

**GUIDE TO ACADEMIC TEACHERS EVALUATION –
INFORMATION CONCERNING FILLING IN THE FORM OF JU ACADEMIC
TEACHER INTERIM EVALUATION – EDUCATIONAL POSITIONS**

CONTENTS:

INTRODUCTION	2
EVALUATION SCHEDULE	2
EVALUATION RULES	2
PERSONAL DATA	5
A. EDUCATIONAL ACTIVITY	6
A1. Educational projects management and participation in educational projects	6
A2. Delivered courses and participation in the process of acquiring diplomas by students	7
A3. Participation in educational offer and education quality improvement	7
A4.* Research on academic teaching and dissemination of its results (including educational publications) .	8
A5. Results of academic teacher assessment by students and PhD candidates.....	8
A6. International cooperation as regards educational activity	11
A7. Awards and distinctions for educational activity	11
B. ORGANISATIONAL ACTIVITY	12
C. RESEARCH ACTIVITY*	13
D. DECORATIONS, AWARDS, DISTINCTIONS	13
E. OBSERVANCE OF COPYRIGHT AND RELATED RIGHTS, AS WELL AS INDUSTRIAL PROPOERTY RIGHTS.....	13
ATTACHMENT A.....	14
REMARKS	15
Data update procedure – responsible units/persons	16

INTRODUCTION

In accordance with § 128 of the act Law on higher education and science an academic teacher is subject to interim evaluation, particularly as regards proper performance of duties resulting from Article 115 of the aforementioned act as well as observance of provisions concerning copyright an related rights law and industrial property law. Submitting to periodic evaluation is a fundamental right and duty of an academic staff member.

In the Jagiellonian University criteria for academic teachers evaluation as well as rules for conducting evaluation are determined by Order No. 28 of the Rector of the Jagiellonian University of 27th March 2025 on the announcement of the consolidated text of Order No. 1 of the Rector of the Jagiellonian University of 4th January 2021 on the periodic evaluation of the Jagiellonian University academic teachers.

EVALUATION SCHEDULE

The evaluation schedule at the Jagiellonian University is regulated by the above-mentioned order and presents as follows:

- 1) by 31st March academic teachers who are evaluated receive periodic evaluation forms;
- 2) by 15th April academic teachers who are evaluated forward periodic evaluation forms to the relevant evaluation commission;
- 3) by 23th May evaluation commission shall conduct evaluations and make their results available to academic teachers in the manner established at the Jagiellonian University;
- 4) by 6th June, each academic staff member is is obliged to become acquainted of the periodic evaluation and confirm this fact in the manner determined at the Jagiellonian University;
- 5) by 27th June evaluation commissions shall issue opinions on appeals;
- 6) by 30th June, the forms for periodic evaluations of academic teachers should be forwarded directly to the Centre for Human Resources or the Personnel Affairs Center CM, respectively.

Rector of the Jagiellonian University shall examine appeals against the periodic evaluation not later than till 30th September.

Periodic evaluation form should be signed personally or with qualified signature which shall be treated as equal with personal signature.

EVALUATION RULES

Academic teachers employed on the basis of contract of employment as well as on the basis of appointment shall be evaluated. Evaluation form is prepared as regards employees' group.

Academic teachers who are subject to evaluation receive periodic evaluation forms in the electronic form.

Academic teacher is obliged to fill in the evaluation form and file it to their immediate superior and then to the evaluation commission.

Evaluation of an academic teacher employed on the basis of contract of employment shall cover the period from 01.01.2021 to 31.12.2024 or from the last evaluation to 31.12.2024.

The periodic evaluation is performed mandatorily not less frequently than every four years of employment as an academic teacher.

An academic teacher may be evaluated provided that the time of employment is longer than 12 months.

Periodic evaluation may be as well additionally performed upon the JU Rector's motion, including the initiative of a dean or head of university-wide units.

Periodic evaluation is also performed in order to meet the requirement for employment of an academic staff member without a selection procedure, as stipulated in Article 117, paragraph 3 of the Act.

Should an academic teacher receive negative evaluation result, another evaluation shall be performed not sooner than after a year from the end of the previous evaluation.

The date of completion of the previous evaluation shall be understood as the date on which the academic staff member became acquainted with the evaluation of the evaluation commission, and in the case of an appeal - the date on which the UJ Rector made a decision.

When an academic staff member is absent from work due to:

1) being on:

(a) leave related to parenthood, as defined in the provisions of Section Eight of the Act of June 26 1974 r. - Labor Code,

b) leave for health reasons,

c) unpaid leave of at least 3 months continuously,

2) serving:

(a) military service,

b) substitute service,

3) receiving:

(a) sickness benefit for an uninterrupted period of at least 3 months,

b) rehabilitation benefit in connection with inability to work, including due to illness requiring medical rehabilitation

- the deadline for periodic evaluation shall be extended by the time of such absence.

Academic teachers who use the aforementioned absences are obliged to be evaluated once the reason for absence no longer applies. Within the period of absence duration the form should not be submitted.

Evaluation scale includes five grades, where:

A– outstanding grade;

B– very good grade;

C– good grade;

D– requiring improvement grade;

E – negative grade.

Positive grades are those from A to D, negative grade is E grade.

The entry point for starting the evaluation of individual activities in the periodic evaluation of an academic staff member who fulfills his duties and meets the basic requirements of the position is a good grade - C.

Evaluation commission prepares a joint evaluation grade as well as grade concerning particular types of academic teachers activity.

In the case of educational staff evaluation covers educational activity and organisational activity. Negative evaluation of educational activity involves negative joint evaluation grade.

The final grade includes information concerning partial grades as well as joint grade. Each decision concerning evaluation grade requires a written justification pointing the major reasons for evaluation commission decision. Both an employee and their supervisors become acquainted with periodic evaluation results.

The generated periodic evaluation form contains data extracted from SAP HR and USOS as well as other information systems and it must be verified by academic teacher to whom it applies.

Sections of the form filled in automatically are marked with grey and blue colours, whereas boxes which must be filled in by an employee are marked with grey and green colours.

Should you have any questions or doubts as regards data in the evaluation form please contact units responsible for data in particular sections of the form (table at the end of the Guide).

PERSONAL DATA

PERSONAL DATA	
Name and surname	
Date of birth	
Date of employment commencement at the JU/JU MC	
Institute/Chair/Clinic/Department	
Current position	
Current work time	
Date of employment in the current position	
Date of the degree of doktor conferment	
Date of the degree of doktor habilitowany conferment	
Date of the title of professor conferment	
Current basic place of employment	
Professional specialisations	

Date of employment commencement at the JU/JU MC – date of the last employment at the JU (Section automatically filled in allows making alterations. Please note in the case of intervals in employment.)

Professional specialisations – specialisations within the field corresponding with the type and scope of providing healthcare services.

If within the period of evaluation there were any changes in work time, position or there were interruptions in employment – please, indicate such circumstances pointing time periods referring to these changes (from-to).

Verify the evaluation period and any changes in full-time, position or breaks in employment.

I. Absences pointed in Article 128 (2) of the act Law on higher education and science	
Type of absence	Duration of absence

Absences lasting longer than three month in the JU/JU MC:

II. Other absences	
Type of absence	Duration of absence

Types of absences:

I. **Absences indicated in Article 128(2) of the act Law on higher education and science:** leave for health reasons, maternity leave, leave on maternity leave conditions, parental leave, paternity leave, parental leave, period of military service or substitute service, unpaid leave, sick pay lasting continuously for at least 3 months, rehabilitation benefit in connection with inability to work, including due to illness requiring medical rehabilitation

II. **Other absences:**

Other absences exceeding 3 months for reasons other than those indicated in point I.

A. EDUCATIONAL ACTIVITY

A1. Educational projects management and participation in educational projects

A1. Educational projects management and participation in educational projects							
<i>Please indicate the number of executed and completed research projects within the period covered by the evaluation</i>							
Type of activity	Name of programme	Financing institution	Period of execution	No. of contract/decision	Project title	The amount of funding granted to the JU (PLN)	Role in the project Manager/ Contractor
Projects financed from national sources							
Projects financed from foreign sources							
Projects financed from structural funds							

The table presents research projects performed within the evaluation period in which the Jagiellonian University is a party to the project funding agreement. The listing includes both projects performed solely by the Jagiellonian University and projects in partnership, in which the Jagiellonian University acts as a project leader or partner.

The projects are presented in chronological order, according to the period of their implementation in individual groups established according to the source of financing. Projects financed by national, foreign and structural funds have been distinguished.

Participation in research projects, including fellowships, internships, conducted individually (i.e., those in which the Jagiellonian University does not act as a party to the project funding agreement), in which employees of the Jagiellonian University participate can be included and described in the section below:

What other aspects of your educational activity would you like to consider in the evaluation form, including educational projects executed in other places than the JU?

Information and data on ongoing research projects can be acquired from the Research Support Center (mirka.raczka@uj.edu.pl, anna.franczak-bucka@uj.edu.pl)

A2. Delivered courses and participation in the process of acquiring diplomas by students

A2. Delivered courses and participation in the process of acquiring diplomas by students				
Courses delivered in the academic year	Number of hours			
Assessment period				
1. Magister/licencjat seminars				
2. Lectures				
3. Lectures				
4. Other, e.g. laboratories				
Sum:				

Data filled in automatically from SAP HR system after data transfer from the USOS system.

In the case of JU Medical College the system provides only summary number of hours. Remaining boxes should be filled in by academic teacher on the basis of data collected in the USOS system – settlement of hours performance.

A3. Participation in educational offer and education quality improvement

A3. Participation in educational offer and education quality improvement	Number of hours
1. Appliance of innovative educational methods as well as verification of learning outcomes	
2. Elaboration of new educational solutions	
3. What other aspects related to educational offer and education quality improvement would you like to consider in evaluation?	

A4.* Research on academic teaching and dissemination of its results (including educational publications)

Educational publications	
<i>Please attach list of publication for the period covered by evaluation</i>	
Type	Number
1. Textbook	
2. Scripts	
3. Chapter in textbook/script	
4. Other educational recourses (e.g. instructions to classes, computer programmes, test exams, online courses materials, educational films, running scientific and educational blogs)	
Research on academic teaching and dissemination of their results - other than in the section on teaching publications	
* applies to professors, university professors, assistant professors	

Textbooks, scripts, chapter in textbook/script – boxes filled in on the basis of data from the JU Repository in educational publications collection.

A5. Results of academic teacher assessment by students and PhD candidates

A5. Results of academic teacher assessment by students and PhD candidates								
Assessment period	Number of courses	Number of assessing persons	Number of persons signed to courses	Percentage of assessing persons	Number of points/Descriptive category	Comparing category	Mean points result for the JU	Mean points result for the unit

Assessment of courses is performed in the form of electronic survey provided to students and PhD candidates via USOSweb system at the end of each semester (except for the continuous survey at the Faculty of Medicine). All students and PhD candidates who attended a given course (according to data registered in USOSweb) are entitled to assess the course delivered by a staff member. The questionnaire involves five questions as regards general university matters, questions concerning types of courses defined by particular units as well as three open questions. Result which constitutes a part of staff member interim evaluation is counted on the basis of five questions regarding general university matters. Current rules for the survey organisation, method of analysis of the acquired data

as well as basic definitions are stated by Regulation no. 7 of the JU Rector of 14th January 2015 on introduction of Rules for the courses assessment survey system (https://jakosc.uj.edu.pl/documents/1609422/2392585/zarz_7_2015_regulamin_ozd.pdf).

Information acquired from students surveys can be found in the section 'B6. Information concerning results of students and PhD candidates survey' of the academic teacher evaluation form. Results are presented separately for each assessment period, i.e. separately for each academic year. In subsequent there is the following data:

Number of courses: number of all courses delivered by a staff member.

Number of assessing persons: information concerning the total number of surveys filled in by students who attended courses delivered by the staff member.

Number of persons signed to courses: information concerning the total number of students who, according to USOSweb, were signed to courses delivered by the given staff member.

Percentage of assessing persons: relation of the number of surveys to the number of persons signed to courses. [The higher the number in boxes 'number of assessing persons' and 'percentage of assessing persons' the greater the certainty that the result acquired in surveys provides correctly reflects the method of delivering courses by the academic teacher].

Number of points/descriptive category: in the attachment to the Rules there is the algorithm providing the method of converting answers to particular questions to a summary result which can be placed within the range from 0 to 100 points. The following formula describes the conversion:

$$PKT = 100 \frac{\bar{s}_5 - s_{min}}{s_{max} - s_{min}}$$

where: $\bar{s}_5$ means average grade for general university questions

s_{min} means minimum of the scale of the primary assessment i.e. 1

s_{max} means maximum of the assessment scale i.e. 5

The point value acquired by the staff member, with reference to all courses delivered by this staff member, constitutes the result for the assessment cycle.

Sten/Comparing category – result acquired by an individual staff member does not provide a direct information on the way students assess their method of delivering courses in relation to courses delivered by other academic teachers. In order to enable such comparison point results were converted to a 10-degree sten scale. It is created by ordering results of all full-time JU staff members from the lowest to the highest, and then dividing the summary pool in accordance with the frequency of particular results appearance. The most common median results come to 5 and 6 sten. Persons assessed significantly lower than most of other staff members are placed in lower stens, whereas persons assessed significantly higher than most of other staff members – in higher stens. Stens are the basis for assigning staff members to particular comparing categories in accordance with the table 1. For the reason that staff members points distribution is not a normal distribution, the sten scale is applied by accumulated percent, i.e. the 'scoring' method.

Tabela 1. Accumulated percent and relevant sten.

Accumulated percent	Sten	Comparing category
0% - 2%	1	significantly below average
2% - 7%	2	significantly below average
7% - 16%	3	below average
16% - 31%	4	below average
31% - 50%	5	university average
50% - 69%	6	university average
69% - 84%	7	above average
84% - 93%	8	above average
93% - 98%	9	significantly above average
98% - 100%	10	significantly above average

Table 2. Exemplary point range for the academic year 2017/2018 together with stens assignment.

Sten	Points in 2017/2018	Comparing category
1	from 1 to 51	significantly below average
2	from 52 to 70	significantly below average
3	from 71 to 79	below average
4	from 80 to 86	below average
5	from 87 to 91	university average
6	from 92 to 94	university average
7	from 95 to do 97	above average
8	from 98 to 99	above average
9	-	significantly above average
10	100	significantly above average

Generally, overrepresentation of person with maximum number of points, which causes skewness of distribution, contributes to the fact that the last tenth sten, which should include 2% of population and be placed between 99 and 100 points, covers only the maximum result.

Average point result for the JU: arithmetical mean of point results acquired by all persons delivering courses at the JU in the given academic cycle.

Average point result for the unit: arithmetical mean of point results acquired by all staff members of a faculty or other unit in the given academic cycle.

Full results of the Courses Assessment together with comments are available for the university staff members in the USOSweb, bookmark 'Wyniki ankiet' (Survey results).

Detailed information concerning rules for conducting Courses Assessment as well as other surveys as regards education quality can be found on: <https://jakosc.uj.edu.pl>.

A6. International cooperation as regards educational activity

B4. International cooperation as regards educational activity	Liczba
1. Delivering courses within international programmes and agreements	
2. What other aspects related to international cooperation as regards educational activity would you like to consider in the evaluation?	

Delivering courses within international programmes and agreements – the number of journeys abroad for educational purposes; (information can be acquired from the Department of International Relations, e-mail: katarzyna.dziwirek@uj.edu.pl).

A7. Awards and distinctions for educational activity

A7. Awards and distinctions for educational activity

In the JU Medical College in the SAP HR system awards are registered without determining the type of awarded activity. All awards within the evaluation period were entered in the table 'DECORATIONS, AWARDS, DISTINCTIONS'. Please make sure to enter awards in relevant sections of the form: Award for research activity/educational activity/organisational activity.

A8. Other* What other aspects of educational activity, including activity in other places than the JU, would you like to consider?
Educational achievements within the evaluation period (e.g. position of the auxiliary supervisor in a completed doctoral assessment process, joint publications with students or PhD candidates, award/distinction for diploma thesis written under supervision of academic teacher filing the report, medals/awards achieved in competitions by students prepared by academic teacher filing the report, delivering classes in a foreign higher education institution)
Other aspects of educational activity within the evaluation period (e.g. coordination/participation in works related to development of new study programme, post-diploma programmes, supervision of students' professional practices, being coordinator of Erasmus and MOST programmes, management/participation in works of bodies (at the level of University, faculty, institute) responsible for improvement of education quality, completion of educational form aiming at teaching skills development)

B. ORGANISATIONAL ACTIVITY

B1. Functions at the University	Period

Functions in the Jagiellonian University – as regards the evaluated period

B2. Organisational work for the Jagiellonian University/ Unit	Function
B3. Representing the University in works in favour of academic community / participation in works in favour of academic community (e.g. membership in PAN, PAU, RDN, PKA, RGNiSzW, editing academic journals, membership in international organisations, participation in works of PAN and PAU Committees)	
B4. Cooperation with social and economic environment	
B5. Awards and distinctions for organisational activity	

In the JU Medical College in the SAP HR system awards are registered without determining the type of awarded activity. All awards within the evaluation period were entered in the table 'DECORATIONS, AWARDS, DISTINCTIONS'. Please make sure to enter awards in relevant sections of the form: Award for research activity/educational activity/organisational activity.

B6. Other** What other aspects of organisational activity would you like to consider in the evaluation? E.g. social, state, regional activity, participation in self-governing and national authorities?

C. RESEARCH ACTIVITY*

C. RESEARCH ACTIVITY*	
I CONDUCT RESEARCH ACTIVITY (delete as applicable)	
YES	NO
<i>Please, write a short description of the type of activity as well as provide list of works published within the evaluated period</i>	
* additional information, which does not consist an evaluation criterion	

D. DECORATIONS, AWARDS, DISTINCTIONS

D. DECORATIONS, AWARDS, DISTINCTIONS

Decorations, awards and distinctions in the Jagiellonian University awarded within the evaluated period. In the JU Medical College in the SAP HR system awards are registered without determining the type of awarded activity. All awards within the evaluation period were entered in the table 'DECORATIONS, AWARDS, DISTINCTIONS'. Please make sure to enter awards in relevant sections of the form: Award for research activity/educational activity/organisational activity.

What other decorations, awards, distinctions would you like to indicate in the evaluation form?

E. OBSERVANCE OF COPYRIGHT AND RELATED RIGHTS, AS WELL AS INDUSTRIAL PROPOERTY RIGHTS

Having printed the form, academic teacher is obliged to sign the Statement.

OTHER PLACES OF EMPLOYMENT WITHIN THE PERIOD OF EVALUATION

OTHER PLACES OF EMPLOYMENT WITHIN THE PERIOD OF EVALUATION		
I. Additional employment outside the JU in employer conducting educational or scientific activity – in accordance with Article 125 of the act Law on higher education and science In the case of being employed in more than one employer within the period of evaluation, please fill the report separately for each employment..		
1. Name and address		
2. Date of employment		
3. Position and work time		
4. Organisational functions		
5. Type of employment	Appointment	Contract of employment
II. Business activity 1. Name and form of the conducted activity		
2. Date of commencement of conducting activity		
3. Date of termination/ suspension of conducting activity		

ATTACHMENT A

Scientific publications

Popular and science publications

Educational publications

Attachment A includes the list of a given author's publications filled in on the basis of information gathered in the JU Repository in the collection Bibliography of the JU Staff Members Publications.

The list of publications list of publications includes all the author's achievements within a given period. Regardless whether they count to the interim evaluation, e.g. publications with initial note 'REEDYCJA' (REEDITION) (another editions of publication) or FIRSTVIEW (publications accepted to be published and presented on the publishing house website but they wait to be published, which constitute the primary version of a journal), which are not taken into consideration in the interim evaluation.

REMARKS

REMARKS

Employee's additional remarks:

In the box 'Remarks' a staff member enters other achievements which they would like to present and which were not included in preceding pages of the form. A staff member may as well write a comment to sections filled in automatically in case of disagreeing with this content.

Data update procedure – responsible units/persons

Data update procedure – if a staff member finds a mistake in automatically generated data in the form, they should contact a responsible unit, according to the table below:

Persons/units responsible for particular sections of the form:

Section of the form	Responsible unit	Contact person
Personal Data	Human Resources Office	According to organisational units service: list of contact persons https://cso.uj.edu.pl/sprawy-kadrowe
	Human Resources Department, Personal Affairs Center MC	According to organisational units service: list of contact persons: https://csp.cm-uj.krakow.pl/pl/sekcje-i-zespoly/sekcja-ds-kadr-2/
A1. Projects management and participation in educational projects	Research Support Centre	Mirosława Rączka tel.: (+48) 12 663 38 41, e-mail: mirka.raczka@uj.edu.pl Anna Franczak-Bucka tel.: (+48) 12-63 38 93 e-mail: anna.franczak-bucka@uj.edu.pl
	Project Management Center MC	czp@uj.edu.pl , tel.: 12 433 27 88, +48 512 749 469
A2. Delivered courses and participation in the process of acquiring diplomas by students	Office of Staff and Faculty Training and Development	Monika Nowak tel.: (+48) 12 663 32 37 e-mail: monika1.nowak@uj.edu.pl Monika Pawlus tel.: (+48) 12 663 32 89 e-mail: monika.pawlus@uj.edu.pl Edyta Serwatka tel.: (+48) 12 663 32 36 e-mail: edyta.zajac@uj.edu.pl Aleksandra Haładus tel.: (+48) 12 663 32 59 e-mail: aleksandra.haladus@uj.edu.pl
	Teaching Load Team, Human Resources Department,, Personal Affairs Center MC	Monika Banduła, Dominika Kurek tel.: (+48) 12 370 43 63
A4. Research on academic teaching and dissemination of its results (including educational publications)	Digital Resources Department, Research Repositories Section, Jagiellonian Library	According to organisational units service: list of contact persons: https://ruj.uj.edu.pl/static/repository-administrators tel.: (+48) 12 663 35 89
A5. Results of academic teacher assessment by students and PhD candidates	Research Implementation Team, Teaching Support Center	Krzysztof Waniak tel.: +48532 081 457 e-mail: krzysztof.waniak@uj.edu.pl
B. Organisational activity (pkt. B1)	Human Resources Office	According to organisational units service: list of contact persons: https://cso.uj.edu.pl/sprawy-kadrowe
	Human Resources Department, Personal Affairs Center MC	According to organisational units service: list of contact persons: https://csp.cm-uj.krakow.pl/pl/sekcje-i-zespoly/sekcja-ds-kadr-2/

D. Decorations, awards, distinctions	Human Resources Office	According to organisational units service: list of contact persons: https://cso.uj.edu.pl/sprawy-kadrowe
	Human Resources Department, Personal Affairs Center MC	According to organisational units service: list of contact persons: https://csp.cm-uj.krakow.pl/pl/sekcje-i-zespoly/sekcja-ds-kadr-2/
Other places of employment	Human Resources Office	According to organisational units service: list of contact persons: https://cso.uj.edu.pl/sprawy-kadrowe
	Human Resources Department, Personal Affairs Center MC	According to organisational units service: list of contact persons: https://csp.cm-uj.krakow.pl/pl/sekcje-i-zespoly/sekcja-ds-kadr-2/
Attachement A	Digital Resources Department, Research Repositories Section, Jagiellonian Library	According to organisational units service: list of contact persons: https://ruj.uj.edu.pl/static/repository-administrators tel.: (+48) 12 663 35 89