

### Periodic evaluation criteria for academic teachers

1. As a result of the periodic evaluation, an academic teacher may receive a positive or negative rating.

2. Criteria for periodic evaluation of academic teachers:

Table 1 – criteria for evaluating scientific activity.

Table 2 – criteria for evaluating teaching activity.

Table 3 – criteria for evaluating organizational activity in the areas of science, education and impact on the socio-economic environment.

3. Conditions for obtaining a positive rating:

Table 4 – Criteria for obtaining a positive rating for academic teachers in each group of employees for all types of positions in the humanities and social sciences.

Table 5 – Criteria for obtaining a positive rating for academic teachers in each group of employees for all types of positions in the fields of exact sciences, life sciences, and medical and health sciences.

Table 6 – Criteria for obtaining a positive evaluation of academic teachers in each group of employees for all types of positions in the field of arts.

If the period of employment of an academic teacher in a particular group of employees is shorter than the full period covering the minimum rating, the number of points for a positive rating, as specified in Tables 4 – 6, is calculated proportionally.

Table 1. Criteria for evaluation of scientific activity

No.	Scientific achievements
1	scientific monographs, scientific editors of monographs and chapters in scientific monographs published by publishing houses included in the list compiled in accordance with the regulations issued pursuant to Article 267 sec. 2 item 2 (a) of the Act of July 20, 2018 – Law on Higher Education and Science (Journal of Laws 2018 item 1668, as amended), referred to as the “list of publishing houses”, drawn up and made available by the Ministry of Science and Higher Education in the calendar year in which the scientific publication in question was published in its final form, appropriate to the given publishing house, and if the list was not drawn up and made available in the year of publication of the scientific publication – according to the last list drawn up and made available in previous years, including editions of source texts and peer-reviewed and annotated, bibliographed or other scientific apparatus appropriate for a given scientific discipline translations into Polish of a work relevant to science or culture, and into another modern language of a work relevant to science or culture, published in Polish <sup>1</sup> ;
2	scientific articles published in scientific journals and in peer-reviewed materials from international scientific conferences included in the list drawn up in accordance with the regulations issued pursuant to Article 267 sec. 2 item 2 (b) of the Law on Higher Education and Science (Journal of Laws 2018, item 1668, as amended), referred to as the “list of journals” drawn up and made available by the Ministry of Science and Higher Education in the calendar year in which the scientific publication in question was published in its final form, appropriate to the journal in question, and if in the year of publication
	of the scientific publication a list was not compiled and made available – according to the last list compiled and made available in previous years; <sup>1</sup>

3	projects involving scientific research or development work, financed on a competitive basis by: National Science Center, National Research and Development Center, National Program for the Development of the Humanities, the European Union, member states of the European Free Trade Agreement (EFTA), national or foreign institutions or international organizations <sup>1</sup> ;
4	patents granted for inventions <sup>1</sup> ;
5	granted protection rights for utility models <sup>1</sup> ;
6	revenues documented by contract from the commercialization of the results of scientific research or development work or know-how related to these results, and from the provision of research services on behalf of entities not belonging to the system of higher education and science <sup>2</sup> ;
<b>Artistic achievements – musical arts discipline<sup>1</sup></b>	
7	authoring, publishing, recording or broadcasting a musical work or choreography for a large cast of performers (more than 15 performers);
8	first performance of a musical work (conductor, soloist, chamber musician, choreographer);
9	introduction of a recording into public circulation (composer, conductor, soloist, chamber musician, choreographer);
10	leading role in a musical performance;
11	retrospective of artistic achievements at a music festival, on television, on the radio and at events dedicated to the artist;
12	authorship of a completed musical instrument design or reconstruction of an antique musical instrument;
13	performance as a conductor, soloist (excluding orchestral and choral parts) or chamber musician;
14	music recital;
15	authoring, publishing, recording or broadcasting a musical work, including electronic and multimedia, or choreography for a smaller performance cast (soloists or chamber ensembles of up to 15 performers);
16	supporting role in a musical performance;
17	preparation by the choirmaster of a choir for a vocal and instrumental concert or musical performance;
18	authorship of music or sound engineering of phonographic, audiovisual or theatrical forms;
19	authoring or sound engineering of phonographic or audiovisual forms;
20	authorship of a libretto or script for a musical performance, choreography or development of stage movement;
21	musical supervision or direction of a musical performance;
22	participation in the jury of a competition or music festival, organized outside the evaluated entity by a reputable art institution of at least national scope;
23	serving as director or artistic supervisor of a festival or music competition or periodic concerts;
24	conducting a master class of at least national scope;
25	other types of musical works distributed publicly;
26	authorship of publications in the field of musical arts with a minimum of 6 publisher's sheets <sup>3</sup> ;
27	editing of musical arts publications <sup>3</sup> ;

28	authorship of a chapter of a minimum of 0.5 publisher's sheets in a multi-author publication in the field of musical arts <sup>3</sup> ;
Artistic achievements – fine arts and work of art conservation discipline <sup>1</sup>	
29	individual author's exhibition, including a retrospective of artistic achievements, presenting works of art, organized in a reputable art center or a renowned cultural institution;
30	authorship of an artwork or art project, including a multimedia, performance, audiovisual, sculptural, conservation or interdisciplinary realization, a series of visual or photographic works or a design collection, disseminated during a significant art event;
31	authorship of an artwork in the field of photography, painting, sculpture, graphics, set design, visual development of a film or post-production of a film;
32	authorship of a visual work in the field of design arts, including industrial design, interior design, landscape architecture or costume design;
33	authorship of a significant conservation project, including in the field of monument preservation with design and documentation;
34	participation in a group exhibition organized by a renowned gallery, museum, art center or cultural institution;
35	individual author's exhibition presenting visual arts works, including photography, organized in a gallery run by the evaluated entity;
36	authorship of an artwork distributed in the gallery circuit;
37	participation in the jury of an art competition or festival, including photography, organized by a renowned art center or a renowned cultural institution of at least national scope;
38	acting as curator of an exhibition, art projects or event in the field of fine arts, including photography;
39	other types of plastic works presented to the public;
40	authorship of a publication in the field of fine arts or art conservation with a minimum of 6 publisher's sheets <sup>3</sup> ;
41	editing of publications in the field of fine arts or artwork conservation <sup>3</sup> ;
42	authorship of a chapter in a multi-author publication in the field of fine arts or artwork conservation with a minimum volume of 0.5 publisher's sheets <sup>3</sup> .

<sup>1</sup> Scoring according to the Regulation of the Ministry of Science and Higher Education of February 22, 2019 on the evaluation of the quality of scientific activity (Journal of Laws 2019, item 392). In the case of multi-author publications, the number of points for a publication is not divided among the authors.

<sup>2</sup> One point shall be awarded for each PLN 10,000.00 (in words: ten thousand zlotys) started.

<sup>3</sup> Scoring according to the list of publishing houses called the “list of publishing houses” or the list of journals called the “list of journals,” drawn up in accordance with the regulations issued pursuant to Article 267 sec. 2 item 2 (a) and (b) of the Act of July 20, 2018 – Law on Higher Education and Science (Journal of Laws 2018, item 1668, as amended) drawn up and made available by the Ministry of Science and Higher Education in the calendar year in which the scientific publication in question was published in its final form, appropriate to the journal or publishing house, and if the list was not drawn up and made available in the year of publication of the scientific publication – in accordance with the last list drawn up and made available in previous years.

Table 2. Criteria for evaluation of didactic activities

No.	Didactic activities	points/rating
1	results of the survey on the fulfillment of teaching duties made by students, doctoral students and postgraduate course participants;	positive/negative
2	results of visitation of teaching activities;	positive/negative
3	academic textbook or university script published by a publishing house included in the list of publishing houses;	80
4	editing of an academic textbook or university script published by a publishing house included in the list of publishing houses;	20
5	a chapter in an academic textbook or college script published by a publishing house included in the list of publishing houses;	20
6	didactic article published in a journal from the list of journals/outside the list of journals;	according to the list of journals/5
7	preparing a proposal and obtaining external funding for implementation of a national/international educational project;	20/30
8	increasing professional competence confirmed with a certificate or other equivalent document.	10

Table 3. Criteria for evaluation of organizational performance

No.	Organizational activities related to functions held	Points
1 <sup>1</sup>	implementation of tasks within the scope of responsibilities related to the function of: vice-rector,	50
	dean/vice-dean;	35
	institute director/deputy institute director/ department chair head/deputy department head;	35/25/25/15
	director of a doctoral school/deputy director of a doctoral school/ head of doctoral studies/head of a section at a doctoral school;	35/25/20/20
	head of interdepartmental unit/deputy head of interdepartmental unit;	35/25
	plenipotentiary of the rector;	25
	chairman/member of the University committee;	10/5
	chairman/member of the Senate committee;	10/5
	head/deputy head of a departmental unit;	15/10
	Organizational activities in the field of science or artistic creation	
2	promotorship culminating in the awarding of a doctoral degree;	40
3	membership by induction or appointment in an expert team established by state bodies or institutions and foreign or international institutions in the field of science;	20
4 <sup>1</sup>	implementation of tasks within the function of manager of a national/international project financed through a competitive procedure with external funds;	20/30
5	implementation of tasks within the function of manager/ quality manager/ laboratory manager at a PCA-accredited UJK unit;	20/15/15
6	acting as a research supervisor in a doctoral student's research project financed through a competitive procedure from external funds;	15
7 <sup>1</sup>	acting as editor-in-chief of a scientific periodical included in the list of journals;	15
8	review in promotion proceedings;	10
9 <sup>2</sup>	organization of a national/international scientific conference;	10/15
10	completion of a domestic/foreign research internship (not less than 2 weeks);	10/20
11	promotorship of a bachelor's/master's thesis;	2/4
12	participation in the jury of a national/international competition;	10/15
Organizational activities in the area of didactics		
13 <sup>1</sup>	function of the head of a national/international educational project financed through a competitive procedure from external funds (including the head of an EU-funded project);	20/30
	function of the head of postgraduate studies;	20
	• function of chairman of the departmental education committee or equivalent;	15

	<ul style="list-style-type: none"> <li>function of the head of further education courses;</li> </ul>	
14	membership by induction or appointment in an expert team established by state bodies or institutions and foreign or international institutions in the field of didactics;	20
15 <sup>1</sup>	<ul style="list-style-type: none"> <li>Erasmus+ university/faculty/institute coordinator function;</li> <li>function of chairman of the field's educational quality team or equivalent;</li> <li>function of chairman of educational programs;</li> <li>function of the university's e-learning coordinator;</li> </ul>	10
16	implementation of tasks under: <ul style="list-style-type: none"> <li>the departmental education committee or equivalent;</li> <li>admissions committee;</li> <li>field's educational program team or equivalent;</li> <li>practice manager or practice supervisor;</li> <li>language team leader;</li> </ul>	5
17	preparation of documentation and establishment of joint studies with another domestic/foreign university;	20/30
18	organization or co-organization of a national/international didactic conference ;	10/15
19	completion of a domestic/foreign didactic internship (not less than 2 weeks);	10/20
20	development of a new higher education program in the Polish/foreign language;	20/30
21	development of a new curriculum for postgraduate studies/courses/training;	10/5/5
22	<ul style="list-style-type: none"> <li>handling and/or coordinating an educational project financed through a competitive procedure with external funds;</li> <li>running a sports team representing UJK;</li> </ul>	10
23 <sup>1</sup>	implementation of tasks in the function of supervisor of a science club or supervisor of foreign students;	10
24	preparation of material and teaching in a foreign language (1 subject) (except philologies, foreign language courses);	10
25	preparation of material for classes (1 subject) using polish/foreign language distance learning methods and techniques;	5/10
26	organization or co-organization of a training workshop for academic teachers, students and doctoral students;	5
27	<ul style="list-style-type: none"> <li>participation in internal and/or external training to improve didactic competence;</li> <li>implementation of the task in the function of winter/summer camp manager</li> </ul>	5
	Impacts on the socio-economic environment	
28	operation or coordination of a project for the benefit of the social and economic environment;	10
29	publication of a textbook for school use approved by the Ministry of Education;	10
30	organization of a subject contest or a national knowledge competition;	10

31	organization/co-organization/hosting of a periodic thematic/language/sports event and/or festival to promote the UJK;	10/5/5
32	development of teaching material for a competition or subject contest.	5
33	organization of a periodic show for students, promoting the UJK	2

<sup>1</sup> number of points proportional to the time in office during the evaluation period.

<sup>2</sup> The status of a national conference is held by a conference in which representatives from at least five scientific entities, as understood in accordance with Article 7 of the Act of July 20, 2018, participated – Law on Higher Education and Science (Journal of Laws 2018 item 1668, as amended).

The status of an international conference is held by a conference in which at least 1/3 of the active participants presenting papers/communications/posters/etc. represented foreign scientific centers.

Table 4. Criteria for obtaining a positive evaluation of academic teachers in each group of employees in the humanities and social sciences fields

Field of science	Discipline	Criteria for positive evaluation of academic teachers in each group of employees (for a period of two years)*:		
		research	research and didactics	didactics
humanities	archaeology, philosophy, history, linguistics, literary studies, cultural and religious studies, art studies	<p>1) no more than three single-author or multi-author scientific achievements from among those listed in Table 1, whose point value represents a total of at least 120 points;</p> <p>or</p> <p>2) the function of a project manager (including tasks on the part of UJK within the framework of a partnership agreement) involving scientific research or development work, carried out at UJK within the framework of funds acquired from external sources in a competitive mode (National Science Center, National Research and Development Center, National Program for the Development of the Humanities, the European Union, member states of the European Free Trade Agreement (EFTA), national or foreign institutions or international organizations).</p>	<p>1) no more than three single-author or multi-author scientific achievements among those listed in Table 1, whose point value represents a total of at least 60 points;</p> <p>or</p> <p>2) the function of project manager (including tasks on the part of the UJK under a partnership agreement) involving scientific research or development work, carried out at the UJK within the framework of funds obtained from external sources in a competitive mode (National Science Center, National Research and Development Center, National Program for the Development of the Humanities, the European Union, member states of the European Free Trade Agreement (EFTA), national or foreign institutions or international organizations.)</p> <p>and</p> <p>3) obtaining a positive rating from visitation and surveying of students and doctoral students.</p>	<p>1) obtaining a positive rating from visitation and surveying of students and doctoral students; and</p> <p>2) obtaining at least 30 points based on the scores in Table 2 item 3-8 and table 3 item 1 and 13-33.</p>
social	economics and finance, social and economic geography and spatial management, security sciences social communication and media studies political and administrative sciences, management and quality sciences, legal sciences sociological sciences, pedagogy canon law, psychology			

Table 5. Criteria for obtaining a positive evaluation of academic teachers in particular groups of employees in the fields of exact sciences, life sciences and medical and health sciences

Field of science	Discipline	Criteria for positive evaluation of academic teachers in each group of employees (for a period of two years)*:		
		research	research and didactics	didactics
exact sciences and life sciences	astronomy, computer science, mathematics, biological sciences, chemical sciences, physical sciences Earth and environmental sciences	1) no more than three single-author or multi-author scientific achievements among those listed in Table 1, whose point value represents a total of at least 200 points;  or  2) the function of a project manager (including tasks on the part of UJK within the framework of a partnership agreement) involving scientific research or development work, carried out at UJK within the framework of funds acquired from external sources in a competitive mode (National Science Center, National Research and Development Center, National Program for the Development of the Humanities, the European Union, member states of the European Free Trade Agreement (EFTA), national or foreign institutions or international organizations.)	1) no more than three single-author or multi-author scientific achievements among those listed in Table 1, whose point value represents a total of at least 100 points;  or  2) the function of a project manager (including tasks on the part of UJK within the framework of a partnership agreement) involving scientific research or development work, carried out at UJK within the framework of funds obtained from external sources in a competitive mode (National Science Center, National Research and Development Center, National Program for the Development of the Humanities, the European Union, member states of the European Free Trade Agreement (EFTA), national or foreign institutions or international organizations.)  and  3) obtaining a positive rating of the visitation and surveying of students and doctoral students.	1) obtaining a positive rating from visitation and surveys of students and doctoral students;  and  2) obtaining at least 30 points based on the scores in Table 2 item 3-8 and table 3 item 1 and 13-33.
medical and health sciences	pharmaceutical sciences medical sciences physical culture sciences health sciences			

Table 6. Criteria for obtaining a positive evaluation of academic teachers in each group of employees in the field of arts

Field of art**	Discipline	Criteria for positive evaluation of academic teachers in each group of employees (for a period of two years)*:	
		research and didactics	didactics
	musical arts	<p>1) artistic achievements among those listed in the table no. 1 item 7-28, whose point value represents a total of at least 120 points;</p> <p style="text-align: center;">and</p> <p>2) obtaining a positive rating of the visitation and surveying of students and doctoral students.</p>	<p>1) obtaining a positive rating of the visitation and surveying of students and doctoral students;</p> <p style="text-align: center;">and</p> <p>2) obtaining at least 30 points based on the scores in Table 2 item 3-8 and table 3 item 1 and 13-33.</p>
	fine arts and work of art conservation	<p>1) artistic achievements among those listed in Table 1 item 29-42, whose point value represents a total of at least 120 points;</p> <p style="text-align: center;">and</p> <p>2) obtaining a positive rating of the visitation and surveying of students and doctoral students.</p>	

\* in addition to meeting the criteria set forth in the table, a prerequisite for a passing rating is compliance with the provisions of copyright and related rights, as well as industrial property rights. If the employee becomes aware of a final judgment stating a violation of the above-mentioned regulations, they will receive a negative rating.

\*\* in the case of academic teachers employed in the group of research and teaching staff, not engaged in artistic creation, the minimum number of points for a positive rating is specified in Table 4. *Criteria for obtaining a positive evaluation of academic teachers in each group of employees in the humanities and social sciences fields.*