

### PERIODIC REVIEW (YEAR .....)

**INCLUDES DETAILS FROM THE TIME OF LAST REVIEW IN ..... UNTIL THE YEAR SPECIFIED ABOVE**

Periodic reviews are conducted on the basis of  
Ordinance No. 160/2021/2022  
of the Rector of Adam Mickiewicz University in Poznań of 15 December 2021  
on the criteria, manner and persons used  
to conduct periodic reviews of academic staff

#### Academic staff QUESTIONNAIRE

**Please fill out this questionnaire electronically**

**RESEARCH AND TEACHING STAFF**

**RESEARCH STAFF**

**TEACHING STAFF**

#### PERSONAL DATA

1	<b>First and last name</b>		
	<b>Academic title or degree</b>		
2	<b>School</b>		
	<b>Faculty/branch or other organisational unit</b>		
	<b>Institute</b>		
	<b>Chair/Department/Research Unit/Laboratory</b>		
3	A.	Scientific discipline	%
	B.	Scientific discipline	%
Change of discipline in the period under review		Date of change:	
3.1			%
			%
4	Details of professional employment		
	A	Date of employment at AMU	
	B	Position currently held	
	C	Date of employment in position currently held	
	D	Form and period of employment (appointment, employment agreement for definite (dates) or indefinite time)	
	E	Full-time equivalent	
F	Maternity leave, leave on conditions similar to maternity leave, paternal leave, parental leave, child care leave, health improvement leave, sabbatical, active or alternative military service within the period under review (dates)		

### SUMMARY OF PERSONAL ACCOMPLISHMENTS

A text in paragraphs about 1 page long, listing the most important achievements in the period under review (since last periodic review)

### INFORMATION ABOUT ACCOMPLISHMENTS

according to criteria listed in appendix No. 1 to Ordinance No. 160/2021/2022  
of the Rector of Adam Mickiewicz University in Poznań  
of 15 December 2021

\* – for criteria marked with an \*, the activities of an academic staff member are assessed by their direct supervisor / vice-dean for teaching

#### A. Scientific activities

1.	Results of scientific research, artistic output or development work that form a significant contribution to the development of the discipline stated on page 1 in point 3A (the list of such results should be compiled taking into account bibliometric indices).
	Results of scientific research, artistic output or development work that form a significant contribution to the development of the discipline stated on page 1 in point 3B (the list of such results should be compiled taking into account bibliometric indices).
2.	Participation in scientific research or development work as a team leader or member.
3.	Effects of popularising the results of scientific research or development work, in particular in the form of academic publications and patents, if not listed in point A.1.
4.	Effects of implementing the results of scientific research or development work.
5.	Active participation in academic congresses, seminars, conferences, symposia or other forms of academic activity.
6.	Results of applying for research grants or training grants for young staff in domestic and international competitions.
7.	Completed domestic and international academic internship programs.

8. Participation in commercialising the results of research.
9. Organising academic seminars, conferences, symposia or other forms of academic activity.
10. Conducted experiments and reviews of academic projects and work, including reviews of publications.
11. Awards and distinctions for scientific activities.
12. Other achievements related to scientific activities and their results.

**B. Teaching activities or participation in educating doctoral students**

1. Information about classes conducted (kind and number of hours of classes conducted in the years under review).
2. Information about the number of teaching office hours (consultations).
3. Preparing teaching aids needed for conducted classes, in particular authoring publications used in the teaching process.
4. Participation in drafting and updating programme curricula and class schedules, including for new programmes or specialisations.
5. Reviewing theses and dissertations of students and final dissertations of participants of post-graduate studies or other forms of education.
6. Supervising theses and dissertations of students and final dissertations of participants of post-graduate studies or other forms of education (number of mentored graduates in the years under review).
7. Participation in examination committees.

8.	Supervising student or doctoral student organisations active at the university, including research groups.
9.	Acting as a tutor of a programme, year or specialisation.
10.	Preparing students to participate in competitions and cultural or sports events.
11.	Awards and distinctions for teaching activities.
12.	Summary of reviews from students and doctoral students in the years under review.
13.	Other achievements related to teaching and collaboration with students and doctoral students.

### C. Organisational activities

1.	Work in collective bodies of AMU.
2.	Work in committees, boards and teams of the Senate, Rector, faculty and other AMU bodies.
3.	Holding management positions at AMU.
4.	Acting as the head of an AMU organisational unit other than a faculty or branch.
5.	Acting as a representative of the rector or dean.
6.	Collaboration with domestic and international organisations and scientific or scientific and teaching institutions.
7.	Participation in promotional enterprises and collaboration with the socio-economic environment of AMU.

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.
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.
10.	Acting as a reviewer designated by the Academic Excellence Council.
11.	Membership in editorial teams of scientific journals and participation in editorial committees.
12.	Managing or supervising student internships.
13.	Awards and distinctions for organisational activities.
14.	Performing other organisational work necessary for the proper operation of AMU and contributing to the quality of teaching and scientific research.

<b>D. Improving professional competences</b>	
1.	Participation in seminars and conferences related to performed work.
2.	Participation in training and other forms of education to improve one's own teaching or scientific qualifications.
3.	Participation in and organisation of workshops used for exchanging experience and self-improvement.
4.	Other activities supporting the development of scientific and teaching skills.

## OPINIONS

The opinions should contain clearly formulated conclusions.

### Opinion of the direct supervisor

Does the person under review correctly perform their duties as an academic staff member with respect to:	opinion**)	
1) care about entrusted property?	Yes	No
2) compliance with copyright and related rights and industrial property rights?	Yes	No

\*\*) please circle the correct opinion

Descriptive opinion related to academic and organisational activities and improvement of professional competences:

.....  
Direct supervisor – legible signature

**Opinion of the supervisor concerning additional criteria of 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.**

Does the person under review correctly perform their duties as a manager with respect to:	opinion**)	
1) organising and supervising the performance of tasks?	Yes	No
2) taking care to constantly improve the level of research and teaching?	Yes	No
3) supervising the management of movable property?	Yes	No
4) ensuring suitable work conditions for members of the unit?	Yes	No

\*\*) please circle the correct opinion

Descriptive opinion of the supervisor of the academic staff member holding a management position:

.....  
Supervisor of the academic staff member who is a manager – legible signature

### Opinion of the academic mentor, if different from the direct supervisor

.....  
Academic mentor – legible signature

**Opinion of the competent vice-dean concerning teaching activities**

Does the person under review correctly perform their duties as an academic staff member with respect to:	opinion**)	
1) reviewing the results of teaching, including in particular conducting exams, completion assignments and tests?	Yes	No
2) supervising students writing their final and semester assignments?	Yes	No
3) compiling study course documentation required from academic staff members?	Yes	No
4) collecting and storing, in accordance with rules applicable at AMU, documentation that confirms achieving the learning effects predefined in the programme curriculum?	Yes	No
5) entering data into the USOS system in a timely fashion?	Yes	No
6) drafting and updating the curriculum/syllabus for the subject they teach?	Yes	No
7) periodic verification of learning effects in a form other than stated in point 1?	Yes	No

\*\* ) please circle the correct opinion

Descriptive opinion concerning teaching activities, taking into account the results of surveys with reviews from students and doctoral students

.....  
Competent vice-dean – legible signature

**Opinion of the competent doctoral school director/head of doctoral studies on education of doctoral students**

.....  
Doctoral school director/head of doctoral studies – legible signature

**Decision of the Review Team**

1. The review team assigns separate scores related to achievements listed in points A-E, followed by a final periodic score.
2. If the academic staff conducts scientific research in more than one discipline of science or art, **the initial periodic review of scientific activities is conducted by a review team competent for the discipline pursued in the organisational unit in which the academic staff member is not employed, and the final periodic review by the review team appointed in the unit in which the academic staff member is employed.**
3. The review team votes separately on each score and then on the final periodic score.
4. When an academic staff member receives a failing score with respect to the area listed in point E, the resulting final score is also negative.
5. When a research staff member receives a failing score with respect to the achievements listed in point A, the resulting final score is also negative.

6. When a research and teaching staff member receives a failing score with respect to the area listed in points A or B, the resulting final score is also negative.
7. When a teaching staff member receives a failing score with respect to the area listed in point B, the resulting final score is also negative.
8. In the cases referred to above, the review team does not vote separately on the final periodic score, instead confirming a negative score.

**A. Review of scientific activities – conducted by a review team competent for the discipline pursued in the organisational unit in which the person under review is not employed**

- Passing score
- Failing score

Signatures of the Review Team appointed in the unit in which the staff member is not employed:

**Chairperson:**

1. First and last name: ..... signature :.....

**Members**

2. First and last name: ..... signature :.....

3. First and last name: ..... signature :.....

4. First and last name: ..... signature :.....

5. First and last name: ..... signature :.....

**A.1 Review of scientific activities – conducted by a review team competent for the discipline pursued in the organisational unit in which the person under review is employed**

- Pass
- Fail

**B. Review of teaching activities or participation in educating doctoral students**

- Pass
- Fail

**C. Review of organisational activities**

- Pass
- Fail

**D. Review of improving professional competences**

- Pass
- Fail

**E. Review of compliance with copyright and related rights and industrial property rights**

- Pass
- Fail



**Final score – assigned by the team appointed in the unit in which the staff member is employed**

- Pass
- Fail

  

**Written justification of the Review Team's decision**

(mandatory in case of fail score, in case of pass score, when requested by the person under review or direct supervisor)

Date of meeting of the Review Team: .....

Signatures of members of the Review Team

**Chairperson:**

1. First and last name: ..... signature :.....

**Members**

2. First and last name: ..... signature :.....

3. First and last name: ..... signature :.....

4. First and last name: ..... signature :.....

5. First and last name: ..... signature :.....

6. First and last name: ..... signature:.....

7. First and last name: ..... signature :.....

8. First and last name: ..... signature :.....

**Notification of direct supervisor**

I acknowledge the contents of this review and declare that I have been advised of my right to lodge an appeal with the Rector within 14 days from the date of being served the decision of the Review Team

Date of serving the decision: .....

First and last name: .....

Signature of direct supervisor: .....

**Notification of staff under review**

I acknowledge the contents of this review and declare that I have been advised of my right to lodge an appeal with the Rector within 14 days from the date of being served the decision of the Review Team

Date of serving the decision: .....

Signature of staff under review: .....