

Appendix 1 to the Rules for Periodic Evaluation of Academic Staff

Evaluation sheet

Evaluation for the period: .....

Full name .....

Degree ..... title .....

Position .....

Employment category (please mark as appropriate):

teaching staff  research & teaching staff  research staff

Faculty .....

Department

.....

**I. Training and education of students and doctoral students**

*Applies to teaching and research & teaching staff*

A. List of activities conducted during the period to be evaluated

Name of classes	Type of classes (lecture, exercises, laboratory, seminar)	Form (classroom, remote, blended-learning)

Please, in a synthetic way, describe each category of activity giving the most important details confirming the performance of the activity, e.g.: date, name of projects, names of textbooks, titles of case studies, names of awards or prizes with the date they were obtained, list of teaching methods, etc. Please enter "none" in the remaining fields

<b>Item</b>	<b>Type of activity</b>	<b>Brief description</b>
1.	Supervisor of a scientific club or special interest club	
2.	Development of teaching materials (e.g.: content for e-learning courses, description of case studies, etc.),	
3.	Implementation of teaching activities using innovative teaching methods (please indicate which)	
4.	Directing or participating in national or international projects aimed at developing teaching methods	
5.	Participating in national or international conferences, forums, teaching seminars	
6.	Training and promotion of scientific staff (e.g.: supervising doctoral students, supervising doctoral theses, acting as an assistant supervisor),	<i>Please retrieve the list of promoted theses from the Knowledge Base</i>
7.	Mentoring of students, doctoral students who have won awards in substantive competitions or for theses or dissertations	
8.	Preparation of students for national or international competitions,	
9.	Authorship or co-authorship of textbooks or other teaching aids	
10.	Development of case studies	
11.	Participation in Erasmus teaching mobility programs	
12.	Professional experience related to teaching, especially in the case of classes taught in the fields of study implemented in the practical profile (functions performed, certificates, professional licenses, etc.),	
13.	Participation in research competence development training courses, both those	

	organized by the university and those organized by other external institutions,	
14.	Completion of basic training in remote education ( <i>WSB University Virtual Lecturer Workshop</i> )	
15.	Awards, prizes awarded by national and international institutions, organizations and scientific societies.	

Other additional information, relevant from the perspective of the assessed area:

.....  
 .....

B. List of class observations (filled out by the Rector's education quality officer)

<b>Date of class observation</b>	<b>Name of classes observed</b>	<b>Observing person</b>	<b>Result of class observation/teaching visits</b>

C. List of student evaluations (filled out by the Rector's education quality officer)

<b>Date of evaluation</b>	<b>Name of classes evaluated</b>	<b>Evaluation</b>


I approve:

.....

Rector's education quality officer

**II. Scientific achievements**  
*Applies to research and research & teaching staff*

Please, in a synthetic way, describe each category of activity giving the most important details confirming the performance of the activity. Please enter "none" in the remaining fields

A. Please retrieve the list of publications from the Knowledge Base and attach it to the evaluation sheet

Item	Type of activity	Brief description
1.	Participation in research projects funded by the university's statutory research (including: carried out for the WSB University),	
2.	Participation in research projects funded by external institutions (including: carried out for the WSB University)	
3.	Participation in scientific research, implementation work, undertaken on the basis of the decision of enterprises to undertake research in cooperation with the WSB University or to apply the results of research and development work	
4.	Popularization activities (including: for the benefit of WSB University),	

5.	Reviewing scientific papers and participation in editorial boards (or program councils) of scientific journals	
6.	Acting as scientific mentor to support young scientists	
7.	Commercialization of research activities,	
8.	International cooperation in research activities (e.g., research internship)	
9.	Training and promotion of scientific staff (e.g.: supervising doctoral students, supervising doctoral theses, acting as assistant supervisor, reviewing doctoral and postdoctoral dissertations, peer mentoring in the research area);	
10.	Active participation in scientific conferences (delivery of papers, chairing a session in a scientific conference, participation in the Scientific Committee)	
11.	Expert and consulting activities	
12.	Participation in research competence development training courses, both those organized by the university and those organized by other external institutions,	
13.	Awards and prizes awarded by national and international institutions, organizations and scientific societies	

Other additional information, relevant from the perspective of the assessed area:

.....  
.....

### III. Participation in the organizational work of the university

*Applies to all staff members*

Item	Type of activity	Brief description
1.	Functions performed at the WSB University	

2.	Participation in committees and problem teams, task forces, in the work of the department	
3.	Participation in the organization of conferences, congresses and other collective meetings;	
4.	Functions held in national and international institutions, organizations and scientific societies	
5.	Participation in the work of university committees,	
6.	Participation in work to improve the teaching offer, e.g.: participation in the program council for a particular field of study, teams for verification of learning outcomes, participation in reviews of educational programs,	
7.	Development of a draft course of study, a new specialty of study, et al,	
8.	Conducting class observations and/or teaching visits	
	Participation in conducting internal quality audits,	
9.	Work in accreditation teams,	
10.	Sharing good practices in teaching or research achievements, participation in national or international environmental bodies for educational quality or quality accreditation, et al,	
11.	Acting as a mentor for other academic staff members (in the development of teaching and/or research competencies);	
12.	Speaking at science festivals, children's universities and the University of the Third Age, open lectures or other events promoting the WSB University,	
13.	Cooperation with representatives of the socio-economic environment, e.g.:	

	organizing and participating in study visits to enterprises, establishing active relationships with external partners leading to the implementation of joint teaching, research, organizational projects, etc.,	
13	Cooperation with representatives of the socio-economic environment: implementation of implementation projects	Name of projects, partner, project value
14.	Representing the WSB University in work for the benefit of the national or international academic community.	
15.	Representing the WSB University in the media	

Other additional information, relevant from the perspective of the assessed area:

.....  
 .....

**Opinion of Head of Department:**

**Training and education of students and doctoral students**

Excellent       Very good       Good       Satisfactory       Failing

**Scientific achievements**

Excellent       Very good       Good       Satisfactory       Failing

**Participation in the organizational work of the university**

Excellent       Very good       Good       Satisfactory       Failing

Justification for evaluation

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

Signature of Head of Department



## Evaluation of the Staff Evaluation Committee

Evaluation of individual criteria

### Training and education of students and doctoral students

Excellent       Very good       Good       Satisfactory       Failing

### Scientific achievements

Excellent       Very good       Good       Satisfactory       Failing

### Participation in the organizational work of the university

Excellent       Very good       Good       Satisfactory       Failing

### Final evaluation:

<input type="checkbox"/> Passing grade	<input type="checkbox"/> Excellent <input type="checkbox"/> Very good <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory
<input type="checkbox"/> Failing grade	Justification for evaluation

Names, surnames and signatures of members of the evaluation committee:

.....	.....
.....	.....
.....	.....
.....	.....
.....	.....

Dąbrowa Górnicza, .....

Appendix 1. List of prerequisites for receiving a satisfactory grade (passing grade):

<b>Type of activity</b>	<b>teaching staff member</b>	<b>research &amp; teaching staff member</b>	<b>research staff member</b>
completion of basic training in remote education	x	x	
participation in a minimum of two training courses on the development of teaching competencies during the period under evaluation;		x	
participation in min. 1 training per year on the development of teaching competencies during the period under evaluation;	x		
participation in 2 training courses to improve research competence during the period under evaluation;		x	x
passing grade from class observations;	x	x	
passing grade from classes by students, min. 3.5;	x	x	
conducting min. 2 class observations or teaching visits of classes per year over the evaluated period (applies to persons at the position of at least assistant professor);		x	
conducting min. 2 class observations or class visits per year during the period to be evaluated (applies to persons appointed by the dean);	x		
filling the slots according to the evaluation period and the requirements of the University		x	x
engaging in a minimum of one activity covered by the organizational activity criteria during the evaluated period	x	x	x