

	PERFORMANCE SELF-ASSESSMENT FORM OF THE ACADEMIC STAFF				
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PERFORMANCE SELF-ASSESSMENT FORM OF THE ACADEMIC STAFF

Academic Year _____

I.	General data									
1	Name / Surname									
3	Email address									
4	Faculty									
5	Department / Research Center									
II.	Category									
	Professor (Prof. Dr. / Assoc. Prof.)									
	Lecturer (Ph.D.)									
	Assistant lecturer									
III.	Academic Title / Scientific Degree				Year					
	Professor									
	Associated Professor									
	Dr. / PhD									
	Assistant professor (Docent)									
	Master of Science									
IV.	Teaching experience (years)									
V.	Teaching (list of subjects covered by the lecturer according to study cycles)									
Code	Subject name	Cycle of study	of	Year / Sem	Lectures (hours per week)	Seminars (hours per week)	Lab (hours per week)	Total (hours per week)	ECTS	
				Total						
VI.	Diploma in Supervision				Nr. of students		Faculty	Year		
	Bachelor									
	Professional Master									
	Master of Science									
	Doctorate (Ph.D.)									
VII.	Publications									
7.1	Scientific articles published in scientific journals indexed with impact factor, ranked by Journal Citation Reports (JCR) and/or Scopus									
	Author / Co-author	Title of the article			Journal Title	Nr. / Year / Page No.	Indexing	Link		

Drafting Unit Internal Quality Assurance Unit	Control Unit The Permanenet Commission for Guaranteeing Institutional Quality Standards and Study Programs	Approving Unit Senate
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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
7.3	Scientific articles published in indexed scientific journals of other countries and/or in international journals within the country, with editorial board, with ISSN, etc.						
	Author / Co-author	Title of the article		Journal Title	Nr. / Year / Page No.	Indexing	Link
7.4	Academic book chapters edited, reviewed, and published domestically (in the country) and/or abroad						
	Author / Co-author	Editor	Book title	Chapter title	ISBN / ISSN	Publisher	Year
7.5	Scientific monographs published domestically (in the country) and/or abroad						
	Author / Co-author	Monograph title		Publisher	ISBN	No. of pages	Year
7.6	University textbooks / Technical-scientific and professional books / Educational handouts / Lectures						
	Author / Co-author	Title		ISBN	Publisher		Year
VIII.	Participation in international scientific activities (symposium, conference, congress) in member countries of the European Union, OECD or G20 and/or within the country						
8.1	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 based on a preliminary scientific assessment and published in "Proceedings" and/or in "Abstract Book", indexed by ISBN or ISSN code						
	Author / Co-author	Title of presentation		Scientific activity	Organizer of the activity	No. of pages, ISBN / ISSN	Link
8.2	Referral, presentation and/or poster in international scientific activities (symposium, conference, congress), <i>in other countries</i> (not included above), accepted based on a preliminary scientific evaluation and published in "Proceedings" and/or in "Abstract Book", indexed by ISBN or ISSN code						
	Author / Co-author	Title of presentation		Scientific activity	Organizer of the activity	No. of pages, ISBN / ISSN	Link
8.3	Reference, presentation and/or poster in international scientific activity (symposium, conference, congress) <i>within the country</i> , accepted on the basis of a preliminary scientific evaluation and published in "Proceedings" and/or in "Abstract Book", indexed by ISBN or ISSN code						
	Author / Co-author	Title of presentation		Scientific activity	Organizer of the activity	No. of pages,	Link

						ISBN / ISSN	
IX.	Other activities in function of the academic promotion						
9.1	Evaluation activity (as editor-in-chief, member of the editorial board, member of the advisory board, reviewer, etc.) on account of international scientific periodicals or non-periodicals indexed by impact factor, ranked by <i>Journal Citation Reports (JCR) and/or Scopus</i>						
	Author	Journal title	Editor-in-chief	Publisher	Indexing	Year	Link
9.2	Evaluation activities (as editor-in-chief, member of the editorial board, member of the advisory board, reviewer, 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, in the country and/or abroad						
	Author	Journal title	Editor-in-chief	Publisher	Indexing	Year	Link
9.3	Participation in international scientific activities (symposium, conference, congress) (as keynote speaker, in scientific committees, editorial board member, as leader and/or member of the organizing committees, as moderator, etc.), in the country and/or abroad						
	Author / Co-author	Type of participation		Scientific activity	Organizer of the activity	Country	Link
9.4	Art products / technical products						
	Author / Co-author	Product name		Place of introduction		Year	
X.	Participation in research-scientific projects (national and international) in the role of leader, coordinator or member						
10.1	Participation in the international research-scientific projects of the EU programs (IPA, ERASMUS+, etc., HORIZON2020, etc.), in the role of leader, coordinator or member of the research group						
	Project title	Role in the project	Project leader		Funding	Period of the project development	Link
10.2	Participation in national research-scientific projects, winner and implemented, in the role of leader, coordinator or member of the research group						
	Project title	Role in the project	Project leader		Funding	Period of the project development	Link
10.3	Application and winning of projects financed by local and foreign programs and donors, which bring benefits to the institution						

	Project title	Role in the project	Project leader	Funding	Period of the project development	Link
10.3	Participation in <i>WBU projects</i> in the role of leader, coordinator or member					
	Project title	Role in the project	Project leader	Funding	Period of the project development	Link
10.4	Participation in <i>joint research projects with the business sector</i>, in the role of leader, coordinator or member, within the country					
	Project title	Role in the project	Project leader	Funding	Period of the project development	Link
10.5	Participation in <i>the evaluations</i> of national and/or international research projects					
	Project title		Project type	Financimi	Year	Link
10.6	Participation in the projects of technological patent transfer within the country and abroad					
	Project title	Role in the project	Project leader	Funding	Period of the project development	Link
10.7	Patents and/or national and international awards for research-scientific activities registered in or outside Albania, in institutions equivalent to the General Directorate of Patents and Trademarks					
	Author / Co-author	Name of the patent/award	The institution where it was presented	Country	Year	Link
XI.	Administrative activity, support for the institution					
11.1	Participation in the administrative activity of the institution (drafting of regulations, basic documentation, publications, etc., of the basic units, main units, and study programs) (Bachelor, Professional Master, Master of Science, Ph.D.)					
	Cycle of study		Activity	Period		
11.2	Participation in institutional activities, such as:					
	- Academic Senate					
	- The Permanent Commission for the Promotion of the Academic Personnel					
	- The Permanent Commission for Guaranteeing Institutional Quality Standards and Study Programs					
	- The Permanent Commission for the Awarding of the Scientific Degree "Doctor" (Ph.D.)					
	- The Board of Administration					
	- Rectorate					

	- Deanery				
	- Head of department				
	- Head of the research-scientific center				
	- The Council of Ethics				
	- Deanery of Students				
	- Internal Quality Assurance Unit				
	- International Advisory Board				
	- Office of the Communication, Public Relations and Student Admission				
	- Office of the Development and Project Management				
	- Office of the Curriculum Development				
	- Office of the Legal Affairs				
	- Office of the Information Technology and Library				
	- Promotional activities of the institution				
	- Support for the student councils				
	- Support for the career counseling of the students				
	- Other (specify)				
XII.	Individual engagement in national and/or international professional associations				
	Type of membership (chairman, member of the steering committee, member, etc.)	The name of the association	Country	Year of membership	Link
XII.	Professional activities and services for the public or the community				
	Type of service	The organization receiving the service		Period	
	- Professional expertise and/or consulting for organizations, companies, community services, etc.				
	- Other activities for third parties on behalf of the institution				
XIII.	Scholarships, academic mobility, individual training in foreign universities (short-term and long-term)				
	Name Surname	Type of the engagement	Host institution	Program of the mobility	Period

Evaluation indicators of the academic staff performance and their scoring

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 <i>SENSE Ranking of Academic Publishers</i> , 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

	OECD or G20, accepted on the basis of a preliminary scientific assessment and published in "Abstract Book", indexed by ISBN or ISSN code	
5.3	Referral, presentation and/or poster in international scientific activities (symposium, conference, congress), in other countries (not included above), accepted on the basis of a preliminary scientific evaluation and published in "Proceedings", indexed by ISBN or ISSN code	20
5.4	Referral, presentation and/or poster in international scientific activities (symposium, conference, congress), in other countries (not included above), accepted on the basis of a preliminary scientific evaluation and published in "Abstract Book", indexed by ISBN or ISSN code	10
5.5	Reference, presentation and/or poster in international scientific activity (symposium, conference, congress) <i>within the country</i> , accepted on the basis of a preliminary scientific evaluation and published in "Proceedings", indexed by ISBN or ISSN code	10
5.6	Reference, presentation and/or poster in international scientific activity (symposium, conference, congress) <i>within the country</i> , accepted on the basis of a preliminary scientific evaluation and published in "Abstract Book", indexed by ISBN or ISSN code	5
6.	Other activities in function of the academic promotion	
6.1	Evaluation activity (as editor-in-chief, member of the editorial board, member of the advisory board, reviewer, etc.) on account of international 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
6.2	Evaluation activities (as editor-in-chief, member of the editorial board, member of the advisory board, reviewer, 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
6.3	Evaluation activities (as editor-in-chief, member of the editorial board, member of the advisory board, reviewer, 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, within the country	
	- Editor-in-chief	30
	- Member of the editorial board	25
	- Member of the advisory board	20
	- Reviewer	10
6.4	Participation in international scientific activities (symposium, conference, congress) (as keynote speaker, in 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 board member	30

	- Leader and/or member of organizing committees	20
	- Member of the organizing committee and/or moderator	10
6.5	Participation in international scientific activities (symposiums, conferences, 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 the role of leader, coordinator or member	
7.1	Participation in the international research-scientific projects of the EU programs (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 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	
	- 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	
	- Project leader	40
	- Project Coordinator	40
	- Member of the research group	20
7.6	Participation in the evaluations of national and/or 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	
8.1	Participation in the administrative activity of the institution (drafting of 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 and Study Programs	10
	- 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, community services, etc.	20
	- 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
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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)	Evaluation (points /unit)	Self-evaluation (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 Publishers</i> , 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, OECD or G20, accepted on the basis of a preliminary scientific assessment and published in "Abstract Book", indexed by ISBN or ISSN code		25		
5.3	Referral, presentation and/or poster in international scientific activities (symposium, conference, congress), in other countries (not included above), accepted on the basis of a preliminary scientific evaluation and published in "Proceedings", indexed by ISBN or ISSN code		20		
5.4	Referral, presentation and/or poster in international scientific activities (symposium, conference, congress), in other countries (not included above), accepted on the basis of a preliminary scientific evaluation and published in "Abstract Book", indexed by ISBN or ISSN code		10		
5.5	Reference, presentation and/or poster in international scientific activity (symposium, conference, congress) within the country , accepted on the basis of a preliminary scientific evaluation and published in "Proceedings", indexed by ISBN or ISSN code		10		
5.6	Reference, presentation and/or poster in international scientific activity (symposium, conference, congress) within the country , accepted on the basis of a preliminary scientific evaluation and published in "Abstract Book", indexed by ISBN or ISSN code		5		
6.	Other activities in function of the academic promotion				
6.1	Evaluation activity (as editor-in-chief, member of the editorial board, member of the advisory board, reviewer, etc.) on account of international 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		
6.2	Evaluation activities (as editor-in-chief, member of the editorial board, member of the advisory board, reviewer, 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		
6.3	Evaluation activities (as editor-in-chief, member of the editorial board, member of the advisory board, reviewer, 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, within the country				
	- Editor-in-chief		30		
	- Member of the editorial board		25		
	- Member of the advisory board		20		
	- Reviewer		10		
6.4	Participation in international scientific activities (symposium, conference, congress) (as keynote speaker, in 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 board member		30		
	- Leader and/or member of organizing committees		20		
	- Member of the organizing committee and/or moderator		10		
6.5	Participation in international scientific activities (symposiums, conferences, 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 the role of leader, coordinator or member				
7.1	Participation in the international research-scientific projects of the EU programs (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 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				
	- 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				
	- Project leader		40		
	- Project Coordinator		40		
	- Member of the research group		20		
7.6	Participation in the evaluations of national and/or 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				
8.1	Participation in the administrative activity of the institution (drafting of 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		10		

	Academic Personnel				
	- The Permanent Commission for Guaranteeing Institutional Quality Standards and Study Programs		10		
	- 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, community services, etc.		20		
	- 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		
	Total points		-	-	