

REGULATIONS

on the Rating Assessment of the Activities of the Academic Staff of the National Defence University of Ukraine

1. General provisions.

The Regulations on the annual rating assessment of the activities of the academic staff (AS) at the National Defence University of Ukraine (hereinafter - the Regulations) defines the concept of rating, the methodology for its calculation, the procedure for organising and conducting the rating assessment of the activities of the academic staff of the National Defence University of Ukraine (hereinafter - NDUU, the University).

Rating assessment of the activities of the academic staff is an integral element of the implementation of the internal system of quality assurance of higher education of the University, stimulation of professional development, professionalism and development of creative initiative of the academic staff, as well as a source of objective data for monitoring educational programmes and certification of the academic staff.

The Regulations were developed in accordance with: the requirements of the Laws of Ukraine "On Education" No. 2145-VIII dated 05 September 2017, "On Higher Education" No. 1556-VII dated 01 July 2014; Licensing Conditions for Educational Activities approved by the Resolution of the Cabinet of Ministers of Ukraine No. 1187 dated 30 December 2015, as amended by the Resolution of the Cabinet of Ministers of Ukraine No. 347 dated 10 May 2018.

The purpose of implementing the rating assessment of the University's academic staff is to comply with the principles of transparency and objectivity in assessing the professional activities of the academic staff, as well as to create conditions for healthy competition within the departmental and institute teams (educational and research centres).

The main tasks of the rating assessment are:

- creation of an information base for analysing and assessing the activities of the academic staff of departments, institutes (educational and research centres) of the University;

- to increase the interest of the academic staff in the professional development, in mastering advanced pedagogical experience, and in a creative approach to the teaching process;

- to ensure objective assessments of the quality of the AS activities through the completeness and reliability of the information provided;

- to strengthen the collective engagement of the academic staff in improving the final outcomes of students' training (cadets, students, postgraduate students);

- to develop and apply unified comprehensive criteria for assessment and monitoring the level and effectiveness of the University's AS activities;

- to boost the University's rating and its overall development, and to create conditions for the professional growth of the academic staff;

- to identify the shortcomings and problematic issues in the activities of the

University's academic staff, departments, and institutes;
to determine the best academic staff representatives, departments, and institutes of the University based on the rating indicators;
to stimulate the activities of the academic staff and departmental and institute teams.

The main requirements for the rating system are as follows:

objectively determined number of indicators that characterise the professional activities of the rating participants;
assessment of the compliance of the academic staff's activities with the job qualification requirements and job descriptions, as well as their personal contribution to fulfilling the tasks of the department, institute and the University;
continuous study and consideration of the experience of other higher education institutions;
the expediency of stimulating each participant in the rating assessment.

The participants in the rating calculation are the academic staff, an institute (educational and research centre) expert group for conducting a rating analysis of the academic staff's work activities.

The results of calculating the academic staff activities assessment rating are summarised twice a year, entered into the institute (Educational and Scientific Center) annual work report and Department Annual Work Report from 01 July to 01 July of the current year.

To ensure the reliability of the results of the Review-Competition for identifying the best structural unit of the University, the rating assessment of the activities of the academic staff is carried out from 01 December to 01 December of the current year with the submission of the required information to the Scientific and Methodological Centre for the Organisation of Educational Activities (including the consolidated ratings of the institutes (educational and research centre), departments as well as achievement forms of the academic staff).

2. Organisation of calculations of the rating assessment of the activities of the academic staff of the University.

Assessment of the academic staff activities is carried out at the university level as a whole, as well as separately at the structural units level.

The rating assessment covers the activities of all academic staff employed at the University, including those working part-time.

Assessment of the activities of the academic staff makes it possible to compile a rating of departments and institutes.

2.1 Assessment of the academic staff by the position.

Assessment for determining the academic staff activities rating is based on their annual activities reports categorised by specific areas of activities.

Assessment of the academic staff activities is carried out on a point scale by summing up the points for the overall activity characteristics and for the results in each area of activity.

The total number of points received by the academic staff for all types of activities is calculated by summing up the points for each activity.

The individual rating of the academic staff is established based on the point-based scoring of its activities. The highest number of points corresponds to the highest rating for their activities.

If several academic staff members receive the same total number of points, their rating is also the same.

The Individual Rating Score of an academic staff member (R_i) is the total sum of points accumulated by an individual for their professional activities, adjusted by weighting coefficients, and then corrected based on the fraction of the full-time equivalent (FTE) position held by the academic staff member.

The assessment of the academic staff activities is carried out at the University level as a whole, as well as separately by groups of positions: Chief of Department, Professor of Department, Associate Professor of Department, Senior Lecturer of Department, Lecturer of Department.

The sum of points for the main areas of activity in the reporting academic year is calculated taking into account weighting coefficients for types of activity and the fraction of the full-time equivalent (FTE) position held by the academic staff:

$$R_a = (0.4 * B_e + 0.2 * B_m + 0.2 * B_{rw} + 0.2 * B_{qual.achieved})/m \quad (2)$$

Where:

B_a - rating score for the performance of types of academic work;

B_m - rating score for the performance of methodological work;

B_{rw} - rating score for the performance of research work;

$B_{qual. achieved}$ - rating score for the indicators of qualification achieved in previous years.

m – the percentage of the full-time equivalent (FTE) position held by the academic staff.

The rating score for the performance of types of academic work is determined as the sum of points for the performance of one type of academic work (B_{ai}):

$$B_a = \sum B_{ai}, \quad (3)$$

The rating score for the performance of types of methodological activities is determined as the sum of points for the performance of certain types of work (B_{mi}):

$$B_m = \sum B_{mi}, \quad (4)$$

The rating score for the performance of research work is determined as the sum of points for the performance of certain types of work (B_{rwi}):

$$B_{rw} = \sum B_{rwi}, \quad (5)$$

Rating score for the achieved qualification for previous years as a sum of

points for certain types of work ($B_{qual.achieved}$):

$$B_{qual.achieved} = \sum B_{qual.achieved}, \quad (6)$$

2.2. Assessment of the activities of departments, institutes (educational and research centres) with regard to the qualitative indicators of the academic staff.

The rating assessment of the department's activities (P_k) is determined by taking into account the arithmetic mean of the absolute individual rating scores of the department's academic staff who participated in the rating assessment, and the sum of the scores.

$$P_k = \sum P_i / n \quad (7)$$

n – the number of academic staff members at the department.

The Institute's rating is the sum of the points scored by each department divided by the number of departments in the Institute. The rating is calculated by the formula:

$$P_i = \sum P_k / n_k, \quad (8)$$

Where:

n_k - number of departments in the institute.

2.3. Formation of the rating of the academic staff.

The formation of the rating of the academic staff involves filling in information about their individual professional work for the year in the appropriate electronic template of the Achievement Form of the academic staff.

The academic staff are required to submit (in electronic form) to the chief of the department complete and accurate data on the results of their activities in the form of the “Academic Staff Achievement Report for the 20__/20__ Academic Year” (Appendix 5), along with supporting materials that verify the provided information. The academic staff member has no right to report on the results of his/her professional activity that have already been taken into account in the previous rating.

The work not taken into account in the previous rating must be included in the next reporting period.

The compiled set of electronic Academic Staff Achievement Reports, their printed and signed copies, as well as information on the rating evaluation of each department, shall be submitted to the institute and to the Scientific and Methodological Center for Organization of Educational Activity in order to form a database for calculating the rating evaluation indicators of the institutes (educational and research centers).

SUMMARY

The Regulation on the Annual Rating Assessment of Activities in the National Defence University of Ukraine is an attempt of the University Leadership to optimize

the procedure for rating the activities of the academic staff, departments, institutes (educational and research centers), as well as the organization of a Review-Competition to determine the best educational and research unit (as a structural unit) of the University, with subsequent systematization of these activities within the National Defence University of Ukraine.

The rating assessment of the activities of the academic staff, departments, and institutes (educational and research centres) is the basis for stimulating the work of the academic staff and the development of educational and research units of the university.

This provision is recommended for use in higher military educational institutions and military educational units of higher education institutions.

3. Final provisions

3.1. The Regulations are approved by the decision of the Academic Council of the National Defence University of Ukraine and enacted by the order of the Commandant of the National Defence University of Ukraine.

3.2. Amendments and additions to the Regulations are made by the decision of the Academic Council of the NDUU and are enacted by the order of the Chief of the National Defence University of Ukraine.

Head of the Scientific and Methodological Centre
for the Organisation and Conduct of Educational Activities
Colonel

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