

Criteria of periodic reviews of academic staff members employed at Adam Mickiewicz University in Poznań							
Criteria of periodic review of academic staff members		research and teaching positions		research positions <i>* yes – if conducting teaching activities</i>		teaching positions <i>* yes – if conducting research activities</i>	
		professor, university professor, visiting professor	assistant professor, assistant	professor, university professor, visiting professor	assistant professor, assistant	professor, university professor, visiting professor	adjunct professor, assistant, senior lecturer, lecturer, language instructor, instructor
A.	<b>Scientific activities</b>						
1.	Conducting original scientific research that forms a significant contribution to the development of a discipline or development works and producing scientific or artistic output	yes	yes	yes	yes	no(yes*)	no(yes*)
2.	Participation in scientific research or development works as a team leader or member	yes	yes	yes	yes	no(yes*)	no(yes*)
3.	Popularising the results of scientific research or development works, in particular in the form of prestigious academic publications	yes	yes	yes	yes	no(yes*)	no(yes*)
4.	Implementing the results of scientific research or development works	yes	yes	yes	yes	no(yes*)	no(yes*)
5.	Participation in academic seminars, conferences or symposia and other forms of academic activity	yes	yes	yes	yes	no(yes*)	no(yes*)
6.	Applying for research grants or training grants for young staff in domestic and international competitions	yes	yes	yes	yes	no(yes*)	no(yes*)
7.	Completed domestic and international academic internship programs	yes	yes	yes	yes	no(yes*)	no(yes*)
8.	Participation in commercialising the results of research	yes	yes	yes	yes	no(yes*)	no(yes*)
9.	Organising academic seminars, conferences, symposia or other forms of academic activity	yes	yes	yes	yes	no(yes*)	no(yes*)
10.	Reviews of academic projects and work, including reviews of publications	yes	yes	yes	yes	no(yes*)	no(yes*)

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11.	Awards and distinctions for scientific activities	yes	yes	yes	yes	no(yes*)	no(yes*)
12.	Other achievements related to scientific activities and their results	yes	yes	yes	yes	no(yes*)	no(yes*)
<b>B. Teaching activities or participation in educating doctoral students</b>							
1.	Conducting classes as part of the teaching load and in overtime hours in the scope and on the conditions specified by law and in work regulations	yes	yes	no(yes*)	no(yes*)	yes	yes
2(*).	Reviewing learning results on a periodic basis, including, in particular, conducting exams and tests	yes	yes	no(yes*)	no(yes*)	yes	yes
3.	Holding teaching office hours (consultations) according to the schedule approved by the head of the unit in which the academic staff member is employed, at least 2 hours per week multiplied by the full time equivalent ratio, not less however than 1 hour per week	yes	yes	no(yes*)	no(yes*)	yes	yes
4(*).	Supervising students writing their final and semester assignments	yes	yes	no(yes*)	no(yes*)	yes	yes
5(*).	Compiling course study documentation required from academic staff	yes	yes	no(yes*)	no(yes*)	yes	yes
6(*).	Collecting and storing, in accordance with rules applicable at AMU, documentation that confirms achieving the learning effects predefined in the study curriculum;	yes	yes	no(yes*)	no(yes*)	yes	yes
7(*).	Entering data into the USOS system in a timely fashion	yes	yes	no(yes*)	no(yes*)	yes	yes
8.	Preparing teaching aids needed for conducted classes	yes	yes	no(yes*)	no(yes*)	yes	yes
9.	Participation in drafting and updating programme curricula and class schedules, including for new programmes or specialisations	yes	yes	no(yes*)	no(yes*)	yes	yes
10(*).	Drafting and updating the curriculum/syllabus for a subject taught by the academic staff member	yes	yes	no(yes*)	no(yes*)	yes	yes
11.	Reviewing theses and dissertations of students and final dissertations of participants of post-graduate studies or other forms of education	yes	yes	no(yes*)	no(yes*)	yes	yes
12(*).	Periodic verification of learning effects in a form other than stated in point 2	yes	yes	no(yes*)	no(yes*)	yes	yes
13.	Supervising theses and dissertations of students and final dissertations of participants of post-graduate studies or other forms of education	yes	yes	no(yes*)	no(yes*)	yes	yes

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14.	Participation in examination committees	yes	yes	no(yes*)	no(yes*)	yes	yes
15.	Supervising student or doctoral student organisations active at the university, including research groups	yes	yes	no(yes*)	no(yes*)	yes	yes
16.	Acting as a year tutor	yes	yes	no(yes*)	no(yes*)	yes	yes
17.	Preparing students to participate in competitions and cultural or sports events	yes	yes	no(yes*)	no(yes*)	yes	yes
18.	Awards and distinctions for teaching activities	yes	yes	no(yes*)	no(yes*)	yes	yes
19.	Summary of reviews from students and doctoral students	yes	yes	no(yes*)	no(yes*)	yes	yes
20.	Other achievements related to teaching and collaboration with students and doctoral students, in particular the authorship of publications used in the teaching process	yes	yes	no(yes*)	no(yes*)	yes	yes
C.	<b>Organisational activities</b>						
1.	Work in collective bodies of the AMU	yes	yes	yes	yes	yes	yes
2.	Work in committees, boards and teams of the Senate, Rector, faculty and other bodies specified in internal AMU regulations	yes	yes	yes	yes	yes	yes
3.	Holding management positions at AMU	yes	yes	yes	yes	yes	yes
4.	Acting as the head of an AMU organisational unit other than a faculty or branch	yes	yes	yes	yes	yes	yes
5.	Acting as a representative of the rector or dean	yes	yes	yes	yes	yes	yes
6.	Collaboration with domestic and international organisations and scientific or scientific and teaching institutions	yes	yes	yes	yes	yes	yes
7.	Participation in promotional enterprises and collaborating with the socio-economic environment of AMU	yes	yes	yes	yes	yes	yes
8.	Activity in national or international scientific bodies, participation in the work of institutions that form the higher education and science system and act for the benefit of that system	yes	yes	yes	yes	yes	yes

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9.	Acting as a supervisor or assistant supervisor in a doctoral dissertation process, writing reviews and opinions in a doctoral dissertation process, habilitation process or proceedings to award a professor degree	yes	yes	yes	yes	yes	yes
10.	Acting as a reviewer designated by the Academic Excellence Council in matters specified in statute	yes	yes	yes	yes	yes	yes
11.	Membership in editorial teams of scientific journals and participation in editorial committees	yes	yes	yes	yes	yes	yes
12.	Managing or supervising student internships	yes	yes	yes	yes	yes	yes
13(*).	Care about entrusted property	yes	yes	yes	yes	yes	yes
14.	Awards and distinctions for organisational activities	yes	yes	yes	yes	yes	yes
15.	Performing other organisational work necessary for the proper operation of AMU, including a faculty, branch, institute or other organisational unit, and contributing to the quality of teaching and scientific research.	yes	yes	yes	yes	yes	yes
C1.	<b>Additional criteria for reviewing organisational activities of an academic staff member who is a manager referred to in § 8 of Ordinance No. 350/2018/2019 of the Rector of AMU of 25 September 2019 on the scope of duties of academic staff:</b>						
1(*).	Organising and supervising tasks performed by the unit	yes	yes	yes	yes	yes	yes
2(*).	Taking care to constantly improve the level of research and teaching in the unit	yes	yes	yes	yes	yes	yes
3(*).	Supervising the management of movable property of the unit	yes	yes	yes	yes	yes	yes
4(*).	Ensuring suitable work conditions for employees of the unit	yes	yes	yes	yes	yes	yes
D.	<b>Improving professional competences</b>						
1.	Participation in seminars and conferences related to conducted work	yes	yes	yes	yes	yes	yes
2.	Participation in training and other forms of education to improve one's own teaching or scientific qualifications	yes	yes	yes	yes	yes	yes
3.	Participation in and organisation of workshops used for exchanging experience and self-improvement	yes	yes	yes	yes	yes	yes

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4.	Other activities supporting the development of scientific and teaching skills	yes	yes	yes	yes	yes	yes
E.	<b>Compliance with copyright and related rights and industrial property rights</b>						
1(*).	Compliance with copyright and related rights and industrial property rights	yes	yes	yes	yes	yes	yes

(\* ) - The activities of the academic staff member in respect of these criteria are reviewed by the direct supervisor and vice-dean of teaching.