



REGULATIONS

**on the Rating Evaluation of the Professional
Activities of Academic and Teaching Staff
at Ivan Kozhedub Kharkiv National
Air Force University**



**The Air Force of the
Armed Forces of Ukraine**

APPROVED

By the decision of the Academic Council
of Ivan Kozhedub Kharkiv National
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Staff at Ivan Kozhedub Kharkiv National Air Force University

Enacted by the order of the Commandant of
the Ivan Kozhedub Kharkiv National Air
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1. General provisions

1.1 These Regulations define the purpose, main tasks, principles and procedure for organizing and conducting rating evaluation of educational, scientific, methodological, and organizational activities of the Academic and Teaching Staff (ATS) of the University, taking into account the results of student surveys.

1.2 These Regulations have been developed in accordance with the Laws of Ukraine “On Education” of September 5, 2017, No. 2145-VIII, “On Higher Education” of July 1, 2014, No. 1556-VII, the “Regulations on the Organization of the Educational Process at Ivan Kozhedub Kharkiv National Air Force University” and the “Regulations on Internal Quality Assurance of Higher Education at Ivan Kozhedub Kharkiv National Air Force University.”

These Regulations are based on the principles set forth in the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG) of the European Association for Quality Assurance in Higher Education, as well as on the international standard ISO 9001:2015 Quality Management Systems.

1.3 The Regulations shall enter into force after their approval by the Academic Council of the University and the issuance of the relevant order by the Commandant of the University.

1.4 The rating evaluation of the professional activities of the Academic and Teaching Staff is an integral part of the University’s internal quality assurance system for higher education, serving as an element of quality management for the educational activities and services provided by the Ivan Kozhedub Kharkiv National Air Force University.

1.5 The Regulations define the methodology for compiling, calculating, publishing, and using the results of the rating evaluation of the Academic and Teaching Staff at the Ivan Kozhedub Kharkiv National Air Force University.

1.6 The rating evaluation of the professional activity of the Academic and Teaching Staff, as a form of determining effectiveness of their work, is carried out based on information about their activities during the year, summarized and systematized within the timeframes established in these Regulations.

1.7 The rating evaluation of the professional activity of the University’s Academic and Teaching Staff is conducted annually. The evaluation covers the professional activities of all full-time academic and teaching staff who have been employed at the University for at least one year.

Individuals employed at the University in academic and teaching staff positions on a part-time concurrent basis are subject to rating evaluation separately for their primary place of work and for their part-time position. In cases where concurrent positions are held within the same department, the rating evaluation is conducted based on the primary position, taking into account the total number of full-time equivalents held by the employee.

1.8 The organization and conduct of the rating analysis and internal audit of the performance of the academic and teaching staff is coordinated by the Academic Department of the University. The Academic Department is responsible for developing and improving the criteria, requirements, methodologies, and tools for rating evaluation, performing selective verification of the accuracy of information, and ensuring the proper documentation of the results of the rating evaluation.

2. The purpose, main tasks and principles of rating evaluation

2.1 The rating of an academic and teaching staff member is an individual numerical indicator assessing their achievements in educational, methodological, scientific, and organizational activities, taking into account the results of surveys of cadets (students, postgraduates).

2.2 The purpose of implementing the rating evaluation of the professional activities of academic and teaching staff is to:

- assess the productivity of educational, scientific, methodological, and organizational work with the aim of forming effective personnel support for the University's activities;
- ensure competition among the academic and teaching staff, foster personal interest in improving qualifications, and promote the implementation of a creative approach in the teaching process;
- strengthen the collective interest of staff in improving the final outcomes of students' training, enhancing the quality of educational services, and increasing the effectiveness of the educational process;
- create conditions for the dynamic development of the University, ensure compliance with modern trends in higher education, and support the integration of KNAFU into the European Higher Education Area.

2.3 The main tasks of the rating evaluation of the professional activities of the University's academic and teaching staff are to:

- use of unified criteria for evaluating and controlling the quality of education and the performance of academic and teaching staff in their positions;
- ensure transparency and objectivity in the evaluation of each academic and teaching staff member's activities through the completeness and accuracy of information;
- create an information base and perform statistical analysis of data on the professional competence of the academic and teaching staff, identifying trends and changes in their activities within the University;
- improve individual work based on a thorough analysis of the results of the rating evaluation of academic and teaching staff;
- establish a mechanism for rewarding the activities of the academic and teaching staff by implementing principles of competitiveness and fairness.

2.4 The rating evaluation of the professional activity of the University's academic and teaching staff is based on the following principles:

- planned and systematic conduct of the rating evaluation;
- transparency and accessibility of the system of indicators used to determine the rating;
- validity and meaningfulness of the evaluation, reflecting all aspects of activities;
- sufficiency of criteria for academic and teaching staff;
- accuracy of the information forming the staff rating;
- formalization of the methodology for analyzing indicators;

- search for new informative evaluation criteria;
- openness and publicity of the rating evaluation results;
- encouragement to improve the results of professional activities;
- alignment of the evaluation content with the priority directions of the

University's development.

2.5 The effectiveness of the rating evaluation is ensured by three components:

- a sufficient number of indicators for calculating the rating evaluation, reflecting the main aspects of the academic and teaching staff activities;
- a clear mechanism for calculating the rating evaluation;
- administrative support for the rating evaluation and the implementation of its results to improve the quality of education at the University.

3. Organization and procedure of rating evaluation

3.1 The rating evaluation of the University's academic and teaching staff is conducted in three stages:

Stage I – Anonymous survey of students (September–June);

Stage II – Compilation of the point-based evaluation of the academic and teaching staff work by departments (by June 30);

Stage III – Rating evaluation and analysis of the results of the methodological, scientific, and organizational work of each academic and teaching staff member (by July 30).

3.2 Stage I – Conducting monitoring of the quality of teaching of academic disciplines within educational programs, based on the results of surveys of cadets (students, postgraduates).

3.2.1 The organization and conduct of the monitoring, as well as the processing and summarizing of the results, are carried out by the University's Academic Department.

3.2.2 Each academic and teaching staff member who participated in teaching is evaluated based on the survey results of the students from those study groups in which the staff member directly conducted classes during the reporting period.

3.3 Stage II – Integrated evaluation of the academic and teaching staff, conducted based on individual scores in defined areas of activity.

3.3.1 The rating of ATS is determined based on the results of the academic year and takes into account the specifics of the professional activities of the academic and teaching staff:

- performance of ATS (80%);
- cadet (student) assessment of ATS (20%).

The performance of ATS consists of teaching (20%), methodological (20%), scientific (20%), and organizational (20%) activities, which together account for 80% of the rating score relative to the staff member's full-time equivalent.

3.3.2 The evaluation system is based on assigning appropriate scores for each type of activity in the following areas: teaching, scientific, methodological, and organizational work during the current year. The results are summarized and systematized within the timeframes specified in these Regulations.

3.3.3 An academic and teaching staff member is not allowed to report the same results of their professional activity multiple times. Only work not considered in the previous rating evaluation should be included in the current reporting period.

3.3.4 Incentive points for personal achievements and awards in the current academic year may be included in the rating and are taken into account in the individual rating of the ATS member as additional points.

3.3.5 If an ATS member acts negligently in performing their professional duties, or violates the requirements of the legislation of Ukraine on higher education, the University Statute and Regulations, or the Code of Academic Integrity, a decision may be made to deduct points for substandard teaching performance.

3.3.6 To ensure comparability of results, qualification categories of the academic and teaching staff are established:

- professors (I);
- associate professors (II);
- senior lecturers (III);
- lecturers (IV).

3.4 Stage III involves the analysis of results and the decision-making for determining the integrated rating of the academic and teaching staff.

4. Procedure for submitting materials on the performance results of Academic and Teaching Staff

4.1 ATS members evaluate their achievements for the current academic year. By June 15, each academic and teaching staff member submits to the head of the department complete and accurate data in the prescribed form on the results of their activities in accordance with the established key indicators.

4.2 4.2 The head of the department verifies the submitted information and certifies the accuracy of the data in the personal rating sheet of the academic and teaching staff member.

4.3 Heads of departments submit the personal rating sheets of academic and teaching staff to the Academic Department of the University by May 30.

4.4 Academic and teaching staff subject to evaluation shall, no later than June 15, complete the online electronic table of personal achievements, including links verifying the provided data.

4.5 Responsibility for meeting the deadlines for submitting rating sheets to the Academic Department, as well as for the accuracy of the data provided in the personal rating sheets of ATS, rests personally with the heads of departments.

4.6 Overall control of the accuracy of data entered into the information system is carried out by the University's Center for Higher Education Quality Assurance.

4.7 In the event of submission of inaccurate, distorted, or deliberately false information, or if falsification of indicators is detected, the information for the specific criterion shall be removed, and penalty points shall be assigned for violation of the principles of academic integrity.

5. Methodology for calculating the rating evaluation of Academic and Teaching Staff

5.1 Based on the submitted personal data, the professional activity rating of an academic and teaching staff member is calculated.

5.2 The individual rating score is determined as the sum of points earned for performing specific tasks and achievements in the main areas of activity, adjusted according to the proportion of the full-time equivalent position held by the ATS member.

The individual rating score is calculated using the following formula:

$$R = \frac{\sum B_{навч} + \sum B_{мет} + \sum B_{наук} + \sum B_{орг}}{S} + \sum B_{особ} - \sum B_{ш} \quad (1)$$

where $B_{навч}$ – points for performing teaching activities;

$B_{мет}$ – points for performing methodological activities;

$B_{наук}$ – points for performing scientific activities;

$B_{орг}$ – points for performing organizational activities;

$B_{особ}$ – points for personal achievements and awards;

$B_{ш}$ – penalty points for violations of the current legislation of

Ukraine on higher education and the University's regulatory documents;

S – proportion of the full-time equivalent position of the academic and teaching staff member

5.3 The absolute individual rating score R_a – is the sum of points earned by the academic and teaching staff (ATS) member., taking into account the evaluation by students

$$R_a = R + R_o, \quad (2)$$

where R – work performance: individual rating score for completing tasks in the established areas of activity,

R_o – survey results, student assessment of academic and teaching staff.

5.4 The value of the indicator R_o is calculated as

$$R_o = \frac{1}{N} \sum_{i=1}^N R_i \quad (3)$$

where N – is the number of students surveyed;

R_i – the number of points according to the individual questionnaire.

The assessment of each specific ATS member by student is not subject to adjustment and remains constant.

6. Rating evaluation results

6.1 The summarization of the results of the rating evaluation of the professional activity of the University's academic and teaching staff is carried out by the University's Academic Department. Responsibility for storing the data and results rests with the Head of the Academic Department.

6.2 Based on the calculation of relative individual ratings, a consolidated rating list is compiled, and the ratings of the respective groups of academic and teaching staff by position are formed:

- rating of academic staff across the university;
- rating of university professors;
- rating of associate professors of the university;
- rating of senior lecturers;
- rating of lecturers.

6.3 The generalized results of the rating evaluation for all structural subdivisions (in tabular form) are submitted to the Commandant of the University to enhance the efficiency of the activities of the academic and teaching staff and to improve the quality of the University's educational process.

6.4 The Rating Committee reviews and approves the results of the rating evaluation; analyzes the evaluation procedures and submits proposals for their improvement; examines the results of the current academic year; makes decisions on the inclusion of additional indicators in the rating and submits proposals for consideration by the Academic Council of the University; provides recommendations to the Commandant of the University regarding the encouragement of the best academic and teaching staff; and considers appeals and proposals submitted by the academic and teaching staff.

6.5 For lecturers who receive a low rating score, the Academic Department develops recommendations aimed at improving their performance indicators.

6.6 The results of the rating evaluation of the University's academic and teaching staff, together with the proposals and recommendations of the Rating Committee, are recorded in the protocols of the meeting. The results are approved by the Commandant of the University.

6.7 Based on the results of the rating lists each lecturer must independently assess their performance, identify weaknesses in their educational activities, recognize the need for professional improvement, and take measures to enhance the quality of teaching their academic disciplines at the University.

6.8 Heads of departments receive information on the overall rating of all full-time academic and teaching staff of the department, as well as on the rating distribution within groups by academic position. The results of the rating evaluation are discussed at the department level, the reasons for the outcomes are analyzed, and measures are developed to improve the pedagogical activities of individual staff members.

6.9 The results of the rating analysis constitute an information base and may be used by the University administration for the moral and material encouragement of the academic and teaching staff.

7. Final provisions

7.1 The main indicators and scoring standards for calculating the rating points of an academic and teaching staff member may be reviewed and approved annually by the University Academic Council upon submission by the Academic Department of the University.

7.2 The general list of types of activities of academic and teaching staff subject to evaluation, the scoring standards, as well as the content of the questionnaires used for student surveys, may, if necessary, be reviewed before the beginning of the next academic year.