

Scientific staff performance assessment procedure at the EKA University of Applied Sciences

I. General

1. The Scientific institution “EKA University of Applied Sciences” employee performance assessment procedure (hereinafter – the Procedure) shall regulate the employee assessment process at the Scientific Institution (hereinafter – the SI).
2. The assessment of the performance of the SI employees shall be carried out on a regular basis, in accordance with the Personnel Policy and Quality Policy.
3. Employee performance assessment shall have the following objectives:
 - 3.1. to assess the compliance of the employee’s performance with the requirements of the SI;
 - 3.2. to encourage professional development of employees;
 - 3.3. to ensure that decisions for the award of the personnel are based on facts;
 - 3.4. to identify the necessary support for employees;
 - 3.5. to understand what changes have to be made to the current SI requirements;
 - 3.6. to promote overall enhancement of the SI employee performance.
4. The Procedure shall determine the process, responsibilities and periodicity of assessment, documentation related to assessment, appeal procedures and review of the assessment process.
5. Assessment shall be carried out once a year.
6. Assessment shall be carried out in accordance with the order of the Head of the SI, indicating the time period for the assessment process and the employees to be assessed.

II. Assessment requirements

7. A set of requirements has been developed for the assessment of the SI employees, which stipulates the required performance.

8. The requirements for employees are governed by the following documents:
 - 8.1. a contract governing employment relationship with the SI;
 - 8.2. job description;
 - 8.3. Code of Ethics and Academic Integrity at the EKA University of Applied Sciences;
 - 8.4. decisions of the EKA Board laying down requirements for the duties of the specific position;
 - 8.5. other regulations and procedures of the SI;
9. The requirements related to specific positions are summarized in the assessment form (hereinafter – the assessment form) annexed to this Procedure.

III. Submission of evidence of achieving performance indicators

10. The employee shall submit their performance report for the previous period by 21 June of the current year.
11. For the preparation of the report, the employee shall complete the assessment form annexed to this Procedure.
12. If job duties are performed in several job positions to which separate assessment forms apply, the employee shall fill in several assessment forms relevant to these job positions.
13. The employee shall submit the report in the form of an electronic document sent from a personally identifiable e-mail address.
14. The employee shall submit the report to the Head of the Development of the SI.

IV. Assessment of compliance with requirements

15. Employee assessment is organized in separate groups:
 - 15.1. Head of the Development of the SI;
 - 15.2. researchers and scientific assistants of the SI;
16. The researchers and scientific assistants of the SI shall be assessed by the Head of the SI and the Head of the Development of the SI.
17. The Head of the Development of the SI is assessed by the Head of the SI.
18. The Head of the SI is assessed by the EKA Board.
19. The assessment work is organized by the Head of the Development of the SI.
20. When assessing employee performance, the criteria in the evaluation form are taken into account (see Annex).
21. The assessment of compliance of the employee's performance with the requirement criteria is scored as follows:
 - 21.1. excellent (score – 4) – fulfilment exceeds the requirements;
 - 21.2. good (score – 3) – meets the requirements;
 - 21.3. satisfactory (score – 2) – partially meets the requirements;

- 21.4. dissatisfactory (score – 1) – basically the requirements are not met.
22. The employee's overall performance score for a particular position held is calculated as the arithmetic mean value of all the criteria in the assessment form and expressed as a decimal numerical value.
23. Assessment results shall be recorded in minutes.
24. If necessary, the employee may be invited to a meeting in order to clarify their performance.
25. The assessed employees are introduced with the assessment results within 5 (five) working days from the date of the minutes, sending them the completed evaluation form to the e-mail address given in their employment contract.
26. The Head of the SI or the Head of the Development of the SI may:
- 26.1. summon the employee to a meeting, if the employee's score of their duty performance assessment is less than 2;
 - 26.2. decide on termination of cooperation with the employee, if the score of their duty performance assessment is less than 1.5;
 - 26.3. decide on reducing the workload of the employee.
27. The award of employees is based on the assessment results, and the Board of the EKA University of Applied Sciences issues a respective decision.
28. The award of employees shall not take place earlier than the deadline for appeal laid down in Section VI of this Procedure.

V. Revision and updating of the assessment process

29. The Procedure shall be reviewed and updated after each assessment cycle.
30. Changes to the Procedure are initiated by the Head of the SI or the Board of the EKA University of Applied Sciences.
31. Each SI employee has the right to submit a proposal for changes to the Procedure.
32. The SI secretary updates the Procedure and agrees the changes with the Head of the SI.
33. The current version of the Procedure is communicated and presented to the SI employees.
34. The Procedure may not be updated at the time when the employee assessment process is taking place.

VI. Appeal procedure

35. Having received their assessment, the employee shall have the right to appeal against the conduct of the assessment process in the following cases:
- 35.1. if the assessment does not take into account one or more criteria included in the assessment form and fulfilled by the employee;

- 35.2. if the process laid down by the Procedure has not been followed.
- 36. The appeal shall be submitted to the Head of the SI not later than within 5 (five) working days after the employee has received the completed assessment form.
- 37. The Head of the SI shall review the appellate complaint within 10 (ten) working days from the day of its receipt, if necessary, invite the employee to a meeting and take a decision, informing the employee who has submitted the appeal thereof.

VII. Motivation of employees

- 38. Employee motivation is based on corporate culture principles and annual assessment results.
- 39. Employee motivation may include:
 - 39.1. recognition;
 - 39.2. corporate awards;
 - 39.3. various types of bonuses and financial awards;
 - 39.4. additional leave;
 - 39.5. other types of prizes.
- 40. The EKA Board shall decide on the type and amount of motivation.

Form for assessing the work performance of the Head of the Development of EKA Scientific Institution

Name, surname of the employee:

Reference period:

No.	Criterion	Description of performance – to be completed by the employee <i>(This description of performance, as far as applicable, should outline the performed work, the results achieved, the changes made and other achievements that the employee wishes to emphasise)</i>	Comments	Evaluation*
	Compilation and entry of the SI results in the NZDIS database			
	Monitoring and control of the EKA SI research direction coordinators' activities			
	The process of developing, introducing, implementing and monitoring of the SI development strategy, action plans and proposals			
	Compilation, analysis and results of scientific achievements			
	Internal assessment process of the SI, its results and organization of the necessary improvement measures related thereto			
	External assessment process of the SI (if applicable to the period) and analysis of its results			
	Preparation and implementation of expert recommendation implementation plans			
	Attraction of projects and fund raising			
	Promotion of the Scientific Institution and dissemination of scientific results			
	Personnel development activities and recruitment			

	Cooperation with the Head of the Scientific Institution (SI) and the Board of directors of the institution <i>(what kind of cooperation has taken place during the reference period and what results have been achieved; what the role of the employee has been.)</i>			
AVERAGE SCORE				

*** Scoring:**

- 4 – excellent** – fulfilment exceeds the requirements;
- 3 – good** – meets the requirements;
- 2 – satisfactory** – partially meets the requirements;
- 1 – dissatisfactory** – basically the requirements are not met.

Form for assessing the work performance of the EKA Scientific Institution employee

Name, surname of the employee:

Position of the employee *(leave the correct one)*: research assistant/researcher/senior researcher

Reference period:

Employee's workload:

0.1

No.	Criterion	Performance (number)		Evaluation*	Comments <i>(if applicable, please provide details explaining the compliance)</i>
		Requirement 1	Execution		
To be completed by the employee (white fields only)					
Scientific and creative activity					
1.	Published research results in monographs or publications included in international databases or other scientific publications, including at least 1 scientific paper per year submitted for publishing or published in publications indexed in Web of Science, SCOPUS or ERIH databases	1**			
2.	Informed public about scientific research results by participating in international and local scientific conferences and seminars	1**			
3.	Participation in scientific promotion activities for the general public (podcasts, articles, PR reports, etc.)	-			
4.	Advising of Bachelor or Master's theses	-			
5.	Advising of student research that results in a scientific publication or	1			

	report at the Student Conference, research report, prototype, etc.				
6.	Guest lectures on research results in the respective field of science on a respectively selected study course theme	1			
7.	Provided consultations and expert opinions within the scope of one's competence	-			
8.	Participation in the preparation of research project applications and implementation of research projects	-			
9.	Upgraded research qualification (participation in a qualification enhancement event within a 2 year period);	1			
10.	Participation in meetings, seminars, trainings, conferences and projects organized by EKA/SI	-			
11.	Leading an EKA SI research direction (only for senior researchers)	1			
To be completed by the Head of the SI					
Comments and results of the meeting (if it has taken place)					
<i>Observations, suggestions for improvement...</i>					
TOTAL SCORE (arithmetic mean value)					

**** Scoring:**

4 – excellent – fulfilment exceeds the requirements;

3 – good – meets the requirements;

2 – satisfactory – partially meets the requirements;

1 – dissatisfactory – basically the requirements are not met.

**** The criterion '1' is applied to the workload of 0.1 and the weight of the criterion is proportional to the workload scope.**