

**PJSC HEI INTERREGIONAL ACADEMY OF PERSONNEL
MANAGEMENT**

Approved by:
by the decision of the Academic Council
of PJSC HEI IAPM
(minutes №10 of 30.10.2019)

**REGULATIONS
ON THE RATING OF RESEARCH AND TEACHING STAFF,
SUBDEPARTMENTS, INSTITUTES/DEPARTMENTS OF THE
INTERREGIONAL ACADEMY OF PERSONNEL MANAGEMENT**

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1. GENERAL PROVISIONS

1.1. These Regulations govern the procedure for organizing and conducting rating assessment of research and teaching staff (hereinafter referred to as RTS) of PJSC HEI Interregional Academy of Personnel Management (hereinafter referred to as the Academy), define the concept of rating, its calculation methodology for assessing the activities of research and teaching staff, subdepartments, and training units.

The Regulations were developed in accordance with the Law of Ukraine “On Higher Education” of 01.07.2014 № 1556-VII, regulatory acts of the Cabinet of Ministers of Ukraine, MES of Ukraine concerning assessment of activities of higher education institutions and their employees, the charter of the IAPM, the “Education Quality Assurance Program at PJSC HEI Interregional Academy of Personnel Management (minutes №2 of the Academic Council of 27.09.2017), the order of the Rector of the Academy of 25.05.2018 “On measures to implement the UNICHECK system and its administration,” considered at a meeting of the Scientific and Methodological Council, approved by the decision of the Academic Council of IAPM and put into effect by order of the Rector of the Academy.

1.2. ***Rating of research and teaching staff*** -- a quantitative indicator of performance of full-time research and teaching staff, subdepartments, institutes/departments of the Academy formed according to the main areas of activity.

1.3. ***Rating of a subdepartment*** is a numerical indicator of evaluation of its achievements in relevant types of activity in the classified list, which is established annually. According to the rating indicators, activities of the subdepartments are assessed.

1.4. The purpose of the introduction of rating assessment at the Academy is to:

- increase the efficiency and effectiveness of professional activities of research and teaching staff;
- ensure transparency and objectivity of assessment of the activities of research and teaching staff members of the Academy;
- ensure competition, increase motivation and work efficiency;
- accumulate data needed to identify dynamics of activities of the subdepartments and institutes/departments of the Academy; and
- stimulate activities of research and teaching staff aimed to improve education quality.

1.5. The main tasks of rating assessment are to:

- create an information base for analyzing and evaluating the results of activities of research and teaching staff, subdepartments, institutes/departments of the Academy;

- enhance interest of research and teaching staff in improving their professional skills, learning advanced educational experience, in a creative approach to the teaching process;
- ensure objectivity of assessing quality of activities of research and teaching staff due to completeness and reliability of information;
- enhance collective interest of teachers in improving the final results of training;
- develop and use uniform comprehensive criteria for evaluation and control of the level and efficiency of research and teaching staff, subdepartments, institutes/departments of the Academy;
- intensify and stimulate the activities that guide and contribute to raising the rating of the Academy and its development in general, create conditions for professional growth of research and teaching staff;
- identify shortcomings and challenging in the activities of research and teaching staff, subdepartments, institutes/departments of the Academy;
- identify the best research and teaching staff members, subdepartments, institutes/departments of the Academy in terms of rating indicators; and
- improve the system of financial and moral incentives of activities of research and teaching staff.

1.6. Organization of the rating is based on the following principles:

- *compliance* of the content of assessment with the priority areas of the Academy's development;
- *objectivity and reliability* of the received information;
- *publicity, promptness and a systematic nature* of rating assessment;
- *competence and objectivity* of assessors; and
- *encouragement* of the rating assessment participants to improve their professional activity results.

1.7. Introduction of rating assessment of activities of research and teaching staff, subdepartments and institutes/departments of the Academy is an integral element of introduction of a monitoring system as a component of the process of ensuring and managing higher education quality, the internal system of quality assurance in higher education of the Academy, stimulation of professional development, professionalism, productivity of educational and scientific activities, development of creative initiative of research and teaching staff.

1.8. The main requirements for the rating assessment system are:

- an objectively determined number of indicators characterizing professional activity of the rating participants;
- assessment of compliance of each research and teaching staff member's activity with job qualification requirements and job descriptions, as well as his/her personal contribution to solving tasks of the subdepartment, institute/department of the Academy;
- the possibility of supplementing and changing the rating indicators;
- constantly studying and taking into account experience of other institutions of higher education; and

– development of recommendations on stimulating each rating assessment participant (bonuses, conferment of titles – “Teacher of the Year,” “The Best Subdepartment of the Year,” “The Best Institute/Department of the Year”).

1.9. Rating assessment is conducted based on information on activities of subdepartments over the reporting academic year.

1.10. All subdepartments of PJSC HEI Interregional Academy of Personnel Management are subject to rating assessment.

2. METHODOLOGY FOR CALCULATING THE RATING OF RESEARCH AND TEACHING STAFF

2.1. Ratings of full-time research and teaching staff members of the Academy are determined taking into account the position held. The following groups of research and teaching staff of the Academy take part in the rating:

- head of subdepartment;
- deputy head of subdepartment;
- full professor;
- associate professor;
- senior teacher; and
- teacher.

2.2. The rating of research and teaching staff members is determined based on the results of the academic year and takes into account the specifics of professional activity in the main areas of activity of research and teaching staff members:

- training activities;
- scientific activities;
- organizational work; and
- other activities (advanced training, educational work, international activity).

2.3. The rating of a full-time research and teaching staff member, subdepartment and educational unit (institutes, departments) consists of the total number of points for elementary completed types of work, which relate to relevant activity areas are evidenced by documents.

2.4. The results of a conducted rating assessment are approved annually by a decision of the Academic Council of the Academy.

3. ORGANIZATION OF CALCULATIONS OF THE RATING OF RESEARCH AND TEACHING STAFF

3.1. The Academic Council of the Academy has the right to introduce additional indicators that are important for the development of the Academy and annually approves the weights of each type of work of research and teaching staff/subdepartments/educational units.

3.2. Each research and teaching staff member submits data on the results of his/her activity in electronic and written forms (with annexes) to the subdepartment of the institute/department by June 10.

3.3. The rating of research and teaching staff is calculated for the period from June 1 of previous year to May 31 of the current year.

3.4. Indicators are identified at the subdepartments of the Academy based on the results of work in the reporting academic year, discussed at subdepartments' meetings and submitted to the Rector no later than June 15 in electronic and written forms (with annexes), approved by minutes of the meetings, heads of subdepartments and directors/deans of institutes/departments.

3.5. The Rector of the Academy orders to approve by June 1 the membership of a committee charged with rating assessment of subdepartments according to their areas of work.

3.6. The committee verifies information within the period of June 15 to 30 in the areas of work of research and teaching staff/subdepartments/educational units in accordance with the approved assessment methods evaluation criteria. The committee summarizes the rating in these areas of work.

3.7. The results of the inspection are documented in minutes, signed by the committeers and head of the subdepartment and submitted to the Rector's Office no later than July 1 of the reporting year.

3.8. To calculate the rating, the Rector's Office systematizes and summarizes the information on the indicators of rating assessment of the subdepartments presented by the committee.

3.9. The rating is calculated by the Rector's Office according to the system of indicators and methods approved by the IAPM' Academic Council and an order of the Rector of the Academy (Annexes 1-4).

3.10. The rating of full-time research and teaching staff members is determined by the Rating Committee, the personal composition of which is approved by an order of the Rector of the Academy every year by June 1 of the current year.

3.11. The Rector of the Academy is the Chairman of the Rating Committee while the First Vice-Rector is his/her Deputy.

The Rating Committee includes: Vice-Rector, representatives of the Department of Educational and Methodological Support for Educational Activities; Department of Staffing Support and Labor Economics; Center for Scientific Work Organization etc.

3.12. A meeting of the Rating Committee is valid if more than 50% of its membership is present at such a meeting.

3.13. The members of the Rating Committee are bound to ensure confidentiality of the information received unless otherwise provided by these Regulations and other regulatory documents of the Academy.

3.14. The Rating Committee performs the following tasks and functions: it

➤ analyzes the procedure for conducting rating assessment of research and teaching staff and makes suggestions as to its improvement;

➤ analyzes the results of conducted rating assessment of the activities of research and teaching staff in the current academic year;

➤ decides on applying additional indicators in the ranking of research and teaching staff and submits its proposals for consideration by the Scientific and Methodological Council and the Academic Council of the Academy;

➤ decides on recommending the best research and teaching staff members for their commendation in accordance with these Regulations. Decisions are made based on calculations made. The Rating Committee submits recommendations for their consideration by the Academic Council of the Academy by July 15 of the current year; and

➤ considers appeals of research and teaching staff members of the Academy as regards streamlining and improving the contest “IAPM Education Leader.”

3.15. The Rating Committee holds meetings in accordance with a work plan approved through the established procedure.

3.16. The results of the rating of research and teaching staff members of the Academy are documented in the minutes of a meeting of the Rating Committee no later than July 31 of the current year.

3.17. Research and teaching staff members of subdepartments together with heads of subdepartments are personally responsible for the data submitted for the contest.

4. PROCEDURE FOR MAKING PUBLIC AND USING THE RATING

4.1. The rating assessment results are public.

4.2. Information on the results of rating assessment of research and teaching staff is made public in August before the beginning of the new academic year at an open meeting of the Academic Council of the Academy according to the meeting plan.

4.3. Heads of subdepartments and directors of institutes/deans of departments receive information on the ratings of all full-time research and teaching staff members of subdepartments, the minimum, mean and maximum values of the ranking by positions.

4.4. Research and teaching staff members receive information on their own rating, the minimum, mean and maximum values of the rating in the group by positions to which research and teaching staff members belong.

4.5. Information on the results of rating assessment of subdepartments is discussed at meetings of subdepartments, academic councils of institutes/departments Academic Council of the Academy.

4.6. The rating assessment system is used to annually summing up the results of activities of research and teaching staff in order for the management of subdepartments, institutes/departments of the Academy to make personnel

decisions and to provide improvement recommendations to research and teaching staff members.

4.7. The information obtained as a result of the contest is used to incentivize research and teaching staff (when awarding bonuses, fixing pay supplements, recommending for conferment of honorary titles etc.).

5. APPLICATION OF THE RATING ASSESSMENT SYSTEM

5.1 Ratings form the basis for promoting activities of research and teaching staff of subdepartments by their upgrading or improving.

5.2. Rating assessment results are used when making decisions on:

-- competitive selection to fill vacancies of research and teaching staff members etc.

-- moral and financial incentives for research and teaching staff members subdepartments, institutes/departments of the Academy.

5.3. The contest "IAPM Education Leader" is annual being held in order to identify the following based on the results of work over the academic year:

-- **the best subdepartments** with awarding the 1st, 2nd and 3rd places and conferring relevant diplomas to them (designed by the Academy);

-- **the best research and teaching staff members** with awarding diplomas (designed by the Academy).

5.4. Financial incentives for all research and teaching staff members of the subdepartments that show the strongest performance amount to:

5.4.1. For the subdepartment that will win the first place -- UAH40,000 (forty thousand hryvnias);

5.4.2. For the subdepartment that will place second -- UAH30,000 (thirty thousand hryvnias);

5.4.3. For the subdepartment that will come third – UAH 20,000 (twenty thousand hryvnias).

5.4.4. The first ten research and teaching staff members, whose rating is the highest in terms of indicators, receive a reward of UAH1,000 each.

5.5. The economic reward is of a one-time nature. Funds are distributed among all members of a subdepartment at a regular meeting of the subdepartment according to the personal contribution of each member to the final result, by unanimous vote of all members of the meeting by unanimous vote of all participants in the meeting.

Attendance of all members of the subdepartment at the meeting is mandatory.

A meeting of the subdepartment is valid if more than 80% of its members are present.