

* The final grade of the lecturer is calculated by calculating the arithmetic mean of the scores indicated in the assessment indicators.



Appendix №4 – Assessment of Academic personnel by the manager of learning process

Name and Surname of the Lecturer: _____

Status of the lecturer:

Invited personnel Academic personnel

Assessment indicator	Assesment scores (1 point – very unsatisfied, 5 points- very satisfied)				
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Start / finish lectures in time	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
In case of missing the lecturers, inform the administration in time	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Reflect the intermediate assessment components in the electronic database in time	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5

Final grade of the lecturer * _____

* The final grade of the lecturer is calculated by calculating the arithmetic mean of the scores indicated in the assessment indicators.



Appendix №5 – Assessment of Academic and Invited personnel by the examination center

Name and Surname of the Lecturer: _____

Status of the lecturer:

Invited personnel Academic personnel

Assessment indicator	Assessment scores (1 point - very unsatisfied, 5 points - very satisfied)				
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Provide the center with exam materials in time	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Timely Check the exam materials and provide the center with the results in time	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Complete Supply of Exam Materials (Compliance with the Exam Form, appropriate number of exam versions etc.)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5

Final grade of the lecturer * _____

*The final grade of the lecturer is calculated by calculating the arithmetic mean of the scores indicated in the assessment indicators.



Appendix №6 – Assessment of Academic and Invoted personnel and of the learning course by a student

1. Please rate how much you agree with the following phrases about the course (1- Strongly disagree; 5 - Absolutely agree)

	1	2	3	4	5
There is enough time to work in the lecture / work group					
The time allowed for independent work (homework) is sufficient					
The learning methods used within the course are appropriate and take into account the specifics of the course					
The course provides the achievement of the learning outcomes specified by the syllabus					
The assessment system used by the lecturer within the course is objective					
Assessment methods used within the course are appropriate and correspond to the specifics of the course					
The assessment system used by the lecturer and the assessment methods give the opportunity to express the knowledge gained within the course					
Time given to get prepared for the midterm exam is sufficient					
The time given to get prepared for the final exam is sufficient					
Exam questions correspond to the subject of the course					
Learning process is conducted in the area, specifically equipped relevant to the course					



2. How available are the textbooks, indicated in the syllabus of the course, in the library? (1 -Never available; 5 - always available)

	1	2	3	4	5
Compulsory literature indicated in the syllabus of the course					
Auxiliary literature indicated in the syllabus of the course					

3. Considering all this, to what extent did the course meet to your expectation? Rate the course in general (1 - very bad; 5 - very good)

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
----------------------------	----------------------------	----------------------------	----------------------------	----------------------------

4. Please, if you are willing to, express your opinion about the course in general. What would increase your satisfaction with the course? What would you change?

--

5. Please rate how much you agree with the following phrases about the course (1- Strongly disagree; 5 - Absolutely agree)

	1	2	3	4	5
The lecturer does not miss the lecture					
In case the lecturer misses the lecture, we are always informed in advance					
The lecturer always delivers the missed lecture					
The lecturer does not appear late					
The lecturer has a deep knowledge of the subject					
The lecturer is always prepared for the lecture					
At the beginning of the course, the lecturer introduced the syllabus, objectives, learning outcomes of the course to us.					
The lecturer clearly explained the grading system					
The lecturer plans the time correctly during the lecture / seminar					
The lecture topics follow the structure of the syllabus					
Practical training / seminars are in compliance with the theoretical material of the lecture					
The lecturer uses a variety of teaching methods (presentations, discussions, etc.)					
The lecturer explains new material understandably					
The lecturer makes students interested in the subject					
The lecturer manages to ensure students' involvement during the lecture					



The lecturer timely filled grades / scores in the electronic database					
The tasks help me in the process of studying					
The lecturer tries to develop the skills to apply knowledge in practice					
Lecturer notes / explanations on the tasks that have been fulfilled are helpful					
The lecturer gives students the possibility to ask questions					
The lecturer answers the questions asked by the students in an understandable way					
I have the opportunity to receive additional consultations from the lecturer					
The lecturer enables students to demonstrate their knowledge and abilities					
The lecturer treats students with respect					
The lecturer pays enough attention to the students					

6. Please name the strengths of the lecturer

7. Please name the weakness of the lecturer

8. Considering all, how satisfied are you with the lecturer? Rate the lecturer in general (1 -very bad; 5 - very good)

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
----------------------------	----------------------------	----------------------------	----------------------------	----------------------------

9. Please, in case of willingness, express your opinion regarding the lecturer. What would your advice be for the lecturer to improve teaching?



Appendix №7 – Semester and annual assessment form for Invited personnel

Invited personnel	Assessment component I	Assessment component II	Assessment component III	Assessment component IV	Assessment component V	Semester assessment (5 points)
<i>Name and Surname</i>						
<i>Name and Surname</i>						
<i>Name and Surname</i>						
<i>Name and Surname</i>						
<i>Name and Surname</i>						

<i>Assessment components</i>	<i>Semester assessment</i>
<i>Assessment component I - Assessment of Invited personnel by the Dean*</i>	<i>10 % (0.5 point)</i>
<i>Assessment component II - Assessment of the Invited personnel by the head of the program</i>	<i>20 % (1 point)</i>
<i>Assessment component IV - Assessment of the Invited personnel by the learning process manager</i>	<i>10 % (0.5 point)</i>
<i>Assessment component III - Assessment of the Invited personnel by the Examination Center</i>	<i>10 % (0.5 point)</i>
<i>Assessment component V - Assessment of the Invited personnel by a student</i>	<i>50 % (2.5 points)</i>
<i>Total</i>	<i>5 points **</i>

* In case of conflict of interest (when the assessor is a lecturer at the same time), the assessor does not participate in the assessment process and his / her score is equally distributed to other assessors;

** Annual assessment of invited personnel is calculated by calculation of the arithmetic mean of semester assessments.



Appendix №8 – Semester and annual assessment form for Academic personnel

Academic personnel	Assessment component I	Assessment component II	Assessment component III	Assessment component IV	Assessment component V	Assessment component VI	Semester assessment (5 points)
<i>Name and Surname</i>							
<i>Name and Surname</i>							
<i>Name and Surname</i>							
<i>Name and Surname</i>							
<i>Name and Surname</i>							

<i>Assessment components</i>	<i>Semester assessment</i>
<i>Assessment component I - Assessment of Academic personnel by the Dean*</i>	<i>75 % (3.75 points) **</i>
<i>Assessment component II - Assessment of the Academic personnel by the head of the program</i>	
<i>Assessment component IV - Assessment of the Academic personnel by the learning process manager</i>	
<i>Assessment component III - Assessment of the Academic personnel by the Examination Center</i>	
<i>Assessment component V - Assessment of the Academic personnel by a student</i>	
<i>Assessment component VI - Assessment of scientific research activities and professional development of Academic personnel</i>	<i>25 % (1.25 points)</i>
<i>Total</i>	<i>5 points</i>

* In case of conflict of interest (when the assessor is a lecturer at the same time), the assessor does not participate in the assessment process and his / her score is equally distributed to other assessors;

** The distribution of scores among the first 5 components of academic personnel assessment is the same as in the case of invited personnel; The annual assessment is calculated by calculating the arithmetic mean of the semester assessments. 75% of the results obtained are included in the final annual assessment of the academic personnel.