

KROK UNIVERSITY
PROCEDURE FOR DETERMINING THE RATING OF ACADEMIC AND
TEACHING STAFF OF KROK UNIVERSITY

*Translated into English from the official version
and approved by the Rector of KROK University on March 27, 2019*

1. GENERAL PROVISIONS

- 1.1. The Procedure for Determining the Rating of Academic and Teaching Staff of KROK University (hereinafter – the Procedure) defines the organization of implementation, calculation methodology, publication, and use of ratings of academic and teaching staff at KROK University (hereinafter – the University).
- 1.2. The Declaration on the Mission, Strategic Goals, Core Values, and Objectives of KROK University establishes the priority of “academic freedom rights of faculty members based on their high level of competence, trust in them, support for continuous professional and scientific growth, and protection of these rights from unlawful interference and obstacles.” These guarantees are intended to contribute to achieving the institution’s main objectives in terms of “effective and efficient management, improvement of the personnel management system (recruitment and selection of staff, professional development of managerial and academic staff, as well as educational support and technical personnel), aimed at ensuring the University’s proper competitiveness.”
- 1.3. The purpose of the faculty rating system is to assess their individual contribution to the University’s activities based on the results of performing core tasks, previous achievements, and the process of improvement.
- 1.4. The Procedure is developed on the basis of:
Part Two of Article 16 of the Law of Ukraine “On Higher Education”;
Standards and Guidelines for Quality Assurance in the European Higher Education Area;
Regulations on the Organization of the Educational Process;
Regulations on the Internal Quality Assurance System in Higher Education;
and the Statute of KROK University.
- 1.5. Academic and teaching staff subject to mandatory rating assessment include: department heads, professors, associate professors, senior lecturers, lecturers, and assistants (hereinafter – ATS).
- 1.6. Rating of ATS is an integral part of the internal quality assurance system of the educational process at the University and is carried out for the purpose of:
motivating ATS to improve the efficiency and effectiveness of their professional activities;
ensuring transparency and objectivity in evaluating the performance of both individual ATS and the University’s structural units as a whole;
fostering healthy competition among ATS and stimulating their professional activity;
supporting the transformation of the University into a world-class research-oriented higher education institution.
- 1.7. The main principles of the ATS rating system are:
completeness of information on ATS performance results, ensuring the formation of statistical and reporting documentation of relevant units;
formalized methodology that allows quantitative assessment of ATS work in key areas of activity and the creation of a University database for storing and

- processing rating data;
 optimization of the number of indicators that objectively characterize the performance of each rating participant;
 availability of an incentive system based on the value of the individual ATS rating.
- 1.8. ATS rating is conducted based on the results of annual evaluation of their activities using a point-based system, in accordance with the assessment standards defined by this Procedure.
 - 1.9. Information for rating is obtained through the collection of evaluation indicators by the University's structural units.
 - 1.10. The faculty rating system is continuously improved through the accumulation of necessary experience, organizational schemes, and statistical materials to create an effective methodology that will allow the main task to be fully accomplished.
 - 1.11. General administration of the rating process and overall analysis of the results is carried out by the First Vice-Rector of the University.
 - 1.12. The results of the rating serve as an information base for managerial decision-making and represent an important tool within the University's management system.
 - 1.13. The faculty rating is used when making decisions regarding remuneration conditions and professional development of employees. Based on the rating results, moral and/or material incentives may be applied to ATS.

2. RATING METHODOLOGY AND EVALUATION STANDARDS

- 2.1. The rating methodology is based on the annual evaluation of ATS activities related to the preparation of higher education students, conducting scientific research, and their contribution to the development of the University, i.e., assessment of: educational and methodological work, scientific and innovative work, and organizational and educational activities of ATS.
- 2.2. The ATS rating is determined as the sum of corresponding normalized points (from 0 to 1) for performing certain tasks and/or achieving results in relevant areas, taking into account weighting coefficients.
- 2.3. The list of work areas, units responsible for assigning points for each area, and weighting coefficients is defined in the following table:

| № | Indicator | Weight coefficient | Responsible |
|---|---------------------|--------------------|--|
| 1 | Student evaluation | 0,25 | Director of the Student Office |
| 2 | Employee evaluation | 0,15 | Vice-Rector for Scientific and Pedagogical Work (Corporate Management) |
| 3 | Science score | 0,10 | Vice-Rector for Scientific and Pedagogical Work (Corporate Management) |

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|---|---|------|---|
| 4 | Google Scholar - Publications in 5 years | 0,05 | Director of the Information Support Center |
| 5 | Google Scholar - Citations in 5 years | 0,10 | Director of the Information Support Center |
| 6 | Number of publications on KROK University website | 0,10 | Director of the Information Support Center |
| 7 | Using Moodle | 0,20 | Director of the distance learning center |
| 8 | Teaching in English | 0,05 | Head of the Department of Foreign Languages and General Education |

2.4. The weighting coefficients for evaluation may be revised. In case of changes, the new weighting coefficients are reviewed at a meeting of the Rectorate and approved by the First Vice-Rector of the University in agreement with the relevant Vice-Rectors. If no significant proposals or comments are submitted before the start of the new academic year, they are automatically approved for the next academic year.

3. PROCESS OF DETERMINING AND PUBLISHING ATS RATINGS

3.1. Rating of ATS is conducted annually during the summer break.

3.2. Those responsible for evaluation (according to Clause 2.3) publish the value of the corresponding primary indicator for each type of activity for each ATS – Π_i – by the end of the academic year.

3.3. Primary indicators are normalized according to the formula:

$$E_i = \frac{\Pi_i - \min(\Pi_i)}{\max(\Pi_i) - \min(\Pi_i)}, i = 1 \dots 8$$

3.4. Based on primary indicators, adjusted indicators, and coefficients, the rating score (RS) is calculated according to the formula:

$$P\Pi = \sum_{i=1}^8 E_i * K_i$$

3.5. Access to ATS rating lists in the module is granted to University officials for performing tasks in accordance with their functional responsibilities.

3.6. The results of ATS rating are discussed annually at a meeting of the University Rectorate and published on the University Portal.