

Codified Version

Approved by the Decision of the N2 Academic Board's meeting on February 23, 2018, and the N2 Representative Board's meeting on March 6, 2018. Amendments were made by Decisions of the N6 Academic Board's meeting on March 31, 2022 and, the N1 Representative Board's meeting on April 12, 2022, the N13 Academic Board's meeting on December 28, 2023, and the N5 Representative Board's meeting on December 29, 2023

Ilia State University
Job Performance Evaluation Policy for Research Staff

Article 1. Scope

1.1. The Policy applies to the research staff employed at Ilia State University, including researchers, associate researchers, and research assistants, governing their job performance evaluation system.

1.2. The personnel mentioned in paragraph 1.1 of this Policy and the directors of the research units holding academic positions at Ilia State University shall be evaluated based on the Job Performance Evaluation Policy designed for the University's academic staff. This Policy does not apply to them (Addition – 12.04, 2022).

1.3. If a scientific and research unit director is concurrently employed in the position specified in paragraph 1.1. and does not hold an academic position, they shall be evaluated as a researcher rather than in their capacity as the director of a scientific and research unit (institute) (Addition – 12.04, 2022).

Article 2. Aim of Job Performance Evaluation

2.1. Job Performance evaluation ensures measuring the individual contribution of research staff in the University's activities through formal and systemic approaches. Its primary goal is to facilitate the further improvement of teaching and learning processes. Additionally, job performance evaluation aims to:

- Promote the University's research standards;
- Identify both strengths and weaknesses;
- Provide clarity on job performance expectations;
- Ensure communication with employees;
- Enhance job satisfaction and motivation;

Article 3. Research Evaluation Criteria

3.1. The research can be evaluated according to the following criteria (amendment – 12.04, 2022):

- a) Fulfillment of contractual obligations under a specific research project. This includes participation in the process of structuring, managing, editing, or populating the database; creation/participation in the development of a research tool (including a digital one);
- b) Publication *;
 - b.a) Article published in a peer-reviewed journal listed in international databases; **
 - b.b) Article published in an international peer-reviewed journal;
 - b.c) Article published in a local scholarly journal;
 - b.d) Monograph/book;
 - b.e) Chapter in a book/compilation (international edition);
 - b.f) Chapter in a book/compilation (local edition);
 - b.g) Conference materials included in international databases***;
 - b.h) Conference materials;
 - b.i) Manual;
- c) Grant;
- d) Membership in international collaboration;
- e) Award;
- f) Patent;
- g) Participation in an international scientific conference;
- h) Project with creative/performative elements, expedition, exhibition, design, public rendition (e.g., in the field of music); software;
- i) Supervision of a master's thesis;
- j) Membership on the editorial board of an international peer-reviewed journal;
- k) Membership on the editorial board of a local peer-reviewed journal;
- k) Peer review for international publications;
- l) Participation in the learning process;

3.2. The criteria outlined in paragraph 3.1 are not mandatory and exhaustive. Each scientific research unit/faculty reserves the right to independently determine each case's evaluation criteria and quantity for research assessment. (addition 12.04. 2022)

** The author's affiliation must explicitly state Ilia State University; otherwise, the publication cannot be utilized to assess the author's research results.*

*** Scientific publication featured in international peer-reviewed thematic journal(s) listed in reputable international databases such as Thomson Reuters Master Journal List, Scopus, Ulrich's Index, ERIH PLUS, EBSCOHost, Latindex Catalogue). For natural sciences, exact sciences, engineering, and medicine, the articles should be published in a journal with an impact factor above 0.5 accessible in the Thomson Reuters Web of Science database or a journal with an impact factor above 0.5 cites core accessible in the list of Scopus.*

**** Thomson Reuters Master Journal List, Scopus, Ulrich's Index, ERIH PLUS, EBSCOHost, Latindex Catalogue.*

3.3. The establishment of criteria for research evaluation by the scientific research unit should be conducted in collaboration with the respective faculty (addition 12.04. 2022);

Article 4. The Method for Evaluating Job Performance of Research Staff (amendment 12.04. 2022)

4.1. Each scientific and research unit shall establish the minimum threshold for evaluating researchers in collaboration with the faculty or independently by the faculty. The evaluation will be conducted following the criteria outlined in this Policy;

4.2. The distribution of points among the criteria for evaluation of the research shall be determined and regulated independently by each faculty/scientific research unit in collaboration with the faculty.

4.3. An individual researcher's performance may be assessed with more points than the prescribed minimum threshold if they accumulate additional points based on the selected criteria

Article 5. Evaluation Process Timeframe and Instrument

5.1. Job performance evaluation of research staff at Ilia State University shall be structured and organized, adhering to the established timeframe and utilizing a predetermined instrument.

5.2. Based on data available at the end of the calendar year, the evaluation shall be conducted once every two years (amendment 29.12. 2023).

5.3. Standardized self-evaluation questionnaires shall be utilized as the evaluation tool. These questionnaires shall be developed in alignment with the job performance evaluation criteria outlined in the Policy.

5.4. After receiving the designated form, research staff must complete the Self-Evaluation Form within 45 calendar days at the beginning of each evaluation period. The completed form must be submitted to the research unit/faculty administration (amendment 12.04. 2022).

5.5. The evaluation process shall commence on December 1 of the final year of the evaluation period and conclude no later than March 1 of the subsequent year. Notice of the self-evaluation process commencement shall be sent to the Faculty of Research Coordination administration ten days before its initiation. The faculty's administration and the scientific research units shall provide research staff with the self-evaluation form, guidelines on completion, evaluation rules, scores, and the evaluation results. (addition 12.04. 2022).

5.6 The results analysis shall be conducted by the scientific research unit/faculty/school administration and presented to the research staff within the respective unit. The research staff shall seek recommendations for specific actions to enhance and/or sustain the results. Considering all the results and recommendations, the findings shall be forwarded to the Faculty/School Board.

The administration of the scientific research unit/faculty/school shall analyze the results and present them to the research staff of the unit, who shall recommend specific actions for improvement and/or

sustainability. Considering all the results and suggestions, these recommendations shall be sent to the Faculty/School Board.

Approved results and recommendations shall be communicated to the Rector, the University Research Board, the University Quality Assurance Office, the Human Resources Management Office, and the Research Coordination Office. Other authorized individuals or collegial bodies shall also be informed if necessary.

The Research Board's decision and the reports from the research units shall be presented to the Academic Board for review and approval of the recommendations and any further actions. This occurs after the Research Board evaluates the results and recommendations, during which additional suggestions for promoting research activities may be determined.

By the decision of the Academic Board, the main educational units, research units, and structural units of the University shall be entrusted with implementing further measures within the scope of their competence (amendment 29.12. 2023).

5.7 The Research Coordination Office shall oversee the evaluation process and ensure adherence to the deadlines outlined in the Policy (addition April 12, 2022).

Article 6. Management of Evaluated Work Results

6.1. Collaborating with each researcher, the management of evaluated work results and the feedback received aim to enhance the quality of research at the University. This objective extends to fostering development processes and, consequently, achieving the successful implementation of the University's strategic goals and objectives.

6.2. The scientific research unit/faculty shall communicate results to the researcher in electronic form (via the corporate e-mail or authorized software) or in physical form;

6.3. The University, in consultation with authorized individuals, may consider providing incentives to researchers to enhance their motivation, whether they achieve the minimum required points or surpass them, taking into account the qualitative content of these points. Incentives may manifest in various forms aimed at acknowledging the accomplishments of individual researchers. These could include special awards or status, both in financial and non-material terms, and may involve recognition and funding for conference participation, among other measures. Additionally, sustained positive results may prompt discussions about potential salary increases for researchers over time.

6.4 Regarding responses to negative performance results (scores below the minimum threshold), if consistently low performance persists, the University retains the right to consider these results when deciding to renew the researcher's contract.

6.5. The scientific research unit/faculty shall individually assess each negative case in research. Researchers will be allowed to improve their results. Reviewing the employment contract terms may be necessary if the negative result remains uncorrected within the specified period (amendment 12.04. 2022).

Article 7. Effective Date of Policy Enforcement

7. 1. The Policy came into effect on January 1, 2018.

7.2. With the amendments to the Policy, job performance evaluation and the commencement of the first evaluation period shall begin on January 1, 2021 (addition 12.04. 2022).