PERFORMANCE SELF-ASSESSMENT FORM OF THE ACADEMIC STAFF

RN BALKANS UNIVERSITY	Code of document	Entry into force	Update No	Date of update	Pages /Total
	WBU-FRM-003-001-EN	01/ 03/ 2022	<mark>0</mark>	<mark>0</mark>	<mark>1/1</mark>

PERFORMANCE SELF-ASSESSMENT FORM OF THE ACADEMIC STAFF

Academic Year _____

I.	General dat	a										
1	Name / Surn	ame										
3	Email addres	SS										
4	Faculty											
5	Department	/ Research Cente	r									
II.	Category											
		rof. Dr. / Assoc.	Prof.)									
	Lecturer (Ph	.D.)										
	Assistant lec	turer										
III.	Academic T	itle / Scientific l	Degree					Y	Year			
	Professor											
	Associated P	Professor										
	Dr. / PhD											
	Assistant pro	ofessor (Docent)										
	Master of Sc	vience										
IV.	Teaching ex	perience (years))									
V.	Teaching (li	st of subjects co	vered by t	the	lecture			•	;)			
~ .	~		Cycle o	of	Year	Lectures	Semina			Total	-	~
Code	e Subject name	Subject name	study	/ Sem	(hours	(hours	`	ours	(hours	EC	CTS	
			-	_		per week)	per wee	ек) ре	er week)	per week)		
				_								
					Total							
VI.	Dinlomo in 1	Supervision			Total	Nr. of stud	onte	E	aculty	Year		
V I.	Diploma in Bachelor	Supervision				INI. OI Stud	ents	Г	acuity	Teal		
	Professional	Mastar										
	Master of Sc											
	Doctorate (P											
VII.	Publications											
		ticles published	in scientifi	ic i	ournals	indexed wit	th impac	t factor	r. rankeo	l by Journal	Cit	ation
7.1		R) and/or Scopus		ie j	ournuis	indened wi	in nipuc	i iucioi	,	a oʻj vounnur	Citt	
	Author /	Title of the arti				Journal	Fitle	Nr. /	Year /	Indexing	Li	nk
	Co-author							Page 1	No.	-		
		Drafting Unit		(Tr)	1 D.	Control Uni			А	pproving Unit		
	Internal (Quality Assurance Unit		T		enet Commission nal Quality Stand				Senate		
						Programs		•				

7.2		Scientific articles published in other indexed scientific journals of the OECD, EU or G20 countries, with editorial board, with ISSN, etc.						
	Author / Co-author	Title of the	article	Journal Title	Nr. / Year / Page No.	Indexing	Link	
	Scientific art	icles nublishe	ed in indexed scientific jou	rnals of other cour	ntries and/or in	international	iournals	
7.3			ditorial board, with ISSN, 6		in ites and/or in	memanonar	journais	
	Author / Co-author	Title of the		Journal Title	Nr. / Year / Page No.	Indexing	Link	
7.4	Academic bo	ok chanters e	dited, reviewed, and public	shed domestically	(in the country)	and/or abroa	d	
7.4	Author /	<u>^</u>	*		· · · ·			
	Co-author	Editor	Book title	Chapter title	ISBN / ISSN	Publisher	Year	
7.5	Scientific mo	onographs pul	olished domestically (in the	e country) and/or a	broad	I		
	Author / Co-author	Monograph	title	Publisher	ISBN	No. of pages	Year	
7.6	University to	vthooks / Tec	chnical-scientific and profe	ssional books / Ed	ucational hands	ute / Lectures		
7.0	Author /	Title	initial-scientific and profe			Juis / Lectures		
	Co-author	1 IIIC		ISBN	Publisher		Year	
VIII.	countries of	the Europea	ntional scientific activition n Union, OECD or G20 a	and/or within the	country			
8.1	congress) in	one of the r	d/or poster at the intern nember countries of the H published in " Proceedings	EU, OECD, or G2	20, accepted ba	sed on a pre-	liminary	
	Author /	Title of pres	entation			No. of		
	Co-author			Scientific activity	Organizer of the activity	pages, ISBN / ISSN	Link	
0.0			or poster in international					
8.2			cluded above), accepted ba "Abstract Book", indexed			luation and p	ublished	
	Author /	Title of pres			eode	No. of		
	Co-author	1		Scientific	Organizer of	pages,	Link	
				activity	the activity	ISBN / ISSN	Link	
0.0			nd/or poster in internationa					
8.3			epted on the basis of a Abstract Book", indexed by			on and publi	shed in	
	Author /	Title of pres		Scientific	Organizer of	No. of	T 1 1	
	Co-author	1		activity	the activity	pages,	Link	

							ISBN /	
							ISSN	
IX.			tion of the acade	-				
0.1			editor-in-chief, n					
9.1			nt of international <i>ion Reports (JCR)</i>			n-periodicals 1	ndexed by impa	ict factor,
		urnai Cuai		Editor-			[
	Author		Journal title	in-chief	Publisher	Indexing	Year	Link
	Evaluation a	ctivities (as	editor-in-chief,	member of	the editorial b	oard, member	of the advisor	ry board,
9.2			ccount of other na			A	·	riodicals,
	indexed with	other impa	ct factors (GIF, IS), with ISSN, in	the country and	nd/or abroad	
	Author		Journal title	Editor-	Publisher	Indexing	Year	Link
				in-chief				
9.3	Derticipation	in interneti	onal scientific act	ivition (aum	nocium confor) (ag kaynota gr	aaltor in
9.5			ditorial board me					
			ountry and/or abro		and and of mer	noer of the of	gamzing comm	nitees, us
		,,			Calandifia	Organizer		
	Author / Co-author		Type of participa	ation	Scientific activity	of the	Country	Link
	Co-autiloi				activity	activity		
9.4	Art products	/ technical j	products		Γ		Γ	
	Author /		Product r	name	Place of int	troduction	Year	
	Co-author							
X.	Dorticipation	n in rosoo	rch-scientific pr	rojoota (no	tional and int	tornational)	in the role of	floodor
л.	coordinator		-	ojects (na	uonai anu m	(ernational)	in the role of	l leauer,
10.1			national research	-scientific r	projects of the H	EU programs (IPA, ERASMU	JS+, etc.,
			the role of leader					, ,
	Project title		Role in the	Project lea	ader	Funding	Period of	Link
			project				the project	
							developmen	
							t	
10.2	Participation	in nationa	l research-scienti	ific project	s winner and	implemented	in the role of	of leader
10.2			of the research gro		s, while and	imprementeu,	in the fole t	i icauci,
	Project title		Role in the	Project lea	ader	Funding	Period of	Link
	5		project	5		C	the project	
							developmen	
				1			1.	
							t	
							t	
10.3	Application a to the institut	Ŭ	of projects financ	ed by local	and foreign prog	grams and don		g benefits

	Project title	Role in the project	Project leader	Funding	Period of the project developmen t	Link
10.3		.	e of leader, coordinator or r		1	
	Project title	Role in the project	Project leader	Funding	Period of the project developmen t	Link
10.4	Participation in joint r member, within the court		with the business sector	, in the role of	of leader, coord	linator or
	Project title	Role in the project	Project leader	Funding	Period of the project developmen t	Link
10 5			1 1/ •• 1			
10.5	*	uations of nationa	ll and/or international resea			x · 1
	Project title		Project type	Financimi	Year	Link
10.6	Participation in the proje	ote of technologi	cal patent transfer within th	a country and	abroad	
10.0	Project title	Role in the	-	Funding	Period of the	Link
		project		T ununig	project developmen t	Link
	-					
10.7			awards for research-scien			or outside
	Albania, in institutions e Author /	Name of the	General Directorate of Pater The institution where it	its and Tradem	arks	
	Co-author	patent/award	was presented	Country	Year	Link
		<u>^</u>				
XI.	Administrative activity	, support for the	institution			
11.1	A		y of the institution (draftin units, and study programs)	0 0		
	Cycle of study	Activ	vity	Period		
	•					
11.2	Participation in institution	onal activities, suc	h as:			
	- Academic Senat	te				
			ne Promotion of the Acader			
		Commission for	Guaranteeing Institutional	Quality Standa	rds and Study	
	Programs	<u>a : : a :</u>	A 1' C 1 C 1	" D "D		
			ne Awarding of the Scientif	nc Degree "Do	ctor" (Ph.D.)	
	- The Board of A	dministration				
	- Rectorate					

	- Deanery					
	- Head of department					
	- Head of the research-scientific center					
	- The Council of	Ethics				
	- Deanery of Stuc					
	- Internal Quality					
	- International Ac					
		ommunication, Public Relati		Admission		
		evelopment and Project Mar	agement			
		rriculum Development				
	- Office of the Le					
		formation Technology and I	Library			
		ivities of the institution				
	- Support for the					
		career counseling of the stud	dents			
	- Other (specify)					
XII.	00	in national and/or interna				
		chairman, member of the	The name of	Country	Year of	Link
	steering committee, mer	nder, etc.)	the association		membership	
XII.	Professional activities	and services for the public	or the communi	f x 7		
A 11.	Type of service	and services for the public	The organization			
			the service		Period	
		ise and/or consulting for				
	organizations, c services, etc.	ompanies, community				
		hird parties on behalf of the				
	institution					
XIII.	Scholarships, academic	e mobility, individual train	ing in foreign un		rt-term and lo	ng-term)
	Name Surname	Type of the engagement	Host institution	Program of the mobility	Period	
					· · · · · · · · · · · · · · · · · · ·	

I.	Evaluation indicators	Evaluation points/unit
1.	Academic Title / Scientific Degree	
	- Professor	30
	- Associate Professor	25
	- Dr. / PhD	20
	- Assistant professor (Docent)	15
	- Master of Science	10
2.	Supervizor of diplomas	
	- Bachelor	5
	- Professional Master	10
	- Master of Science	15
	- Doctorate (PhD)	20
3.	Teaching experience (years)	
	- 1-5 years	5
	- 6-10 years	10
	- Over 10 years	15
4.	Publications	
4.1	Scientific articles published in scientific journals indexed with impact factor, ranked by Journal Citation Reports (JCR) and/or Scopus	50
4.2	Scientific articles published in other indexed scientific journals of the OECD, EU or G20 countries, with editorial board, with ISSN, etc.	40
4.3	Scientific articles published in indexed scientific journals of other countries (not included above), with editorial board, with ISSN, etc.	30
4.4	Scientific articles published in indexed international scientific journals, within the country, with editorial board, with ISSN, etc.	30
4.5	Academic book chapters edited, reviewed, and published within the country	30
4.6	Academic book chapters edited, reviewed, and published abroad	40
4.7	Scientific monographs published within the country	50
4.8	Scientific monographs published abroad by publishing houses ranked by the SENSE Ranking of Academic Publishers, in categories A, B, C, or D	100
4.9	Scientific monographs published abroad by other publishing houses	50
4.10	Published university texts	100
4.11	Technical-scientific and professional books	50
4.12	Teaching material (Cycle of lectures): in Albanian	30
4.13	Teaching material (Cycle of lectures): in English	40
5.	Participation in international scientific activities (symposium, conference, congress) in the EU, OECD or G20 member countries, in other countries not included above, and/or within the country	
5.1	Referral, presentation and/or poster at the international scientific activities (symposium, conference, congress) in one of the member countries of the EU, OECD or G20, accepted on the basis of a preliminary scientific assessment and published in "Proceedings", indexed by ISBN or ISSN code	50
5.2	Referral, presentation and/or poster at the international scientific activities (symposium, conference, congress) in one of the member countries of the EU,	25

Evaluation indicators of the academic staff performance and their scoring

	OECD or G20, accepted on the basis of a preliminary scientific assessment and published in "Abstract Book", indexed by ISBN or ISSN code	
	Referral, presentation and/or poster in international scientific activities	
5.3	(symposium, conference, congress), in other countries (not included above),	20
5.5	accepted on the basis of a preliminary scientific evaluation and published in	20
	"Proceedings", indexed by ISBN or ISSN code	
	Referral, presentation and/or poster in international scientific activities	
5.4	(symposium, conference, congress), in other countries (not included above),	10
5.4	accepted on the basis of a preliminary scientific evaluation and published in	10
	"Abstract Book", indexed by ISBN or ISSN code	
	Reference, presentation and/or poster in international scientific activity	
5.5	(symposium, conference, congress) within the country, accepted on the basis of a	10
5.5	preliminary scientific evaluation and published in "Proceedings", indexed by	10
	ISBN or ISSN code	
	Reference, presentation and/or poster in international scientific activity	
5.6	(symposium, conference, congress) <i>within the country</i> , accepted on the basis of a	5
5.0	preliminary scientific evaluation and published in "Abstract Book", indexed by	5
	ISBN or ISSN code	
6.	Other activities in function of the academic promotion	
	Evaluation activity (as editor-in-chief, member of the editorial board,	
6.1	member of the advisory board, reviewer, etc.) on account of international	
0.1	scientific periodicals or non-periodicals indexed by impact factor, ranked by	
	Journal Citation Reports (JCR) and/or Scopus	
	- Editor-in-chief	40
	- Member of the editorial board	30
	- Member of the advisory board	20
	- Reviewer	10
	Evaluation activities (as editor-in-chief, member of the editorial board, member	
6.2	of the advisory board, reviewer, etc.), for the account of other national and	
0.2	international scientific periodicals or non-periodicals, indexed with other impact	
	factors (GIF, ISRA IF, etc.), with ISSN, abroad	
	- Editor-in-chief	40
	- Member of the editorial board	30
	- Member of the advisory board	20
	- Reviewer	10
	Evaluation activities (as editor-in-chief, member of the editorial board, member	
6.3	of the advisory board, reviewer, etc.), for the account of other national and	
0.5	international scientific periodicals or non-periodicals, indexed with other impact	
	factors (GIF, ISRA IF, etc.), with ISSN, within the country	
	- Editor-in-chief	30
	- Member of the editorial board	25
	- Member of the advisory board	20
	- Reviewer	10
	Participation in international scientific activities (symposium, conference,	
6.4	congress) (as keynote speaker, in scientific committees, editorial board member,	
0.4	as leader and/or member of the organizing committees, as moderator, etc.), within	
	the country	
	- Keynote speaker	40
	- Member of the scientific committee and/or editorial board member	30

	- Leader and/or member of organizing committees	20
	- Member of the organizing committee and/or moderator	10
	Participation in international scientific activities (symposiums, conferences,	
6.5	congress) (as keynote speaker, in scientific committees, editorial board member,	
	as leader and/or member of organizing committees, as moderator, etc.), abroad	
	- Keynote speaker	50
	- Member of the scientific committee and/or editorial board member	40
	- Leader and/or member of organizing committees	30
	- Member of the organizing committee and/or moderator	20
6.6	Art products / technical products	
	- Within the country	40
	- Abroad	50
7.	Participation in research-scientific projects (national and international) in	
7.	the role of leader, coordinator or member	
7.1	Participation in the international research-scientific projects of the EU programs	
/.1	(IPA, ERASMUS+, etc., HORIZON2020, etc.)	
	- Project leader	50
	- Project Coordinator	50
	- Member of the research group	30
7.2	Participation in national research-scientific projects, winner and implemented, in	
7.2	the role of leader, coordinator or member of the research group	
	- Project leader	40
	- Project Coordinator	40
	- Member of the research group	20
7.3	Application and winning of projects financed by local and foreign programs and	
	donors, which bring benefits to the institution	- 0
	- Project leader	50
	- Project Coordinator	50
	- Member of the research group	30
7.4	Participation in WBU projects	
	- Project leader	40
	- Project Coordinator	40
	- Member of the research group	20
7.5	Participation in joint research projects with the business sector, in the role of	
	leader, coordinator, or member, within the country	40
	- Project leader	40
	- Project Coordinator	40
76	- Member of the research group	20
7.6	Participation in the evaluations of national and/or international research projects	40
	- national	40
	- international	50
7.7	Participation in the projects of technological patent transfer within the country and abroad	
		40
	- within the country	40 50
7 0	- abroad Patents and/or national and international awards for research-scientific activities	30
7.8		50
	- registered in Albania (National)	
	- registered abroad (international)	100

8.	Administrative activity, support for the institution	
	Participation in the administrative activity of the institution (drafting of	
8.1	regulations, basic documentation, publications, etc., of the basic units, main units,	
	and study programs)	
	- for the first cycle programs: Bachelor	10
	- for the second cycle programs: Professional Master	10
	- for the second cycle programs: Master of Science	10
	- for the third cycle programs: Doctorate/PhD	10
8.2	Participation in institutional activities, such as:	
	- Academic Senate	10
	- The Permanent Commission for the Promotion of the Academic Personnel	10
	- The Permanent Commission for Guaranteeing Institutional Quality Standards	10
	and Study Programs	
	- The Permanent Commission for the Awarding of the Scientific Degree "Doctor" (Ph.D.)	10
	- The Board of Administration	10
	- Rectorate	10
	- Deanery	10
	- Head of department	10
	- Head of the research-scientific center	10
	- The Council of Ethics	10
	- Deanery of Students	10
	- Internal Quality Assurance Unit	40
	- International Advisory Board	10
	 Office of the Communication, Public Relations and Student Admission 	10
	- Office of the Development and Project Management	10
	- Office of the Curriculum Development	10
	- Office of the Legal Affairs	10
	- Office of the Information Technology and Library	10
	- Promotional activities of the institution	10
	- Support for the student councils	10
	- Support for the career counseling of the students	10
	- Other (specify)	10
9.	Individual engagement in national professional associations	
	- Chairman member	30
	- Member of the steering committee	20
	- Member	10
10.	Individual engagement in international professional associations	
	- Chairman member	40
	- Member of the steering committee	30
	- Member	20
11.	Professional activities and services for the public or the community	
	- Professional expertise and/or consulting for organizations, companies,	20
	community services, etc.	
	- Other activities for third parties on behalf of the institution	10
12.	Scholarships and academic mobility	
	- Up to 1 month	10
	- 1-3 months	20

	- Over 3 months	30						
r	Table of self-evaluation and evaluation of the performance of academic staff by the head							
(of the Department							

Academic year

I.	Evaluation indicators	No. (quantity)	Evalution (points /unit)	Self- evaluatio n (points)	Evaluation by the head of the Department (points)
1.	Academic Title / Scientific Degree				
	- Professor		30		
	- Associate Professor		25		
	- Dr. / PhD		20		
	- Assistant professor (Docent)		15		
	- Master of Science		10		
2.	Supervizor of diplomas				
	- Bachelor		5		
	- Professional Master		10		
	- Master of Sciences		15		
	- Doctorate (PhD)		20		
3.	Teaching experience (years)				
	- 1-5 years		5		
	- 6-10 years		10		
	- Over 10 years		15		
4.	Publications				
4.1	Scientific articles published in scientific journals indexed with impact factor, ranked by Journal Citation Reports (JCR) and/or Scopus		50		
4.2	Scientific articles published in other indexed scientific journals of the OECD, EU or G20 countries, with the editorial board, with ISSN, etc.		40		
4.3	Scientific articles published in indexed scientific journals of other countries (not included above), with editorial board, with ISSN, etc.		30		
4.4	Scientific articles published in indexed international scientific journals, within the country, with editorial board, with ISSN, etc.		30		
4.5	Academic book chapters edited, reviewed, and published within the country		30		
4.6	Academic book chapters edited, reviewed, and published abroad		40		
4.7	Scientific monographs published within the country		50		
4.8	Scientific monographs published abroad by publishing houses ranked by the <i>SENSE Ranking of Academic</i> <i>Publishers</i> , in categories A, B, C, or D		100		
4.9	Scientific monographs published abroad by other publishing houses		50		

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	- Reviewer	10		
	Evaluation activities (as editor-in-chief, member of the			
	editorial board, member of the advisory board, reviewer,			
6.2	etc.), for the account of other national and international			
	scientific periodicals or non-periodicals, indexed with other			
	impact factors (GIF, ISRA IF, etc.), with ISSN, abroad			
	- Editor-in-chief	40		
	- Member of the editorial board	30		
	- Member of the advisory board	20		
	- Reviewer	10		
	Evaluation activities (as editor-in-chief, member of the			
	editorial board, member of the advisory board, reviewer,			
62	etc.), for the account of other national and international			
6.3	scientific periodicals or non-periodicals, indexed with other			
	impact factors (GIF, ISRA IF, etc.), with ISSN, within the			
	country			
	- Editor-in-chief	30		
	- Member of the editorial board	25		
	- Member of the advisory board	20		
	- Reviewer	10		
	Participation in international scientific activities			
	(symposium, conference, congress) (as keynote speaker, in			
6.4	scientific committees, editorial board member, as leader			
	and/or member of the organizing committees, as			
	moderator, etc.), within the country			
	- Keynote speaker	40		
	- Member of the scientific committee and/or editorial	30		
	board member			
	- Leader and/or member of organizing committees	20		
	- Member of the organizing committee and/or moderator	10		
	Participation in international scientific activities			
	(symposiums, conferences, congress) (as keynote speaker,			
6.5	in scientific committees, editorial board member, as leader			
	and/or member of organizing committees, as moderator,			
	etc.), abroad			
	- Keynote speaker	50		
	- Member of the scientific committee and/or editorial	40		
	board member			
	- Leader and/or member of organizing committees	30		
	- Member of the organizing committee and/or moderator	20		
6.6	Art products / technical products			
	- Within the country	40		
	- Abroad	50		
	Participation in research-scientific projects (national			
7.	and international) in the role of leader, coordinator or			
	member			
	Participation in the international research-scientific			
7.1	projects of the EU programs (IPA, ERASMUS+, etc.,			
	HORIZON2020, etc.)			

	- Project leader	50	
	- Project Coordinator	50	
	- Member of the research group	 30	
	Participation in national research-scientific projects,		
7.2	winner and implemented, in the role of leader, coordinator		
	or member of the research group		
	- Project leader	40	
	- Project Coordinator	40	
	- Member of the research group	20	
	Application and winning of projects financed by local and		
7.3	foreign programs and donors, which bring benefits to the		
	institution		
	- Project leader	50	
	- Project Coordinator	50	
	- Member of the research group	30	
7.4	Participation in WBU projects		
	- Project leader	40	
	- Project Coordinator	40	
	- Member of the research group	20	
	Participation in joint research projects with the business		
7.5	sector, in the role of leader, coordinator or member,		
	within the country		
	- Project leader	40	
	- Project Coordinator	40	
	- Member of the research group	20	
7.6	Participation in the evaluations of national and/or		
7.0	international research projects		
	- national	40	
	- international	50	
7.7	Participation in the projects of technological patent		
	transfer within the country and abroad		
	- within the country	40	
	- abroad	50	
7.8	Patents and/or national and international awards for		
	research-scientific activities	 	
	- registered in Albania (National)	50	
	- registered abroad (international)	100	
8.	Administrative activity, support for the institution		
0.1	Participation in the administrative activity of the institution		
8.1	(drafting of regulations, basic documentation, publications,		
	etc., of the basic units, main units, and study programs)	 10	
	- for the first cycle programs: Bachelor	10	
	- for the second cycle programs: Professional Master	10	
	- for the second cycle programs: Master of Science	10	
0.0	- for the third cycle programs: Doctorate/PhD	10	
8.2	Participation in institutional activities, such as:	10	
	- Academic Senate	10	
	- The Permanent Commission for the Promotion of the	10	

	Academic Personnel			
	- The Permanent Commission for Guaranteeing		10	
	Institutional Quality Standards and Study Programs		10	
	- The Permanent Commission for the Awarding of the		10	
	Scientific Degree "Doctor" (Ph.D.)		- •	
	- The Board of Administration		10	
	- Rectorate		10	
	- Deanery		10	
	- Head of department		10	
	- Head of the research-scientific center		10	
	- The Council of Ethics		10	
	- Deanery of Students		10	
	- Internal Quality Assurance Unit		40	
	- International Advisory Board		10	
	- Office of the Communication, Public Relations and		10	
	Student Admission		~	
-	- Office of the Development and Project Management		10	
-	- Office of the Curriculum Development		10	
	- Office of the Legal Affairs		10	
	- Office of the Information Technology and Library		10	
	- Promotional activities of the institution		10	
	- Support for the student councils		10	
	- Support for the career counseling of the students		10	
	- Other (specify)		10	
•	Individual engagement in national professional			
9.	associations			
	- Chairman member		30	
	- Member of the steering committee		20	
	- Member		10	
10.	Individual engagement in international professional			
10.	associations			
	- Chairman member		40	
	- Member of the steering committee		30	
	- Member		20	
11.	Professional activities and services for the public or the			
11.	community			
	- Professional expertise and/or consulting for		20	
	organizations, companies, community services, etc.			
	- Other activities for third parties on behalf of the		10	
4.5	institution			
12.	Scholarships and academic mobility		10	
	- Up to 1 month		10	
	- 1-3 months		20	
	- Over 3 months		30	
	Total points	-	-	