



## **Staff Evaluation Policy**

### **1. Introduction**

The European Research University (ERUNI) is dedicated to fostering a culture of continuous improvement, professional development, and academic excellence. This policy outlines the procedures for staff evaluation, incorporating peer and student feedback, staff appraisals, performance reviews, and the promotions process. The ERUNI also emphasises the importance of professional development through peer observation and mentoring.

### **2. Peer and Student Feedback**

#### **2.1 Gathering Feedback**

##### **Peer Feedback:**

- Annual Peer Review: Staff members will participate in an annual peer review process, where colleagues provide constructive feedback on teaching, research, and service activities.
- Peer Observation: Regular peer observations will be conducted to provide insights into teaching practices and identify areas for improvement.

##### **Student Feedback:**

- Course Evaluations: At the end of each semester, students will complete anonymous course evaluations to provide feedback on the effectiveness of teaching, course content, and overall learning experience.
- Focus Groups: Periodic focus groups with students will be organised to gather in-depth feedback on specific aspects of the academic experience.

#### **2.2 Utilising Feedback**

- Feedback Analysis: Collected feedback will be analysed by the relevant department heads and the HR Department to identify common themes and areas for improvement.



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- **Action Plans:** Based on the analysis, individual action plans will be developed to address identified areas for enhancement. These plans will be discussed with the staff member during their appraisal meeting.
- **Continuous Improvement:** Feedback will be used to inform professional development activities and enhance teaching practices, ensuring continuous improvement in the quality of education.

## **3. Staff Appraisals Process**

### **3.1 Annual Appraisal**

- **Preparation:** Staff members will complete a self-assessment form, reflecting on their achievements, challenges, and goals for the upcoming year.
- **Appraisal Meeting:** An annual appraisal meeting will be conducted between the staff member and their line manager to discuss performance, achievements, and areas for development.
- **Setting Objectives:** Clear objectives and performance targets will be set for the coming year, aligned with the university's strategic goals.

### **3.2 Mid-Year Review**

- **Progress Check:** A mid-year review meeting will be held to assess progress against the set objectives and make any necessary adjustments.
- **Support and Resources:** Additional support and resources will be provided if needed to help staff achieve their objectives.

## **4. Academic/Performance Reviews**

### **4.1 Teaching and Research Performance**

- **Teaching Portfolio:** Staff members will maintain a teaching portfolio that includes syllabi, teaching materials, and student feedback.
- **Research Output:** Academic staff will be evaluated on their research output, including publications, grants, and conference presentations.



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## 4.2 Service and Engagement

- University Service: Participation in university committees, administrative roles, and community engagement will be considered in performance reviews.
- Professional Development: Engagement in professional development activities, such as workshops, seminars, and training sessions, will be evaluated.

## 5. Promotions Process

### 5.1 Eligibility and Criteria

- Eligibility: Staff members will be eligible for promotion based on their years of service, performance, and contribution to the university.
- Criteria: Promotion criteria will include excellence in teaching, research, and service, as well as leadership qualities and contribution to the university's mission.

### 5.2 Application and Evaluation

- Application: Eligible staff members can submit a promotion application, including a comprehensive dossier of their achievements and contributions.
- Evaluation Committee: A promotions committee, comprising senior academic staff and external experts, will review the applications and make recommendations.
- Decision and Feedback: The final decision will be communicated to the applicant, along with constructive feedback on their application.

## 6. Professional Development

### 6.1 Peer Observation

- Regular Observations: Peer observations will be conducted regularly to provide staff with constructive feedback on their teaching practices.
- Development Plans: Observations will inform individual development plans, focusing on enhancing teaching effectiveness and student engagement.



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## 6.2 Mentoring

- Mentorship Programme: ERUNI will maintain a structured mentorship programme, pairing junior staff with experienced mentors for guidance and support.
- Regular Meetings: Mentors and mentees will meet regularly to discuss career goals, challenges, and professional development opportunities.

## 7. Conclusion

The ERUNI's staff evaluation policy is designed to ensure a fair, comprehensive, and continuous process that supports professional growth, recognises achievements, and fosters academic excellence. Through the integration of peer and student feedback, structured appraisals, performance reviews, and a transparent promotions process, the ERUNI aims to create an environment where staff can thrive and contribute to the university's mission. Regular peer observation and mentoring further enhance this supportive and developmental framework.

In Ostrava 1<sup>st</sup> September 2023

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