 <b>SHKOLLA E LARTË HËNA E PLOTË-BEDËR</b>	<b>SURVEY/EVALUATION REGULATIONS</b>				
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## **Article 1 Scope**


1. The regulations of HEI “Hëna e Plotë” (Bedër) are primarily aimed at assessing and getting feedback from the academic staff, students and administrative staff. This feedback is analyzed in order to improve the quality of teaching, research and services provided by the institution.
2. The goal of Higher Education Institution “Hëna e Plotë” (BEDËR) is to achieve its mission through high quality teaching and research.
3. The HEI “Hëna e Plotë”(BEDËR) has devoted itself to develop and enhance the quality and efficiency of its staff and to guarantee that they are provided with support in order to enable to work as effectively as possible.
4. The HEI “Hëna e Plotë” (BEDËR) provides and supports the academic staff, administrative staff and the students through the following appraisal/evaluation processes:
  - Academic staff appraisal
  - Academic staff satisfaction
  - Administrative staff satisfaction
  - Students satisfaction
  - Students’ evaluation for the academic staff

## **Article 2**

### **Surveys goals for academic staff and its completion procedure**

1. The academic staff appraisal is aimed at:
  - recognise the progress of the academic staff over the previous year
  - identify the ways in which their performance can be enhanced and developed to the benefit of both in the individual and the institution level
  - support the development goals for the coming year
  - review career development and prospects
  - identify the training and development areas in order to obtain its mission and goals
  - identify the indicators of quality in teaching, research and publications
2. Such a process should lead a continuous improvement and progress in the performance of individuals and the effectiveness of the Institution. Academic Staff should achieve career satisfaction while developing the interests of the Institution in the achievement of its strategic goals.
3. The Appraisal Programme for the Institution of the BEDËR has the following elements:
  1. To realise the agreed performance goals for the following year;

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2. To record the activities over the previous year;
3. To evaluate the individual self-review;
4. To identify the quality in teaching, research and publications

4. The appraisal process should proceed through the followings:-

Appraisee and Appraiser set their objectives for the following year. The goals should be specific, reasonable and reachable.

Appraisee completes the forms and submits to the Head / Appraiser by December. By January appraiser completes the forms and evaluates with the appraisee.

Appraiser receives the forms and reads it, and identifies potential areas in order to discuss and take into consideration in the level of the Department and the Institution of Bederas well as the aspirations and career stage of the appraisee.

Appraisal Interview will be about the following statements during the month of June.

- Discussion of areas of interest or concern
- Review of activities and achievements in relation to previous agreed objectives (the previous appraisal forms will need to be consulted)
- Review of activities against objectives of the Department and the HEI “Hëna e Plotë” (BEDËR).
- Setting and agreement of goals for the following year
- Identification of development and training needs for the achievement of goals.

Both appraisee and appraiser sign at the very beginning of the evaluation form.

Appraisee fills in section A where he/she gives a report of all activities relevant to his/her research, publication, teaching, and contribution to university life, public service professional and scholarly activity.


Appraiser/The Head of the Department fills in section B where he/she provides comments on all relevant activities of the appraisee. At the end of his/her comments the appraiser signs.

At the end of section B the appraisee provides comments on the evaluation done by the appraiser and signs afterwards.

Appraiser with Appraisee complete Sections C, and D of the form giving a record of meeting including:

- statement of objectives of coming year
- training and development requirements

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Form passed to Dean of Faculty, who signs to confirm completion of the process and passes the completed form to the Registrar / Assistant Registrar (Staff) who records that appraisal has taken place and passes information on training and development implications both for the individual and the University to the Staff Development Unit.

Appraisal Record is kept confidentially on Appraisee's personal file in the Registry. The Record will be made available to the Appraiser and Appraisee prior to the subsequent appraisal. Appraisal form will only be kept on personal files for six years.


### **Article 3 Results**

- Outcomes** If the process is carried out properly and in the intended spirit there should be:
- A clearer definition of the expectations of the Department and the HEI "Hëna e Plotë" (BEDËR) for each individual member of academic staff
  - Higher job satisfaction for the individual
  - More reliable achievement of the objectives for each Department, and through them, the institution's strategic goals
  - Enhanced career development and prospects
  - More clearly identified development and training programs and opportunities.

### **Article 4 Teaching**

- 1. Delivery of Teaching:** Lectures, seminars, fieldwork (classroom practice, simulation), supervision of undergraduate work, supervision of graduate (master) work.
- 2. Course Development:** Course evaluation, preparing lecture notes and case studies.
- 3. Preparation for Teaching:** Materials preparation; preparation of course outlines; preparation of audio-visual materials; simulations; BEDËR training, writing materials, developing study guides etc.
- 4. Preparation of Evaluation Instruments:** Designing appropriate instruments for getting feedback of student learning, and efficiency of material, approaches etc., e.g. tests, problem papers.
- 5. Consultation with Students:** Pedagogy, feedback on assignments.
- 6. Examination Duties:** Examination supervision within department but outside normal teaching time. Setting examination papers, attendance at examiners' meetings, moderation of examination scripts.
- 7. Administration of the Teaching Process:** assisting Head of Department with timetabling, rooming, troubleshooting.
- 8. General administrative duties;** personal planning schedule.

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### **Article 5**

#### **Research and publication**

1. Identification of problem, literature review, project formulation, fund seeking, data gathering, identification of technical support, team building, institutional co-operation and capacity building, experimental and theoretical work, analysis, writing up and transfer of results to appropriate domains e.g. as social policy, or as industrial, scientific, environmental, and commercial development.
2. Presentations delivered at workshops, seminars and conferences. Administration/management of the research process.
3. Dissemination to the public domain, of scholarly work individually or jointly authored.
- 4.

### **Article 6**

#### **Scholarly activity**

Report on all scholarly work including attendance at courses, conferences, seminars and workshops, acting as discussant at conferences, organizing seminars and conferences, promoting or chairing panels at conferences, reviewing scholarly papers/research, membership on editorial boards, committee work in scholarly organizations and guest editorships.

### **Article 7**

#### **Contribution to university life**

Includes any significant contribution to HEI “Hëna e Plotë” (BEDËR) whether made at the departmental or institutional level, including offices held, membership on committees, and outreach activities.

### **Article 8**

#### **Professional activity**


Report on all other professional activity including contributions to the development of professional organizations through membership and participation in professional bodies, contribution to the development of professional journals, provision of advice and technical support, consultancies/technical advisory services performed within the context of BEDËR’s policies, membership of technical committees at the local, regional and international levels, external examining at local, regional and international levels, other.

### **Article 9**

#### **Public service (social responsibility)**

Report on any significant contributions you have made to political, social or cultural organizations or institutions which impact on the life of the communities served by the HEI “Hëna e Plotë” (BEDËR).

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### **Article 10**

#### **Academic staff satisfaction**

This survey form is aimed getting evaluation feedback regarding services of this institution by its academic staff. The survey consists of 26 questions and for each question there are 5 options to choose.

The data from these feedback is important for future academic policies by the HEI “Hëna e Plotë” (BEDËR). This survey is conducted two times each academic year, in December and June.

### **Article 11**

#### **Administrative staff satisfaction**

This survey form is aimed getting evaluation feedback regarding services of this institution by its administrative staff. The survey consists of 15 questions and for each question there are 5 options to choose. The data from these feedback is important for future administrative policies by the HEI “Hëna e Plotë” (BEDËR). This survey is conducted two times each academic year, in December and June.

### **Article 12**

#### **Student satisfaction**

This survey form is aimed getting evaluation feedback regarding services of this institution by its students. The survey consists of 20 questions and for each question there are 5 options to choose. The data from these feedback is important for future administrative policies by the HEI “Hëna e Plotë” (BEDËR). This survey is conducted two times each academic year, in December and June.

### **Article 13**

#### **Students’ evaluation for the academic staff:**

This survey form is aimed getting evaluation feedback regarding academic and teaching quality of academic staff at this institution by its students. The survey consists of 15 questions and for each question there are 5 options to choose. The data from these feedback is important for future academic and teaching policies by the HEI “Hëna e Plotë” (BEDËR). This survey is conducted two times each academic year, in January and June.

### **Article 14**

This Regulation shall enter into force on the date of approval by the Supreme Council.

### **Article 15**

The implementation of this regulation is provided by the Rector of HEI “Hëna e Plotë” Bedër.

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