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PERFORMANCE APPRAISAL REGULATION

The Steering Council of the Tempulli College, in full accordance with the Law on Higher Education in Kosovo, the Statute of the Tempulli College, the report of the KAA experts and good practices, and with the aim of creating a prosperous climate and ensuring quality, approved the regulation of the evaluation of the performance of the staff of the Tempulli College.

Article 1
Object

The purpose of the regulation is to regulate the assessment of the performance of the academic staff based on the planning of the staff's activities, in the assessment made by the students for the professor at the end of a discipline, as well as in the internal self-assessment developed by the Office for Quality Assurance , at Tempulli College.

Article 2
Subjects

1. College personnel of all ranks (Professor, Assistant Professor, Lecturer, Assistant, Trainer, Instructor). All personnel who are obliged to submit an annual report on their activities.
2. The Program Coordinator is required to evaluate College members on an annual basis and submit an evaluation report to the President of the College.
3. Personnel are required to maintain the College's Performance Evaluation Form, approved by the Academic Council when demonstrating all of the College's achievements during each academic year.

Article 2
Criteria for annual performance evaluation

The criteria for the College's annual performance evaluation are based on the Mission of the Tempulli College as well as the responsibilities of the College members who serve in the following three pillars:

- Teaching and mentoring students.
- Research, Scientific research and publishing.
- College service to the community.

Bearing in mind that students are the main focus of the academic and professional process of the Tempulli College, and in the service of transparency, students' evaluation of the work of the College is essential, as an element of the evaluation process.

Conducting research and participating in studies is among the main functions of a member of the College. Therefore, the research activities of the College members are evaluated as an important component of the annual assessment.

In addition, the services of the College staff to the College and the community are equally important, given that the College Members determine that the College should participate in the activities of committees and councils, and provide scientific contributions inside and outside the College.

Moreover, the annual assessment of the College is considered as one of the main mechanisms that can stimulate the members of the College to work steadfastly in order to advance in the academic ranks from the beginning of the work at the Tempulli College. The College simulates and evaluates their efforts and activities towards promotion in a way that would further serve both the Tempulli College and its College members.

The College's annual performance assessment includes items that enable them to review their annual performance and rate of development in research publications, in the College and in community service. Their review is carried out annually in those areas that allow College members to balance the construction of their portfolio in areas that require more attention.

This annual review enables them to measure their progress in seeking promotion, and also to help them overcome potential challenges that may arise in the future. Therefore, linking the College's annual performance review to academic promotion serves both of these processes well.

Article 3

Performance Appraisal Process

This evaluation process includes aspects that manage and lead the members of the College, as well as in terms of the degree of commitment to their defined responsibilities. Below are the essential aspects:

- Evaluation of the program coordinator.
- Assessment of students for the member of the College which is supervised by the Office for Quality Assurance.
- College member's research results and scientific activities, including published research, books, patents and supporting research activities.
- College member community services.

According to this policy, the College member evaluation process must be consistent and systematic, and must include:

- First, the planning phase from the beginning of the academic year, based on the general priorities of the College with the goals of the College.
- Second, the implementation phase during the academic year reaches the stage of student evaluation of the College's performance in teaching their subjects during the semester.
- Thirdly, the use of the obtained conclusions will contribute to the improvement of the College's performance development plan, which will result in the improvement and sustainability of their performance and at the same time in the acceleration of the College's performance development.

This regulation will also facilitate the process of obtaining data to assist the administration of the College as well as in measuring the level of performance of the departments and the College.

Therefore, the College's performance evaluation forms will include:

1. College member's personal information.
2. Subjects taught by the member of the College during the academic year.
3. Research activities (papers in scientific journals, books, arbitration, supervisory theses) carried out during the academic year.
4. Scientific activities (conferences, seminars, workshops, training courses) in which he/she has participated.
5. Service in the College (committees and organizational activities, scientific and professional activities)

6. Services to the community (eg membership of technical committees or specialized provision of consultancy and media activities).
7. The student evaluation of the College member in the second semester of the previous academic year, and the first semester of the academic year of evaluation, and a summary of the evaluations of the last four semesters which will be used to draw the comparison of the completion of preliminary performance .
8. Program coordinator/head of department (or whoever is in their place).

The attached form must be used with any document that provides evidence of areas covered in a form that must be verified by the College.

Criteria used for evaluating the College's performance

The overall assessment gives the College member a collective mark out of 100, which is divided into the following parts:

1. Evaluation of research and scientific activities (30 points):

Research activities (20 points):

a) If the number of published works, which is more than one research per year, either individually or jointly (15 points).
b) If the number of published researches is a publication, either individually or jointly (10 points).
c) If any research has not been published during the year, and there is no research activity (0 points).
d) The College member's request for academic promotion and his/her nomination for reward or special recognition are consolidated if he/she has published research in the recognized international peer-reviewed research journal.

The following conditions have also been added:

e) If the College member has participated in other research activities that have not been published (5 points).
f) If the members of the College have not participated in any other research activity (0 points)

Scientific activities (10 points):

a) If the number of participations exceeds three (3) in one year (10 points).
b) If the number of participations in scientific activities is two (2) (7 points).

c) If the number of participations in scientific activities is one (1) (5 points)

2. Evaluation of College Service (10 points):

- Of the participation in service activities at the College, there are three (10 points).
- If there are two participations in service activities at the College (7 points).
- If participation in service activities at the College is one (5 points).
- If the College member does not participate (0 points)
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3. Evaluation of Community Service (10 points):

- If their participation in community service is three (10 points).
- If their community service participations is two (7 points).
- If participation in their community service is one (5 points).
- If the College member does not participate (0 points).

4. Evaluation of Students for College Members (20 points or 30 points **):**

The coordinator of the program/department receives the data from the Office of Quality Assurance, and provides a weight of 20% of the total result for those who have chosen the path of concentration in scientific research and teaching (ie 20 points), and 30% for the degrees who have chosen the path of concentration in teaching or for the degrees of instructor, trainer (30 points).

5. Evaluation of the program coordinator/department leader (30 points or 40 points):

This part gives the weight of 30% of the total score to the ranks starting from professor to assistant professor (30 points), and 40% to the ranks from instructor or trainer (40 points), based on that of the department director.

Evaluation of the College member, according to the performance approved in the College on the evaluation form. In the absence of the head of the department, the direct supervisor such as the coordinator of this evaluation process.

Operational Procedures

1. The Academic Council sets minimum priorities and goals in key areas such as scholarly publishing, teaching, and community service at the beginning of the academic year.
2. At the beginning of the academic year, the member of the College and in coordination with his/her direct supervisor specifies his/her goals that he/she will seek to achieve in the following year, in addition to choosing the appropriate direction, either teaching or research scientific.
3. The College member completes the College performance evaluation form, accompanied by all supporting documents, and submits to the program coordinator/department head.
4. The College student assessment result issued by the Office of Quality Assurance, attached for the purpose of calculating the final assessment for the College member.
5. The head of the academic department (or direct superior, such as the coordinator) reviews and checks the evaluations of the members of the College.
6. The head of the department (or the immediate superior, such as the coordinator) discusses the evaluation results with the College member in order to detect deficiencies in performance and try to overcome them in the future.
7. The annual assessment can be used as feedback to improve academic and professional program performance, and the results of the annual academic assessment can be used as a comprehensive performance assessment, especially in the following cases:
    i. when you complete the department related report when applying for an academic promotion.
    ii. during the determination of annual incentives and rewards at the College.
    iii. In the case of contract renewal upon retirement.
    iv. In other administrative cases, as needed.

Appendix A Performance Evaluation Form

PERFORMANCE EVALUATION FORM
College / Center:
Academic/Professional Department:
Name and surname:
ID number:
Date of birth:
Academic Degree:
Nationality:
General Specialization:
Specific area of specialization:
Date of employment at the Tempulli College:
The last scientific call:
Date of receipt:
The institution that issued it:
Years of teaching experience:

Study focus for the current academic year:
Scientific Research Focus
Acknowledgments and recognized certificates (attach supporting documents):
Name of award/recognition/certificate:
Field for which the certificate was issued:
Grant Organization:
Date Received:

Academic year	Course code	Course title	Ects	No. of students
First semester				
Semester II				
Semester III				
Semester IV				
The 5th semester				

Research activities:

Publications / scientific research / translations / studies that have been published or are in the process of preparation / research or theses / financially sponsored research projects or contract research (please attach supporting documents)

TITLE	Publication, authorship, research contract	Publisher	Nature of participation (author or co-author)	Publication date

Assessment of research activity (points = 20%)

If the number of published works is more than one research per year, whether individually or jointly (15 **points**).

If the number of published researches is a publication, either individually or jointly (10 **points**).

If any research has not been published during the year, and there is no research activity (0 **points**).

The following conditions have also been added:

If College staff have been able to obtain financial support to carry out a technical study or provide consultation, or participated in other research activities that were either published or not (5 points).

If the College Personnel did not participate in any other research activity (0 points).

Scientific activities:

TITLE	Business Conference/ seminar/ workshop/ training	date country	Type of participation Session/ moderator/ coordinator	The organizing committee

Conferences, seminars and training courses that College personnel have participated in:

Evaluation of scientific activities (weight = 10 points):

If the number of participations exceeds three (3) in one year (10 points).

If the number of participations in scientific activities is two (2) (7 points).

If the number of participations in scientific activities is one (1) (5 points).

If the member of the College does not have any participation in scientific activities (0 points).

Note: the total score for this article is from 30 points for the ranks that go for the title of professor to assistant professor (for scientific research tracks), and from 10 points for the ranks of instructor, trainer, etc.

College service:

Carefully fill in the table with the committees and tasks performed in the service of the College

task	authority	Quality of participation	From (date)	Until (Date)

College Service Evaluation (weight = 10 points)

- Of the participation in service activities at the College, there are three (10 points).
- Of the participation in service activities at the College, there are two (7 points).
- Of the participations in the service activities at the College are one (5 points).
- There is no participation from the member of the College (0 points).

Community Service:

Carefully complete the table on committee services and tasks accomplished in community service and provide supporting documents.

TITLE	Business Conference/ seminar/ workshop/ training	date country	Type of participation Session/ moderator/ coordinator	The organizing committee

Student assessment

The differential rate of student evaluation for staff for the last two years, in semesters are calculated:

Academic year	Semester	The purpose of the assessment	Members involved in the evaluation, by program/department			The rate of evolution in the College
			Evaluation	Distribution	Quality	

Table for comparison in years

Academic year	Semester	The purpose of the assessment	Members involved in the assessment, by department			The rate of evolution in the College
			Evaluation	Distribution	Quality	

As for the differential degree, 20 points are calculated for the scientific research tracks for the ranks from professor to assistant professor and 30 points for the ranks starting from assistant to instructor or trainer.

Evaluation of the program coordinator/department leader:

Name of applicant:
Specific specialization:
Date Received:
Program/Department:
College:

The program coordinator/department head completes this Academic Performance Evaluation Form for the Academic Year. Promotion in the Department, referring to the details documented in the forms for previous years. The applicant must include documents for the items that must be documented and are marked with (*) below.

Field	No. of the case	ISSUE	ASSESSMENT					MARKS
			Always (3 or 4)	FREQUENTLY (2 or 3)	Sometimes (1 or 2)	Rarely (1 or 0.5)	Never (0)	
Professionalism	1	Maintains College traditions, customs and values, manners, general appearance and relationships with others.						
	2	Acts according to College regulations, by-laws and decisions.						
	3	Performs all tasks entrusted to him (performs tasks designated by the General Secretary, Coordinator, Director of the College and other officials in a dignified manner.						
	4	Timely respects the deadlines for the realization of tasks.						
	5	It deals with problems, and suggests suitable measures						

		for solutions for the general interest of the work).						
	6	Participate in the development of College through valuable and positive initiatives.						
	7	Establish integrated plans for teaching and assessment of courses (maintenance) portfolios including description of teaching plans, objectives and expected outcomes, approved student assessment scheme, and references). *						
	8	Respects the curriculum plan to achieve the expected objectives and results. *						
	9	Develops his/her courses regularly. (Example: developing and teaching e-courses) *						
	10	Effective instruction and communication A variety of lessons work methods including lectures, seminars, discussion groups, INVESTIGATION						
							Total points	

These items must be supported by documents for verification.

The score is calculated out of 30 in the evaluation of ranks starting from professor to assistant professor.

The score is calculated out of 40 in the evaluation of ranks starting from lecturer, trainer and instructor.

Note: If the program coordinator/department head is the subject of the evaluation, then the College Director completes the form.

Other comments that the program coordinator/department leader would like to make:

_____

_____

College Performance Evaluation:

Total points:____

Field	Professor, Assistant Professor Lecturer Assistant Thrace of Research		Professor, Assistant Professor Lecturer Assistant Thrace of Lecturing		Trainer, Instructor	
	percent	point	percent	point	percent	point
Research activities	30		20		10	
Service to the College and the community	20		20		20	
Evaluation students	20		30		30	
Program Coordinator/ Head of Department	30		30		40	
The final result	100		100		100	

Additional comments:

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_____

Objectives set for the next academic year:

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_____

_____

_____

Coordinator of the Tempulli College _____

Signature: ……

Date: …/..../.....