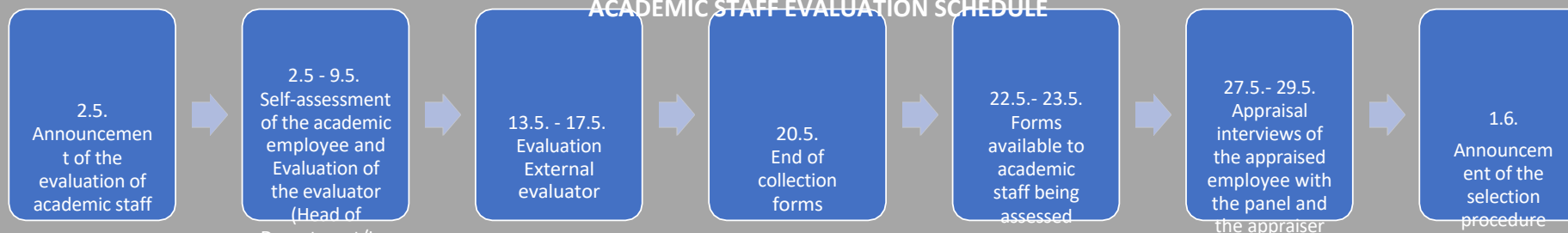


Evaluation of an academic staff member for the purpose of deciding on the extension of the employment relationship

ACADEMIC STAFF EVALUATION SCHEDULE



Evaluation schedule:

1. **Announcement of the evaluation 2.5. 2019**

2.

Employee self-assessment from 2.5. to 9.5. 2019

The evaluated employee will complete a self-assessment on two forms, the **"Self-Assessment Form"** and the **"Z Publication Assessment"**. Fill in your name, surname and job title on the "Basic Information" sheet. On the 'Self-assessment form' (indicate the % of performance in the column indicated and write a hundred comments on all areas of the self-assessment, except for research and publication). On the "Publication Evaluation" form, please list the 3 most important publications and write a brief comment here. The signed forms will be forwarded and sent electronically to the Human Resources Department by the deadline.

3. **Evaluation by the evaluator (head of department/institute) from 2.5. to 9.05. 2019**

The evaluator completes the **"Form for the supervisor"**. Fill in your name, surname and job title on the "Basic Information" sheet. On the **"Form for the supervisor"**, indicate the % of completion and a brief comment (for the area of RESEARCH and PUBLICATION, the **rating** will be **kept at 0%**, this area will be completed by the external evaluator at a later date). The printed and signed form will be handed in and sent electronically to the HR department by the deadline.

4. **Evaluation by external evaluator from 13 May to 17 May 2019**

The external evaluator will complete and submit the "Z Publication Evaluation" form (please indicate the % and a brief comment). The completed form will be forwarded by the external evaluator and sent electronically to the HR department by the deadline.

5. **Closing of the collection of forms in written and electronic form on 20 May 2019**

7. **The Personnel Department will provide all evaluations to the employee for review prior to the interview with the Evaluation Committee from 22 May to 23 May 2019.**

6. **Meetings with the evaluation committee, the evaluator and the evaluated employee from 27 May to 29 May 2019**

Evaluation comment:

1. The evaluation serves the management of the MU Faculty of Law as a supporting tool for the decision on the extension of the employment relationship with the evaluated employee, in particular whether there are grounds for extending the employment relationship without a selection procedure in view of the employee's performance to date.

2. The evaluation also aims to provide feedback to those employees whose current results do not adequately meet the requirements of quality higher education, including scientific research, and do not contribute to the realization of the goals defined in the Long-term Plan of the Faculty of Law of Masaryk University for 2016-2020.

3.

The evaluation of the publication activity will be carried out by an academic staff member/academic staff from another MU Faculty of Law department (external evaluator), taking into account the M17+ Methodology.

4. The results of the appraisal at all levels will be communicated to the appraised employee and he/she will have the opportunity to comment on them.

5. Upon completion of the evaluation process, the materials will be placed in the evaluated employee's personnel file.

PLEASE DO NOT EDIT THE FORMS OR DELETE ANY SHEETS.

Please fill in the basic information, it will be written in all the following sheets:

Name and surname of the person being evaluated:

Positions:

Name and surname of the evaluator:

Positions:

**SELF-EVALUATION of PrF Academic Staff
for the evaluation period 1.2.2016 - 24.4.2019**

Rated:

Positions:

Evaluator:

Positions:

Areas of evaluation	Evaluation criteria (see Dean's Measure No. 3/2010 and MU Directive No.5/2017)	Indicators of compliance with the criteria in a given area	Self-assessment (Comments, percentages)
<p align="center">PEDAGOGICAL AREA</p>	<p>Quality and scope of teaching, guaranteeing subjects, introducing new teaching methods, innovating teaching, providing teaching with own teaching aids and materials or participating in their creation, contribution to the provision of teaching in a foreign language</p>	<p>1. quantitative indicators according to workload; 2. Qualitative assessment of the achievement of the criterion, including consideration of deficiencies (e.g. absence or repeated absence from teaching; possibly unjustified use of PhD students to provide teaching; significantly late arrivals; absence from tutorials; justified student complaints, etc.)</p>	<p><i>Comment (comment verbally, highlight your achievements or describe reasons for lower performance)</i></p> <hr/> <p><i>On the basis of the above verbal self-assessment, I propose the following percentages for the criterion (% fulfilment) quantitative and qualitative assessment</i></p> <p align="center">0%</p>
<p align="center">AREA OF DOCTORAL STUDIES</p>	<p>The work of the supervisor, guaranteeing the courses, the quality and scope of teaching, work in committees, referee reviews, etc.</p>	<p>1. quantitative indicators according to workload; 2. qualitative evaluation of the achievement of the criterion according to the share of teaching in the doctoral study programme, preparation of materials, doctoral seminars, etc.</p>	<p><i>Comment (comment verbally, highlight your achievements or describe reasons for lower performance)</i></p> <hr/> <p><i>On the basis of the above verbal self-assessment, I propose the following percentages for the criterion (% fulfilment) quantitative and qualitative assessment</i></p> <p align="center">0%</p>
<p align="center">RESEARCH AND PUBLICATIONS</p>	<p>Quality and quantity of results in science and research, preparation and solution of projects, grants, involvement in projects and grants, lectures outside the faculty, cooperation with foreign countries. In the area of publications, the items will be evaluated according to the breakdown in the IS with special emphasis on publications abroad outside the Slovak Republic.</p>	<p>1. quantitative indicators according to the number and structure of publications in the IS and the number of citations reported; 2. qualitative assessment according to the content of publications, level and prestige of the periodicals in which the evaluated person publishes; 3. evaluation of the number and quality of publications abroad (outside the Slovak Republic)</p>	<p align="center"><i>For commentary, see. Publication Evaluation Form - SELF-EVALUATION</i></p> <hr/> <p><i>On the basis of the above verbal self-assessment, I propose to rate the criterion with the following percentages (% fulfilment) quantitative and qualitative assessment</i></p> <p align="center">0%</p>
<p align="center">OTHER AREAS OF WORK FOR THE FACULTY</p>	<p>Administration of challenging faculty or other matters of importance to the faculty, involvement in other activities representing the faculty, including non-commercial activities developing collaboration with practice.</p>	<p>1. in particular the organization of conferences, seminars, sections, including participation in organizing and scientific committees; 2. membership of inter-university, university and faculty bodies; membership of editorial boards 3. other activities strengthening the reputation of the faculty</p>	<p><i>Comment (comment verbally, highlight your achievements or describe reasons for lower performance)</i></p> <hr/> <p><i>On the basis of the above verbal self-assessment, I propose to rate the criterion with the following percentages (% fulfilment) quantitative and qualitative assessment</i></p> <p align="center">0%</p>

Signature of the evaluated:

Date:

**Evaluation of academic staff of the Faculty of Arts (HEAD OF DEPARTMENT/ INSTITUTE)
for the evaluation period 1.2.2016 -
24.4.2019**

Rated:	<input type="text" value="0"/>	Positions:	<input type="text" value="0"/>
Evaluator:	<input type="text" value="0"/>	Positions:	<input type="text" value="0"/>

<i>Evaluation objectives (criteria, areas)</i>	<i>Evaluation criteria (see Dean's Measure No. 3/2010 and MU Directive No.5/2017)</i>	<i>Indicators of compliance with the criteria in a given area</i>	<i>Comments, data</i>
PEDAGOGICAL AREA	Quality and scope of teaching, guaranteeing subjects, introducing new teaching methods, innovating teaching, providing teaching with own teaching aids and materials or participating in their creation, contribution to the provision of teaching in a foreign language	1. quantitative indicators according to workload; 2. qualitative assessment of the achievement of the criterion, including consideration of shortcomings (e.g. absence or repeated absence from teaching; excessive or unjustified use of PhD students to provide teaching; significantly late arrivals; absence from tutorials; justified student complaints, etc.)	<i>Commentary (comment verbally, highlight achievements or describe reasons for lower performance employees)</i>
			<i>On the basis of the above verbal evaluation, I propose the following percentages for the criterion (% fulfilment) quantitative and qualitative assessment</i>
			0%
AREA OF DOCTORAL STUDIES	The work of the supervisor, guaranteeing the courses, the quality and scope of teaching, work in committees, referee reviews, etc.	1. quantitative indicators according to workload; 2. qualitative evaluation of the achievement of the criterion according to the share of teaching in the doctoral study programme, preparation of materials, doctoral seminars, etc.	<i>Commentary (comment verbally, highlight achievements or describe reasons for lower performance employees)</i>
			<i>On the basis of the above verbal evaluation, I propose the following percentages for the criterion (% fulfilment) quantitative and qualitative assessment</i>
			0%
RESEARCH AND PUBLICATIONS (evaluation will be carried out by internal faculty evaluators taking into account the 2017+ methodology)	Quality and quantity of results in science and research, submission of projects, grants, involvement in projects and grants, lectures outside the faculty, cooperation with foreign countries. In the area of publications, items will be evaluated according to the IS breakdown with special emphasis on publications abroad outside the Slovak Republic.	1. quantitative indicators according to the number and structure of publications in the IS and the number of citations reported; 2. qualitative criteria according to the content of publications, level and prestige of the periodicals in which the evaluated person publishes; 3. evaluation of the number and quality of publications abroad (outside the Slovak Republic).	This area is evaluated by an external evaluator
OTHER AREAS OF WORK FOR THE FACULTY	Administration of challenging faculty or other matters of importance to the faculty, involvement in other activities representing the faculty, including non-commercial activities developing collaboration with practice.	1. in particular the organization of conferences, seminars, sections, including participation in organizing and scientific committees; 2. membership of inter-university, university and faculty bodies; membership of editorial boards 3. other activities strengthening the reputation of the faculty	<i>Commentary (comment verbally, highlight achievements or describe reasons for lower performance employees)</i>
			<i>On the basis of the above verbal evaluation, I propose the following percentages for the criterion (% fulfilment) quantitative and qualitative assessment</i>
			0%

Indicate the specific reasons, if any, for extending the employment contract without a selection procedure (e.g., sponsoring a study programme, leading a project, managing a faculty body, etc.).

Signature of the evaluator:

Date :

**EVALUATION OF PUBLICATION ACTIVITIES of PrF Academic Staff
for the evaluation period 1.2.2016 - 24.4.2019**

Rated:

Positions:

Evaluator:

Positions:

Evaluation objectives (criteria, areas)			Comments, data
AREA OF PUBLISHING	3 most important publications of the employee being evaluated	1.	
		2.	
		3.	
			<i>On the basis of the above verbal self-assessment, I propose to assess the following percentages (% fulfilment) of quantitative and qualitative assessment for the criterion</i>
			0%

Signature of the

Date:

**Evaluation of publication activities of academic staff of the Faculty of Arts (EXTERNAL EVALUATOR)
for the evaluation period 1.2.2016 - 24.4.2019**

Rated:

0

Positions: 0

Area of evaluation	Rated publications		Evaluation criterion	Scale for evaluating the criterion	Aggregate rating in % incl. hundredth comment
AREA OF PUBLISHING	3 most important publications of the employee being evaluated	1.	Quality in the field of publication of the staff member being evaluated	<p align="center">A = excellent > 85%</p> <p>Excellent results; above-average ability to write professional texts that cover the given issue in a comprehensive way and use a large number of sources; ability to stand up to the broadest interdisciplinary comparison; excellent publications in prestigious domestic and foreign peer-reviewed journals</p>	<p><i>On the basis of the above verbal evaluation, they propose to rate the publication area with the following percentages (% fulfilment) quantitative and qualitative assessment</i></p> <p align="center">0%</p>
		<p align="center">B = very good 74-84%</p> <p>Very good results; above-average ability to write professional texts that cover the subject very well and use a large number of sources; ability to stand up to Central European comparison; very good publications in domestic and foreign peer-reviewed journals</p>		<p align="center"><i>Comment (comment verbally on the quantity and quality of the employee's work for the publication area)</i></p>	
		2.		<p align="center">C = well 64-73%</p> <p>Good results; average ability to write scholarly texts that analyze the subject matter in an average way and use a standard amount of sources; ability to stand up to national comparison; good publications in relevant domestic journals</p>	
		<p align="center">D = satisfactory 56 - 63%</p> <p>Satisfactory results; slightly below average ability to write professional texts; number of sources, ability to combine them and to analyse and synthesise them is slightly below average; publications tend to be in unreviewed periodicals or proceedings; the candidate is slightly behind in comparison with the national assessment</p>			
		3.		<p align="center">E = satisfactory 51 - 55%</p> <p>Satisfactory results; below average ability to write professional texts, the nature of which is more at the level of descriptive texts; results lack the ability to analyse and synthesise at an academic level; deficiencies in the area of interpretive and argumentative methods; publications rather in unreviewed periodicals; the candidate lags behind in the national evaluation</p>	
		<p align="center">F = unsatisfactory <50%</p> <p>Unsatisfactory results; significantly below average ability to write scientific texts, the nature of which is insufficient in terms of the level of university scientific work; results significantly lack the ability to analyse and synthesise; significant deficiencies in the area of interpretation and argumentation methods; publications in unreviewed periodicals; significantly low number of publications; the candidate significantly lags behind in the national evaluation</p>			

Date:

**Evaluation of PrF Academic Staff
Summary of the evaluation interview**

Rated: 0

Positions: 0

Evaluator 0

Positions: 0

Members of the
Commission

Working
positions:

Basic instructions:

The final summary is completed by the committee. The evaluated person can comment on it if he/she wishes. This evaluation is the basis for the management of the MU Faculty of Law when deciding on the extension of the evaluated person's employment. The evaluation is not intended to set further career goals and development. These will be set out in a separate document depending on the extension of the employment relationship.

Here, the Panel will indicate the overall result of the percentage rating and give a brief verbal justification of its position regarding the extension of the appraisee's employment.

Special reasons for extending the contract without a selection procedure (e.g. sponsorship of a study programme, projects linked to the person being evaluated, etc.)

Signature of
the committee
member:

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Date:

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Signature of the
committee
member:

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Date:

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Signature of
the committee
member:

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Date:

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Signature of the
committee
member:

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Date:

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Evaluator's
signature:

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Date:

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Space for the evaluator to express:

Signature of
the evaluated:

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Date:

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