



Item 246

**ORDER NO. 98 OF THE RECTOR  
OF THE UNIVERSITY OF WARSAW**

of 11 September 2018

**on the definition of the detailed principles and procedure for conducting periodic  
appraisals of academic teachers**

Pursuant to § 96, para. 6 of the Statutes of the University of Warsaw (consolidated text: Monitor of the University of Warsaw of 2015, no. 53, item 150, as amended), the following is ordered:

**§ 1**

**Faculty, university and library appraisal committee**

1. The dean of the faculty/manager of another organizational unit of the University shall specify which academic teachers are to be appraised at the time he specifies, but no less frequently than once every four years, and then he shall provide the list of academic teachers to be appraised to the respective appraisal committee. The period referred to in the first sentence does not include the period of holding the post of rector or deputy rector, as well as absence from work as a result of being on maternity leave, vacation on conditions of maternity leave, paternity leave, parental leave, upbringing leave or health leave, as well as the period of military service or substitute service.

2. The academic teachers specified are required to submit an academic teacher's appraisal form within the deadline set by the dean of the faculty/manager of the other organizational unit of the University in accordance with the template attached as the appendix to this order. The academic teacher is required to enter information on his academic, teaching and organizational activities exclusively for the time from the previous appraisal in part I of the appraisal form.

3. The dean of the faculty/manager of the other organizational unit of the University is required to attach the opinion of the employee's immediate supervisor in the meaning of the regulations of the faculty/other organizational unit of the University to the appraisal form, together with an appraisal of the academic teacher's teaching work prepared by the undergraduates and postgraduates, as referred to in § 99 of the Statutes of the University of Warsaw, and to promptly forward the documentation that is gathered to the respective appraisal committee.

4. The opinion of the immediate supervisor should apply to all types of obligation (academic or teaching and organizational) envisaged for the given position.

5. The assessment of the teaching work by the undergraduates and postgraduates should contain the collective results of the undergraduate and postgraduate questionnaires, with an indication of the number of questionnaires and the scale on which the appraisal was made.

6. The criteria of the periodic appraisal of the academic teacher are specified in § 98, para. 1–3 of the Statutes of the University of Warsaw.

7. The grounds of the appraisal are the achievements of the academic teacher which are of significance to the University of Warsaw or directly related to the work at the University of Warsaw.

8. The appraisal committee shall award the academic teacher a positive or negative appraisal.

9. The appraisal committee shall perform the periodic appraisal no later than 30 days from the date of receipt of the documentation referred to in para. 3.

10. The appraisal committee's activities related to the appraisal of a given academic teacher may not be performed by a person:

- 1) who is a spouse, a relative of the appraisee through sanguinity or affinity to the second degree exclusively;
- 2) who is related to the appraisee through adoption, care or custody;
- 3) who has such a legal or actual relationship with the appraisee which could give rise to reasonable doubts as to the impartiality of that member;
- 4) who is the appraisee.

11. The chairperson of the appraisal committee shall make the decision on whether to remove a member of the appraisal committee from the performance of activities related to the appraisal of the academic teacher.

12. The member of the appraisal committee is required to inform the chairperson of the appraisal committee about the circumstances referred to in para. 10.

13. Meetings of the appraisal committee shall be called by the chairperson of the appraisal committee at the request of the dean of the faculty/manager of another organizational unit of the University.

14. The members of the appraisal committee shall take part in its meetings personally. Attendance at the committee meetings shall be confirmed by signing an attendance list.

15. At least half the members of the appraisal committee, but no fewer than five, must take part in the committee's meetings.

16. If the conditions referred to in para. 15 are not satisfied, the chairperson of the appraisal committee shall set a new date for the meeting.

17. After conducting a preliminary analysis of the documentation that is gathered, the chairperson of the appraisal committee may invite the academic teacher being appraised and his supervisor at the request of the academic teacher being appraised to provide explanations on the appraisee's academic, teaching or organizational achievements.

18. The chairperson of the appraisal committee may request the preparation of an opinion by an expert from outside the appraisal committee. The opinion shall be prepared within the deadline specified in the request of the chairperson of the appraisal committee, but no longer than 30 days from the date of submission of the request. The opinion is public. The opinion shall be attached to the appraisal form. The chairperson may invite the expert to the meeting of the appraisal committee. The appointment of an expert stops the countdown to the deadline referred to in para. 9.

19. The appraisal committee shall agree on the appraisal in a secret ballot. Each type of duty in the given position (academic or teaching or organizational) shall be appraised separately. A score of 2 to 5 shall be awarded in each of the three categories. The arithmetic mean of the scores awarded by the members of the appraisal committee shall be calculated. The condition for a positive appraisal is the receipt of a mean of at least 3, of which the performance of academic duties must have an average of at least 3 and the performance of teaching duties must have an average of at least 3 (for the position held accordingly).

20. In the case of academic teachers holding the office of rector, deputy rector, dean, deputy dean, as well as a manager or an assistant manager of another organizational unit of the University, the academic and teaching activity shall be appraised with account taken of their organizational involvement.

21. The appraisal committee shall confirm that it has not found that the academic teacher breached the provisions of the Act on copyright and related rights or the industrial property law during the appraisal period unless otherwise arises from the declaration of the academic teacher being appraised or the materials gathered. The declaration and the appraisal shall encompass all of the academic teacher's achievements during the appraisal period.

22. The chairperson of the appraisal committee shall enter the justification of the appraisal on the periodic appraisal form, which shall contain at least the most important motives for the appraisal committee's decision.

23. Minutes shall be prepared on the deliberations of the appraisal committee. The chairperson of the appraisal committee and the minutes secretary shall sign the minutes. The academic teacher being appraised is entitled to view the minutes regarding his appraisal.

24. The academic teacher being appraised is required to read the periodic appraisal form within seven days of the date of being called by the chairperson of the appraisal committee. The academic teacher shall confirm having read the periodic appraisal form with his signature.

25. The dean of the faculty/manager of another organizational unit of the University shall forward the periodic appraisal forms of the academic teachers forthwith to the Office for Personnel Affairs for inclusion in the personnel files.

## **§ 2**

### **Appellate appraisal committee**

1. The academic teacher is entitled to file an appeal against the decision of the appraisal committee, which he shall file with the appellate appraisal committee through the chairperson of the appraisal committee. The chairperson of the appraisal committee shall promptly decide whether the appraisal committee will review the appeal or whether he will forward the appeal, together with the documentation on the basis of which the appraisal was made, to the Office for Personnel Affairs, which provides administrative support for the appellate appraisal committee.

2. The date of receipt shall be entered onto the appeal if the appeal was filed personally or the envelope is attached if the appeal was sent by post, which will be binding on the appellate appraisal committee when assessing whether the appellant has satisfied the requirement of the 14-day deadline for filing the appeal.

3. The appraisal committee may change its decision to the benefit of the academic teacher being appraised. The provisions of § 1 shall apply accordingly.

4. If the appraisal committee does not change the decision to the benefit of the academic teacher being appraised, the chairperson of the appraisal committee shall forward the appeal, together with the documentation on the basis of which the appraisal was made to the Office for Personnel Affairs.

5. Meetings of the appellate appraisal committee are called by the chairperson of the appellate appraisal committee no later than 30 days from the date of receipt of the appeal (the date of receipt is the date on which the appeal is received by the Office for Personnel Affairs).

6. The provisions of § 1 para. 10, 12, 14, 15, 16, 17, 18, 22 and 23 shall apply respectively to the proceedings before the appellate appraisal committee.

7. The appellate appraisal committee may uphold the contested appraisal or change it to the benefit of the appellant or cancel the contested appraisal and refer the matter back to the appraisal committee for a repeat review. Voting shall take place in the order specified in the first sentence. § 1, para. 19–21 shall be applied accordingly to the amendment of the appraisal.

8. Voting of the members of the appellate appraisal committee shall be held as a secret ballot. Decisions shall be made by a simple majority of votes.

9. Decisions of the appellate appraisal committee are final.

10. The chairperson of the appellate appraisal committee shall notify the appellant, as well as the dean of the faculty/manager of another organizational unit of the University in which the appellant is employed, of the decision made.

11. The appeal and the decision, together with the case files are attached to the academic teacher's personnel files.

### **§ 3**

1. The regulations to date shall apply to the periodic appraisal procedures initiated before 1 October 2018.

2. The date on which the dean of the faculty/manager of the organizational unit of the University of the academic teacher is considered the start date of the periodic appraisal procedure.

### **§ 4**

Order no. 2 of the Rector of the University of Warsaw of 7 January 2010 on the specification of the detailed principles of work of the appraisal committee and the procedure in which they conduct periodic appraisals of academic teachers (Monitor of the University of Warsaw of 2010, item 17, as amended) hereby loses its validity.

### **§ 5**

The order becomes effective as at 1 October 2016.

Rector of the University of Warsaw: *M. Patys*



1. **Academic publications** (taking into account the importance of the publishing houses and journals in which they appeared); please specify the journal's impact factor for every publication (if applicable), the number of quotations (with reference to the source) and the score of the journal from the ministerial list.
2. **Outlook for obtaining a further academic degree or title (if applicable)**
  - a) research topics;
  - b) progress of the work;
  - c) expected timing of the receipt of the academic degree or title;
3. **Innovative activities and practical research results (detailing the amount of funds obtained for the University of Warsaw):**
  - a) product, process, system, organizational and social innovation, in particular: an invention, product, material, strategy, scenario, plan, programme, technology, method, procedure, software or variety of plant;
  - b) patents, licences;
  - c) expert opinions, opinions, know-how, scientific studies for other entities;
  - d) implementations/applications of research results or development work.
4. **Participation in academic projects** (role in the project being appraised, total value of the grant, in the case of projects implemented in cooperation with other institutions, please also specify the level of funding obtained by the University of Warsaw):
  - a) research projects financed with national funds;
  - b) own research (DSM);
  - c) research projects financed with foreign funds;
  - d) international and national scientific projects including development work;
  - e) information about applications submitted for financing research projects included in the appraisal process;
  - f) information on applications submitted for financing research projects for which financing was declined;
  - g) other, (please specify).
5. **Involvement in the procedure for awarding academic degrees and titles:**
  - a) number of reviews in doctoral programmes, postdoctoral proceedings and in proceedings for awarding an academic title;
  - b) number of opinions for the Central Commission for Degrees and Titles;
  - c) participation in postdoctoral committees.
6. **Reviewing projects and academic papers** (does not apply to reviews prepared within the framework of teaching duties).
7. **Participation in conferences, symposia, academic sessions and seminars** (including their significance and the nature of the involvement).
8. **Scholarships and academic internships.**
9. **Participation in editorial bodies of national and foreign academic journals, holding the function of editor-in-chief of academic journals (taking into account the list of the Ministry of Science and Higher Education to which the given journal is assigned).**
10. **Membership of national and international expert teams.**
11. **Prizes and awards for academic work.**
12. **Popularization of activities** (dissemination of knowledge and culture – popular science publications, lectures, involvement in projects popularizing knowledge and culture).
13. Other forms of academic activity (please specify).

## TEACHING ACTIVITIES

**Was the amount of the teaching load conducted in the period covered by the appraisal to the extent specified by the provisions of the Statutes of the University of Warsaw?**

**YES / NO** (delete as appropriate)

**Comments** (e.g. below the planned teaching load, holidays, etc.):

- 1. Involvement in the education of undergraduates, postgraduates and other participants of studies and courses conducted by the University of Warsaw:**
  - a) teaching classes (type of classes and number of hours in the individual academic years);
  - b) tutoring in dissertations and doctoral theses (indicating those that arise in cooperation with an external institution);
  - c) conducting or participating in promoting original, innovative forms of teaching, new study programmes, etc.;
  - d) authorship of textbooks and other teaching aids;
  - e) distinctions for teaching activities.
- 2. Number of promoted:**
  - a) doctors;
  - b) masters;
  - c) engineers/bachelors.
- 3. Looking after students (tutoring, organizing internships, other – please specify).**
- 4. Classes and teaching internships in other academic centres nationally and abroad.**
- 5. Other forms of teaching activity (please specify).**
- 6. Improvement of teaching skills:**
  - a) training sessions, workshops, seminars, conferences and other forms devoted to teaching – running or participating;
  - b) teaching internships;
  - c) publications devoted to teaching activities (e.g. designing study programmes, teaching methods, results of the education);
  - d) other, (please specify).

## ORGANIZATIONAL ACTIVITIES

1. Functions performed at the University of Warsaw.
2. Work in committees at the University of Warsaw (senate, statutory, rector, faculty, etc. committees).
3. Membership and functions in national and international societies, organizations and scientific or artistic institutions.
4. Organization of conferences, symposia and academic meetings.
5. Organization of foreign exchanges.
6. Participation in the creation of research infrastructure or research facilities.
7. Organization of the teaching process.
8. Other, (please specify)

**OTHER** (additional information that may be of relevance to the appraisal of the work/achievements in the appraisal period)

I declare that my achievements in the appraisal period do not breach the provisions of the Act on copyright and related rights or the industrial property law.

Warsaw, dated .....

.....

(signature of the academic teacher)

## Part II.

### OPINIONS

*The opinions are an integral part of the appraisal form, but they can be attached to the form as separate documents.*

1. **The opinion of the immediate superior** in the meaning of the regulations of the faculty/other organizational unit of the University on the employee's academic, teaching and organizational activity.
2. **Appraisal by undergraduates and postgraduates\*:**
  - a) appraisal by undergraduates – on the fulfilment by the academic teacher of his teaching obligations;
  - b) appraisal by postgraduates – on the fulfilment by the academic teacher of his teaching obligations.

\* The collective results of the questionnaires of the students from the period encompassed by the appraisal should be presented in this part, together with an indication of the number of questionnaires completed and the presentation of the scale of appraisals contained in the questionnaires.

3. **Expert opinion** (if the appraisal committee requests such an opinion)

## Part III.

### APPRAISAL OF THE APPRAISAL COMMITTEE

Based on the materials presented, the Committee\*:

- did not find that the academic teacher's achievements in the appraisal period breached the provisions of the Act on copyright and related rights or the industrial property law;
- found that the academic teacher's achievements in the appraisal period are in breach of the provisions of the Act on copyright and related rights or the industrial property law.

JUSTIFICATION:

Appraisal of the Appraisal Committee:

POSITIVE APPRAISAL\*

NEGATIVE APPRAISAL\*

\* delete as necessary



JUSTIFICATION OF THE APPRAISAL:

The Appraisal Committee consisting of (first name and surname of the member of the appraisal panel):

- 1) ..... (chairperson of the appraisal panel)  
(first name and surname) signature
- 2) .....  
(first name and surname) signature
- 3) .....  
(first name and surname) signature
- 4) .....  
(first name and surname) signature
- 5) .....  
(first name and surname) signature

**CONFIRMATION OF HAVING BECOME ACQUAINTED WITH THE APPRAISAL**

I read the above appraisal on .....

I have also been informed of the ability to appeal to the Appellate Appraisal Committee within 14 days of the date of presentation of this Commission appraisal.

.....  
(signature of the academic teacher)

I have read it:

- .....  
(date and signature of the immediate supervisor of the employee being appraised)
- .....  
(date and signature of the manager of the internal unit of the faculty/other organizational unit of the University where the academic teacher is employed)
- .....  
(date and signature of the dean of the faculty/manager of another organizational unit of the University)

**Part IV.**

**APPEAL PROCEDURE**

Date of submission of the appeal by the academic teacher: .....

**1. Reconsideration of the case by the Appraisal Committee – if the chairperson has decided that the Appraisal Committee will reconsider the case.**

Date of reconsideration of the case by the Appraisal Committee:

**Decision of the Appraisal Committee after reconsidering the case:**

upholds the negative appraisal and refers the case to the Appellate Appraisal Committee\*

changes the appraisal to a positive appraisal\*

\* delete as appropriate

Justification of the decision of the Appraisal Committee after reconsidering the case:

The Appraisal Committee consisting of (first name and surname of the member of the appraisal panel):

- |    |                                   |                                                         |
|----|-----------------------------------|---------------------------------------------------------|
| 1) | .....<br>(first name and surname) | ..... (chairperson of the appraisal panel)<br>signature |
| 2) | .....<br>(first name and surname) | .....<br>signature                                      |
| 3) | .....<br>(first name and surname) | .....<br>signature                                      |
| 4) | .....<br>(first name and surname) | .....<br>signature                                      |
| 5) | .....<br>(first name and surname) | .....<br>signature                                      |

**2. Consideration of the appeal by the Appellate Appraisal Committee.**

Date of consideration of the case by the appellate Appraisal Committee: .....

**Decision of the Appellate Appraisal Committee:**

upholds the negative appraisal of the Appraisal Committee\*

changes the appraisal into a positive appraisal\*

overrules the contested appraisal and refers the case to the Appraisal Committee for reconsideration\*

\* delete as appropriate

Justification of the decision of the Appellate Appraisal Committee:

The Appellate Appraisal Committee consisting of (first name and surname of the member of the appraisal panel):

- 1) ..... (chairperson of the appraisal panel)  
(first name and surname) signature
- 2) .....  
(first name and surname) signature
- 3) .....  
(first name and surname) signature
- 4) .....  
(first name and surname) signature
- 5) .....  
(first name and surname) signature