



**UNIVERSITY OF ECONOMICS
IN BRATISLAVA**

INTERNAL DIRECTIVE
OF THE UNIVERSITY OF ECONOMICS IN BRATISLAVA

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**Principles for Researcher Evaluation at the University of
Economics in Bratislava**

2022

In accordance with Section 81 of the Labour Code and with the Employment Rules of the University of Economics in Bratislava and in consideration of Section 80 of Act No. 131/2002 on higher education institutions and on amendments and supplements of certain laws as amended (hereinafter also referred to as the "Higher Education Act"), the employer University of Economics in Bratislava (hereinafter also referred to as "EUBA" or the "University") is issuing this internal directive entitled Principles for Researcher Evaluation at the University of Economics in Bratislava (hereinafter also referred to as the "Directive").

Article 1

Introductory Provisions

- (1) This Directive sets out framework principles for researcher evaluation at the University of Economics in Bratislava.
- (2) By introducing this Directive, EUBA intends to regularly evaluate fulfilment of all researchers' duties.
- (3) Regular evaluation of fulfilling researchers' duties purports to enforce a system of wage differentiation depending on the quality of duty performance, to implement a benchmarking system for comparing researchers' job performance and to present, and provide special support to, high-quality researchers whose evaluation results substantially contribute to obtaining funds for EUBA.
- (4) Basic researcher duties are determined by the Higher Education Act.
- (5) In line with Section 81 of the Labour Code and with Section 80 of the Higher Education Act, EUBA sets out as basic researcher duties fulfilment of duties which lay down performance standards in science, research and publication activities and which are specified in the current internal directive Detailed Specification of Professional Duties Concerning Publication and Research Activities of EUBA Researchers.

Article 2

Researcher Evaluation

- (1) Fulfilment of researcher duties is evaluated on a two-year evaluation cycle. The evaluation cycle covers the period of two calendar years following the last year of the previous evaluation.
- (2) Evaluation of fulfilment of researchers' duties is conducted invariably in June of the relevant calendar year in which the obligation to perform an evaluation arose.
- (3) As regards researchers whose employment at EUBA commenced in the first half of the first calendar year under evaluation, the evaluation of the fulfilment of such persons' duties shall be conducted for the entire two-year period under evaluation.
- (4) As regards researchers whose employment at EUBA commenced in the second half of the first calendar year under evaluation, the evaluation of the fulfilment of such persons' duties shall be conducted for the entire two-year period under evaluation. The values provided in the detailed specification of professional duties shall in this case be divided by 2.
- (5) As regards researchers whose employment at EUBA commenced in the second calendar year under evaluation, the evaluation of the fulfilment of such persons' duties shall not be conducted until the next evaluation cycle.

- (6) Evaluation of fulfilment of assistant professors', associate professors' and full professors' duties shall be conducted by an evaluation committee (hereinafter also referred to as the "Committee").
- (7) The Committee in respect of all employees referred to in paragraph 1 of this Article hereof is appointed by the dean of the relevant faculty, or the head of a university-wide teaching unit.
- (8) The Committee has three members.
- (9) The Committee Chair is usually the dean of the faculty, or the head of a university-wide teaching unit.
- (10) The faculty dean may appoint one of the vice-deans as the Committee Chair. The head of a university-wide teaching unit may appoint his/her deputy as the Committee Chair.
- (11) As regards evaluation of the fulfilment of a faculty dean's duties, if the faculty dean is employed as a researcher, the Committee Chair is appointed by the academic senate chair of the relevant faculty. As regards evaluation of fulfilling the duties of the head of a university-wide teaching unit, should such person be employed as a researcher, the Committee Chair is appointed by the University Rector.
- (12) The office of the Committee Secretary is performed by the faculty secretary, at a university-wide teaching unit by one of the Committee members appointed by the head of such unit. The Committee Secretary provides for organisational arrangements of the evaluation process.
- (13) The Committee Secretary shall request documents required for the evaluation of employees' fulfilment of duties from the employees under evaluation in advance, at the direction of the Committee Chair through heads of the relevant units. The Committee Secretary shall collect the documents and invite the researchers for a personal interview before the Committee as instructed by the Committee Chair. The invitation must be made in writing, specifying the place and time for the personal interview.
- (14) The researcher under evaluation submits particularly the following documents for the evaluation:
 - a) overview of his/her publication activities for the period under evaluation presented as an output from the Central Publications Registry of the Slovak Economic Library,
 - b) publication score as defined by the current detailed specification of professional duties,
 - c) overview of his/her research activities for the period under evaluation: project type, research project name, project period, position held in the project (principal investigator / co-investigator),
 - d) research activity score.
- (15) At the direction of the Committee Chair, the Committee Secretary informs the remaining Committee members about the place and time where and when Committee members may familiarize themselves with the documentation of the researchers under evaluation.
- (16) The Committee meeting is conducted by the Committee Chair.
- (17) The Committee, in the researcher's presence, evaluates the documentation submitted and invites the researcher to make a presentation and his/her personal assessment of his/her results in the areas under evaluation for the period evaluated.
- (18) In the case of a failure in the period under evaluation to meet the obligations provided in the detailed specification of professional duties, the dean of the relevant faculty, or the head of the university-wide teaching unit, takes concrete measures for subsequent performance by setting tasks and recommendations. Specification of measures (tasks and recommendations) must be made in writing. Fulfilment of measures (tasks and recommendations) must be time-limited.

- (19) The Committee Secretary shall make a separate written record of the evaluation of each researcher evaluated, specifying the Committee's opinion, tasks and recommendations. The written record shall be signed by the Committee Chair and the employee under evaluation.
- (20) At the end of the evaluations, the Committee Secretary shall make a summary report on the course of the evaluations, which must include signatures of all Committee members.

Article 3

Follow-up of Tasks Resulting from Evaluations

- (1) The faculty vice-dean whose areas of competence include science and research, or head of the university-wide teaching unit, performs a follow-up of the tasks resulting from researcher evaluations not later than two months after the deadline set for the task performance.
- (2) The vice-dean whose areas of competence include science and research, or head of the university-wide teaching unit, shall make a written record on the performance of the tasks and shall communicate it to the researcher under evaluation.
- (3) In the case of a failure to carry out the tasks resulting from the researchers' evaluation, the faculty dean or head of the university-wide teaching unit, shall proceed in accordance with the Labour Code provisions.

Article 4

Transitional and Final Provisions

- (1) Evaluation of fulfilment of researchers' duties in relation to the detailed specification of professional duties, scheduled to be conducted in 2023, shall be executed in accordance with this Internal Directive and in conjunction with Internal Directive No. 7/2016 of 19 September 2016.
- (2) The next evaluation of fulfilment of researchers' duties succeeding the 2023 evaluation will follow in 2026 in conjunction with Internal Directive No. 7/2022.
- (3) This Internal Directive shall become valid and effective on 1 January 2023.
- (4) Upon entry hereof into force and effect, Internal Directive No. 9/2016 shall expire and cease to have an effect.

Bratislava, on this 14th day of December 2022

prof. Ing. Ferdinand Daňo, PhD.

Rector