

JOSIP JURAJ STROSSMAYER UNIVERSITY OF OSIJEK



ORDINANCE ON EVALUATION OF ASSISTANT'S, POSTDOCTORAL FELLOW'S AND MENTOR'S PERFORMANCE

Osijek, October 2015

Pursuant to Articles 43a and 97a, of the Scientific Activity and Higher Education Act (Official Gazette 123/03, 198/03, 105/04, 174/04, 02/07 – Decision of the Constitutional Court of the Republic of Croatia, 46/07, 45/09, 63/11, 94/13, 139/13, and 101/14 – Decision 60/15) and Articles 65 and 230, paragraph 2, subparagraph 3 of the Statute of Josip Juraj Strossmayer University of Osijek, the Senate of Josip Juraj Strossmayer University of Osijek, at its 1st session in the academic year 2015/2016 held on October 27th 2015, under agenda item 16, adopted the following

ORDINANCE ON EVALUATION OF ASSISTANT'S, POSTDOCTORAL FELLOW'S AND MENTOR'S PERFORMANCE

I. GENERAL PROVISIONS

Article 1

The Ordinance on evaluation of assistant's, postdoctoral fellow's and mentor's performance (hereinafter: Ordinance) determines the method of evaluating assistant's, research fellow's and mentor's performance, i.e. the content, criteria and procedure for the adoption of the report on the assistant's and postdoctoral fellow's performance at the Josip Juraj Strossmayer University in Osijek (hereinafter: University) and scientific and educational constituents/art teaching constituents (hereinafter: constituents), as well as the mentor's performance.

Article 2

All terms used in this Ordinance, whether used in masculine or feminine gender, apply to male and female gender in the same way.

Article 3

These terms shall be used in this Ordinance with the following meanings:

1. Associate titles and corresponding positions at the constituents are assistant and postdoctoral fellow.
2. Assistant is a person elected to the associate title and the position of assistant at the constituent, and the person with the status of a junior researcher, as an assistant.
3. Postdoctoral fellow is a person elected to the associate title and the position of a junior researcher, as a postdoctoral fellow.
4. Mentor is a teacher at a constituent elected to the research/artistic and teaching position and the research/artistic and teaching position of an assistant professor, associate or full professor, appointed by the Academic Council of a constituent in order to monitor the performance and accomplishments of those persons under item 2 of this Article.
5. The term year in this Ordinance is considered as the current academic year, i.e. the period from October 1st of the current year to September 30th of the following calendar year.

II. EVALUATION OF ASSISTANT'S AND POSTDOCTORAL FELLOW'S PERFORMANCE

II.1. Assistant

Article 4

- (1) The assistant must enroll, attend and meet all the requirements stipulated by the study program of postgraduate university studies after signing the employment contract. The assistant must also obtain the academic degree of Doctor of Philosophy (PhD) by holding a public defense of his doctoral dissertation.
- (2) Assistant elected in the artistic field may enroll an artistic postgraduate university study if the study from his elected field is available, after signing the Employment Contract. He is obliged, in accordance with the employment contract, to obtain the academic degree of Doctor of Arts (D.A.) no longer than six years after signing or achieve the prescribed requirements in the art field for a higher vocation.

Article 5

The assistant helps with the implementation of a part of the teaching process, testing knowledge, and artistic, scientific and professional activities of constituents in accordance with the Ordinance, i.e. Decision on the organization of job positions at the constituents.

Article 6

- (1) When electing a person to the associate title and the position of assistant, the Academic Council shall appoint a mentor, with the mentor's prior written consent accepting the mentorship. The mentor will take responsibility for monitoring and progress of the assistant during postgraduate university study.
- (2) An employee of a constituent may be appointed as mentor, if elected to the research/artistic and teaching position and if holding the proper research/artistic teaching position.
- (3) The mentor's task is to ensure the quality improvement of the assistant.
- (4) The assistant has the right to request another mentor one year after being elected to the associate title and position.

Article 7

- (1) The assistant's mentor is obliged to submit a written report on the assistant's performance **from the previous academic year** to the constituent's Academic Council **by December 31st** of every calendar year.
- (2) The report referred to in paragraph 1 of this Article is based on the mentor's assessment of obligation fulfillment from the employment contract and contains information on the following elements of performance:

No.	Activity	Points
	(a) teaching activity:	
1.	participation in classes (seminars, exercises, practical courses) and positive evaluation by the mentor	2
2.	positive evaluation of class participation based on the results of a	1

	survey conducted at the University or a constituent	
3.	assistance in carrying out exams under the supervision of the holder of the course	1
4.	co-authorship of university textbooks, books or editorial editions	2
5.	co-authorship of peer-reviewed teaching materials	1
	(b) success and achievements in postgraduate university study (not required in the artistic field):	
	including teaching and extra-curricular activities, alongside fulfilling study obligations	Yes/No
	(c) scientific, professional and artistic activities	
1.	cooperation on at least one scientific, professional or art project with a written confirmation on the participation by the project manager	1
2.	participation in at least one scientific/artistic conference with a presentation held	1
3.	at least one scientific paper accepted for publication or at least one artistic presentation (public performance, exhibition, etc.)	2
4.	popularization of profession, science and art with the notification in the public print media and the written elaboration of the activity holder	1
5.	at least one special achievement relevant to a particular area of science or art (prizes, acknowledgments, patent co-authorship, or two or more research papers accepted for publication in the field of art: artistic achievement of national importance)	2
6.	scientific or artistic training abroad in duration of at least one working week	1
7.	successful encouragement of students to make scientific/artistic papers (accepted for publication; joint professional or scientific paper, joint performances/concerts/exhibitions)	1

- (3) By valuating performance elements referred to in paragraph 2.a of this Article the assistant can earn a maximum of 7 points, and in paragraph 2.c up to 9 points.
- (4) According to the points achieved listed in paragraph 2 of this Article, the final grade will be determined as follows:

Points achieved	Evaluation
(a) less than 2, or (b) No, or (c) less than 3	negative
(a) at least 2, and (b) Yes, and (c) at least 3	positive
(a) at least 3, and (b) Yes, and (c) at least 5	excellent

- (5) Activities referred in paragraph 2.c of this Article will not be assessed during the first academic year of the assistant's work if he was employed after the completion of the winter semester.

Article 8

In order to get a positive evaluation, the assistant must acquire the sufficient number of points according to the table from Article 7 of this Ordinance.

Article 9

- (1) Academic Council of a constituent reaches the decision on the evaluation of the assistant's performance based on the mentor's written report, typically at the beginning of the academic year for the previous academic year, and at the latest by the end of the current year. The Academic Council of a constituent reaches the decision on the evaluation of the assistant's performance by a majority vote of all of its members.
- (2) If the mentor fails to submit a written report on the assistant's performance to the Academic Council of a constituent within the deadline specified in paragraph 1 of this Article, the Academic Council will give him a written warning about his obligation and invite him to submit his report within the next thirty (30) days. If the mentor fails to submit the report on the assistant's performance within the extended deadline of thirty (30) days, the Academic Council will decide on the negative assessment on the mentor's performance.
- (3) The decision on the evaluation of the assistant's performance can be negative, positive or excellent.
- (4) The decision on the evaluation of the assistant's performance is final and it cannot be appealed against.

Article 10

If the Academic Council of a constituent gives a negative assessment to the assistant's performance, the dean/head of the constituent will initiate the procedure for termination of employment (notice of termination due to the employees's misconduct).

II.1. Postdoctoral fellow

Article 11

- (1) The postdoctoral fellow participates in the implementation of a part of the teaching process, testing knowledge, and artistic, scientific and professional activities of constituents in accordance with the Ordinance, i.e. Decision on the organization of job positions at the constituents.
- (2) The postdoctoral fellow helps students of professional and university studies with the preparation of final papers and diploma thesis.

Article 12

- (1) The postdoctoral fellow has to submit his report on his performance **for the previous two years** to the Academic Council **by December 31st** every two calendar years.
- (2) The report referred to in paragraph 1 of this Article is based on the assessment of obligation fulfillment from the employment contract and contains information on the following elements of performance:

No.	Activity	Points
1.	cooperation on at least one scientific, professional or art project with a written confirmation by the project manager on the participation	1
2.	participation in writing at least one project proposal (professional, scientific, artistic, EU project) with a written confirmation of the project manager on the participation	1
3.	participation in at least one scientific/artistic conference with a presentation held	1
4.	patent co-authorship	1
5.	at least one scientific paper accepted for publication or at least one artistic presentation (public performance, exhibition, etc.)	2
6.	at least one scientific paper accepted for publishing where the postdoctoral fellow is the first or corresponding author, not included in the previous item, that is, at least one independent artistic public performance, exhibition, etc. (not included in the previous item)	3
7.	membership of at least one of the organizing committees of a domestic or an international scientific/artistic or professional conference, or a membership in the editorial board of at least one scientific/artistic or professional journal	2
8.	received awards or recognition for scientific/artistic work or three or more scientific papers accepted for publication	3
9.	popularization of profession, science and art with the notification in the public print media and the written elaboration of the activity holder	1
10.	preparation and holding of at least two lectures, seminars or exercises per year under the supervision of the subject teacher and a positive evaluation of class participation based on the results of a university survey	1
11.	postdoctoral training abroad in duration of at least one month (cumulative)	2
12.	helping students of professional and university studies with the preparation of final papers and diploma thesis (accepted for publishing, joint professional or scientific paper, joint performances/concerts/exhibitions)	1
13.	managing a scientific research/artistic project (e.g. scientific research projects)	3
14.	co-authorship of a university textbook	2

(3) By valuating the performance elements referred to in paragraph 2 of this Article the research fellow can earn a maximum of 24 points.

(4) According to the points achieved listed in paragraph 2 of this Article, the final grade of the research fellow will be determined as follows:

Points achieved	Evaluation
(a) less than 6	negative
(a) at least 6, but less than 13	positive
(a) at least 13	excellent

Article 13

The process of evaluation of the research fellows' performance is initiated with the receipt of his written report on his performance, which evaluates his success in scientific, professional or artistic work and teaching, with the emphasis on developing of personal creation.

Article 14

- (1) Academic Council of a constituent reaches the decision on the evaluation of the research fellow's performance based on the research fellow's written report on his performance, typically at the beginning of the academic year for the previous two academic years, and at the latest by the end of the current year. The Academic Council of a constituent reaches the decision on the evaluation of the research fellow's performance by a majority vote of all of its members.
- (2) The decision on the evaluation of the research fellow's performance can be negative, positive or excellent, in accordance with Article 12, paragraph 4 of this Ordinance.
- (3) If the research fellow fails to submit a written report on his performance to the Academic Council of a constituent within the deadline specified in paragraph 1 of this Article, the Academic Council will give him a written warning about his obligation and invite him to submit his report within the next thirty (30) days. If the research fellow fails to submit the report on his performance within the extended deadline of thirty (30) days, the Academic Council will decide on the negative assessment on the research fellow's performance.
- (4) The decision on the evaluation of the research fellow's performance is final and it cannot be appealed against.

Article 15

If the Academic Council of a constituent gives a negative assessment to the research fellow's performance, the dean/head of the constituent will initiate the procedure for termination of employment (notice of termination due to the employee's misconduct).

III. EVALUATION OF THE MENTOR'S PERFORMANCE

Article 16

- (1) Every second year, the Academic Council of a constituent will evaluate the mentor's performance based on his report on his performance and the assistants evaluation of the teacher's mentorship.
- (2) The process of evaluation of the mentor's performance is initiated with the receipt of written reports on his performance made by himself and by the assistant from Article 17, paragraphs 2 and 3 of this Ordinance.
- (3) During the review of the mentor's performance, at his request, the mentor can inspect the report and state his opinion on all the facts, circumstances and questions contained in the assistant's report.

Article 17

- (1) Evaluation of the mentor's performance includes monitoring of his scientific/artistic, professional activity, his participation and supervision of the assistant's performance within the postgraduate university study, as well as stimulation of his assistant to publicize scientific works and acquisition of competences required for independent research, i.e. encouragement to do public performances, exhibitions or other forms of public artistic activity.
- (2) Mentor's report on his performance includes:
 - the number of scientific papers published in the last five years in journals relevant on the international level or domestic journals of the same quality, in other publications (scientific monographs, conference proceedings, etc...), provided that scientific papers are adequately replaced with public performances, exhibitions or other forms of public artistic activity in the artistic field
 - number of published scientific monographs, university textbooks and manuals
 - citations
 - management of competitive scientific/artistic projects or the associate status on such projects during the period of evaluation
 - participation and supervision of the assistant's work within the postgraduate university study
 - encouraging assistants/research fellows to publish scientific paper and gain competences required for independent research (publication of joint scientific papers, joint participation at conferences and other scientific/artistic activities)
 - attending prestigious scientific institutions in the country and abroad – perfecting the competences crucial for mentorship
- (3) Assistant's report and evaluation on the teacher's mentorship includes:
 - introduction to the teaching process and forms of participation in the conduct of training for the acquisition of teaching competences
 - transfer of knowledge and experience related to scientific or artistic work
 - encouragement to progress in postgraduate university study and publish scientific papers co-authored with his mentor or participation in artistic creation (public performances, artwork presentations, etc...) – encouraging interinstitutional and international cooperation
- (4) Academic Council of a constituent reaches the decision on the evaluation of the mentor's performance based on the reports from paragraphs 2 and 3 of this Article, typically at the beginning of the academic year for the previous academic years, and at the latest by the end of the current year.
- (5) The Academic Council of a constituent reaches the decision on the evaluation of the mentor's performance by a majority vote of all of its members.
- (6) The decision on the evaluation of the mentor's performance can be negative, positive or excellent.
- (7) If the mentor fails to submit a written report on his performance to the Academic Council of a constituent within the deadline specified in paragraph 4 of this Article, the Academic Council will give him a written warning about his obligation and invite him to submit his report within the next thirty (30) days. If the mentor fails to submit the report on his performance within the extended deadline of thirty (30) days, the Academic Council will decide on the negative assessment on the mentor's performance.
- (8) If the assistant fails to submit a written report and evaluation on the teacher's mentorship to the Academic Council of a constituent within the deadline specified

in paragraph 4 of this Article, the Academic Council will give him a written warning about his obligation and invite him to submit his report and evaluation within the next thirty (30) days. If the assistant fails to submit the written report and evaluation of the teacher's mentorship within the extended deadline of thirty (30) days, the Academic Council will decide on the negative assessment on the assistant's performance.

- (9) The decision on the evaluation of the mentor's performance is final and it cannot be appealed against.

Article 18

If a mentor gets two negative evaluations, he can no longer be given a mentorship.

IV. TRANSITIONAL AND FINAL PROVISIONS

Article 19

- (1) The provisions of the Ordinance on Evaluating the Assistant's Performance from February 20th 2006, shall be applied to the procedures of evaluation of assistant's and junior researcher's performance for the academic year 2014/2015, unless they are contrary to the provisions of the Scientific Activity and Higher Education Act (Official Gazette 123/03, 198/03, 105/04, 174/04, 02/07 – Decision of the Constitutional Court of the Republic of Croatia, 46/07, 45/09, 63/11, 94/13, 139/13, and 101/14 – Decision 60/15).
- (2) The evaluation of assistant's, postdoctoral fellow's and mentor's performance based on this Ordinance shall be implemented from the academic year 2015/2016.

Article 20

The Ordinance on Evaluating the Assistant's Performance from February 20th 2006 and the Ordinance on Evaluating the Junior Researcher's Performance from February 20th 2006 shall expire on the date this Ordinance enters into force.

Article 21

This Ordinance shall enter into force eight days after its announcement on the University notice board.

RECTOR

Prof. Željko Turkalj, PhD

This Ordinance was announced on the University notice board on October 28th, 2015 and entered into force on November 5th, 2015.

ACADEMIC SECRETARY

Zdenka Barišić, LLM

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