



# UNIVERSITY OF ECONOMICS IN BRATISLAVA

INTERNAL DIRECTIVE  
OF THE UNIVERSITY OF ECONOMICS IN BRATISLAVA

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## **Principles for Teacher Evaluation at the University of Economics in Bratislava**

2022

In accordance with Section 81 of the Labour Code and with the Employment Rules of the University of Economics in Bratislava and in consideration of Section 75 of Act No. 131/2002 on higher education institutions and on amendments and supplements of certain laws as amended (hereinafter also referred to as the "Higher Education Act"), the employer University of Economics in Bratislava (hereinafter also referred to as "EUBA" or the "University") is issuing this internal directive entitled Principles for Teacher Evaluation at the University of Economics in Bratislava (hereinafter also referred to as the "Directive").

## **Article 1**

### **Introductory Provisions**

- (1) This Directive sets out framework principles for teacher evaluation at the University of Economics in Bratislava.
- (2) By introducing this Directive, EUBA intends to regularly evaluate fulfilment of duties of all university teachers, i.e. those university teachers whose employment or post held is limited in time under Higher Education Act or under selection procedure as well as those university teachers whose employment has been established under previous regulations for an indefinite period of time and those university teachers who filled their positions under the Higher Education Act for the period until they reach the age of 70.
- (3) Regular evaluation of how university teachers perform their duties purports to enforce a system of wage differentiation depending on the quality of duty performance, to implement a benchmarking system for comparing individual teaching units within a faculty as well as within EUBA and to present, and provide special support to, high-quality university teachers whose evaluation results substantially contribute to obtaining funds for EUBA.
- (4) Basic duties of university teachers are determined by the Higher Education Act.
- (5) In line with Section 81 of the Labour Code and with Section 75 of the Higher Education Act, EUBA sets out as basic duties of a university teacher holding the position of an assistant professor, associate professor and full professor the fulfilment of duties which lay down performance standards in science, research and publication activities and which are specified in the current internal directive Detailed Specification of Professional Duties Concerning Publication and Research Activities of EUBA Employees in Full Professor's, Associate Professor's and Assistant Professor's Positions.

## **Article 2**

### **Lecturer and Assistant Evaluation**

- (1) Fulfilment of lecturers' and assistants' duties is evaluated in evaluation cycles. The evaluation cycle includes every whole academic year.
- (2) Lecturer and assistant evaluation includes only fulfilment of teaching duties as defined by the current internal directive governing evaluation of fulfilling a university teacher's teaching duties.
- (3) Evaluation of fulfilling lecturers' and assistants' duties is conducted invariably in September of the relevant calendar year for the past academic year.
- (4) Fulfilment of lecturers' and assistants' professional duties is evaluated by the head of the relevant department, or head of the university-wide teaching unit.

- (5) The head of the relevant department, or head of the university-wide teaching unit, evaluates overall teaching work and performance of an employee working as a lecturer or assistant and his/her fulfilment of the set teaching hours norm, in the presence of such employee and within the time limit as stipulated.
- (6) The head of the relevant department, or head of the university-wide teaching unit, draws up a separate written record of the professional assessment of each employee under evaluation, including specification of the head's opinion, tasks, measures and recommendations. The record shall be signed by the head of the relevant department, or head of the university-wide teaching unit, and the employee under evaluation.

### **Article 3**

#### **Evaluation of Assistant Professors, Associate Professors and Full Professors**

- (1) Fulfilment of assistant professors', associate professors' and full professors' duties is evaluated on a two-year evaluation cycle. The evaluation cycle covers the period of two calendar years following the last year of the previous evaluation.
- (2) Assistant professor, associate professor and full professor evaluation also includes fulfilment of teaching duties under the current internal directive governing evaluation of fulfilling a university teacher's teaching duties.
- (3) Evaluation of employees' fulfilment of duties is conducted invariably in June of the relevant calendar year in which the obligation to perform an evaluation arose.
- (4) As regards employees whose employment at EUBA commenced in the first half of the first calendar year under evaluation or who filled the position of an associate professor or full professor for the first time in the first half of the first calendar year under evaluation, the evaluation of such persons' fulfilment of duties shall be conducted for the entire two-year period under evaluation.
- (5) As regards employees whose employment at EUBA commenced in the second half of the first calendar year under evaluation or who filled the position of an associate professor or a full professor for the first time in the second half of the first calendar year under evaluation, the evaluation of such persons' fulfilment of duties shall only be conducted for the second year of the period under evaluation. The values provided in the detailed specification of professional duties shall in this case be divided by 2.
- (6) As regards employees whose employment at EUBA commenced in the second year under evaluation or who filled the position of an associate professor or a full professor in the second year under evaluation, the evaluation of such persons' fulfilment of duties shall not be conducted until the next evaluation cycle.
- (7) Evaluation of fulfilment of assistant professors', associate professors' and full professors' duties shall be conducted by an evaluation committee (hereinafter also referred to as the "Committee").
- (8) The Committee in respect of all employees referred to in paragraph 1 of this Article hereof is appointed by the dean of the relevant faculty, or the head of a university-wide teaching unit.
- (9) The Committee has three members.
- (10) The Committee Chair is usually the dean of the faculty, or the head of a university-wide teaching unit.
- (11) The faculty dean may appoint one of the vice-deans as the Committee Chair. The head of a university-wide teaching unit may appoint his/her deputy as the Committee Chair.

- (12) As regards evaluation of fulfilment of a faculty dean's duties, the Committee Chair is appointed by the academic senate chair of the relevant faculty. As regards evaluation of fulfilling the duties of the head of a university-wide teaching unit, the Committee Chair is appointed by the University Rector.
- (13) Members of a Faculty Committee are the vice-dean appointed by the faculty dean and the head of the relevant department where the employee under evaluation works. Committee members for a university-wide teaching unit are members of such unit appointed by its head.
- (14) The office of the Committee Secretary is performed by the faculty secretary, at a university-wide teaching unit by one of the Committee members appointed by the head of such unit. The Committee Secretary provides for organisational arrangements of the evaluation process.
- (15) The Committee Secretary shall request documents required for the evaluation of employees' fulfilment of duties from the employees under evaluation in advance, at the direction of the Committee Chair through heads of the relevant units. The Committee Secretary shall collect the documents and invite the employees for a personal interview before the Committee as instructed by the Committee Chair. The invitation must be made in writing, specifying the place and time for the personal interview.
- (16) The employee under evaluation submits particularly the following documents for the evaluation:
  - a) overview of his/her publication activities for the period under evaluation presented as an output from the Central Publications Registry of the Slovak Economic Library,
  - b) publication score as defined by the current detailed specification of professional duties,
  - c) overview of his/her research activities for the period under evaluation: project type, research project name, project period, position held in the project (principal investigator / co-investigator),
  - d) research activity score,
  - e) fulfilment of the teaching hours norm for the period under evaluation, confirmed by the head of the relevant unit.
- (17) At the direction of the Committee Chair, the Committee Secretary informs the remaining Committee members about the place and time where and when Committee members may familiarize themselves with the documentation of the employees under evaluation.
- (18) The Committee meeting is conducted by the Committee Chair.
- (19) The Committee, in the employee's presence, evaluates the documentation submitted and invites the employee to make a presentation and his/her personal assessment of his/her results in the areas under evaluation for the period evaluated.
- (20) In the case of a failure in the period under evaluation to meet the obligations provided in the detailed specification of professional duties, the dean of the relevant faculty, or the head of the university-wide teaching unit takes concrete measures for subsequent performance by setting tasks and recommendations. Specification of measures (tasks and recommendations) must be made in writing. Fulfilment of measures (tasks and recommendations) must be time-limited.
- (21) The Committee Secretary shall make a separate written record of the evaluation of each employee evaluated, specifying the Committee's opinion, tasks and recommendations. The written record shall be signed by the Committee Chair and the employee under evaluation.
- (22) At the end of the evaluations, the Committee Secretary shall make a summary report on the course of the evaluations, which must include signatures of all Committee members.

## **Article 4**

### **Follow-up of Tasks Resulting from Evaluations**

- (1) The head of the relevant department, or head of the university-wide teaching unit performs a follow-up of the tasks resulting from the lecturer and assistant evaluations as at 31 January of the academic year following the academic year under evaluation.
- (2) The dean of the relevant faculty, or head of the university-wide teaching unit performs a follow-up of the tasks resulting from assistant professor, associate professor and full professor evaluations not later than two months after the deadline set for the task performance.
- (3) The dean of the relevant faculty, or head of the university-wide teaching unit or any other person authorized by the same shall make a written record on the performance of the tasks and shall communicate it to the employee under evaluation.
- (4) In the case of a failure to carry out the tasks resulting from lecturer, assistant, associate professor and full professor evaluation, the faculty dean or head of the university-wide teaching unit shall proceed in accordance with the Labour Code provisions.

## **Article 5**

### **Transitional and Final Provisions**

- (1) Evaluation of fulfilment of university teachers' duties in relation to the detailed specification of professional duties, scheduled to be conducted in 2023, shall be executed in accordance with this Internal Directive and in conjunction with Internal Directive No. 1/2016 of 15 March 2016.
- (2) The next evaluation of fulfilment of university teachers' duties succeeding the 2023 evaluation will follow in 2026 in conjunction with Internal Directive No. 6/2022.
- (3) This Internal Directive shall become valid and effective on 1 January 2023.
- (4) Internal Directive No. 13/2015 shall expire and cease to have an effect upon completion of attestations planned to be carried out in 2023, but in any case, it shall expire and cease to have an effect no later than 30 November 2023.
- (5) Upon entry hereof into force and effect, Internal Directive No. 13/2015 shall expire and cease to have an effect.

Bratislava, on this 14<sup>th</sup> day of December 2022

prof. Ing. Ferdinand Daňo, PhD.

Rector