



UNIVERSITETI - UNIVERSITY - UNIVERZITET
"HAXHI ZEKA"

BROCHURE

MANUAL FOR PLANNING AND
ASSESSMENT OF THE PERFORMANCE
OF THE ACADEMIC STAFF

PEJA, 2020

1. What does it mean planning and assessment of the performance of the academic staff?

- Planning means the drafting of an individual development plan by each member of the academic staff of UHZ, which sets out the objectives of a one-year's work.
- The term "performance assessment" means the assessment of the skills and capacities of the academic staff of UHZ and their contribution towards enhancing the quality and development of the University.

2. What is the purpose and importance of performance assessment of the UHZ academic staff?

- The purpose of the MPVPSA is to create a mechanism to help the HZ staff develop during their career building process, to contribute to the quality of their work, and to harmonize their work with UHZ's strategic objectives.
- The importance of planning and assessing the performance of the UHZ academic staff is twofold, both individually and institutionally:
 - At the institutional level
 - At the individual level.

3. What are the assessment principles?

- The assessment must be fair, honest and in accordance with the rules of the UHZ Code of Ethics.
- The following principles should be taken into account when evaluating:
 - The principle of fairness and equity
 - Principle of Confidentiality.

4. What is the period of assessment?

The assessment is divided into two periods::

- a) Short-term assessment
 - a. At the end of the contract (three to four years)
- b) Long-term assessment
 - a. Semester assessment by students
 - b. Self-assessment at the end of the year
 - c. Evaluation by the supervisor at the end of the year.

5. Who are the evaluators and evaluatees?

The assessment process has two sides:

- Evaluators (Supervisor, Self-Assessment, Student)
- Evaluatees (academic staff)

Evaluators should consider the following ethical rules:

- The procedures and criteria to be used for evaluation must be stated in advance and each party involved should be made clear at the beginning of the academic year;
- The parties involved in the evaluation should declare any conflicts of interest they may have with specific the academic staff;

6. What are the elements of the performance assessment?

1. The learning process;
2. Scientific research and development;
3. Academic administrative services;
4. Professional services in the interest of the society.

7. What is the weight of the assessment process?

1. Individual development plan
2. Weight and rating levels
 - Dean 50%
 - Self-Assessment 30%
 - Students 20%

8. What are the assessment procedure and institutional responsibilities?

- The performance assessment report must be completed by the supervisor.
- Evaluation reports should be completed electronically.
- The Office for Academic Development and Academic Perfection is responsible for carrying out this process and in cooperation with Quality Assurance Office.
- At the level of the academic units, the Quality Coordinators are responsible for carrying out this process in cooperation with the study committees for the questionnaires for the evaluation of the academic staff by the students and self-assessment.

The text of the Manual for Planning and Performance Evaluation of the academic staff can be downloaded from the following link:

Albanian version: https://drive.google.com/file/d/1_L8GqGmCRtDBRtWuy690kf7ggxZ-ixLO/view

English version: <https://drive.google.com/file/d/1sjw0Enr1XBydIJb78RUuqyJYC3L7P9X0/view>

For more information contact:

kaltrina.kelmendi@unhz.eu