



Academic Staff Handbook

University "Haxhi Zeka" Peja

Table of Contents

1. Introduction	3
2. Vision, Mission, and Values.....	3
2.1 Vision.....	3
2.2 Mission	3
2.3 Values.....	3
3. Professional Standards and Expectations of the University	4
4. Rights and Responsibilities.....	5
5. Workload.....	6
6. Recruitment Procedures	8
6.1 Full-time academic staff.....	8
6.2 Engagement of external collaborators	9
7. Performance Evaluation.....	10
8. Academic Staff Development	12
9. Vacations, Absences and Work-Life Balance	13
9.1 Vacations.....	13
9.2 Absences	14
9.3 Work-Life Balance	14
10. Equality	15
11. Complaint Procedure	16

1. Introduction

The academic staff recruitment handbook serves to facilitate the understanding the academic staff function at University “Haxhi Zeka” (UHZ). While the provisions relating to UHZ academic staff are compiled and available to staff, they may require additional commitment to be approached by academic staff. Therefore, to facilitate this process, this manual has been compiled as a summary of the main points of all documents and provisions related to the academic staff. University “Haxhi Zeka” takes care to provide a suitable environment where the academic staff has all the necessary preconditions for the development of their academic and scientific activity.

The manual contains key elements that the academic staff of University “Haxhi Zeka“ should be aware of. This document aims to clarify the role of academic staff in UHZ activity, university expectations for academic staff, the rights and responsibilities of academic staff, ways of developing lecturing and academic development, and other issues as presented in the content of this manual. The manual includes full time academic staff and part time.

2. Vision, Mission, and Values

2.1 Vision

A modern and respected university, offering quality teaching, research and artistic creativity, acts as a reliable partner for businesses, the community and local and international higher education institutions, as a promoter of regional development and a supporter of sustainable development of Kosovar society in general.

2.2 Mission

University “Haxhi Zeka” continues its positive academic and artistic tradition, creates environment and transformative academic experiences in order to achieve the full potential of students, implements advanced scientific standards and helps the economic development of Peja region and the country in general.

2.3 Values

In order to achieve its vision and fulfill its mission, University "Haxhi Zeka" has incorporated and functions based on these key values:



University “Haxhi Zeka” carries its activity on the above mentioned principles. Academic staff of UHZ is instructed to follow these institutional principles in achieving the individual professional and general goals of UHZ.

Further details regarding the general, long-term, and short-term goals of UHZ can be found in the Strategic Plan of UHZ 2020-2024, in this link:

<https://drive.google.com/file/d/1wJN-kpqY0jAAXhnwhLH9xQuGMWLS-J5m/view>

3. Professional Standards and Expectations of the University

University "Haxhi Zeka" in Peja is a free and independent institution from all forms of conditionality and external interests. University "Haxhi Zeka" in Peja requires its members in carrying out their institutional duties, respect the principles of correctness and impartiality, working primarily in the interest of the university avoiding situations of conflict of interest, and unethical behaviors in communication, management, research and academic work as defined by UHZ legislation and policies, including the Law on Higher Education of the Republic of Kosovo, the UHZ Statute, the Code of Ethics.

In addition to compliance with legal acts, UHZ requires academic staff to contribute to the planning process and achieving the objectives set out in the Strategic Plan UHZ.

Further details on the professional expectations of the University can be found at the following links:

Code Of Ethics For Academic Staff And Students Of University “Haxhi Zeka” In Peja

<https://drive.google.com/file/d/1ozEQ0M-uggLa-fkyfR9eIkE4dpzIM30u/view>

Strategic Plan of University “Haxhi Zeka” in Peja, 2020-2024

<https://drive.google.com/file/d/1wJN-kpqY0jAAxhnwhLH9xQuGMWLS-J5m/view>

Law on Higher Education

<https://masht.rks-gov.net/uploads/2015/06/2-ligji-per-arsimin-e-larte.pdf>

4. Rights and Responsibilities

The rights and responsibilities of academic staff are defined by the UHZ Statute, the Law on Higher Education, the Labor Law of the Republic, the Employment Contract, the Study Regulations, the Regulation on Quality Management and Assurance and the Code of Ethics, etc.

The UHZ academic staff enjoys freedom of expression. They have the freedom to ask and test the knowledge gained and to express new ideas, opposing opinions without putting themselves in danger of losing their job or any privilege they may have with UHZ. Also, they have the right to publish the results of their research respecting the rules of scientific research defined by the Statute and the legislation in force in Kosovo, especially copyright.

The academic staff has the right to its advancement and academic development, the right to equal treatment and the right to rest as explained in certain parts of this Handbook.

The work culture of the academic staff at UHZ is guided by the principle of quality assurance in every process and they must do their work consciously, on time and in a quality and efficient manner, always within their competences.

The academic staff of UHZ is obliged to keep the lectures / exercises in order during the teaching process, to prepare the teaching material, to prepare appropriate tests and literature for the structure of the respective subject, to supervise students in their seminar papers and diploma topics, such as and organize exams during exam deadlines.

The academic staff is obliged to participate in the meetings of the bodies and commissions where it is appointed as a member and to perform them with dedication and sincerity. In case of conflict of interest, they do not participate in the meeting of bodies / commissions when the specific issue is addressed.

The academic staff of UHZ is subject to the direct authority of the supervisory officer (Rector, Dean, or other official appointed by the responsible bodies) and performs all the tasks assigned to it.

Before the end of the term of each contract, the leader evaluates the work of the academic staff regarding the extension of the contract, taking into account the work and work tasks provided by the Regulation on the systematization and description of jobs.

No member of the academic staff who is in a regular employment relationship with UHZ can have another full-time employment contract at any other university.

Further details on the rights and responsibilities of academic staff at UHZ can be found in the following links:

Statute of UHZ, articles 180-185

<https://drive.google.com/file/d/0B1c9UkiZAV3ZT0JaTkRjLTVFMFk/view>

Code of Ethics for academic staff and students of the University "Haxhi Zeka" in Peja

<https://drive.google.com/file/d/1ozEQ0M-uggLa-fkyfR9elkE4dpzIM30u/view>

Law on Higher Education

<https://masht.rks-gov.net/uploads/2015/06/2-ligji-per-arsimin-e-larte.pdf>

5. Workload

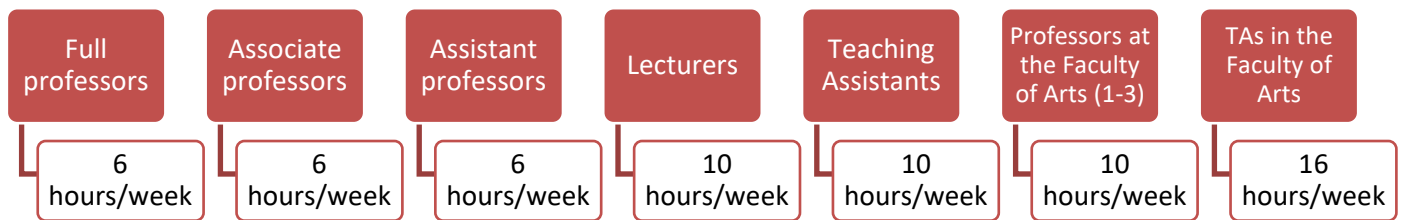
The workload of the academic staff in a regular working relationship with UHZ is determined by the Employment Contract which is based on and harmonized with the Labor Law, the Collective Agreement, the Statute of UHZ and based on the UHZ Regulation for its personal income. According to the employment contract, the academic staff must work 40 hours a week, according to the schedule set by the employer and the official to whom they report. Academic staff may be required to work even longer than the scheduled working hours during the week, but not longer than 20 hours per week and 40 hours per month, in which case the compensation will be increased by 20% per hour, or at the request of the employee on a free day for the following month.

Working hours between 22:00 and 5:00 the next day are considered night work and for those hours the compensation will be paid. The working hours defined by the acts according to the legal provisions must be respected.

According to Article 3 of the UHZ Regulation on Personal Income, the academic staff in a regular working relationship with UHZ enters into a full-time and part-time employment contract, respectively a contract on deed. The part-time contract is based on the Collective Agreement, which

stipulates that the teaching hours that the teacher conducts above the norm according to the regular employment contract will be paid as hours above the norm until the fund of hours allowed by the Regulation on personal income of Universities, always on the basis of a contract for hours above the norm - honorarium. The University may enter into a part-time employment contract with academic staff for a maximum of one academic year, in cases where the competition published in these places is not successfully completed, or due to some unforeseen circumstances.

For the academic staff employed at the University, the weekly rate of hours and the wage rate according to the following academic titles are determined as follows:



The academic staff of the University (Full Professor, Associate Professor and Assistant Professor) who are in regular working relationship with UHZ can hold up to 6 hours per week above the norm (additional hours). Lecturer, assistant who is in regular working relationship with UHZ can hold up to 8 hours above the norm per week; excepted, at the Faculty of Arts, up to 5 hours per week.

External collaborators can have a load of up to 6 hours per week.

Academic staff who have two employment relationships, inside or outside the Public University "Haxhi Zeka" (primary or secondary) cannot take hours above the norm.

Further details on the workload for academic staff can be found in the following links:

Regulation of personal income in UHZ

https://drive.google.com/file/d/1smUtw_pBcVop56G0QyPg_JXyuc-f_DPX/view

Statute of UHZ

<https://drive.google.com/file/d/0B1c9UkiZAV3ZT0JaTkRjLTVFMFk/view>

Collective Education Contract in Kosovo

<http://www.sbashk-rks.org/kontrata.pdf>

Work Law

<https://gzk.rks-gov.net/ActDetail.aspx?ActID=2735>

6. Recruitment Procedures

6.1 Full-time academic staff

Depending on the need for academic staff in academic units, UHZ initiates procedures for recruiting academic staff.

The process of recruiting regular staff is regulated by the Regulation on selection procedures regarding the appointment, reappointment and promotion of regular academic staff at the University "Haxhi Zeka" in Peja.

The following scheme presents in key points the steps through which the recruitment procedure for the regular academic staff at the University "Haxhi Zeka" passes. The procedure outlined in the following diagram applies to the appointment, reappointment and advancement of regular academic staff.

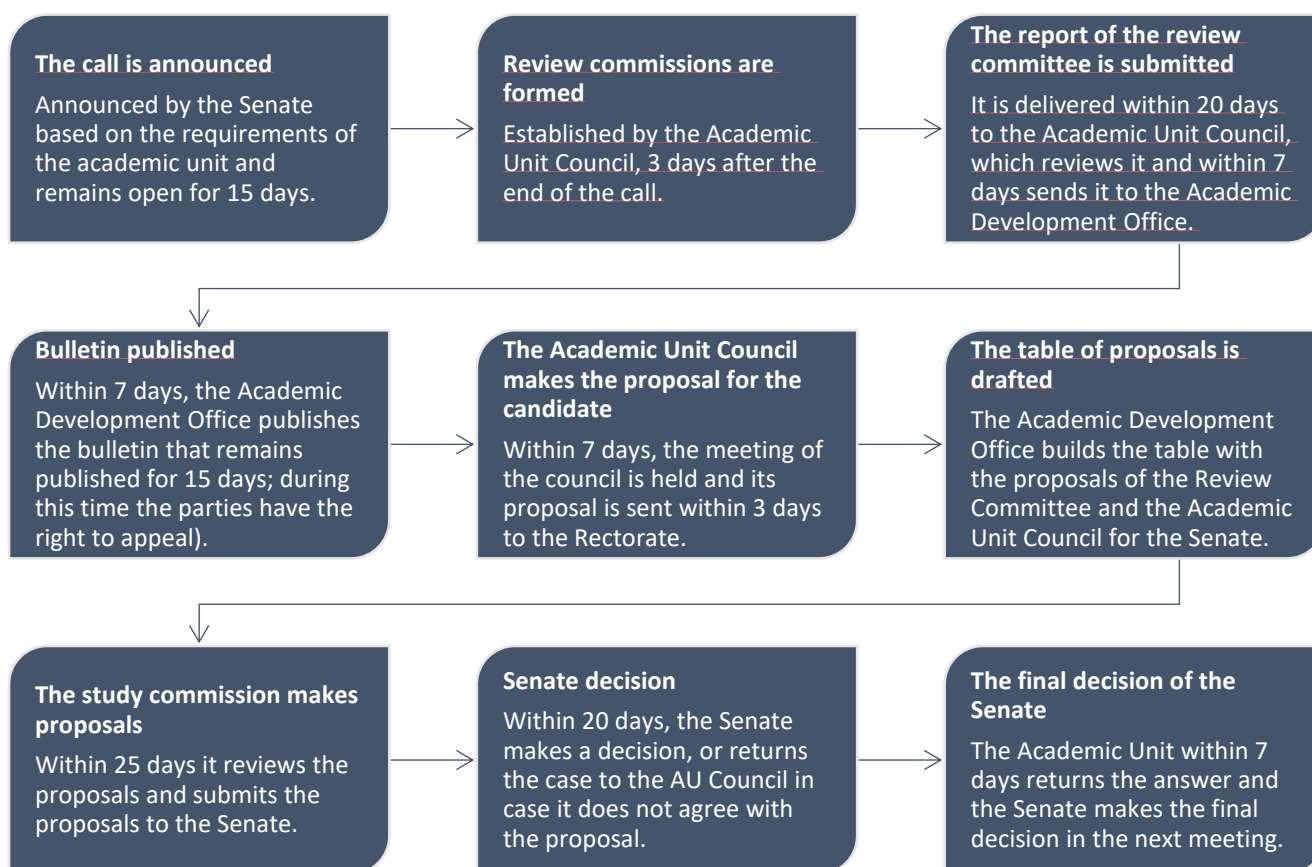


Figure 1. Recruitment procedure for the full-time academic staff

6.2 Engagement of external collaborators

If within the University "Haxhi Zeka" it is found that there are not enough academic staff for relevant fields, UHZ engages external collaborators. The process of recruiting external collaborators is regulated by the Regulation of evaluation procedures for the engagement of external collaborators at the University "Haxhi Zeka" in Peja.

The recruitment procedure for external collaborators is presented in key points in the following scheme.

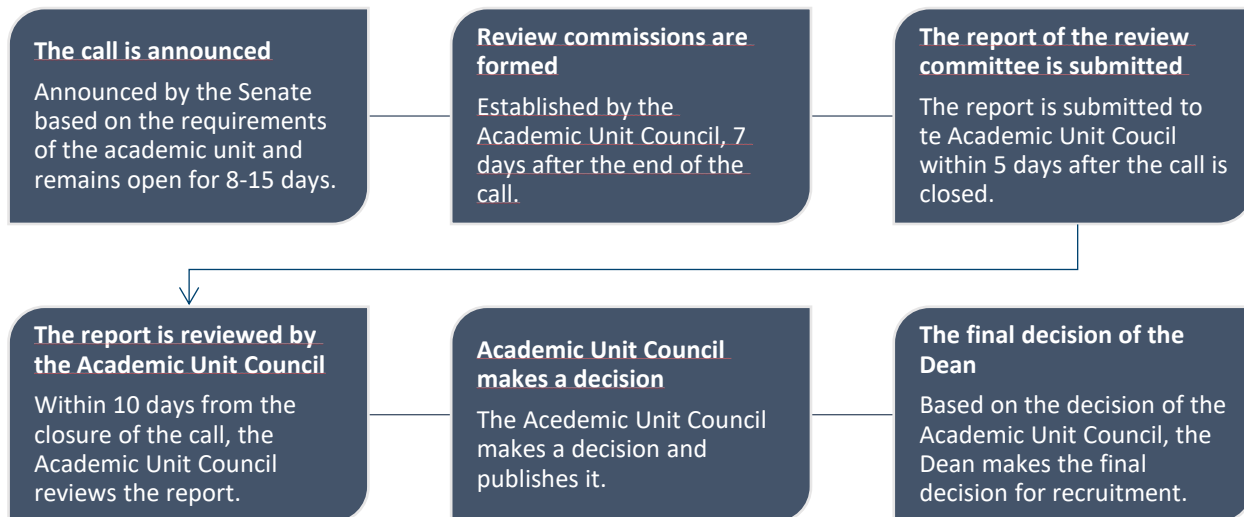


Figure 2. Recruitment procedure for external collaborators

Further details regarding the procedures for appointment, reappointment and promotion of regular academic staff and external collaborators can be found at the following links:

Regulation on selection procedures regarding the appointment, reappointment and promotion of regular academic staff at UHZ

<https://drive.google.com/file/d/11vtnsgnWkd5QTPo5u1kYpaKbwVEpjYef/view>

Regulation of evaluation procedures for the engagement of external collaborators in UHZ

https://drive.google.com/file/d/15vy5W39tV1p_vUkZmEJ29jJeGpXMyx-F/view

UHZ Statute; articles 171 - 175

<https://drive.google.com/file/d/0B1c9UkiZAV3ZT0JaTkRjLTVFMFk/view>

Administrative Instruction on the regulation of competition procedures in the public sector; article 4

<https://gzk.rks-gov.net/ActDetail.aspx?ActID=15536>

7. Performance Evaluation

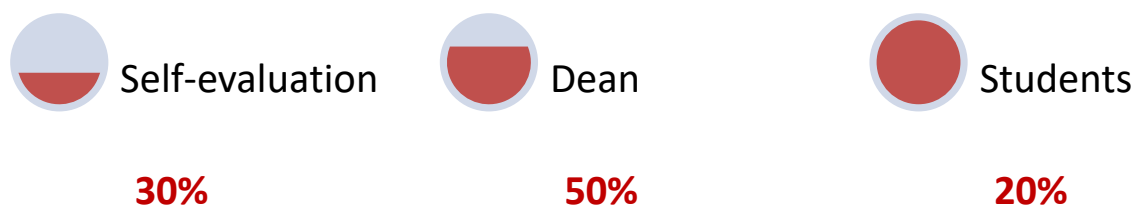
So far, academic staff evaluation process has been generally provided in the UHZ Statute and the Quality Assurance Regulation and other documents of the organization of the teaching and scientific process. In 2019, UHZ has drafted and approved a new Manual for Planning and Evaluation of Performance which summarizes the way the evaluation mechanisms of all academic staff. To facilitate the process of annual work planning of academic staff, this manual has also provided the format and guidelines for the annual planning of their work. Based on this manual, each staff should draft the Annual Individual Plan for Academic Development, a plan also approved by the Dean of the Academic Unit.

The Academic Staff Assessment Manual (see the link below) contains the legal basis for the assessment, the purpose, the principles of assessment, the assessor and the assessed (to whom will serve), the assessment period, the evaluation criteria and procedures which sets emphasis on the importance of planning and evaluating the performance of academic staff, both individually and institutionally. In institutional terms, this manual is important for planning, monitoring, evaluating, developing, and affirming the excellence of performance in: fulfilling the mission and objectives of UHZ; improving services to society and students through quality teaching; improving curricula and study programs; enables the harmonization of the performance objectives of the academic staff with the performance standards set by the Kosovo Accreditation Agency as well as the identification of the level of competencies of the academic staff in the field of research and the conditions for their research work provided by UHZ.

In the individual aspect, the evaluation gives the member of the academic staff and supervisors the opportunity to affirm the work of the academic staff for UHZ, raises the motivation and commitment of the academic staff for a better teaching and scientific activity, determines the work priorities and expectations of academic staff performance during the next annual evaluation period; reflects on the benefit, correction and recommendations for changes in parallel positions in different units / departments and contributes to their promotion in academic titles in cases of three (3) or four (4) year evaluations according to the Regulation on Appointment, Re-appointment and promotion of academic staff and competitions announced for this purpose. According to the regulation, it is foreseen that the assessment will be done by several assessment levels: the supervisor (Dean), the students and the self-assessment.

The evaluation is done at these levels: Assessing the first level has to do with controlling the implementation of the objectives set out in individual plans for academic development, giving them a value on a scale of assessment presented in the manual. This evaluation is done by the supervisor (dean or Rector) and is signed by the academic staff member himself based on the description of the performance evaluation scales. The evaluation of the teaching process will be used by the academic staff itself through the self-assessment form and the evaluation of the work of the academic staff by

the student. The weight of the grade given by each assessor is measured in a differentiated manner according to this priority:



Following this process, the study commission in cooperation with the dean (or vice dean) of the academic unit, can comment on the activities carried out by the academic staff and place a grade between 0 and 100 points based on the scale provided in the above Manual.

At the rectorate level, The Office for Quality Assurance and The Office of Academic Development and Excellence in Teaching coordinate this evaluation process and support academic units.

Further details regarding the performance evaluation of the academic staff of UHZ can be found in the following links:

Academic staff planning and performance evaluation

manualhttps://drive.google.com/file/d/1_L8GqGmCRtDBRtWuy690kf7ggxZ-ixLO/view

Regulation on the Quality Assurance and Evaluation System at UHZ

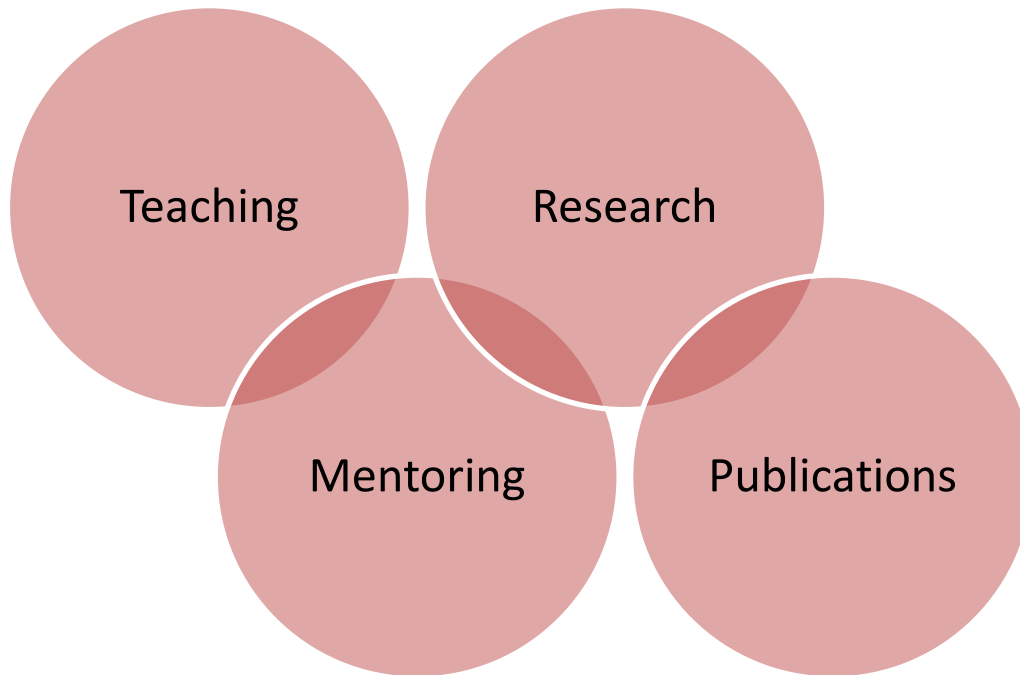
https://drive.google.com/file/d/1K4yOdwLXOWuGO2UoBXbNlx_ybMe7eO3N/view

Strategic Plan of the University "Haxhi Zeka" in Peja, 2020-2024

<https://drive.google.com/file/d/1wJN-kpqY0jAAxhnwhLH9xQuGMWLS-J5m/view>

8. Academic Staff Development

University "Haxhi Zeka" has approved The Academic Development Plan which aims to identify the main activities of staff development harmonized with the current strategy of the University, and reflects the general development needs of individuals, in particular to support staff and to cope with the changes. Progressive development and overcoming challenges, through the development of academic staff aims to increase and support excellence in academic practice at UHZ, through leadership, professional skills, research and teaching, working with staff in these areas:



The Academic Development Plan supports the dissemination of the university's curriculum and teaching plan. Currently, at the University "Haxhi Zeka" are employed 78 members of the academic staff with regular employment, of which 49 are professors and 29 assistants. For the realization and fulfillment of contemporary standards, the University "Haxhi Zeka" has established an advisory team for advancement and development of academic staff.

The Academic Development Plan is a detailed plan of measures and activities that helps members of the university's academic staff to develop professionally and improve the quality of their work. It creates equal opportunities for all academic staff and includes all its categories.

University "Haxhi Zeka" treats academic staff as one of its basic resources. UHZ is committed to help each member of staff to develop professionally in their work in this university. The University is

committed to enable academic staff continuing professional development, knowing that the direct beneficiaries of this development are our students and society.

In this regard, UHZ takes concrete steps for the new staff. At the moment when a new member is accepted as an academic staff, UHZ foresees a series of activities to make the integration of new members in UHZ as smooth as possible. Initially, a meeting is held with the senior management of UHZ, also the new member is introduced to the current staff of UHZ; then the new staff member is sent on a tour to the UHZ campuses; they are offered a one-day introductory training (in October) on important issues related to UHZ work, including ethics, working principles, teaching methods, etc.; finally, the new member is provided with supervision/mentoring for the first three months of work, to help them easily and efficiently integrate as part of UHZ.

The university aims to continuously identify and recognize the needs of staff for professional development and enable them to develop continuously, so that investment in this field will bring benefits to students and society. In this regard, UHZ develops one-year action plans where the types of training, research and other activities are concretized.

Further details on the development of UHZ academic staff can be found in the following links:

Academic development plan

<https://drive.google.com/file/d/11FD7-DU2YxelP-QNgxDIMNkh7gK8XUYg/view>

Strategic Plan of the University "Haxhi Zeka" in Peja, 2020-2024

<https://drive.google.com/file/d/1wJN-kpqY0jAAxhnwhLH9xQuGMWLS-J5m/view>

9. Vacations, Absences and Work-Life Balance

9.1 Vacations

The academic staff of UHZ has daily, weekly, and annual leaves, according to the legal provisions set out in the Labor Law, respectively the articles that regulate the leave and absences from work. Based on the same law, the academic staff is entitled to leave in cases of official holidays.

Especially for the educational staff, the above-mentioned law regulates the annual leave, emphasizing that it should be used during the summer holidays and can last until the holiday lasts in the educational institutions.

9.2 Absences

The academic staff at UHZ may be absent from work with salary compensation in special cases specified in the Labor Law, the collective agreement, and the employment contract.

The academic staff have the right to medical leave, in which case UHZ assumes all compensation obligations for the period of absence for medical reasons, according to the provisions of the Labor Law.

9.3 Work-Life Balance

Pursuant to Article 33 of the Labor Law, the annual leave for academic staff is used at the time of leave and can last until the leave is extended to educational institutions. In cases when during the summer holidays they are called for vocational training courses for performing other tasks related to the preparation for the beginning of the school year, as well as for performing academic / scientific activities organized by UHZ, the duration of summer vacations is determined in accordance with the Labor Law and the Collective Agreement.

Pursuant to Article 39 of the Law on Labor, staff may exercise their right to absence from paid work for up to five (5) days in the event of their marriage; five (5) days in the event of the death of a close family member; three (3) days for childbirth; one (1) working day for each case of voluntary blood donation, as well as in other cases as defined by the Collective Agreement, the Employment Contract, and UHZ policies.

In order to facilitate access to work, UHZ applies favorable policies for academic staff mothers, who with a reasoned justification (other than those mentioned above) can ease the burden by working from home for up to two working days.

Further details on the development of UHZ academic staff can be found in the following links:

Labor Law, articles 28-34, 39, 59, 60

<https://gzk.rks-gov.net/ActDetail.aspx?ActID=2735>

Collective Education Contract in Kosovo

<http://www.sbashk-rks.org/kontrata.pdf>

10. Equality

UHZ is continuously engaged in the implementation of the principle of equal opportunities for the academic staff, which means ensuring the provision of equal opportunities and protection of fundamental rights arising from the legal provisions governing the employment relationship of the academic staff of UHZ. The UHZ Strategic Plan (see link below) provides for balancing the gender ratio among academic staff. In the case of hiring new academic staff, in accordance with the legislation in force in Kosovo, UHZ will give priority to female candidates until a gender balance is achieved among the academic staff of UHZ. The same policy applies to the engagement of external collaborators.

In order to better respect this principle, UHZ has also established the institutional function of equality, which is the Office for Human Resources and Gender Equality, which is responsible for the development and supervision of the implementation of policies and procedures related to the management and development of human resources. This office is obliged to keep statistical data on a gender basis according to the Law on Gender Equality no. 05 / L-020 of the Republic of Kosovo (see link below). Furthermore, UHZ supports professors and teaching assistants in creating the UHZ women's network in higher education and science that is expected to join the Women's Network in Higher Education and Science at the national level.

UHZ led by this principle provides equal opportunities in the advancement and training of the academic staff, these trainings provided in the Strategic Plan of UHZ 2020-2024 and the Plan for Academic Development (see section below). The academic staff is treated equally with regard to wages and cares for equal distribution of over-norms. In case of violation of gender-based rights, the academic staff can complain to the UHZ bodies such as the Ethics Council as a first instance and to the Complaints and Appeals Commission at the Senate. At the national level, it can be appealed according to the legal provisions described in the Law on Gender Equality, the People's Advocate, up to the judicial bodies.

UHZ is committed to equal treatment of all academic staff, including cases with special needs, always based on Law no. 03 / l-019 on training, vocational rehabilitation and employment of persons with disabilities (see link below). Non-majority communities are also included in the academic staff.

Further details on UHZ equality can be found in the following links:

Strategic Plan of the University "Haxhi Zeka" in Peja, 2020-2024, Activity 2.1.2.

<https://drive.google.com/file/d/1wJN-kpqY0jAAxhnwhLH9xQuGMWLS-J5m/view>

Gender Equality Law

<https://gzk.rks-gov.net/ActDetail.aspx?ActID=10923>

Academic development plan

<https://drive.google.com/file/d/11FD7-DU2YxeIP-QNgxDIMNkh7gK8XUYg/view>

Law on Training, Vocational Rehabilitation and Employment of Persons with Disabilities

<https://gzk.rks-gov.net/ActDocumentDetail.aspx?ActID=2620>

11. Complaint Procedure

The appeal procedure for the academic staff is regulated through the Regulation on Selection Procedures Related to the Appointment, Reappointment and Advancement of the full-time Academic Staff at UHZ; according to which, point 3 of article 15, states that the candidates who have not been advanced, appointed or reappointed, have the right to appeal within 15 days from the day of receiving the notification of the Senate, addressing to the Commission for complaints and submissions within the Senate serving as the first and final instance of appeal to UHZ.

If a party is dissatisfied with the decision of the Complaints and Appeals Commission, they may appeal to the Labor Inspectorate based on Article 82 of the Labor Law, the Labor Inspectorate must issue appeals within thirty (30) days or inform the complainant about the extension of the time limit within which the decision must be taken.

If the party is dissatisfied with the decision of the Labor Inspectorate, within 30 days a labor dispute may be initiated in front of a competent Court.

Further details regarding the appeal procedures at UHZ can be found in the following links:

Regulation on selection procedures regarding the appointment, reappointment and promotion of regular academic staff at UHZ

<https://drive.google.com/file/d/11vtnsnWkd5QTPo5u1kYpaKbwVEpjYEf/view>

Regulation of evaluation procedures for the engagement of external collaborators in UHZ

https://drive.google.com/file/d/15vy5W39tV1p_vUkZmEJ29jJeGpXMyx-F/view

Work law

<https://gzk.rks-gov.net/ActDetail.aspx?ActID=2735>