Ken Walker International University

Evaluation Rule for Scientific-Research and Academic Activities of the Personnel

Approved by the order #0221-11 of Rector, dated February 10, 2021.

2021

1. General Regulations

1.1. This document defines the mechanisms and procedures for evaluating the academic, scientific-research, and clinical performance of academic and invited personnel at Ken Walker International University llc (hereinafter referred to as the University) (including requirements and productivity indicators).

1.2. The implementation of the mechanisms and evaluations provided in this document shall be coordinated by the University's Quality Assurance Office in accordance with the rules provided in the same document

1.3. The University's Quality Assurance Office carries out the evaluations defined by this document in accordance with the principles of transparency, objectivity and the specifics of its work (PDCA - P (plan) ; D (do); C (check); A (act)) .

1.4. This document has been developed as a result of close collaboration and in the context of active consultations and coordination among the University's Quality Assurance Office, the International Education, Strategic Development, Human Resources Office, the Medical Education and Science Development Service units. The document has been elaborated taking into consideration the current situational analysis at the initial stage of development of the institution and is focused on future progress.

2. Procedures and Criteria for Conducting Evaluation

2.1. The Quality Assurance Office annually evaluates the scientific-research and academic activities of the personnel in coordination with the Medical Education and Science Development Service and the International Relations, Strategic Development and Human Resources Office units.

2.1.1. In order to carry out evaluations, the Quality Assurance Office:

2.1.2. Develops a self-assessment questionnaire about the activities carried out by the academic personnel;

2.1.3. Develops questionnaire forms and surveys students and personnel regarding their participation in academic and research activities.

2.1.4. Checks personnel involvement in academic and research activities

2.1.5. Checks the internationalization quality of researches conducted by academic and invited personnel

2.1.6. Studies the involvement of young cadres in academic activities and research projects (including the involvement of students in research projects)

2.1.7. Examines funding statistics for research activities

2.2. In order to guarantee the objectivity and transparency of the evaluation of personnel's scientific-research and academic activities, the score evaluation of the requirements set by the University in accordance with Annex 1 and Annex 2 is carried out by the Faculty/Educational Department. Statistical data is submitted to the Quality Assurance Office for further discussion.

2.3. Evaluation of academic and invited personnel includes:

2.3.1. The results of evaluation of scientific-research activities of academic and invited personnel, which is carried out by the Faculty through questionnaires developed by the Quality Assurance Office, self-assasement, evidence presentation (Appendix #2 - Evaluation Indicators for Academic Productivity I of Academic and Invited Personnel), are sent to the Quality Assurance Office for further consideration;

2.3.2. Semester evaluation of the academic performance of academic and invited personnel by the parties involved in the process (using appropriate questionnaires: Appendix #3 - Evaluation of Academic and Invited Personnel f by the Head of the Program, Annex# 4 -Evaluation of academic and invited personnel by the Student);

2.3.3. Evaluation of clinical performance carried out by the faculty towards the personnel employed in clinical directions and involves the evaluation of the clinical workload of the personnel in the medical-diagnostic facilities, with the presentation of relevant evidences. The evaluation results will be submitted to the Quality Assurance Office for further discussion;

2.3.4. Evaluation of academic and invited personnel activity, which includes the evaluation of professional and social activities in community development;

3. Feedback on to Evaluation Results

3.1. The Quality Assurance Office analyzes the evaluation results , determines compliance with the requirements set by the University, prepares a report and submits it to the faculty and academic councils.

3.2. After consideration by the Faculty Council , the University Representative Body - the Academic Council - reviews and approves the incentive form for the candidate with the highest score identified in the ranking (1-3 candidates).

3.3. The Quality Assurance Office, in coordination with the Human Resources Management Manager, develops a plan for academic and invited personnel development. Develops and submits recommendations to the Academic Council and to the relevant structural unit / entity.

Defined Scientific-Research and Academic Activity Requirements for the Personnel :

1. For an Affiliated Professor academic position - in means of professional development via scientific-research activities at least 50 points must be collected per year.
2. For a Professor academic position - n means of professional development via scientific-research activities at least 40 points must be collected per year.
3. For an Affiliated Associated Professor academic position - at least 40 points per year.
4. For an Associated Professor academic position - at least 30 points per year.
5. For an Affiliated Assistant-Professor academic poition - at least 30 points per year.
6. For an Assistant-Professor acadmic position - at least 25 points per year.
7. For an Affiliated Assistant academic position - at least 20 points per year
8. For an Assistant academic position - at least 15 points per year
9. If the academic personnel is selected regarding his/her professional features, at least 40% of the academic position's relevant requirements must be satisfied. The activity defined in this rule can be changed with 5%.

Scientific Productivity Evaluation Indicators for Academic and Invited Personnel

#	Academic Personnel Activity		Points for Activity	Points Gathered by the Personnel
1	Publication	In High-Impact Journal	40 Points	
		Other Referable Journals	15 Points	
2	Participation in Internationa Coneferences	Poster Presentation	15 Points	
		Oral Presentation	20 Points	
3	Participation in Local Coneferences	Poster Presentation	5 Points	
		Oral Presentation	10 Points	
4	Participation in local work meeting, trainings, seminars and etc.	Attendance	5 Points	
		Organizing / Delivering	10 Points	
5	Participation in International work meeting, trainings, seminars and etc.	Attendance	10 Points	
		Organizing / Delivering	25 Points	
6	Participation in Grant Projects	Leading	30 Points	
		Participation	20 Points	
7	Participation in University's Internal Grant Projects	Leading	15 Points	
		Participation	10 Points	
8	Publishing Monography/Textbook		30 Points	
9	Participation in Publishing High-Impact Journal	Editor	20 Points	
10		Reviewer, Member of Editorial Board	10 Points	

11	Participation in Publishing other Journal	Editor	10 Points	
		Reviewer, Member of Editorial	5 Points	
12	Textbook/Monography Review		10 Points	
13	Supervision of Student Conferences and theses. (not mora than 3 students)		10 Points	
14	and others	The point wage is defined by the Quality Assurance Office in commission rule and commission includes: the Head of the Program, Representative of Educational Department, Academic Personnel, Representative of the Quality Assurance Office, and field expert if needed		

Academic and Invited Personnel Evaluation by the Head of the Program

The Full Name of Educational Program Conductor : _____ _____

☐ Invited Personnel   ☐ Academic Personnel

	Please select only 1 option from 4 possible answers				
	1 - Very Bad, 2 - Bad, 3 - Neutral, 4 - Good, 5 - Very Good				
	1	2	3	4	5
Collaboration in means of creating/updated learning course(s)					
Conducting the learning course according the syllabus (Applying relevant teaching-learning and assessment methods in means of implementing course's goals and considering their compliance with the content)					
Cooperation with conductors of integrated courses in the frame of common view on program development					
Professional commitment in program development: attending working meetings, responding to (e)mails and etc.					

Academic and Invited Personnel Evaluation by the Student

The Name of the Learning Cours :   ---

The Conducto of the Learning Course --

#	Pleases mark only 1 option from 2 possible answers	Yes	No
	Did the course conductor introduce you to the learning course requirements and the syllabus in the beginning, or not?		
	Did the course conductor introduce you to the student assessment criteria, or not?		
	Are the lectures adequate to the learning course content, or not?		
	Did the course conductor wake the interest towards the course, or not?		
	Is the allocated time spent rationally, or not?		
	Did the course conductor introduce you to the existing lates information and is he/she aware of current problems, or not?		
	Are various, modern teaching methods applied by the course conductor, or not?		
	Did the conductor promote your reasoning and analytical judgment skills, or not?		
	Were the audio-video resources used effectively, or not? (vido projector, computer, and etc)?		
	Was the recommended literature accessible, or not?		
	How objectivily is student's knowledge assessed during the semester by the course conductor?		
	Does the course conductor have a positive attitude towards the student, or not?		
	Does the course conductor establish effective contact with the audience, or not?		
	As a rule, the course conductor is not late on lectures		
	Is it possible to get the consultancy about an interesting topic from the course conductor, or not?		
	Would you like to attend another lecture course conducted by the same conductor, or not?		

		Very Hard	Hard	Middle	Easy	Prefer not to say
	Please, mark the difficulty level of the course					