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REGULATION ON ACADEMIC STAFF PERFORMANCE APPRAISAL

Pursuant to the Law No. 04/L-037 on Higher Education in the Republic of Kosovo, and the Statute of AAB College, the Senate in its meeting held on 17/12/2021 approves this:

REGULATION ON ACADEMIC STAFF PERFORMANCE APPRAISAL

General Provisions

Article 1

The Regulation on Academic Staff Performance Appraisal is based on the Statute of AAB College, and complements its provisions.

Article 2

This Regulation applies to all full-time academic staff of the Faculties.

Article 3

Purpose

The purpose of this regulation is to set forth criteria, time period, calculation of appraisal results, and the undertaking measures following the completion of academic staff performance appraisal.

Article 4

Purpose of performance appraisal

1. The purpose of performance appraisal is to advance the work quality of the educational and scientific process, improve work effectiveness, and motivate the academic staff.
2. Through the conduction of performance appraisal, academic staff shall:
 - 2.1. be informed precisely about the institution's expectations from them;
 - 2.2. be notified on time for their work quality, including the achievements, requirements, and challenges faced while executing their duties;
 - 2.3. benefit from opportunities for training, advancement, and continuous professional development; and
 - 2.4. be rewarded fairly and equally for good performance.



Article 5

Academic staff performance appraisal

1. Academic staff performance appraisal is conducted in terms of:

- a) Student appraisal,
- b) Superior appraisal,
- c) Self-appraisal, and
- d) Peer appraisal.

Article 6

Student Appraisal

1. Appraisal by students is biannually performed within the academic year, through anonymous questionnaires.

2. The student questionnaires are administered by the Quality Assurance Office through electronic system to manage the educational process, e-service.

3. At the end of the winter semester lectures, respectively, summer semester, prior to exam registration deadline, the Quality Assurance Office activates e-questionnaire, which is completed by each and every student related to the performance of academic staff, and the taken courses.

4. The student questionnaire for appraisal consists of three pillars which address syllabus structure and its content, teaching methodology and assessment, educational process management, and organization.

5. 15 % is the overall maximum weight of the professor's appraisal by the student for one semester, specifically, 30% for two semestral appraisals.

Article 7

Superior Appraisal

1.. The direct superior who appraises academic staff is the Dean of the Faculty.

2. Superior appraisal occurs biannually throughout the academic year, and it includes the following elements;

- Scientific contribution
- Educational process
- Contribution to faculty
- Project development



- Community engagement

3. The scientific contribution of academic staff is appraised through the publication of scientific papers in compliance with the established regulations on academic advancement, as it includes publication in indexed journals, participation in scientific conferences, and book publication.

4. The educational process includes respecting the schedule of lectures, exercises, exams, student consultation, compiling study materials, and their publication on electronic platform e-service, the professor's commitment to bringing visiting staff; also the execution of student extracurricular activities that contribute to the advancement of educational quality.

5. Contribution to faculty includes regular engagement of professors in academic bodies, participation in regular meetings of the Teaching Council, the Committees within the Faculty, engagement in working groups, and other processes related to the development of study and faculty programs.

6. Project development includes the professor's involvement in the design, management, and implementation of projects, be that local or international projects which are funded by AAB College, or external funding sources.

7. Community engagement includes the professor's engagement in activities that are for the common good of the community and society as a whole.

8. The summary appraisal of all the above-mentioned components is performed by the Dean at the end of the summer semester, specifically, in July of the respective year.

9. Appraisals on all the above components are registered on the electronic platform e-service by the Dean.

10. The overall maximum weight of the above-mentioned assessments is 50%, specifically 25% for the scientific contribution, 10% for the teaching process, 5% for contribution to the faculty, 5% for project development, and 5% for community-related activities.

Article 8

Peer appraisal

1. Peer appraisal is conducted in the observation form, as the colleague attends the to-be-appraised professor's class.

2. The appointment of the appraising colleague is made at the beginning of the academic year by the lottery pick in the very first meeting of the Faculty Teaching Council.



3. Each and every professor appraises and is appraised at least annually throughout the academic year.
4. Issues that are appraised are organizational and methodological aspects of class organization by the professor.
5. The appraisal is conducted based on the appraisal form which is registered in e-service, the electronic platform.
6. The maximum assessment weight of peer appraisal is 10%.

Article 9

Self-appraisal

1. Self-appraisal is conducted by each and every professor by completing a standardized form for self-assessment of their duties.
2. The form is completed at the end of the summer semester, specifically in July, through the e-service electronic platform.
3. The maximum assessment weight of self-appraisal is 10%.

Article 10

Final result of appraisal

1. After collecting all the appraisal components, both the number of collected points for each component and the total number of points are digitally generated in the electronic system.
2. Based on the collected points, performance appraisal may be categorized into:
 - 2.1. good >70%
 - 2.2. average 50-70%
 - 2.3. poor <50%.



Article 11

Measure undertaking

1. Upon the completion of the process of academic staff performance appraisal, Quality Assurance Office based on the appraisal results identifies areas of intervention and recommends for intervention needs.
2. In the case of professor's average appraisal results, they are recommended to focus on the poorly assessed components.
3. In the case of poor appraisal results, an improvement plan is compiled, and the professor is obliged to attend trainings on the areas in which they are poorly assessed.
4. In the case of the completion of trainings based upon the improvement plan, the professor for a second time is assessed as poor, hence, the Dean of the Faculty recommends to the Rector for the following measures to be undertaken;
 - 1.1. written remarks;
 - 1.2. reducing the number of classes;
 - 1.4. prohibiting mentorship on the candidates' thesis;
 - 1.5. other measures provided by the Statute.

2. In the case the professor being poorly assessed for the third time in a row, thus the Dean of the Faculty recommends to the Rector to terminate the employment relationship with the professor.

Article 12

Complaint

1. The academic staff dissatisfied with performance appraisal and the collected points has the right to request reappraisal in the remarked areas, in the case of witnessing that the process of appraisal was unfairly conducted, and the result contains inaccurate data.
2. The Dean of the Faculty decides upon the reappraisal request, and in the case of rejection, the Dean's decision must be well-reasoned.
3. Against the Dean's decision upon the reappraisal request, academic staff has the right to appeal to the Study Committee within 7 days.
4. Academic staff dissatisfied with the measures imposed by the Rector according to Article 11, may file a written complaint in the first instance to the Study Committee, within 7 days of receiving the decision.



5. Against the decision of the Study Committee, the professor has the right to appeal to the Steering Council.

Final Provisions

Article 13

In case the provisions of this Regulation are discordant with the Statute provisions, the provisions of the Statute shall prevail.

Article 14

The Regulation on Academic Staff Performance Appraisal may be amended following the same procedure of its approval.

Article 15

Entry into force

This regulation enters into force after its approval by the Senate, and its signing by the Rector.

Dr.sc. Bujar Demjaha, the Rector

Tabulated criteria of appraisal

Form	Elements	Time Period	Percentage	Total %
Student appraisal	Syllabus, evaluation methods, teaching methodology, student engagement in the classroom, literature providing clarifications, and consultations	Biannually, after the completion of winter semester After the completion of summer semester	15% first appraisal 15% second appraisal	30%
Superior appraisal	Scientific papers Participation in scientific conferences Community engagement and project development	Annually, after the completion of summer semester	25% scientific contribution 10% teaching process 5% contribution given to faculty 5% project development 5% community engagement	50%
Peer appraisal	Creating syllabus Teaching or assessment approach Communication with students Student engagement in the classroom	Annually, during the whole year		10%
Self-appraisal	Task fulfillment set by the staff itself, at the beginning of the academic year	Annually, after the completion of summer semester		10%
				100%



The Senate of AAB College, in the meeting held on 17.12.2021 took this:

DECISION

1. APPROVED the Regulation on Academic Staff Performance Appraisal.

The decision shall be delivered to:

1. **The Vice-Rectors**
2. **The Secretary-General**
3. **The Deans**

Dr.sc. Bujar Demjaha, the Rector