



DIRECTIVE NO. 220

Evaluation of the Creative Activity of Employees in Relation to Quality Assurance of Education at the University of Žilina

Discussed by: UNIZA Academic Senate on 4 October 2021

Approved by: UNIZA Scientific Board on 14 October 2021

Effective from: 14 October 2021

Processor:

Vice-rector for Science and Research
Department for Science and Research
Science and Research Coordinator

Job position of the contact person:

Vice-rector for Science and Research
Head of the Department

Article 1 Introductory Provisions

1. The University of Žilina issues this Directive on creative activity (hereinafter referred to as “research, artistic and other activity”) of staff members in relation to quality assurance of education at the University of Žilina (hereinafter referred to as “UNIZA”) pursuant to Section 15 of Act No. 131/2002 Coll. on Higher Education Institutions and on Amendments to Certain Acts, as amended (hereinafter referred to as “Higher Education Act”), pursuant to Act 269/2018 Coll. on Quality Assurance of Higher Education, as amended and on Amendments and Supplements to Act No. 343/2015 Coll. on Public Procurement and on Amendments to Certain Acts, as amended (hereinafter referred to as “Quality Assurance of Higher Education Act”), pursuant to the Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 397/2020 on the Central Register of Publication Activity and the Central Register of Artistic Activity (hereinafter referred to as Decree on “Central Register”), pursuant to the Standards for the Internal Quality Assurance System, Standards for Study Programmes, Standards for Habilitation Proceedings and Proceedings for the Appointment of Professors and Methodology for the Evaluation of Standards issued by the Slovak Accreditation Agency for Higher Education. The provisions of UNIZA Directive No. 205 Rules for Assigning Teachers to the Provision of Study Programmes at the University of Žilina and UNIZA Methodological Guideline No. 6/2020 Evaluation of Comprehensive Work Performance of UNIZA Employees were also applied in the formulation of this Directive.

Article 2 Basic Provisions

1. The purpose of this Directive is to establish a methodology for evaluating research, artistic and other activities to assess their level in relation to UNIZA pedagogical and scientific research staff in accordance with the relevant standards for the study programme and with the standards of the habilitation procedure and inauguration procedure (hereinafter referred to as HPaIP).
2. Research, artistic and other activities are perceived as scientific research/development/artistic or other activities¹ of UNIZA that are relevant to its mission, mainly to its learning objectives and outcomes.
3. This Directive regulates the rights and obligations of pedagogical and scientific research staff of UNIZA (hereinafter referred to as "UNIZA staff involved in research, artistic and other activities") in the field of research, artistic and other activities. It describes the rules for the evaluation of the research, artistic and other activities of UNIZA staff members for the internal quality assurance system, where the Policies, Structures and Processes of the internal system are outlined, which guarantee that:
 - a) information used in the effective strategic, tactical, and operational management of the delivery and development of study programmes, artistic and other activities of UNIZA is systematically collected, processed, analysed and evaluated;
 - b) UNIZA has and systematically monitors a set of indicators by means of which it evaluates the characteristics of applicant profiles and the student population, the success rate and other admission characteristics, success rates and reasons for failure within the study programmes, graduation rates within study programmes, student satisfaction with the delivery of study programmes and the accessibility of the resources needed for the study, the employability of graduates, the satisfaction of employers and other external

¹ Pursuant to Section 3 (2) (a) of the Quality Assurance of Higher Education Act.

stakeholders with the quality of graduates, the profile characteristics of the teaching and other staff, the research, artistic and other outputs and the degree of their interconnection with education and the internationalization of the UNIZA activities.

4. Teaching staff who provide profile subjects of the study programme shall demonstrate the results of research, artistic and other activity by means of the most significant outputs in the given or related field of study in which the study programme is carried out and to the persons who bear responsibility for the development and quality assurance of the HPaIP field. The focus of the publications of teaching staff or persons responsible for quality assurance of the HPaIP field must be related to the field of study or HPaIP. The level of outputs is defined as follows:

- a) internationally excellent level (A+) in case of habilitation and inauguration proceedings²,
- b) internationally significant level (A) in case of a third-level study programme,
- c) internationally recognised level (A-) in case of a second-level study programme or a programme combining the first and second level separately for each study programme³,
- d) nationally recognised level (B) in case of a first-level study programme, separately for each study programme.

The recommended categorisation of outputs for individual levels and individual fields of study, which include the fields of habilitation and inauguration proceedings, is given in the UNIZA Directive No. 205 Rules for Assigning Teachers to the Provision of Study Programmes at the University of Žilina.

5. Pursuant to the Decree on Central Register, the outputs of publishing activities are registered according to their content in following categories:

- a) scientific (designation S), with quartile assigned in accordance with WoS (JCR) and SCOPUS (Scimago)
- b) expert (designation E)
- c) pedagogical (designation P)
- d) artistic (designation A)
- e) a document falling under the protection of intellectual property rights (designation D) or
- f) other (designation O).

6. The staff member publishes his/her results mainly in scientific journals that are indexed in internationally renowned scientific databases such as Web of Science, or SCOPUS and that are assigned an impact factor and the appropriate quartile. In addition, he/she publishes his/her results in other scientific and professional (expert) journals, at international scientific conferences, which are indexed primarily in Web of Science and SCOPUS, while taking into consideration the development and promotion of the study or HPaIP field. The connection to practice is also considered. The results of his/her research, artistic and other activity are published in publications such as scientific monographs, university textbooks and course books, while transferring and implementing his/her new scientific knowledge and results into the pedagogical process. Publication outputs include the UNIZA affiliation and organizational component (faculty, institute, ...).

7. This Directive is binding for all UNIZA staff involved in research, artistic and other activities, employed either on fixed working hours or on reduced working hours. Members of this staff are:

- a) university teachers in the position of professor, visiting professor, adjunct professor, adjunct associate professor, associate professor, assistant professor, assistant,
- b) scientific researchers.

² The University ensures permanent availability of records on submitted outputs of research, artistic and other activity and on responses to these outputs in bibliometric and citation databases, registers of publications and artistic activity or in other search systems that are accepted as relevant in the corresponding field of study.

³ according to par. 3 of Article 7 of the Standards for Study Programmes.

Article 3

Criteria and Procedures for the Evaluation of the Level of Research, Artistic and Other Outputs

1. To evaluate research, artistic and other activities, there is a set of criteria for the evaluation of standards, which are in particular:
 - a) quality of research, artistic and other activity output,
 - b) originality, rigour, and the impact of each output, considering the specific characteristics of research, artistic and other activities, and their evaluation in the relevant field,
 - c) other publicly available contextual information and information from bibliometric and citation databases, registers of publication and artistic activities, repositories, semi-text, bibliographic and bibliometric electronic information sources or from other search systems that are accepted as relevant in the given field.
2. The quality and originality of outputs is demonstrated, in particular, by:
 - a) producing and interpreting new empirical findings and/or new knowledge,
 - b) dealing with a new and/or complex scientific research problem,
 - c) developing innovative research methods, methodologies and/or analytical techniques,
 - d) pointing out imaginative and creative solutions,
 - e) providing new arguments and/or new forms of expression, formal innovations, interpretations, and information,
 - f) collecting new types of data on which they elaborate and/or develop theoretical knowledge or the analyses of doctrines, policies or practice and new forms of expression.
3. Rigour is perceived as a clear definition of the contribution of a given scientific research output and its impact on the corresponding or related field of study or HPaIP. Such output must be achieved by explicit procedures (e. g. simulation or experimentation), must be based on theoretical knowledge and repeatable.
4. Impact of the output is perceived as the beneficial effect of the output on the external environment outside UNIZA, as well as on its education activities and on students, i. e. society, culture, public policy and services, health, environment, or quality of life in different geographical contexts along the local-global continuum. The impact may also mean limiting or preventing risks, damages, costs, or other adverse effects.
5. When evaluating outputs, the evidence of the output quality in terms of its originality, rigour and impact will be considered holistically. The following definitions of quality levels indicated by the letters A +, A, A-, B and C are applied:
 - a) A+: internationally excellent level in terms of originality, rigour and impact of the research, artistic and other output – the output brings a new agenda within the relevant research, artistic and other activity or has a crucial contribution to the development of relevant research, artistic and other activity in the global context.
 - b) A: internationally significant level in terms of originality, rigour and impact of the research, artistic and other output – the output significantly contributes to the development of the relevant research, artistic and other activity in the wider international context.
 - c) A-: internationally recognized level in terms of originality, rigour and impact of the research, artistic and other output – the output represents a certain contribution to the development of the relevant research, artistic and other activity in the international context.
 - d) B: nationally recognized level in terms of originality, rigour and impact of the research, artistic and other output – the output represents a certain contribution to the development of the relevant research, artistic and other activity in the national context.
 - e) C: a level below the nationally recognized quality standard in terms of originality, rigour and impact of the research, artistic and other output, or unclassified output.

Article 4

Research, Artistic and Other Activity Evaluation System

1. UNIZA has developed a detailed system of evaluation of employees' research, artistic and other activities, which is carried out regularly, by means of their annual comprehensive evaluation. The aim of the evaluation of such comprehensive work performance is to create an overall picture of the staff members and fulfilment of their basic duties as set out in the employment contract of staff member involved in research, artistic and other activities and UNIZA Directive No. 159 Staff Regulations. The evaluated research, artistic and other activity includes scientific research, pedagogical and other supporting activities related to the assigned position of the evaluated person. The evaluation is carried out in phases, namely: employee's self-evaluation, his/her evaluation by the given supervisor and the identification of tasks for the following year. For university teaching and research staff, the evaluation is carried out electronically, via electronic forms accessible to staff involved in research, artistic and other activities on the UNIZA website <https://hodnotenie.uniza.sk/>. The whole procedure of comprehensive evaluation of UNIZA employees is specified in the Methodological Guideline No. 6/2020 Evaluation of Comprehensive Work Performance of UNIZA Employees <https://hodnotenie.uniza.sk/inc/MU-KHZ-UNIZA-2020.pdf>.
2. The individual activities of the staff involved in research, artistic and other activities (which were performed and evaluated) reflect mainly the publication activity, reviews, or citations, grant activity, pedagogical activities, guidance of doctoral students by approved supervisors, memberships, peer reviews, organizing scientific, professional, and educational seminars, conferences, and workshops, etc.
3. UNIZA has created an electronic system of comprehensive employee evaluation, which is linked to other UNIZA information systems, from which it automatically draws data on the employee's research, artistic and other activities. It interconnects and summarizes individual information systems, which are: registration of publishing activities and reviews with a link to the Central Registry of Publications Activity (CRPA, *in Slovak CREPČ*) and Central Register of Artistic Activities (CRAA, *in Slovak CREUČ*), Research and Development Information System (RDIS, *in Slovak ISVV*) for the registration of all types of grant domestic or foreign projects and for the submission of internal grants, and the UNIZA Academic Information Educational System – E-education.
4. Integration of research, artistic and other activities of UNIZA employees into education is implemented, monitored, and evaluated through a comprehensive evaluation of the work performance of UNIZA employees.
5. Other forms of research, artistic and other activities are especially peer reviews for publication outputs in renowned databases, reviews of domestic and foreign projects, membership in scientific boards of universities, in scientific committees of conferences, in editorial boards of journals, in examination committees for state examinations, habilitation and inauguration committees of other universities, in advisory bodies of the Government of the Slovak Republic, ministries, etc.

Article 5

Evaluation of Research, Artistic and Other Activities in Relation to the Provision of UNIZA Educational Activities

1. The employee is obliged to annually fill in the prescribed form on comprehensive evaluation of work performance in accordance with the methodology, which is specified in the UNIZA Methodological Guideline No. 6/2020 Evaluation of Comprehensive Work

Performance of UNIZA Employees. Employee is obliged to annually update his/her research/art/teacher profile (*in Slovak VUPCH*) and research/artistic/other output (*in Slovak VTC*), which are available at the UNIZA portal www.zamestnanci.uniza.sk in due date of the comprehensive evaluation of UNIZA employees.

2. The results of an employee's research, artistic and other activities for a given calendar year are evaluated at the level of the head of the relevant department or pedagogical/research unit. The results of the departments or workplaces falling under a given faculty are evaluated at the level of the Dean's Advisory Board, the results of all faculties and university-wide UNIZA parts at the level of the Rector's Advisory Board. This evaluation also serves the guarantors for the given or related field of study or HPaIP field to evaluate its development and quality.
3. A comprehensive evaluation of employee's work performance and the results of his/her research, artistic and other activity for a given calendar year may have an impact on his/her financial evaluation and career development.

Article 6

Promotion of UNIZA's Research, Artistic and Other Activities

1. In accordance with its internal regulations, UNIZA creates suitable conditions for employees of individual workplaces and departments, so they can pursue research, artistic and other activities, as well as the necessary time and working space with appropriate equipment.
2. UNIZA supports the involvement of employees in domestic and foreign projects, whether in the position of coordinator, principal investigator or co-investigator.
3. UNIZA regularly announces rector's calls and, within the UNIZA grant system, supports projects of students of the second and third level of higher education and young pedagogical and scientific staff up to 35 years of age.
4. By means of a grant competition following rector's calls, UNIZA supports the activities of young top researchers as well as the development of world-class teams at UNIZA. The rector announces such calls regularly and within the UNIZA grant system he/she also supports projects of students of the second and third level of higher education and young pedagogical and scientific staff up to 35 years of age.
5. UNIZA regularly holds the international scientific conference TRANSCOM, which is aimed at doctoral students and young researchers, in order to encourage their scientific and graduation growth. UNIZA also publishes the university scientific journal Communications (*Komunikácie*) indexed in the SCOPUS database.
6. The rector regularly supports and financially rewards high-quality outstanding publication outputs, granted patents, registered utility models and international projects. He/she publishes the announcement in the university journal Reporter (*Spravodajca*) or by means of mass announcements in accordance with the approved financial budget of UNIZA.

Article 7

Final Provisions

1. Any changes and additions to this Directive can only be made by means of numbered amendments, after discussion of UNIZA Academic Senate and after approval of UNIZA Scientific Board.
2. This Directive was discussed by UNIZA Academic Senate on 4 October 2021 and approved by UNIZA Scientific Board on 14 October 2021.

3. This Directive enters into force and effect on the day of its approval by the UNIZA Scientific Board, i. e. on 14 October 2021.

In Žilina on 14 October 2021

prof. Ing. Jozef Jandačka, PhD
Rector