

Approved by the Decisions of Meeting N2 of the Representative Board, adopted on February 23, 2018, and Meeting N2 of the Representative Board, adopted on March 6, 2018. Amendments were enacted by the Decisions of Meeting N4 of the Academic Board, adopted on June 3, 2021; Meeting N2 of the Representative Board, adopted on August 20, 2021; Meeting N13 of the Academic Board, adopted on December 28, 2013, and Meeting N5 of the Representative Board, adopted on December 29, 2023.

Ilia State University

Job Performance Evaluation Policy for Academic Staff

Article 1. Scope

1.1 This Policy applies to the academic staff employed at Ilia State University, including professors, associate professors, and assistant professors, governing their job performance evaluation system.

Article 2. Aim of Job Performance Evaluation

2.1. Job Performance evaluation ensures measuring the individual contribution of academic 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:

- Ensure professors' activities align as closely as possible with the University's strategic objectives, including mission and vision, for the effective achievement of common goals;
- Identify both strengths and weaknesses;
- Provide clarity on job performance expectations;
- Ensure communication with the employees;
- Enhance job satisfaction and motivation;

Article 3. Evaluation Focus Areas for Academic Staff

3.1. The job performance evaluation of academic staff at Ilia State University focuses on two primary fields:

- a) Teaching
- b) Research

3.2. Academic staff is expected to participate actively in teaching and research.

3.3. Additionally, academic staff may engage in "social impact activities" to improve various areas, including the country's economic, social, cultural, public policy, service, healthcare, and environmental sectors. This engagement may extend beyond academia and align with the principles outlined in the Research Excellence Framework.

Article 4. Teaching Evaluation Criteria

4.1. As the academic program outlines, teaching involves ensuring and implementing study and other components, including practical, laboratory, experimental, and field.

4.2. Academic staff at Ilia State University is required to teach the academic hours specified by "Ilia State University's Policy for Academic Position Competitions and Policy for Employment Conditions at Academic Positions" within the various components described in Paragraph 4.1 of this Article, unless different obligations are stipulated in the academic staff member's employment contract (amendment 29.12.2023).

4.3. If an academic staff member concurrently holds an administrative position at the University, they must teach at least four (4) hours per week to meet the minimum score in the teaching component (amendment 29.12.2023).

Article 5. Research Evaluation Criteria

5.1. Publication *:

- s) Article in a peer-reviewed journal from international academic databases **
- b) Article in an international peer-reviewed journal
- c) Article in a local scholarly journal
- d) Monograph/book
- e) Chapter in a book/compilation (international edition)
- f) Chapter in a book/compilation (local edition)
- g) Conference materials included in international databases***
- h) Conference materials
- i) Manual
- j) Vocational publication****

5.2. Grant

5.3. Membership in international collaboration

5.4 Award

5.5. Patent

5.6. Participation in an international scientific conference

5.7. Project with creative/performative elements, expedition, exhibition, design, public rendition (e.g., in the field of music); software;

** 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*

***** Publication, which is not subject to peer review, is intended for a vocational audience and is a report of research conducted by the author or a database created by them. Such publications can be a result of collaboration with various organizations.*

5.8. Knowledge transfer:

- a) Supervision of a master's thesis
- b) Supervision of a PhD dissertation
- c) Membership on the editorial board of an international peer-reviewed journal
- d) Membership on the editorial board of a local peer-reviewed journal
- e) Peer-reviewing for international publications

Article 6. Social Impact Assessment Criteria:

- a) Public lectures and blog posts in different media outlets
- b) Organizing summer schools
- c) Organizing international conferences
- d) Designing and implementing certificate programs/training courses (LLL);

Article 7. Method for Evaluating Job Performance of Academic Staff

7.1. Professors' teaching and research activities can score at least 200 points, awarded according to the criteria outlined in Article 5 (amendment 20.08.2021).

7.2. The distribution of points between teaching and research evaluation criteria, as outlined in Article 5, is established and governed individually by faculties/schools. Faculties/schools have the right to increase the number of assessment criteria in the teaching and research components.

7.3. Teaching accounts for 40% (80 points), research for 30% (60 points), and social impact activities, if undertaken, can contribute up to 10% (20 points) of the overall evaluation. (amendment 20.08.2021).

7.4. The minimum points for teaching 40% (80 points) are determined based on academic hours or workload specified in the employment contract, following "Ilia State University's Policy for Academic Position Competitions and Policy for Employment Conditions at Academic Positions." For academic staff members concurrently employed in administrative positions, the workload requirement is set at four (4) academic hours (amendment 29.12.2023).

7.5. If an academic staff member's workload exceeds the compulsory academic hours (80 points) stipulated by the contract, their assessment in the teaching field shall be conducted based on points awarded to the teaching criteria by the respective faculty/school (amendment 29.12.2023).

7.6. For the academic work evaluation, a minimum of 60 points is compulsory, obtainable through any combination of criteria outlined in Article 5 (amendment 20.08.2021).

7.7. If a professor meets the criteria specified in Article 5, their score may exceed 200 points (amendment 20.08.2021).

Article 8. Evaluation Process Timeframe and Instrument

8.1. Job performance evaluation of academic staff at Ilia State University is structured and organized, adhering to the established timeframe and utilizing a predetermined instrument.

8.2. The assessment is performed biannually at the end of an academic year. The faculty/school administration, with the participation of the dean and a representative from the Faculty's Quality

Assurance Office, is responsible for administering the process and analyzing the results regarding teaching, research, and social impact components. The faculty/school administration shares the assessment results with the academic staff within their respective internal schools/directions/programs, seeking recommendations for improvements and/or sustaining positive outcomes. These suggestions and the results are then submitted to the faculty/school board for consideration. Approved recommendations and results are sent to the Rector, the University's Research Board, the University's Quality Assurance and Human Resources Management Offices. They are also distributed to all authorized individuals or collegial bodies if needed. Following a review by the Research Board and the determination of additional suggestions for enhancing teaching and research activities, a joint decision and report from faculties/schools are presented to the Academic Board for approval. Based on the Academic Board's conclusion, the University's main educational and structural units are directed to implement interventions within the scope of their competence. The Human Resource Management Office oversees the self-assessment process and ensures deadline compliance (amendment 29.12.2023).

8.3. Unified self-assessment questionnaires, crafted based on the established criteria for job performance evaluation in this Policy, shall serve as the assessment instrument administered through the electronic selection system, "Argus." Additionally, evaluating the teaching component (number of hours) shall follow the professors' workload scheme.

8.4. "E-print" (electronic repository of academic resources at Ilia State University) content or professors' profiles published at faculty.ilianu.edu.ge may be utilized as an additional evaluation instrument.

8.5. The assessment process shall start at the end of the respective academic term and conclude by the end of the same year. The evaluation results and performance outcome oversight are communicated individually, considering the specifics of the measures to be implemented (amendment 29.12.2023).

Article 9. Management of Job Performance Evaluation Results

9.1. The purpose of managing and providing feedback on job performance results is to enhance the quality of teaching and research at the University, involving each professor in the process. This facilitates the development in these areas and, consequently, contributes to the successful achievement of the University's strategic goals and objectives.

9.2. In addition to presenting the results to internal schools/directions/programs within main educational units, the dean of the faculty/school will personally communicate outcomes to each evaluated academic staff member. This will be done by sending them the assessment form and the final point count to their corporate email address (amendment 29.12.2023).

9.3. If the point total exceeds 200, and considering the content of these points, the University may explore incentivizing measures towards professors in collaboration with authorized individuals to boost their motivation. Any measure recognizing a specific professor's achievements can serve as an incentivizing form, such as presenting a special award, providing financial and non-material status, issuing a statement of appreciation, funding conference participation costs, etc. Additionally, sustained positive results may prompt consideration for increasing the salary of the

academic staff member within the specified minimum and maximum salary boundaries for the relevant staff position (amendment 20.08.2021).

9.4. If a professor consistently receives negative job performance evaluation results (below 200 points), the University reserves the right to consider these results when deciding whether to renew the professor's tenure during a competition for an academic position (amendment 20.08.2021).

9.5. Each negative case in teaching or research is considered individually by the faculty/school. The academic staff is allowed to improve the obtained result, and in the case of non-correction of the negative result within the set deadline, the issue of revising the terms of the academic staff's employment contract may arise.

Article 10. Effective Period of the Policy

10.1. This Policy came into effect on October 1, 2018. Job performance evaluation will be conducted starting October 1, 2018. Therefore, the countdown for the first assessment period will commence from that date for each two years (amendment 20.08.2021).