

Resolution N46 of June 29, 2017 of the Academic Council of BSU

Annex N1

(codified with amendments/additions: N06-01/92
14.08.2019 and N06-01/61, 06.06.2023)

BSU academic and invited staff activity evaluation procedure

Article 1. General provisions

1. The purpose of this rule is to define the criteria for evaluating the activities (pedagogical, scientific and other university activities) of the academic and invited personnel (hereinafter "professor-teacher") implementing the study programmes of Batumi Shota Rustaveli State University (hereinafter "BSU"), a legal entity under public law, as well as the persons responsible for the assessment and the procedure for using the obtained results.

2. In accordance with this rule, personnel evaluation is carried out: (Amendment - N06-01/61, 06.06.2023)

2.1. Academic staff:

a) evaluation of pedagogical activities and other university activities - on the electronic portal - www.apa.bsu.edu.ge;

b) assessment of scientific-research capacity (except assistant) - on the electronic portal - www.portal.bsu.edu.ge/sa;

2.2. Evaluation of the pedagogical activity of the invited staff (teacher/senior teacher/academic/scientific staff/specialist invited from other educational and/or scientific institutions) - on the electronic portal - www.apa.bsu.edu.ge.

Article 2. Evaluation of pedagogical activities

1. The constituent components of the evaluation of the pedagogical activity of professors-teachers can be: a) involvement in the process of developing and perfecting the educational program (updating/perfecting the syllabi of the study courses, teaching materials - lecture/group work/lab work material and others); (Amendment - N06-01/92, 14.08.2019)

b) participation in the process of systematic updating and improvement of study courses syllabi; (Repealed - N06-01/92, 14.08.2019)

c) development, updating and improvement of study materials (lecture/workshop, assignment material and others);

d) preparation of imidterm and final exam material;

e) results of student satisfaction research (surveys);

f) the degree of transparency of the knowledge assessment system (students' awareness of the achieved results, shortcomings and ways of improvement);

g) statistical analysis of student evaluations (current, midterm, final);

h) results of interviewing students (the need is determined in the case provided for in paragraph 3 of this article);

i) monitoring of lectures/class work/practical/laboratory/other; k) counseling of students;

k) other academic activities (participation in various projects, internship, qualification improvement, etc.);

2. Taking into account the components of the first paragraph of this article, the evaluation of the pedagogical activity should be carried out in accordance with the fields of Appendix 1 of this rule, using the electronic portal operating in BSU (www.apa.bsu.edu.ge), including based on the employee's self-assessment. (Amendment - N06-01/92, 14.08.2019)
3. The need for "interviewing students" provided for in the first paragraph of this article is determined by the dean of the faculty and the head of the quality assurance service as a result of the evaluation of the following activities:
- a) preparation of midterm and final exam materials by professors;
 - b) student satisfaction research (surveys);
 - c) degree of transparency of the student knowledge assessment system;
 - d) statistical analysis of student evaluations (current, midterm, final);

Article 3. Evaluation of scientific and research activities (Amendment - N06-01/92, 14.08.2019)

1. Components of evaluation of scientific research activities are:
- 1.1. Scientific works/monograph/invention/patent (performance of activities provided for in any of the subsections listed below):
- a) Scientific work/monograph indexed in Web of Science or Scopus or ERIH PLUS (in humanitarian and social direction) or Google Scholar or other international databases;
 - b) Invention/patent registered in national or international patent organizations.
- 1.2. Participation in scientific events: theses/publications of scientific events indexed in Web of Science or Scopus or ERIH PLUS (in humanitarian and social direction) or Google Scholar or other international databases;
- 1.3. Participation in winning/funded scientific grant projects (international, national or university) and/or receiving a high grade (80% or more) in the relevant grant competition;
- 1.4. Other scientific activities: participation in the organization of scientific events or involvement of students in scientific projects or supervision of bachelor's/master's/doctoral theses or conducting scientific seminars or participation in student scientific conferences or membership of the editorial board of scientific publications or reviewing a master's/doctoral thesis or reviewing/editing a monograph or reviewing a scientific paper or expert services or involvement in international grant projects or others.
2. Scientific activity assessment procedures are:
- 2.1. Academic staff (except assistants) fill in the form of self-assessment of scientific activity on the electronic portal of BSU (www.portal.bsu.edu.ge/sa) (in accordance with Appendix N2 of this rule). (Amendment - N06-01/61, 06.06.2023)
- 2.2. Confirmation of the corresponding activity of each component of the employee's self-assessment by the persons responsible for the assessment (Scientific Research Service, Deputy Rector, Dean, Head of the Branch Department, Head of the Educational Program, Head of the Quality Assurance Service of the Faculty);
- 2.3. Based on the confirmation of the responsible person, evaluation of other scientific activity (assignment of points that does not depend on the quantitative indicator):
- a) participation in the organization of scientific events - 1 point;
 - b) Involvement of students in scientific projects - 1 point;
 - c) supervision of bachelor theses - 1 point;
 - d) supervision of master's theses - 2 points;
 - e) supervision of doctoral theses - 3 points; f) conducting scientific seminars - 2 points;

- f) involvement of students in scientific conferences - 1 point; h) membership of the editorial board of scientific publications - 2 points; g) reviewing/editing monograph - 3 points;
- k) reviewing the master's thesis - 1 point;
- h) reviewing the doctoral thesis - 2 points; m) reviewing a scientific paper - 2 points; n) expert services - 2 points;
- i) involvement in international grant projects - 2 points; p) other activity - 1 point;

3. Based on scientific activities and assigned points, the annual final assessment of the employee is determined as follows: (change - N06-01/61, 06.06.2023)

3.1. The rating "Higher" is assigned to a person who, according to the data of the last five years, meets the following requirements:

- a) has published a scientific paper with an impact factor (The Clarivate Analytics Impact Factor/Scopus Impact Factor) or Q1/Q2 in the Web of Science or Scopus international database in an indexed scientific journal or a scientific paper in a scientific journal of the humanitarian field indexed in the Web of Science or Scopus international database or a monograph indexed in the Web of Science or Scopus international database or a monograph in the humanitarian field in the direction of Georgian studies (in which the author published in a scientific journal indexed in the Web of Science or Scopus international database is cited/ author's article/articles) or has an invention/patent registered in international patent organizations;
- b) has participated in a scientific event whose abstracts/publications are indexed in Web of Science or Scopus or ERIH PLUS (in humanitarian and social direction) international databases;
- c) is the head/main executor of a funded scientific grant project or is a consultant of a funded Master's/PhD scientific grant project;
- d) has received at least 5 points in other scientific activities (from the activities mentioned in Clause 2.3 of Article 2 of this rule);

3.2. The rating "high" is assigned to a person who, according to the data of the last five years, meets the requirements of 3.1 of the same articles for the "highest" rating of the employee. the requirement provided for in clauses "a" or "c" or the following requirements:

- a) has published a scientific paper in a scientific journal indexed in the Web of Science or Scopus or ERIH PLUS (in the humanitarian and social direction) international database or a monograph indexed in the Google Scholar international database or a monograph in the humanitarian field in the direction of Georgian studies (which is cited in Google Scholar or in the scientific database indexed in the ERIH PLUS international database) article/articles of the author/authors published in the journal) or has an invention patent registered in the national patent organizations;
- b) has participated in a scientific event whose abstracts/publications are indexed in Web of Science or Scopus or Google Scholar or ERIH PLUS (in the humanitarian and social direction) international databases;
- c) is the head/executor of a scientific grant project submitted for financing with a high rating (80% and more);
- d) has received at least 5 points in other scientific activities (from the activities mentioned in Clause 2.3 of Article 2 of this rule);

3.3. The rating "good" is assigned to a person who, based on the data of the last five years, meets the criteria for rating the employee "high" in accordance with Article 3.2 of the same article. the requirement provided for in sub-paragraph "a" or the following requirements:

- a) has published a scientific paper in a scientific journal indexed in the Google Scholar international database;
- b) has participated in an international or national scientific event;
- c) has received at least 5 points in other scientific activities (from the activities mentioned in Clause 2.3 of Article 2 of this rule);

3.4. The grade "no grade" is assigned to a person who fails to meet 3.1 or 3.2 or 3.3 of Article 3 of this

rule. the requirements provided for in subsections

3. Based on scientific activities and assigned points, the annual final evaluation of the employee is determined as follows:

3.4. The rating "Higher" is assigned to a person who, according to the data of the last five years, meets the following requirements:

a) has published a scientific paper with an impact factor (The Clarivate Analytics Impact Factor/Scopus Impact Factor) or Q1/Q2 in a scientific journal indexed in the Web of Science or Scopus international database or a scientific paper in a humanitarian field indexed in the Web of Science or Scopus international database a monograph indexed in a scientific journal or in the Web of Science or Scopus international database or a monograph in the humanitarian field in the direction of Georgian studies (in which the article/articles of the author/authors published in a scientific journal indexed in the Web of Science or Scopus international database are cited) or has an invention/patent registered in international patent organizations;

b) has participated in a scientific event whose abstracts/publications are indexed in Web of Science or Scopus or ERIH PLUS (in humanitarian and social direction) international databases;

c) is the head/main executor of a funded scientific grant project or is a funded master's/doctoral scientific grant

Project consultant;

d) has received at least 5 points in other scientific activities (from the activities mentioned in Clause 2.3 of Article 2 of this rule);

3.4. The rating "high" is assigned to a person who, according to the data of the last five years, meets the requirements of 3.1 of the same articles for the "highest" rating of the employee. the requirement provided for in clauses "a" or "c" or the following requirements:

a) has published a scientific work in a scientific journal indexed in the Web of Science or Scopus or ERIH PLUS (in the humanitarian and social direction) international database or a monograph indexed in the Google Scholar international database or a monograph in the humanitarian field in the direction of Georgian studies (which is cited in Google Scholar or in the scientific database indexed in the ERIH PLUS international database) article/articles of the author/authors published in the journal) or has an invention/patent registered in national patent organizations;

b) has participated in a scientific event whose abstracts/publications are indexed in Web of Science or Scopus or Google Scholar or ERIH PLUS (in the humanitarian and social direction) international databases;

c) is the head/executor of a scientific grant project submitted for financing with a high rating (80% and more);

d) has received at least 5 points in other scientific activities (from the activities mentioned in Clause 2.3 of Article 2 of this rule);

3.5. The rating "good" is assigned to a person who, based on the data of the last five years, meets the criteria for rating the employee "high" in accordance with Article 3.2 of the same article. the requirement provided for in sub-paragraph "a" or the following requirements:

a) has published a scientific paper in a scientific journal indexed in the Google Scholar international database;

b) has participated in an international or national scientific event;

c) has received at least 5 points in other scientific activities (from the activities mentioned in Clause 2.3 of Article 2 of this rule);

3.6. The assessment "without assessment" is assigned to a person who cannot meet the requirements provided for in subsections 3.1 or 3.2 or 3.3 of Article 3 of this rule.

4. Academic staff (except assistants) must fill in the form of self-evaluation of scientific activity on the electronic portal (www.portal.bsu.edu.ge/sa) by May of each year, and the responsible persons must confirm each data displayed on the portal no later than June 30. On the basis of reflected and confirmed data, the final annual evaluation of personnel is reflected in the system as of July 1st. The data reflected by the delay of the established deadlines will not be taken into account in the final assessment of the current year.

(Amendment - N06-01/61, 06.06.2023)

5. The deputy rector of BSU and the head of the quality assurance service of BSU have the right to reflect scientific activity by academic staff on the electronic portal (www.portal.bsu.edu.ge/sa) and monitor data confirmed by responsible persons. The inaccuracy detected on the basis of monitoring can be corrected only by consensus, on the basis of which the evaluation of the employee can be changed (Amendment - N06-01/61, 06.06.2023)

Article 4. Evaluation of other university activities of academic staff

1. Other university activities include the activities to be performed by the academic staff according to the statutes, internal regulations and other legal acts of BSU, which are not provided for by this rule.
2. The components of evaluation of university activities provided for in this article may be: a) participation in faculty and university events; b) official and/or corporate responsibility; c) participation in meetings of the branch department;
d) participation in faculty council meetings;
e) participation in the sessions of the Dissertation Council;
f) participation in the meetings of the representative council and the academic council;
g) Participation in various university working groups/commissions.
3. Taking into account the components of paragraph 2 of this article, the assessment of other university activities should be carried out in accordance with the fields of Appendix N3 of this rule, using the electronic portal operating at BSU (www.apa.bsu.edu.ge), including based on the employee's self-assessment (amendment- N06 -01/92, 14.08.2019).

Article 5. Analysis of staff performance and incentive measures

1. Based on the evaluation analysis of academic and guest staff (guest professor, specialist, teacher, senior teacher) activities, the quality assurance service of the relevant faculty develops recommendations and submits the final report to the dean of the faculty and the quality assurance service of the university.
2. The quality assurance service of the university submits to the rector and the academic council the recommendations on the measures to be taken based on the information/material specified in the first paragraph of this article.
3. The dean of the faculty, in agreement with the quality assurance service of the university and the head of the administration, submits proposals to the rector of the university regarding the use of incentive measures provided for in the bylaws to the relevant staff representatives.

Article 6. Transitional Provisions (Addendum - N06-01/61, 06.06.2023)

1. For the purposes of evaluating the scientific activities of academic staff (except assistants) for the academic year 2022-2023, the data of the last five years should reflect the scientific activities carried out since January 1, 2018.

Appendix N1 of the "Rules for evaluating the activities of BSU academic and invited staff"

(Amendment - N06-01/92, 14.08.2019)

Assessment of pedagogical activities							
	Persons responsible for evaluation	higher	High	good	without evaluation	Confirmation	note
Involvement in the process of developing and perfecting the study programme	Dean						
	Head of the program:						
	Head of the Curriculum Committee:						
	Head of Quality Assurance Service						
Participation in the process of constant updating and improvement of the syllabuses of study courses	Head of Department						
	Head of Quality Assurance Service						
	Head of the program:						
Development, constant updating and improvement of study materials	Head of the program:						
	Head of Department						
	Head of Quality Assurance Service						
Preparation of midterm and final exam material	Head of the program:						
	Head of Department						
	Head of Quality Assurance Service						
Student Satisfaction Survey (surveys)	Dean						
	Head of Quality Assurance Service						
The degree of	Dean						

transparency of the knowledge assessment system (students' awareness of the achieved results, shortcomings and ways of improvement)	Head of Quality Assurance Service					
Student evaluations (current, midterm, final) The result of statistical analysis	Head of Quality Assurance Service					
Results of student interviews	Dean					
	Head of Quality Assurance Service					
Results of lectures/group work/practical/laboratory/other monitoring	Head of Department					
	Head of the program:					
	Head of Quality Assurance Service					
Student counseling	Dean					
	Head of Quality Assurance Service					
Other academic activities (in various projects)	Dean					
	Head of Quality Assurance Service					

Participation, internship, qualification improvement and other.							
Final evaluation	Dean						
	Head of Quality Assurance Service						

Professor's/Invited specialist's comment	
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"Appendix N2 of the BSU Academic and Visiting Staff Activity Evaluation Rule"
(amendment - N06-01/92, 14.08.2019 and N06-01/61, 06.06.2023)

Form of self-assessment of scientific activity of academic staff (except for assistants)

Evaluation components	Self-evaluation and validation	Persons responsible for verification	Note
Participation in scientific events		Dean	
		Head of Department	
		Scientific Research Service	
Scientific publications// invention/patent		Dean	
		Head of Department	
		Head of Quality Assurance Service	
		Scientific Research Service	
Winner/Sponsored		Dean	
Participation in scientific grant projects and/or		Head of Department	

receiving a high grade in the relevant grant competition, but not winning (80% of the maximum grade and more)		Head of Scientific Grant	
Other scientific activities:			
Participation in the organization of scientific events		Head of Department	
		Dean	
Involvement of students in scientific projects		Head of Department	
		Dean	
Supervision of the bachelor's thesis		Dean	
		Head of Department	
Supervision of master's theses		Dean	
		Head of Department	
Supervision of doctoral theses		Dean	
		Head of Department	
Conducting scientific seminars		Head of Department	
		Dean	
Involvement of students in scientific conferences		Dean	
		Head of Department	
Membership of the editorial board of scientific publications		Dean	
		Head of Department	
Reviewing/editing the monograph		Dean	
		Head of Department	

Master thesis review		Dean	
		Head of Department	
Doctoral thesis review		Head of Department	
		Dean	
Reviewing a scientific paper		Dean	
		Head of Department	
Expert services		Dean	
		Head of Department	
Involvement in international grant projects		Dean	
		Head of Department	
Others;		Dean	
		Head of Department	

Appendix 3 of the BSU Academic and Invited Staff Activity Evaluation Rule.
(Amendment- N06-01/92, 14.08.2019)

Evaluation of other university activities of academic staff							
	Persons responsible for evaluation	higher	High	good	without evaluation	Confirmation	note
Participation in faculty and university events	Dean						
Official responsibility	Dean						
Corporate Responsibility	Dean						
Participation in meetings of the field department	Head of Department						
Participation in the meetings of the faculty council	Dean						
Participation in the sessions of the Dissertation Council	Dean						

Participation in the meetings of the representative council and the academic council;	Administration						
Participation in various university working groups/commissions.	Administration						
Final evaluation	Dean						
	Head of Quality Assurance Service						
Academic person's comment							

Appendix 4 of the BSU Academic and Invited Staff Activity Evaluation Rule
Classification of scientific research products
(Repealed/removed - N06-01/92, 14.08.2019)