



Georgian American University, LLC

**Job Description of Academic / Scientific / Invited Staff
and the Rules of Their Evaluation**

Contents

I. General Provisions	3
II. Main responsibilities of academic / scientific / guest staff	3
III. Qualification requirements for academic / scientific / invited staff	6
IV. Evaluation of the academic / scientific / invited staff of the University	9
V. Transitional Provisions	16
Appendix 11	17
Appendix 12	21
Appendix 13	23
Appendix 14	24
Appendix 15	27
Appendix 16	28

I. General Provisions

1. The subject of regulation of the statute

1.1. This present rule of the Georgian American University LLC. (hereinafter 'the University') establishes the obligations, rights and responsibilities of the academic, scientific and invited staff of the University, as well as the rules for evaluating their work.

II. Main Responsibilities of Academic / Scientific / Invited Staff

2. The Main Responsibilities of the Academic / Scientific / Invited Staff include:

- 2.1. Educational activities and activities related to its organization and development;
- 2.2. Research and innovation activities;
- 2.3. Participate in University management and institutional development;
- 2.4. Participate in the development of the educational program;
- 2.5. Social and community activities.

3. Educational Activities and Events Related to its Organization and Development:

- 3.1. Prepare, organize and conduct lectures / seminars / practical / laboratory, including e-learning;
- 3.2. Supervise student research papers;
- 3.3. Student counseling;
- 3.4. Training and / or production practice management;
- 3.5. Evaluate students' papers / assignments (test, case, task, midterm evaluation, final evaluation, presentation, essay, master's thesis, dissertation, etc.);
- 3.6. Develop teaching materials (compilation / updating of textbooks, syllabi, tests, etc.);
- 3.7. Professional development;
- 3.8. Organize activities for the development of the learning process / teaching;
- 3.9. Other work related to the learning process.

4. Research and Innovation Activities:

- 4.1. Fundamental and applied studies;
- 4.2. Find, obtain and administer the resources needed for research development;
- 4.3. Publish research results and introduce them in professional circles;
- 4.4. Participate in conferences, seminars, trainings and workshops;
- 4.5. Expert / consulting activities, review;
- 4.6. Collaborate with research institutes;
- 4.7. Participate in the organization of research and innovation activities (participation in the work of research organizations and professional associations, journals, scientific publications, books, etc., membership in editorial boards, organization of scientific conferences, etc.);
- 4.8. Other work related to research and innovation activities.

5. Participate in the Management and Institutional Development of the University:

- 5.1. Participate in the work of the University / basic educational unit - School decision-making bodies and various temporary / permanent commissions;
- 5.2. Execute administrative tasks in the main educational unit - School, structural unit, working group, etc;
- 5.3. Participate in lifelong learning promotions by the University;
- 5.4. Participate in the development of the University Strategy and Action Plan;
- 5.5. Other activities related to University management and institutional development.

6. Participate in the Development of the Educational Program:

- 6.1. Educational program leadership / co-guidance;
- 6.2. Development of an educational program;
- 6.3. Development of curriculum (syllabus);
- 6.4. Participate in the development of an individual curriculum;
- 6.5. Participate in the development of curricula / modules / certificate courses related to continuing education;
- 6.6. Other activities related to the development of the educational program.

7. Social and Community Activities:

- 7.1. Popularize and promote of the university, field / sphere;
- 7.2. Participate in national and international cooperation networks;
- 7.3. Participate in the preparation of national programs and strategic plans;
- 7.4. Participate in various bodies and committees outside the University;
- 7.5. Other social and community activities.

8. The proportion of the main responsibilities in the workload of academic / scientific / invited staff is determined in accordance with Annex 1-10 of this Rule. From the academic position of the employee, from his / her administrative or organizational function in the institution, from the specifics of the field, from the needs of the basic educational / structural unit, also, depending on the goals and objectives of employee development, different proportions of key responsibilities can be established based on the annual agreement between the employee and the head of the main educational / structural unit.

9. The agreement provided for in paragraph 8 of this document shall be made in the form of a written job description for review of the employee's progress - for a period of one year. This agreement is considered to be an integral part of the basic agreement between the University and the employee. When evaluating an employee's progress by the School Board, his or her job description will be taken into account during the period under review.

9.1. In exceptional cases, if there are justifying circumstances, it is possible to replace the higher volume of one core duty with the scope of another core duty. Affiliate Professor, Associate Professor, assistant Professor, Assistant Teaching and Teaching Administration and Teaching Activities, as well as Research and Development Activities cannot be completely replaced by other core responsibilities;

Research-related research / development activities. It is not possible to completely replace research and development activities with other core responsibilities; Non-affiliate academic staff (Professor, Associate Professor, Assistant Professor) and Visiting Specialist can be completely replaced by other activities related to the teaching and administration of teaching and development.

9.2. If the academic position is contracted with a person who also holds the position of President, Vice President, Dean, Vice Dean, Quality Assurance Service, Head of Scientific / Research Institute and other responsible positions, the scope of his / her main responsibilities related to University management and institutional development :

- President, by the decision of the Academic Council of the University up to 60-70% of working hours;
- Vice-President, Dean, Head of Quality Assurance Service in agreement with the President, up to 60-70% of working time;
- Vice Dean and Head of the Institute, in agreement with the Dean, up to 50% of working hours;
- Other officials, in agreement with the President, up to 50% of working hours;

10. An employment contract is concluded with affiliate academic staff for full (40 hours) or incomplete (20 hours) full-time competition. The hourly workload of affiliate academic staff depends on the nature of the work done at the University or outside the University.

Affiliate academic staff is paid a monthly stipend. Affiliate academic staff are eligible to take paid leave for one semester every five years, (Sabbatical) to improve their professional skills or other creative activities.

11. A full-time or part-time employment contract is concluded with a researcher / scholar. The researcher / scholar is given a monthly salary.

12. An employment contract is concluded with non-affiliate academic staff for full (40 hours) or incomplete (20 hours) full-time competition. The hourly workload of non-affiliate academic staff depends on the nature of the work performed at the University or outside the university. Remuneration of non-affiliate academic staff is determined by the work performed by them.

13. An employment contract is concluded with the invited specialist. The remuneration of the invited specialist is determined by the work done by him/her.

14. The basic principle of the activity of academic / scientific / invited staff is academic freedom.

15. During the performance of their duties, the academic / scientific / invited staff has the right to use the material-technical, library, information and other resources of the University without any restrictions.

16. Academic staff is obliged to perform the duties provided for in the employment contract, job description and the relevant annex to this rule, as well as to comply with recognized standards in the field, academic principles and professional ethics.

III. Qualification Requirements for Academic / Scientific / Invited Staff

III.I. Affiliate Professor

17. An affiliate University professor is a leading specialist in the field who is actively involved in the educational process, carries out scientific research activities, takes care of finding the necessary funds for these activities and supervises other academic / invited staff in the implementation of educational and research activities.

18. An Affiliate Professor should have:

- Doctor or equivalent academic degree in a relevant specialty and / or professional experience and high qualification in the relevant field, as evidenced by work experience, relevant training and / or publications. A person who has the necessary competence to produce the learning outcomes provided by the program is considered to have a relevant qualification;
- At least 6 years of experience in scientific-pedagogical work;
- Participation in articles published in scientific journals and conferences (symposia / congresses);
- Knowledge of educational / learning platforms.

19. The duties and qualification requirements of an Affiliate Professor are described in Appendix 1 to this Rule.

III.II. Affiliate Associate Professor

20. The Affiliate Associate Professor of the University is a specialist in the field, who is actively involved in the educational process, carries out scientific research activities, takes care of finding the necessary funds for these activities.

21. An Affiliate Associate Professor should have:

- Doctor or equivalent academic degree in a relevant specialty and / or professional experience and high qualification in the relevant field, as evidenced by work experience, relevant training and / or publications. A person who has the necessary competence to produce the learning outcomes provided by the program is considered to have a relevant qualification;
- At least 3 years of experience in scientific-pedagogical work;
- Participation in articles published in scientific journals and conferences (symposia / congresses);
- Knowledge of educational / learning platforms.

22. The duties and qualification requirements of an Affiliate Associate Professor are described in Appendix 2 to this Rule.

III.III. Affiliate Assistant Professor

23. Affiliate Assistant Professor of the University is a specialist in the field, who is actively involved in the educational process at the first and second levels of higher education, carries out scientific research activities.

24. An Affiliate Assistant Professor should be assisted by:

- Doctor or equivalent academic degree with relevant specialty and / or professional experience and in a relevant field of high qualification, continuing to work with internship, relevant training and / or publications. Given the relevant qualifications, on the contrary, has the output of programmed learning needs for the required competence;
- Participation in articles published in scientific journals and conferences (symposia / congresses);
- Knowledge of educational / learning platforms.

25. The duties and qualification requirements of an Affiliate Assistant Professor are described in Appendix 3 to this Rule.

III.IV. Affiliate Assistant

26. The University Affiliate Assistant is actively involved in the educational process under the supervision of a professor and an Associate Professor, participating in research conducted at the School.

27. An Affiliate Assistant should have:

- Doctoral student status in the relevant specialty and / or professional experience and high qualification in the relevant field, which is confirmed by work experience, relevant training and / or publications. A person who has the necessary competence to produce the learning outcomes provided by the program is considered to have a relevant qualification;
- Knowledge of educational / learning platforms.

28. The duties and qualification requirements of an Affiliate Assistant are described in Appendix 4 to this Rule.

III.V. Non-Affiliate Professor

29. A Non-Affiliate University Professor is a leading specialist in the field who is actively involved in the educational process.

30. A Non-Affiliate Professor should have:

- Doctor or equivalent academic degree in a relevant specialty and / or professional experience and high qualification in the relevant field, as evidenced by work experience, relevant training and / or publications. A person who has the necessary competence to produce the learning outcomes provided by the program is considered to have a relevant qualification;
- At least 6 years of experience in scientific-pedagogical work;
- Participation in articles published in scientific journals and conferences (symposia / congresses);
- Knowledge of educational / learning platforms.

31. The duties and qualification requirements of a Non-Affiliate Professor are described in Appendix 5 to this Rule.

III.VI. Not Affiliate Associate Professor

32. A Non-Affiliate Associate Professor at the University is a specialist in the field who is actively involved in the educational process.

33. A Non-Affiliate Associate Professor should have:

- Doctor or equivalent academic degree in a relevant specialty and / or professional experience and high qualification in the relevant field, as evidenced by work experience, relevant training and / or publications. A person who has the necessary competence to produce the learning outcomes provided by the program is considered to have a relevant qualification;
- At least 3 years of experience in scientific-pedagogical work;
- Articles published in scientific journals, participation in conferences (symposia / congresses);
- Knowledge of educational / learning platforms.

34. The duties and qualification requirements of a Non-Affiliate Associate Professor are described in Appendix 6 to this Rule.

III.VII. Non-affiliate Assistant Professor

35. A Non-Affiliate Assistant Professor at the University is a specialist in the field who is actively involved in the educational process at the first and second levels of higher education.

36. A non-affiliate assistant professor should have:

- Doctor or equivalent academic degree in a relevant specialty and / or professional experience and high qualification in the relevant field, as evidenced by work experience, relevant training and / or publications. A person who has the necessary competence to produce the learning outcomes provided by the program is considered to have a relevant qualification;
- Participation in articles published in scientific journals and conferences (symposia / congresses);
- Knowledge of educational / learning platforms.

37. The duties and qualification requirements of a Non-Affiliate Assistant Professor are described in Annex 7 to this Rule.

III.VIII. Invited Specialist

38. The Invited Specialist is actively involved in the educational process at the first and second levels of higher education.

39. The invited specialist should have:

- Master's degree or equivalent academic degree in the relevant specialty, as well as professional experience and high qualification in the relevant field, which is confirmed by work experience, relevant training and / or publications. A person who has the necessary competence to produce the learning outcomes provided by the program is considered to have a relevant qualification;
- Knowledge of educational / learning platforms.

40. The duties and qualification requirements of an Invited Specialist involved in the educational process in the first and second stages are described in Annex 8 to this Rule.

41. Invited Specialist, can participate in the implementation of both teaching and research component of the doctoral program. In this case he is required to have:

- Doctor's degree or equivalent in the relevant specialty;
- Experience of research in the scientific field related to the topic of the doctoral dissertation;
- Knowledge of educational / learning platforms.

42. The duties and qualification requirements of the Invited Specialist involved in the implementation of the Doctoral program are described in Annex 9 to this Rule.

III.IX. Researcher / Scientific Staff

43. Researcher is a recognized field Researcher who conducts and directs research, seeks funding for research development, and supervises doctoral students.

44. A researcher/Scientific Staff should have:

- Doctor's degree or equivalent in the relevant specialty;
- At least five years of experience working as a professor, associate professor and / or as a researcher;
- Knowledge of educational / learning platforms.

45. The duties and qualification requirements of the researcher are described in Annex 10 to this Rule.

III.X. Additional requirements in the field of Medicine

46. In addition to the specific general requirements for academic positions in Medicine, the following requirements apply.

46.1. Academic and visiting staff should be trained regularly (every 2 years) in medical education methodology, which should be confirmed by an appropriate certificate.

46.2. Professors, Associate Professors, Assistant Professors, Assistants, Invited Specialists in clinical disciplines should be experienced, qualified specialists in the field:

46.2.1. Professor - at least 6 years of pedagogical and last 9 years of clinical experience;

46.2.2. Associate Professor - at least 3 years of pedagogical and last 5 years of clinical experience;

46.2.3. Assistant Professor - at least 5 years of clinical experience;

46.2.4. Assistant - PhD student in clinical specialty.

IV. Evaluation of the Academic / Scientific / Invited Staff of the University

IV.I. Purpose of job evaluation of academic / scientific / invited staff

47. The purpose of the evaluation of the academic / scientific / invited staff of the University is - to assist the staff of the University in the effective implementation of their functions, to align

individual and University goals and objectives. The mechanism ensures regular evaluation of the activities of employees and relevant structures.

IV.II. Target benchmarks for the evaluation of the work of academic / scientific / invited staff

48. The target indicators for evaluating the work of academic / scientific / invited staff are:

48.1. Determine the resources needed for the implementation of the goals and objectives set by the teaching / research process of the University by the academic / scientific / invited staff;

48.2 Identify potential difficulties in the process of achieving professional goals by the staff in a timely manner and define strategies for resolving them;

48.3. Evaluate the activities of the University staff in the fields of teaching, research and administrative / organizational;

48.4. Assess the scientific productivity of the affiliate academic and research staff of the University;

48.5. Identify staff capabilities and facilitate their further development;

48.6. Identify staff professional development needs;

48.7. Based on systematic monitoring of staff activities, identify their strengths and weaknesses;

48.8. Promote staff motivation and job satisfaction and to improve the quality of performance of assigned duties;

48.9. Identify their contribution to the implementation of the University's public mission;

48.10. Evaluate the scientific / research connections and activities of the university staff, their contribution to the commercialization and dissemination of scientific research.

IV.III. Principles of evaluation / self-evaluation of the work performed by the staff

49. The staff appraisal / self-appraisal procedure is carried out in accordance with the following principles:

- Fairness - The staff appraisal system should be transparent, objective and fair.

- Protection of personal information - it is necessary to protect the confidentiality of personal information and respect for the principle of inviolability of his/her private life.

- Equality - Every person should have equal opportunities in the process of setting goals and objectives, and their implementation and evaluation of work performed. It is inadmissible to discriminate against a person on any grounds;

- Participation - ensuring the involvement of all relevant structures and persons in the evaluation of the work performed;

- Individualism - in order to promote staff growth, it is important to take into account the needs of individual development;

- Academic freedom - staff have the right to engage in creative, research and educational activities.

IV.IV. Stages of evaluation of the academic / scientific / invited staff of the University

50. For the purposes of evaluation / self-evaluation, the work evaluation / self-evaluation of the academic / scientific / invited staff of the University is carried out according to the relevant criteria, which are directly related to the volume and quality of work.

51. Evaluation of affiliate academic staff includes the following stages:

51.1. Phase I - Affiliate academic staff fill out a self-assessment report form each year.

The form of the self-assessment report, based on the contract with the staff and its workload, includes information on educational activities, research and innovation activities, university management activities, educational program development activities, social and community activities and other activities - Annex 11.

51.2. Stage II – Affiliate academic staff is evaluated by the student on a semester basis. The student evaluates the course as well as the lead professor of the course and the academic process in accordance with Appendix 12. Use the results of the questionnaire completed by the student in the implementation of various functional tasks of the University;

51.3. Phase III - Affiliate academic staff is evaluated quarterly by the Program Manager. The Program Manager evaluates the academic and invited staff according to the activity carried out during the semester for the implementation of the program and the contribution made to the development of the program in accordance with Annex 13.

51.4. Stage IV - The affiliate professor's academic productivity is assessed annually by the criteria given in Annex 14. The result of this evaluation is reflected in the Dean's final evaluation, which is presented in the form given in Annex 15. The scientific productivity of professionally selected affiliate academic staff is not assessed;

51.5. Stage V - Stages I, II, III and IV of self-assessment / assessment can take place simultaneously, provided that the academic / guest staff self-conducts self assessment annually, while the students and program supervisors / staff assess academic / guest staff twice a year, at the end of the school year, when the annual I, II, III and IV stages of assessment are completed, the affiliate academic staff is assessed by the Dean of the School in accordance with Annex 15. The Dean of the school evaluates the self-assessment of the affiliate academic staff, on the basis of presented self-assessment, students' assessment of the staff, program manager evaluation of the staff, academic progress monitoring, annual observation of educational and research activities (attendance, dean's hour, regular meetings with students, incoming complaints, letters, statements, etc.), scientific productivity analysis, according to the results of the performance of the duties provided in the relevant annexes to this rule.

51.5.1. The evaluation of educational activities is carried out according to the use of modern teaching methods and technologies, and its organization and development is based on the results of the design and implementation of new courses, the volume of courses, content, assessment system, which are confirmed by student surveys and attendance monitoring.

51.5.2. The evaluation of scientific productivity is carried out by publishing the results of research and disseminating and introducing them in professional circles, as well as by finding / obtaining the resources needed for research development and commercialization considering the nature of different fields.

For this purpose, when necessary, the Dean may convene a temporary professional evaluation commission, which will include: Dean, Director of all research centers / institutes operating in the school, School Quality Assurance Manager. A recognized specialist / specialists in the field may also be included in the commission.

51.5.3. Assessing staff in the management and institutional development of the University will consider their participation in the decision-making process and its implementation, as well as their contribution to the development of the University.

51.5.4. The results of the evaluation of the staff by the program manager will be considered during the evaluation of the academic staff affiliate with the program development.

51.5.5. Assessing participation in social and community activities will take into account the contribution to the development of the profession, the country in general, and increase the visibility of university activities at the national and international levels.

51.6. Stage VI - The results of the evaluation of the affiliate academic staff submitted by the Dean are finally reviewed by the school board of the relevant primary education unit, which approves or disapproves of the Dean's evaluation. In case of a negative decision, the Dean is obliged to convene a temporary professional evaluation commission.

52. Evaluation of non-affiliate academic and guest staff includes the following stages:

52.1. Phase I - Non-affiliate academic and visiting staff annually fill out a self-assessment report form. The staff self-assessment report form, based on the contract with the staff and its workload, includes information on educational activities, research and innovation activities, university management activities, educational program development activities, social and community activities and other activities - Annex 11.

52.2. Phase II - Non-affiliate academic and visiting staff are assessed by the student each semester. The student evaluates the course as well as the lead professor of the course and the academic process in accordance with Appendix 12. Results of the questionnaire completed by the student are used in the implementation of various functional tasks of the University;

52.3. Phase III - Non-affiliate academic and visiting staff are evaluated quarterly by the Program Manager. The Program Manager evaluates non-affiliate academic and visiting staff according to the activity carried out for the implementation of the program during the semester and the contribution to the development of the program in accordance with Annex 13.

52.4. Stage IV - Stages I, II and III of self-assessment / assessment can take place in parallel, as non-affiliate academic / guest staff self-assess once a year and students and program supervisors / staff assess staff twice a year. At the end of the school year, when the annual I, II and III stages of assessment are completed, the non-affiliate academic / guest staff assesses the school Dean in accordance with Annex 16. The Dean of the School evaluates non-affiliate academic / guest staff on the basis of their self-assessment, student appraisal of staff, appraisal of staff by the program manager, monitoring of attendance, and observations of the educational and research process throughout the year (attendance, dean's hour, systematic meetings with students, incoming complaints, letters, statements, etc.) in accordance with the results of the performance of the duties provided in the relevant annexes to this rule.

52.4.1. The evaluation of educational activities is carried out according to the use of modern teaching methods and technologies, and its organization and development is based on the results of the design and implementation of new courses, the volume of courses, content, assessment system, which is also confirmed by student surveys and attendance monitoring.

52.4.2. Evaluation of research and innovative activities is carried out by publishing research results and disseminating and introducing them in professional circles, as well as by finding / obtaining the necessary resources for research development. The nature of the various fields is taken into account at this time. For this purpose, if necessary, the Dean may convene a temporary

professional evaluation commission, which will include: Dean, Director of all research centers / institutes operating in the school, School Quality Assurance Manager. A recognized specialist / specialists in the field may also be included in the commission.

52.4.3. The evaluation of staff in the management and institutional development of the University will take into account their participation in the decision-making process and its implementation, their contribution to the development of the University.

52.4.4. Evaluation results by the Program Manager will be taken into account when evaluating non-affiliate academic / guest staff in program development.

52.4.5. Assessing participation in social and community activities will take into account the contribution to the development of the profession, the country in general, and increase the visibility of university activities at the national and international levels.

52.5. Stage V - The results of the evaluation of non-affiliate academic / invited staff submitted by the Dean are finally reviewed by the school board of the relevant primary education unit, which approves or disapproves of the Dean's evaluation. In case of a negative decision, the Dean is obliged to convene a temporary professional evaluation commission.

53. The evaluation of scientific staff includes the following stages:

53.1. Phase I - The scientific staff fills in the self-assessment report form annually. The form of the staff self-assessment report, depending on the contract with the staff and its workload includes the information on educational activities, research and innovation activities, university management activities, educational program development activities, social and community activities and other activities - Annex 11.

53.2. Phase II - The scientific activity of the scientific staff is evaluated annually by the Dean of the school according to the number of points given in Annex 14. The result of this evaluation is reflected in the Dean's final evaluation, which is presented in the form given in Annex 15.

53.3. Stage III - After the completion of Stages I and II, the scientific staff is evaluated by the Dean of the School in accordance with Annex 15. The Dean of the School evaluates the staff on the basis of the self-assessment presented by them, on the basis of the results of the performance of the duties provided for in the relevant appendices to this Rule, based on the analysis of the observations made by him throughout the year.

53.4. Stage III - The results of the evaluation of the scientific staff submitted by the Dean are finally reviewed by the school board of the relevant basic educational unit, which approves or does not approve the evaluation of the Dean. In case of a negative decision, the Dean is obliged to convene a temporary professional evaluation commission.

IV.V. University Academic / Scientific / Invited Staff Assessment System

54. The activities of affiliate academic and research staff are assessed for each of their core responsibilities, except for research and innovation activities, using the following system:

- The activities of the academic / scientific / invited staff "correspond" to the main duty;
- The activities of the academic / scientific / invited staff are "largely in line" with the main duty;
- The activities of the academic / scientific / invited staff "partially correspond" to the main duty;
- The activities of academic / scientific / invited staff "do not correspond" to the main duty.

55. The activity or scientific productivity carried out in the research and innovative activities of affiliate academic and scientific staff shall be assessed according to the number of points given in Annex 14 to this Rule.

56. The University affiliate professor should earn at least 40 points in research and innovation activities each year, the affiliate associate professor - at least 30 points, the affiliate assistant professor - at least 20 points, the affiliate assistant - at least 15 points, and the academic staff - at least 50 points.

57. The activities of non-affiliate academic / visiting staff are evaluated according to each of the key responsibilities under the following system:

- The activities of the academic / scientific / visiting staff "correspond" to the main duty;
- The activities of the academic / scientific / visiting staff are "largely in line" with the main duty;
- The activities of the academic / scientific / visiting staff "partially correspond" to the main duty;
- The activities of the academic / scientific / visiting staff "do not correspond" to the main duty;

IV.VI. Evaluation results of the University academic / scientific / invited staff

58. Evaluation results of affiliate academic staff:

58.1. The activities of an Affiliate Professor, Associate Professor, Assistant Professor, Assistant are evaluated negatively if their educational activity is defined as "partially compliant" or "non-compliant" and they failed to accumulate the minimum number of points specified in paragraph 56 of this rule. In this case, the Dean is authorized to make a proposal to the President of the University to revise or terminate the contracted agreement with the respective staff member;

58.2. The activities of an Affiliate Professor, Associate Professor, Assistant Professor, Assistant are evaluated positively if their educational activity is defined as "compliant" or "largely compliant" and they have accumulated the minimum amount of points specified in paragraph 56 of this rule in scientific productivity. In this case, the Dean is authorized to propose to the President of the University the application of incentives to the respective staff member:

58.2.1. In case of doubling the assessment in all the main responsibilities and doubling the minimum points based on its position in scientific productivity, the affiliate academic staff will be awarded a bonus in the amount of 20% of the salary received throughout the year;

58.2.2. In case of determining the assessment of "compliance" and / or "largely compliance" in all key duties and doubling the minimum points imposed on its position in scientific productivity, the affiliate academic staff will be awarded a bonus of 10% of the salary received throughout the year;

58.2.3. In case of determining the assessment "mostly" in any of the main duties, as well as in case of accumulation of the minimum amount of points specified in paragraph 56 of this rule in scientific productivity, additional supporting measures will be additionally taken into account;

58.2.4. In educational activities - "conforms" and / or "largely conforms" to the definition of assessment and the accumulation of the minimum amount of points specified in paragraph 56 of this rule in scientific productivity, Academic staff will be warned to perform the above core duties.

Upon receipt of the notice for two consecutive years, the Dean may raise the issue of revising or terminating the employment contract with the relevant academic staff.

59. Evaluation results of non-affiliate academic staff:

59.1. The activities of a non-affiliate professor, Associate Professor and Assistant Professor are assessed negatively if his / her educational activities and activities related to his / her organization and development are assessed as "partially compliant" or "non-compliant". In this case, the Dean proposes to the President of the University to revise or terminate the contract with the relevant staff;

59.2. The activities of a non-affiliate professor, associate professor and assistant professor are evaluated positively if his / her educational activities and activities related to his / her organization and development are assessed as "appropriate" or "largely relevant". In this case, the Dean proposes to the President of the University the use of incentives for the relevant staff:

59.2.1. A bonus of up to 10% of the salary received during the whole semester can be awarded to non-affiliate academic staff in case of determining the grade "fit" in all major duties;

59.2.2. In the main duty - educational activity - "complies" and / or "largely complies" with the assessment, and in other key duties - "partially complied" and / or "does not comply" with the assessment, the non-affiliate academic staff will be warned to perform the above key duties.

In case of receiving a warning for two respective years, the Dean may raise the issue of revising or terminating the employment contract with the relevant academic staff.

60. Results of the evaluation of the invited staff:

60.1. The activities of the invited staff are assessed negatively if their educational activities and activities related to organization and development are assessed as "partially compliant" or "non-compliant". In this case, the Dean is authorized to make a proposal to the President of the University to revise or terminate the contract with the relevant staff;

60.2. The activities of the invited staff are evaluated positively if their educational activities and activities related to their organization and development are defined as "relevant" or "largely relevant". In this case, the Dean is authorized to propose to the President of the University the application of incentives to the respective staff;

60.3. In the main duty - educational activities and activities related to its organization and development - the assessment of "appropriate" and / or "largely consistent" assessment, while in other key duties "partial compliance" and / or "non-compliance" assessment the Dean may propose to the President to revise or terminate the employment contract with the invited staff.

61. Results of evaluation of scientific staff:

61.1. The activities of the scientific staff are evaluated negatively if they have not accumulated the minimum amount of points specified in paragraph 56 of this Rule in their main duty - research and innovative activities, ie in scientific productivity. In this case, the Dean is authorized to make a proposal to the President of the University to revise or terminate the contract with the relevant staff;

61.2. The activity of the scientific staff is evaluated positively if he/she has accumulated the minimum amount of points specified in paragraph 56 of this Rule in its main duty - research and innovation activity, ie in scientific productivity. In this case, the Dean is authorized to propose to the President of the University the use of incentives for the respective staff:

61.2.1. In case of double assessment in all the main duties of determining the assessment and doubling the minimum points imposed on his / her position in scientific productivity, the scientific staff will be awarded a bonus in the amount of 20% of the salary received throughout the year;

61.2.2. In case of determining the assessment of "complain" and / or "largely compliant" in all major duties and doubling the minimum points imposed on his / her position in scientific productivity, the scientific staff will be awarded a bonus in the amount of 10% of the salary received throughout the year;

61.2.3. In case of determining the assessment "mostly" in any of the main duties, as well as in case of accumulation of the minimum amount of points specified in paragraph 56 of this rule in scientific productivity, additional supporting measures will be additionally taken into account;

61.2.4. In case of accumulation of the minimum amount of points specified in Paragraph 56 of this Rule in scientific productivity, and in other key duties "Partially Compliant" and / or "NonCompliant", the scientific staff will be warned to perform the above-mentioned core duties. In case of receiving a warning for two years in a row, the Dean may raise the issue of revising or terminating the employment contract concluded with the relevant scientific staff.

V. Transitional Provisions

62. This Rule shall enter into force on 1 September 2020.

Self-assessment questionnaire for academic / research / invited staff
(Please fill in the data for the academic year)

1. Personal information

Name	
Occupied position	
Academic degree	
School	

2. Educational activities and activities related to its organization and development:

2.1. Learning load

#	Type of load	Name of the training course / activity (indicate the level)	Number of contact hours
1	lecture		
2	Seminar		
3	Practice		
4	Laboratorial		
5	Workgroup		
6	Students' consultation		
7	Practice supervision		
8	Oher activities		

2.2. Other activities

#	Type of activity	Describe activity
1	PHD student's supervision	
2	Master's Supervision	
3	Supervision of undergraduate thesis	
4	Supervising the doctoral student seminar	
5	Evaluation of students' papers / assignments (test, case, task, midterm evaluation, final evaluation, presentation, essay, master's thesis, dissertation, etc.)	
6	Development of study materials (compilation / updating of textbooks, syllabi, tests, etc.)	
7	Preparing for Student Conference, Leading Student Research Project, Leading Student Scientific Circle, Preparing for Student Simulation Processes and Other Competitions	
8	Organizing / managing a seasonal school	
9	Professional development	
10	Other	

3. Criteria for evaluating scientific-research and innovative activities

3.1. Scientific article

#	Article	Title, Journal
1	Print an article in the journals of the following category: Journals indexed in the Thomson Reuters (Web of Science) database, with Impact Factor (IF) and Science Citation Index (SCI); Indexed journals based on the Elsevier Publications database and the Scopus platform, with the SJR - SCImago Journal Rank Index; Journals indexed in other similar ranking databases.	
2	Print the article in other peer-reviewed journals, including review papers.	
3	Published article in peer review magazine in Georgia	
4	Other	

3.2 Manual / Monograph

#	Manual/ Monograph	Name, Publishing House, Date
1	Published monograph indexed in web of science, scopus, SCImago Journal Rank, ERIH plus databases / rankings.	
2	Published monograph indexed in international scientific-electronic databases	
3	Published monograph abroad, published by a foreign publishing house	
4	Published monograph in Georgia	
5	Published manual	
6	Translation of the manual	
7	Other	

3.3. Participation in scientific research event (conference, symposium, seminar, workshop, etc.)

#	Activity	Role	Time, Place
1	Participation in the International Scientific Conference (presentation)		
2	Participation in the International Scientific Conference (poster)		
3	Participation in the local scientific conference (presentation)		
4	Participate in a local science conference (poster)		
5	Participation in the scientific conference organized by the University (speech)		
6	Participate in training		

7	Participation in a seminar, workshop; Attending a symposium and more		
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3.4. Preparation of a scientific-grant project

#	Activity	Data
1	Preparation and submission of a research grant to an international donor organization (funded)	
2	Preparation and submission of a scientific-grant project to the Georgian Donor Organization (funded)	
3	Preparation and submission of scientific-grant project in scientific-grant competitions announced by the University (funded)	
4	other	

3.5. Participate in a scientific project

#	Activity	Data
1	Participation in international research projects funded by the International Organization as a scientific supervisor	
2	Participation in research projects funded by a local organization as a scientific supervisor	
3	Participation in research projects funded by an international organization with the status of key / scientific staff	
4	Participation in research projects funded by a local organization with the status of basic / scientific staff	
5	Participation in research projects funded within the framework of University grant competitions as a scientific supervisor	
6	Participation in research projects funded within the framework of the University grant competitions with the status of key staff	

3.6. Other scientific activities

#	Type of activity	Describe activity
1	Supervision of doctoral students to obtain grants from scientific foundations	
2	Supervision of postgraduate students to obtain grants from scientific foundations	
3	Scientific Award for Scientific Activities, Prize	
4	Obtained patents, copyrights	
5	Editor of a scientific journal	
6	Review of scientific journal, membership of the editorial board	
7	Review of the manual / monograph	
8	Membership in the National Academy of Sciences	

9	Collaboration with research institutes	
10	Expert / consulting activities	
11	Other	

4. Participation in University Management and Institutional Development:

#	Type of Activity	Describe Activity
1	School Board Membership	
2	Participate in the work of the commission / committee	
3	Execution of administration tasks in the main educational unit - school, structural unit, working group, etc.	
4	Participate in lifelong learning promotions by the University	
5	Participate in the development of the University Strategy and Action Plan	
6	Other activities related to university management and institutional development	

5. Participation in the development of the educational program:

#	Type of Activity	Describe Activity
1	Educational program leadership / co-guidance / coordination	
2	Design and development of educational program	
3	Design and development of the training course program (syllabus)	
4	Participate in the development of an individual curriculum	
5	Participate in the development of curricula / modules / training courses related to continuing education	
6	Other activities related to the development of the educational program	

6. Social and community activities:

#	Type Activity	Describe activity
1	Popularization of the university, field / field	
2	Participation in national and international cooperation networks	
3	Participate in the preparation of national programs and strategic plans	
4	Participate in various bodies and committees outside the University	
5	Other social and community activities	

Additional information -----

Signature _____

Completion Date _____



Student by course, course of study
Leading Professor and Academic Process Evaluation Questionnaire

Please complete the above questionnaire and answer the questions objectively and realistically, which is very valuable for the development of the program. Do not specify your identity!

I. **General information**

1. **Level of teaching** undergraduate Master's degree Doctorate
2. **Educational program** -----
3. **Training course** -----
4. **Language of instruction** Georgian English
5. **Course Duration:** I II III IV more

II. **Course**

#	Question	Totally Disagree	Do not Agree	Partially Agree	Agree	Fully Agree
1	The training course gave me exactly the knowledge I wanted to acquire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	The training course developed the skills I wanted to develop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Teaching / learning methods were adequate to achieve the results of the training course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	The duration of the training course and the credits awarded were reasonable and adequate to achieve the result	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Contact and independent hours in the training course were logically distributed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	The assessment methods and criteria in the training course were clearly and logically formulated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Compulsory literature / resources provided in the course are available within the University	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Course literature is adequate to achieve learning outcomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	The results of the evaluation will be notified to us in a timely manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10	All the necessary resources and information to master the training course were available to us in a timely manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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III. **lecturer**

#	Question	Totally Disagree	Do not Agree	Partially Agree	Agree	Fully Agree
1	The lecturer is competent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	The lecturer is focused on developing a practical / professional component for the student	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	The lecturer is focused on giving theoretical knowledge to the student	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	The student receives regular consultation from the lecturer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	The lecturer is always ready to provide additional assistance to the student	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IV. General assessment of the academic process

I would evaluate the academic progress on a scale of one to ten:

1 2 3 4 5 6 7 8 9 10

IV. **Notes and proposals**

Thank you for cooperation!



Evaluation of academic / guest staff by the program manager

Name and surname of the person to be evaluated:

Position held at the University

Evaluation indicator	Does not participate at all	Partially participates	Participates	Agree	Fully agree
Participates in the development of the educational program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participates in the development of an individual curriculum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elaborates and develops the training course syllabus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participates in the development of curricula / modules / training courses related to continuing education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 1 - The activities of the academic staff "correspond" to the main duty;
- 2 - The activities of the academic staff "largely correspond" to the main duty;
- 3 - The activities of the academic staff "partially correspond" to the main duty;
- 4 - The activities of the academic staff "do not correspond" to the main duty;

Program Manager Recommendations and Advice on Program Development to Improve Academic / Invited Staff Performance

Signature of the program manager ----- / --- /



Criteria and scores for assessing the scientific productivity of academic / research staff

Scientific article

#	Article	Score
1	Print an article in the following category journals: Journals indexed in the Thomson Reuters (Web of Science) database, with Impact Factor (IF) and Science Citation Index (SCI); Indexed journals based on Elsevier Publications database and Scopus platform, with SJR - SCImago Journal Rank Index; Indexes in other similar ranking databases.	50
2	Print the article in other peer-reviewed journals, including review papers	45
3	Published article in peer review magazine in Georgia	35
4	Other	The score is determined by the commission

Manual/monograph

#	Manual/ Monograph	Score
1	Published monograph indexed in web of science, Scopus, SCImago Journal Rank, ERIH plus databases / rankings	50
2	Published monograph indexed in international scientific-electronic databases	45
3	Published monograph abroad, published by a foreign publishing house	30-40
4	Published monograph in Georgia	20-30
5	Published manual	20-30
6	Translation of the manual	25
7	other	The score is determined by the commission

Participation in scientific research event (conference, symposium, seminar, workshop, etc.)

#	Activity	Role	Score
1	Participation in the International Scientific Conference (presentation)		30-40
2	Participation in the International Scientific Conference (poster)		20
3	Participation in the local scientific conference (presentation)		20-30

4	Participate in a local science conference (poster)		15
5	Participation in the scientific conference organized by the University (speech)		20
6	Participation in a training		10-20
7	Participation in a seminar, workshop; Attending a symposium and more		10-25

Preparation of a scientific-grant project

#	Activity	Score
1	Preparation and submission of a scientific-grant project to an international donor organization (funded)	40
2	Preparation and submission of a scientific-grant project to the Georgian Donor Organization (funded)	30
3	Preparation and submission of scientific - grant project in scientific - grant competitions announced by the University (funded)	20
4	other	Score determined by the Commission

Participation in a scientific project

#	activity	score
1	Participation in international research projects funded by the International Organization as a scientific supervisor	50
2	Participation in research projects funded by a local organization as a scientific supervisor	40
3	Participation in research projects funded by an international organization with the status of key / scientific staff	25
4	Participation in research projects funded by a local organization with the status of basic / scientific staff	20
5	Participation in research projects funded within the framework of University grant competitions as a scientific supervisor	25
6	Participation in research projects funded within the framework of the University grant competitions with the status of key staff	15

Other scientific activities

#	Type of activity	Scores
1	Supervision of doctoral students to obtain grants from scientific foundations	25
2	Supervision of postgraduate students to obtain grants from scientific foundations	20
3	Scientific Award for Scientific Activities, Award	20-50
4	Obtained patents, copyrights	20-50
5	Editor of a scientific journal	20-50
6	Review of scientific journal, membership of the editorial board	15-30
7	Review of the textbook / monograph	30
8	Membership in the National Academy of Sciences	20
9	Collaboration with research institutes	40
10	Expert / consulting activities	30

11	other	Scores determined by the commission
----	-------	-------------------------------------

Note: Where the exact score is not specified, or the activity is not in the relevant chart, the decision to award a score based on the content of the activity is made by a commission set up by the Dean;



Evaluation of affiliate academic and research staff by the Dean

Name and surname of the person to be evaluated:

.....

Position held at the University

.....

Evaluation indicator (Main duty)	1	2	3	4
Educational activities and activities related to its organization and development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participate in university management and institutional development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participate in the development of the educational program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social and community activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 1 - The activities of the staff "correspond" to the main duty;
 2 - The activities of the staff "largely correspond" to the main duty;
 3 - The activities of the staff "partially correspond" to the main duty;
 4 - Staff activities "do not correspond" to the main duty;

Scientific productivity:

Performed activity	Accumulated scores
Total points	

Dean's recommendations and advice to improve the performance of academic / visiting staff according to key responsibilities

.....

Dean's signature / -- /



Evaluation of non-affiliate academic and invited staff by the Dean

Name and surname of the person to be evaluated:

Position held at the University

Evaluation indicator (Main duty)	1	2	3	4
Educational activities and activities related to its organization and development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Research and Innovation Activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participate in university management and institutional development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participate in the development of the educational program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social and community activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 1 - The activities of the staff "correspond" to the main duty;
- 2 - The activities of the staff "largely correspond" to the main duty;
- 3 - The activities of the staff "partially correspond" to the main duty;
- 4 - staff activities "do not correspond" to the main duty;

Dean's recommendations and advice to improve the performance of academic / visiting staff according to key responsibilities

Dean's signature ----- / -- /