

**ADAM MICKIEWICZ UNIVERSITY, POZNAŃ**

UAM

**Order No 160/2021/2022 of the Rector of Adam Mickiewicz University,  
Poznań of 15 December 2021**

**on the criteria of interim evaluation, the procedure and the entity that  
carries out the interim evaluation of academic teachers**

Pursuant to Article 128 (3) of the Act of 20 July 2018 on Higher Education and Science (Journal of Laws from 2021, item 478, as amended, hereinafter the "Act") and § 92 (1) of AMU Statutes, having consulted the senate, trade unions, student government, and doctoral student government, the following is ordered:

**§ 1**

All academic teachers, except for the Rector, shall be subject to interim evaluation, in particular with regard to fulfilling the obligations specified in Article 115 of the Act and complying with provisions concerning copyright and related rights as well as industrial property rights, according to the principles stipulated herein.

**§ 2**

1. Interim evaluation shall be carried out every four years or more frequently at the request of the Rector, subject to the provisions of sections 2 and 3 hereinbelow.
2. The Rector shall request a interim evaluation on their own initiative or at the request of a dean, a direct superior, or the head of an organisational unit of the University other than a faculty in which the academic teacher is employed.
3. In the case of absence from work due to maternity leave, leave under the conditions of maternity leave, leave under conditions of maternity leave, paternity leave, parental leave, extended parental leave, or health leave, or due to military service or civilian service, the time limit for the interim evaluation shall be extended by the period of such absence.

**§ 3**

1. The result of interim evaluation may be positive or negative.
2. In the case of a negative result, the next interim evaluation shall be carried out no earlier than 12 months after the completion of the previous evaluation.

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#### § 4

1. Interim evaluation of academic teachers shall pertain to the following areas:

- 1) scholarly activity;
- 2) teaching or participation in the training of doctoral students;
- 3) organisational activity;
- 4) enhancement of professional competences;
- 5) compliance with provisions concerning copyright and related rights as well as industrial property rights.

2. An academic teacher, irrespective of the type of position and the group of employees they belong to, is subject to evaluation with regard to organisational activity, enhancement of professional competences, and compliance with provisions concerning copyright and related rights as well as industrial property rights.

3. An academic teacher employed in the group of research staff in the position of: *profesor* (professor), *profesor uczelni* (associate professor), *profesor wizytujący* (visiting professor), *adiunkt* (assistant professor), and *asystent* (assistant) is subject to interim evaluation pertaining to their scholarly activity or participation in the training of doctoral students as well as to teaching students, provided that they list this type of activity in the questionnaire.

4. An academic teacher employed in the group of research and teaching staff in the position of: *profesor* (professor), *profesor uczelni* (university professor), *profesor wizytujący* (visiting professor), *adiunkt* (assistant professor), and *asystent* (assistant) is subject to interim evaluation pertaining to their scholarly and teaching activity or participation in the training of doctoral students.

5. An academic teacher employed in the group of teaching staff in the position of: *profesor* (professor), *profesor uczelni* (university professor), *adiunkt* (assistant professor), *starszy wykładowca* (senior lecturer), *asystent* (assistant), *wykładowca* (lecturer), *lektor* (lector), and *instruktor* (instructor) is subject to interim evaluation pertaining to their teaching activity or participation in the training of doctoral students as well as to interim evaluation pertaining to their scholarly activity, provided that they have submitted to the Rector a declaration that they represent a given discipline and a declaration that they are counted among the number of employees who carry out scholarly activity, referred to in Article 265 (5) of the Act.

#### § 5

1. For the interim evaluation of academic teachers, interim evaluation criteria shall be established for particular groups of employees and types of positions, as specified in Attachment 1 hereto.

2. The scientific council of the discipline shall develop detailed criteria for the interim evaluation of academic teachers.

3. The chairperson of the scientific council of the discipline shall notify the academic teachers being evaluated of the criteria developed by the scientific council of the discipline in a manner enabling the teachers to learn their content.

#### § 6

1. The University shall enable students and doctoral students to evaluate, at least once per academic year, an academic teacher with regard to the fulfilment of

their teaching duties, which shall be taken into account in the interim evaluation of the academic teacher.

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2. Evaluations shall be carried out by students and doctoral students in the form of questionnaires to be filled out after the end of each teaching cycle throughout the period subject to evaluation, with the proviso that the evaluation should be conducted at least once per academic year.
3. The rules for the evaluation referred to in section 1 shall be laid down by the Rector in a separate order.

#### § 7

1. The basis for the interim evaluation, in accordance with the rules laid down for a given group of employees, shall be the scholarly, teaching, and organisational achievements documented by the academic teacher being evaluated, their compliance with the obligation to continuously improve professional competence and with provisions concerning copyright and related rights as well as industrial property rights, and the opinion of the immediate superior or the academic supervisor if the latter is not the immediate superior.
2. With regard to the evaluation of the teaching activity of an academic teacher or their participation in the training of doctoral students, the evaluation committee shall seek an opinion of the relevant deputy dean and an opinion of the relevant director of the doctoral school or the head of the doctoral programme if the academic teacher concerned is involved in the training of doctoral students. The opinions referred to in the preceding sentence should take into account the results of student and doctoral student evaluation questionnaires as well as the results of class inspections.
3. The opinions referred to in sections 1 and 2 should conclude with clearly expressed conclusions.

#### § 8

1. The interim evaluation of scholarly activity shall be carried out in the academic discipline represented by the academic teacher being evaluated.
2. The discipline represented by the academic teacher being evaluated, as referred to in section 1, shall be the one indicated by that teacher in the declaration submitted to the Rector in accordance with Article 343 (7) of the Act.
3. If the academic teacher being evaluated represents two disciplines as declared to the Rector, the interim evaluation of scholarly activity shall be carried out in both disciplines, proportionally to the percentage of time worked in a given discipline as indicated by the academic teacher.
4. If, during the period covered by the interim evaluation, the academic teacher being evaluated submits a statement to the Rector concerning a change of discipline, the interim evaluation of scholarly activity shall be carried out in all the disciplines represented by the teacher during the period covered by the interim evaluation, proportionally to the period of time spent representing a given discipline.
5. The same achievement may be demonstrated by an academic teacher in only one of the disciplines represented.

6. The interim evaluation of an academic teacher referred to in sections 3 and 4 shall be conducted by the relevant evaluation committees referred to in § 11 (1), subject to the provisions of sections 7 and 8.
7. In the first place, the interim evaluation of scholarly activity shall be conducted by the evaluation committee responsible for the discipline which is practised in the organisational unit in which the academic teacher concerned is not employed.
8. The final interim evaluation of scholarly activity, including that in a discipline which is not represented at AMU, shall be conducted by an evaluation committee appointed in the unit where the academic teacher is employed.
9. The provisions of sections 6–8 shall not apply to the persons referred to in § 12 (1) and § 13 (1).

#### § 9

1. Interim evaluation shall be carried out on the basis of a summary of professional accomplishments and a questionnaire prepared by the person being evaluated, taking into account the criteria set out in Attachment 1 hereto and the criteria referred to in § 5 (2).
2. A specimen of the interim evaluation form for academic teachers as specified in Attachment 2 hereto is hereby introduced.

#### § 10

1. For the purpose of carrying out interim evaluation of academic teachers, the Rector shall appoint evaluation committees.
2. The evaluation committees shall be appointed for the duration of the Rector's term of office. The evaluation committees shall operate until new evaluation committees are appointed.
3. One person may be a member of only one evaluation committee.
4. An academic teacher may not be evaluated by an evaluation committee if a member of the committee is their spouse, a person related to them by blood or affinity up to the second degree, a person with whom they are in a relationship of adoption, custody or guardianship, or a person running with them a shared household.

#### § 11

1. Interim evaluation of academic teachers employed at faculties shall be carried out by faculty evaluation committees. If the number of academic teachers employed in a branch is at least twenty, the Rector shall appoint an evaluation committee for the evaluation of academic teachers in that branch.
2. Candidates for members of the evaluation committee referred to in section 1 shall be recommended to the Rector by the competent scientific council of the discipline or disciplines within the faculty and the scientific council of the discipline or disciplines within the School within which the faculty operates or, in the case of a branch, by the branch council, if one has been established, or by the deputy rector responsible for the branch.

3. The evaluation committee referred to in section 1 is composed of:
  - 1) a chairperson;
  - 2) two academic teachers employed at AMU in the position of *profesor* (professor) or *profesor uczelni* (associate professor);
  - 3) two representatives of the remaining academic teachers employed at AMU.
4. The evaluation committee is chaired by the dean or the branch director, as the case may be.

#### § 12

1. Interim evaluation of academic teachers employed in branches where fewer than twenty academic teachers are employed and in organisational units of the University other than the faculty shall be carried out by a nine-member university evaluation committee.
2. Candidates for members of the evaluation committee referred to in section 1 shall be recommended to the Rector by heads of the organisational units of the University referred to in section 1 in which the academic teachers to be evaluated are employed.
3. The evaluation committee referred to in section 1 shall be composed of academic teachers, including at least five academic teachers employed in the position of *profesor* (professor) or *profesor uczelni* (associate professor), of whom at least one represents the domain, including the discipline, represented by the person being evaluated.
4. The chairperson of the evaluation committee referred to in section 1 shall be a person appointed by the Rector from among the committee's members.

#### § 13

1. Interim evaluation of members of the evaluation committees referred to in § 11 and § 12 and of academic teachers who may not be evaluated by the members of those committees due to the relationship referred to in § 10 (4) shall be carried out by a nine-person university evaluation committee for the evaluation of members of the evaluation committees.
2. The evaluation committee referred to in section 1 shall be composed of academic teachers, including six academic teachers employed in the position of *profesor* (professor) or *profesor uczelni* (associate professor) in a higher education institution.
3. Candidates for members of the evaluation committee referred to in section 1 shall be recommended to the Rector by the School councils in a number to be indicated by the Rector.
4. The provisions of § 12 (4) shall apply to the chairperson.

#### § 14

1. At the request of a member of the committee or the person being evaluated, the direct superior of the academic teacher being evaluated shall participate in the meetings of the evaluation committee in an advisory capacity. At the request of the person being evaluated, a representative of the trade union indicated in the request may also participate in the committee's meeting in an advisory capacity.

2. The evaluation committee shall, on its own initiative or at the request of the academic teacher being evaluated, hear the academic teacher's explanations.

#### § 15

1. The evaluation committee shall issue separate partial evaluations for the achievements listed in items A–E of Attachment 1 hereto, followed by a final interim evaluation, subject to § 8 (6–8). The evaluation committee shall conduct a separate vote on each partial evaluation and then on the final interim evaluation, subject to sections 2–5 hereof.
2. If an academic teacher receives a negative partial evaluation for a criterion listed in item E of Attachment 1 to the Order, they shall receive a negative final evaluation.
3. If a member of research staff receives a negative partial evaluation for the achievements listed in item A of Attachment 1 hereto, they shall receive a negative final evaluation.
4. If a research and teaching staff member receives a negative partial evaluation for the achievements listed in items A or B of Attachment 1 hereto, they shall receive a negative final evaluation.
5. If a teaching staff member receives a negative partial evaluation for the achievements listed in item B of Attachment 1 hereto, they shall receive a negative final evaluation.
6. In the cases referred to in sections 2–5, the evaluation committee shall not conduct a separate vote on the final interim evaluation and shall state the negative result of the final evaluation.

#### § 16

1. The evaluation committee shall make its decisions in a secret ballot by an absolute majority of votes, with at least three-quarters of the committee members present, subject to § 15 (5).
2. The chairperson of the evaluation committee shall notify the academic teacher being evaluated and their immediate superior of the decision taken on the outcome of the interim evaluation in writing.
3. The decision on a negative result of the interim evaluation shall be justified in writing. A decision of any other kind shall be justified at the request of the academic teacher being evaluated or their immediate superior.

#### § 17

1. The result of the interim evaluation may be appealed against to the Rector within 14 days of its delivery.
2. An appeal may be submitted by the academic teacher being evaluated as well as by their immediate superior.

3. The Rector, on their own initiative, at the request of the academic teacher being evaluated or their immediate superior, shall hear the explanations of the academic teacher or their immediate superior. The Rector may consult other persons, as well.
4. After considering the appeal, the Rector shall uphold or change the result of the interim evaluation. The decision of the Rector is final.

#### § 18

1. The Order shall enter into force on the date of its adoption.
2. The criteria for the interim evaluation of academic teachers set out herein and the criteria referred to in § 5 (2) shall apply to the evaluation period commencing on 1 January 2022.
3. The chairpersons of scientific councils of the disciplines shall fulfil the obligation referred to in § 5 (3) by 31 December 2021.
4. The current legislation shall apply to proceedings concerning the interim evaluation of academic teachers initiated in the years 2020–2021.

**Rector Prof. dr hab. Bogumiła Kaniewska**