



APPROVED
On 27 May 2013
Dean of RISEBA

Irina Senņikova

Procedure of
**RISEBA FACULTY MEMBER
ASSESSMENT**

General information

1. RISEBA faculty member assessment procedure (hereinafter – Procedure) has been developed to implement a joint procedure of assessment of scientific / artistic, pedagogic qualification and organizational competence of RISEBA faculty member.
2. The above competences are assessed applying the following criteria:
 - 2.1. Criteria of scientific and artistic qualification;
 - 2.2. Criteria of pedagogic qualification;
 - 2.3. Criteria of organizational competence.
3. RISEBA faculty member assessment criteria (hereinafter - Criteria) are binding to all RISEBA core and non-core faculty.
4. On basis of assessment results of faculty member, the hourly rate of faculty member for the next study year is determined.

Preparation of criteria

5. According to order by Dean, a working group is established at the beginning of each calendar year, if necessary, for review or update of criteria.
6. Working group includes Pro-rectors, Financial Director, representative of heads of departments, representative of programme directors and representative of the faculty. If necessary, employees are involved in the working group.
7. Draft assessment criteria developed by the working group are presented and discussed by the Methodological Council.
8. Criteria for RISEBA faculty member assessment are approved by an order of the Dean.
9. RISEBA faculty is familiarized with the Criteria until 31 March of each calendar year.

Faculty Assessment

10. RISEBA faculty member assessment (hereinafter – assessment) is carried out once in a study year – at the end of study year.
11. Faculty assessment is performed by heads of structural units (hereinafter – Evaluator) in line with administrative subordination.
12. Pro-rector arranges methodological meeting of Evaluators.
13. Assistant of Pro-rector shall send a set of approved evaluation documents in electronic form to Evaluators and not later than one day before discussions with faculty – Excel table is sent to fill in the evaluation results.



14. Evaluator shall inform faculty of the respective department about the Criteria via e-mail and during a meeting of structural unit.
15. Evaluator shall organize assessment of faculty – Evaluator sends the table of Criteria to faculty to fill in, prepares a schedule of assessment discussions, performs discussions and summarizes results. Assessment is carried out at the end of study year – in June – before the academic staff leaves for annual vacation.
16. Faculty shall review the table of Criteria timely and fill in fields that have been completed during the respective study year. To assess whether a criterion has been complied with, objective evidence shall be attached to the table of Criteria (in line with information indicated in the document explaining the Criteria).
17. Faculty member shall send the filled table of Criteria in electronic form to Evaluator two days before the planned assessment / discussion.
18. Faculty member shall attend assessment discussion with completed table of Criteria and objective evidence.
19. Evaluator shall have a discussion with the faculty member and fill in the positions that have been completed by the faculty member in the table of Criteria and summarizes the results.
20. During the discussion, Evaluator together with the faculty member shall assess the achievement of individual goals during the previous study year and prepare development plan for the next year.
21. Faculty member and Evaluator shall take all responsibility for the total evaluation in the table of Criteria and shall approve it after the discussion by signing.
22. Evaluator enters the result in Excel table received previously, which automatically calculates the rate of a faculty member.
23. After assessment of all faculty, Evaluator fills in Excel table and sends it to assistant of Pro-rector for studies.
24. Pro-rectors review assessment results and, if necessary, discuss those with Evaluators and introduce amendments. The agreed assessment table is printed and signed by Evaluator.
25. Excel table including assessment of department faculty with rates for the next study year is approved by the Dean.
26. The approved faculty assessment Excel table with faculty rates for the next study year is submitted to Financial Director and specialist of Human Resources until the end of July.

Prepared by:
Assistant to Pro-rector for studies

A. Bādere

Coordinated:
Pro-rector for studies

I. Kreituss



Attachments:

1. Assessment of scientific, artistic, pedagogic qualification and organizational competence of faculty member for study year 2012 / 2013;
2. Explanation of criteria applied to assessment of scientific, artistic, pedagogic qualification and organizational competence;
3. List of publications considered when assessing scientific work of RISEBA faculty member.

Explanation of assessment criteria for scientific, artistic, pedagogic qualification and organizational competence

Criterion No.	Explanation of criterion
1.1.	Point is awarded for preparation and publishing of publications in line with sections of classification of scientific publications approved by the Latvian Council of Science (LCS) (on 28th November 2012, decision No. 32-3-1). List in Appendix 2 If during the respective term number of publications is 1 - 2, 1 point is awarded, if 3 and more, 2 points are awarded.
1.2.	Point is awarded if at least 2 papers have been presented at international scientific conferences.
1.3.	Point is awarded for supervision of LCS or state research supervision or participation of their implementation, as well as for supervision or participation at state initiated projects of creative spheres or artistic activities. The criterion can be proven by a statement issued by the project supervisor or state institution, agreement for performance of certain work, on the university level it may be a written confirmation issued by vice-rector of research.
1.4.	Point is awarded for supervision or fulfilment of contractual liabilities in an internationally financed research project or artistic or scientific activities. The criterion can be proven with a statement issued by project supervisor or an agreement verifying participation in the project.
1.5.	Point is awarded if one is included in LCS data base of experts or obtained official verification on awarding of expert status, point is also awarded for review of doctoral thesis.
1.6.	Point is awarded for creation of artistic or creative works (applied arts, graphic art, graphics, painting, sculpture, performance, movie, TV broadcast or play, video-clip, audio visual material published at client's website, video installation etc.) that are publicly demonstrated at cinemas, TV channels, websites, exhibitions, competitions and shows.
1.7.	Point is awarded for development of situation analysis (CASE) and publishing at recognized data bases (Emerald, European Case Clearing House (ECCH), Harvard Business Publishing for Educators).
1.8.	Point is awarded for supervision and preparation of student's work (paper) for a conference (student participates at a conference presenting paper and conference agenda may serve as a proof) or for supervision of research ordered by a company. Point is also awarded for supervision of students' creative artistic project outside the tasks of own study course and outside lectures, the fact is verified by the head of department.
2.2.	Point is awarded for preparation of students for international certification and exams.
2.3.	Point is awarded for organization and participation of extracurricular activities for students.
2.5.	Point is awarded for preparation of a new study course and its description (in two languages) based on decision by the Programme committee.
2.6.	Point is awarded for development of new study programme and receipt of licence of the Ministry of Education and Science, management of existing RISEBA study programme or work as scientific / creative supervisor of study programme, as well as education programmes verified at department meeting, for example, developed and verified summer school programmes for foreign students, ERASMUS (France) students etc.
2.7.	Point is awarded for issuing of textbooks or preparation of learning material in electronic or printed version (learning material has been reviewed) verified at department meeting and is publicly available to anyone, as well as point is awarded for business simulations and business games.
2.8.	Point is awarded for improvement of qualification at RISEBA trainings and methodological seminars. Studies at other universities or institutions verified by certificate.
2.10.	Point is awarded for supervision of lectures and courses at secondary schools, youth academy, school of modern business technologies, business incubator, organization of exhibitions or preparation of performance.
2.11.	If average evaluation of students of faculty is up to 4 points (<4), no point is awarded, if average evaluation of students is from 4 to 4.4 (4-4.4), 1 point is awarded, if average evaluation of students is more than 4.4 (>4.4), 2 points are awarded. Evaluation of student survey is considered if at least 25% of students take the survey.

2.12.	Point is awarded for preparation of course description, namely, descriptions of study courses to be presented during Semester 1 updated until the beginning of study year - 1st September - and descriptions of study courses to be presented during Semester 2 updated until the beginning of Semester 2 - 1st February - providing those in Latvian or Russian and English. Description of study course is considered to be updated if it has been reviewed and electronically sent to head of department who reviews it and puts in folder Public.
2.13.	Point is awarded after assessment of IT infrastructure reports on frequency and regularity of activities at Moodle system.
3.1.	Point is awarded for participation at scientific, academic commissions or management of board, including active work at RISEBA Programme committee, Senate or Scientific council.
3.2.	Point is awarded if one is an official member of conference organizational committee or moderator of a section. Verification is necessary.
3.3.	Point is awarded if one is manager of editorial board or is actively involved in it. Verification is necessary.
3.4.	Point is awarded for management of university, faculty, department, institute, section, constitutional board or other structural units.
3.5.	Point is awarded for management of associations (scientific, academic or professional) or art sphere unions or active participation in those. The criterion can be proven by a certificate issued by associations or unions on participation at their board or any of executive positions, agreement on performing the duties of the above positions etc.
3.6.	Point is awarded for publishing in media (giving interviews or comments), speaking on TV or radio, blogging etc. with reference to RISEBA (mentioning work place or position). Criterion is proven by copies of materials, hyper links or otherwise.
3.7.	Point is awarded for participation at employees meetings, excursions, work events, graduations, scientific conferences of students, events organized by employees etc. Attending open lectures and open lectures of foreign visiting lecturers.
3.8.	Point is awarded for compliance with normative documents and their fulfilment in the prescribed terms. (For example, recording of work load in a specific period of time, correcting of interim tests and exams and submission of their results in a specific term etc.)
3.9.	Point is awarded for lecture observation (if at least 4 lectures have been observed during a year), supervising a student group (curator of study group) or reviewing scientific articles (if at least 2 articles have been reviewed during a year).

Publications considered when assessing scientific work of RISEBA faculty member

Introduction

Scientific research is considered completed when its results have been published. Rights of author of the research to choose type and edition to publish results are not questionable.

Classification of scientific publications by types is provided below. Scientific publications within each type of scientific publication have been grouped by their availability.

Classification of scientific publications does not provide qualitative assessment of scientific publications.

Classification of scientific publications¹

1. Articles in scientific journals

- 1.1. Scientific articles indexed at Web of Science and / or SCOPUS data bases and / or included in ERIH (*European Reference Index of the Humanities*) data base journals of INT1 or INT2 category.
- 1.2. Reviewed scientific articles published in other international and Latvian scientific journals with ISSN code, international editorial board, distributed internationally and including articles by various scientists from different countries, as well as articles in ERIH data base NAT category journals.

2. Scientific books

- 2.1. Reviewed scientific monographs or collective monographs with ISBN code, published by publishing houses that comply with criteria referred to in appendix or included in *Web of Science Book Citation Index*;
- 2.2. Scientific monographs or collective monographs with ISBN code, published by Latvian publishing houses that comply with criteria referred to in appendix;
- 2.3. Theses (not including their manuscripts).

3. Reviewed editions and publications

- 3.1. Scientific journals, editions or collected articles that comply with requirements of Clause 1.1, 1.2, 2.1 or 2.2.

4. Publications in conference proceedings / article or section in collected articles / scientific books

- 4.1. Articles of sections in collected articles / scientific books with ISBN code published by publishing houses that comply with requirements referred to in appendix, including publications in conference proceedings indexed at *Web of Science Conference Proceedings Citation Index* and / or SCOPUS.

5. Conference abstracts published

- 5.1. Conference abstracts indexed at *Web of Science* and / or SCOPUS data bases.

¹ Scientific publications published in paper or electronic form (CD-ROM, DVD or published in websites).

6. Other publications

6.1. Research overviews and reports (ordered by state institutions or municipalities or on the level of the EU and ERA (*European Research Area*) policy)².

Annex

Criteria for publishing scientific monographs and collective monographs

1. Scientific monograph is a scientific book written by one to three authors and published in a separate edition dedicated to one scientific theme / issue, it has been reviewed and internationally available at libraries of scientific information, includes bibliography and summary in a foreign language. Scientific monograph reveals results of fundamental or applied research obtained using scientific methods recognized in the respective sphere and include elements of theoretical or practical novelty. Volume of scientific monographs significantly exceeds the volume of scientific article.

2. Collective monograph (book) is a set of articles by group of authors dedicated to one scientific topic / issue, where authors of articles are indicated and edition has one or two scientific editors, as well as analytical introductory article that, regardless of that in what language the collective monograph (book) is written, is available also in foreign language. Authors of collective monograph are its scientific editor / scientific editors.

3. Scientific monograph, collective monograph or collected articles (hereinafter - monograph) has a high quality standard, if the following criteria are complied with when publishing it with Latvian or foreign publishing house:

3.1. decision to publish the monograph with Latvian publishing house has been taken by the Council of Science of the scientific institution represented by author / authors that is verified by a statement issued by the respective Council of Science;

3.2. monograph published in Latvian includes a summary in foreign language;

3.3. monograph is reviewed by at least two independent reviewers, preferably one of which is foreign reviewer;

3.4. experts reviewing the monograph do not represent work place of author / authors of scientific monograph;

3.5. names of reviewers of the monograph are given on the title page of the scientific monograph;

3.6. summary of monograph has been published at data base of scientific publications of the Latvian Council of Science.

² Published and available in paper or electronic form (CD-ROM, DVD, flash memory or websites).