

PRINCIPLES AND CRITERIA FOR PERIODIC EVALUATION OF ACADEMIC TEACHERS FOR 2025-2026

§ 1

GENERAL PROVISIONS

1. Each academic staff member, except for the Rector, is subject to periodic evaluation under the terms of this document.
2. Evaluation of academic teachers is used to evaluate the quality of scientific activity and assess the quality of education.
3. Evaluation is a tool of the University's personnel policy.
4. An employee who has worked for at least 1 year in a particular group of academic teachers is subject to evaluation.
5. In the event that an evaluation is not conducted due to the circumstance referred to in paragraph 4, the achievements obtained by the employee during the period that was not evaluated shall be taken into account in the next periodic evaluation according to the rules appropriate to this evaluation.
6. The evaluation shall be conducted for the years 2025-2026. The evaluation shall be conducted in 2027 in accordance with the schedule presented in § 9.
7. Before an employee applies for an extension of employment for an indefinite period of time or a change of position, it is permissible to evaluate the employee for a period shorter than that indicated in paragraph 6. The evaluation shall be conducted with the approval of the Rector at the request of the immediate supervisor within the service route. After the academic staff member receives a positive evaluation, an employment contract for an indefinite period of time may be concluded without a competition.
8. If the evaluation referred to in paragraph 7 is carried out, the next evaluation is carried out in accordance with the periodic evaluation cycle.
9. The final evaluation is positive if each of the employee's areas of activity, including in terms of compliance with the provisions on copyright and related rights, and industrial property, is evaluated positively. The detailed conditions for obtaining a positive evaluation in each group of employees are outlined in §§ 3-7 and § 9(13).
10. Based on the result of the periodic evaluation, a ranking of employees' achievements within the organizational unit (faculty, non-faculty unit) is created.

§ 2

CHANGE OF EMPLOYEE GROUP MEMBERSHIP OR CHANGE OF POSITION

1. In the event of a change in employee group membership during the evaluation period:
 - 1) when the condition referred to in § 1(4) is met, the employee is evaluated according to the criteria applicable to the new group,
 - 2) when the condition referred to in § 1 (4) is not met, the employee is evaluated according to the criteria applicable to the group in which they were employed prior to the change.
2. In the case of a negative evaluation of an employee who has changed their group from research and teaching to teaching during the evaluation period, the employee is not subject to evaluation for research activities at the re-evaluation referred to in § 9, paragraph 15.
3. In the case of a negative evaluation of an employee who has changed from a research and teaching or teaching group to a research group during the evaluation period, the employee is not subject to evaluation for teaching activities at the re-evaluation referred to in § 9(15).

4. A change of position during the evaluation period shall result in an evaluation taking into account the duration of employment in each position. The minimum point thresholds specified in Appendix 1 are determined in proportion to the period of employment in each position.

§ 3

EMPLOYMENT ON A PART-TIME BASIS OR FOR PART OF THE EVALUATION PERIOD

1. If an employee is hired on a part-time basis, the evaluation criteria are reduced in proportion to the size of the full-time position.
2. The evaluation of newly hired employees is carried out in accordance with the provisions of §1(4).
3. In case of absence from work of an academic teacher resulting from:
 - 1) being on maternity leave, leave on maternity leave conditions, paternity leave, parental leave, childcare leave, health leave, unpaid leave for a continuous period of at least 3 months;
 - 2) serving in military service or substitute military service;
 - 3) collecting sickness benefit continuously for at least 3 months or rehabilitation benefit due to inability to workthe period for periodic evaluation shall be extended by the time of such absence in accordance with Article 128(2) of the Act of July 20, 2018, Law on Higher Education and Science (Journal of Laws 2024 item 1571), hereinafter referred to as the Law.
4. A research fellowship, a leave of absence for academic purposes, or a research internship are not grounds for changing the evaluation rules.

§ 4

EVALUATION OF RESEARCH WORKERS

1. Evaluation of research workers is carried out in the areas of:
 - 1) scientific activities,
 - 2) organizational activities,
 - 3) complying with the provisions of copyright and related rights, as well as industrial property.
2. Evaluation of the scientific activity of research employees is carried out on the basis of the total number of points accumulated by the employee (the list of scored achievements is attached as Appendix 2). Evaluation in the publication part is carried out on the basis of the list of works registered in the University's CRIS database, together with a statement on the assignment of publications to the discipline (output report).
3. The evaluation of the scientific activity of a research employee is positive if:
 - 1) the number of points obtained for one year is not less than that specified in Appendix 1, subject to paragraph 4.
 - 2) at least 50% of the required number of points were received for publication in a periodical, journal or peer-reviewed conference proceedings included in the list of the Ministry of Science and Higher Education for each discipline in which the employee submitted the statement referred to in Article 265(5) of the Law.
4. In the case of submission of the statement referred to in Article 265, paragraph 5, of the Law in more than one discipline, the minimum point thresholds (Appendix 1) shall be determined in proportion to the percentages in each discipline. Achievement of the above-mentioned minimum thresholds in each discipline is required to obtain a positive evaluation of scientific activity.
5. Assessment of organizational performance is conducted in accordance with the rules outlined in § 7.

§ 5

EVALUATION OF RESEARCH AND TEACHING STAFF

1. Evaluation of research and teaching staff is carried out in the areas of:
 - 1) scientific activities,
 - 2) teaching activities,
 - 3) organizational activities,
 - 4) complying with the provisions of copyright and related rights, as well as industrial property.
2. Evaluation of the scientific activity of research and teaching employees is carried out on the basis of the total number of points accumulated by the employee (the list of scored achievements is attached as Appendix 2). Evaluation in the publication part is carried out on the basis of the list of works registered in the University's CRIS database, together with a statement on the assignment of publications to the discipline (output report).
3. The evaluation of the scientific activity of a research and teaching employee is positive if:
 - 1) the number of points obtained for one year is not less than that specified in Appendix 1, subject to paragraph 4,
 - 2) at least 50% of the required number of points were received for publication in a periodical, journal, or peer-reviewed conference proceedings included in the list of the Ministry of Science and Higher Education for each discipline in which the employee submitted the statement referred to in Article 265(5) of the Law.
4. In the case of submission of the statement referred to in Article 265, paragraph 5, of the Law in more than one discipline, the minimum point thresholds (Appendix 1) shall be determined in proportion to the percentages in each discipline. Achievement of the above-mentioned minimum thresholds in each discipline is required to obtain a positive evaluation of scientific activity.
5. Assessment of teaching activities of research and teaching staff is carried out on the basis of the total number of points accumulated by the employee (the list of scored achievements is attached as Appendix 3 and includes:
 - 1) core teaching activities (Appendix 3, Part A),
 - 2) additional teaching achievements (Appendix 3, Part B),
 - 3) enhancing professional competence (Appendix 3, Part C).
6. The evaluation of teaching activities of research and teaching staff is positive if the following conditions are met:
 - 1) the number of points obtained for one year is not less than that specified in Appendix 1,
 - 2) the average of the grades referred to in point 3 of Part A of Appendix 3 obtained during the evaluation period is greater than 0.
7. Assessment of organizational performance is conducted in accordance with the rules outlined in § 7.

§ 6

EVALUATION OF TEACHING STAFF

1. Evaluation of teaching staff is carried out in the areas of:
 - 1) teaching activities,
 - 2) organizational activities,
 - 3) complying with the provisions of copyright and related rights, as well as industrial property.
2. Evaluation of the teaching activities of teaching employees is carried out on the basis of the total number of points accumulated by the employee (the list of scored achievements is attached as Appendix 3 and includes:

- 1) core teaching activities (Appendix 3, Part A),
 - 2) additional teaching achievements (Appendix 3, Part B),
 - 3) enhancing professional competence (Appendix 3, Part C).
3. The evaluation of teaching activities of research and teaching staff is positive if the following conditions are met:
- 1) the number of points obtained for one year is not less than that specified in Appendix 1,
 - 2) the average of the grades referred to in point 3 of Part A of Appendix 3 obtained during the evaluation period is greater than 0,
 - 3) the employee demonstrates at least one activity listed in Appendix 3, Part C.
4. Assessment of organizational performance is conducted in accordance with the rules outlined in § 7.

§ 7

EVALUATION OF ORGANIZATIONAL ACTIVITIES OF ACADEMIC TEACHERS

1. Assessment of organizational performance is conducted based on qualitative criteria, taking into account the impact on the University's academic community and socio-economic environment.
2. The evaluator shall take into account the employee's work restrictions (e.g., part-time employment, longer work breaks listed in §3.3).
3. The achievements of the organizational activities of researchers, research and teaching staff, and teaching staff that form the basis of the evaluation should be documented.
4. A negative assessment requires justification.

§ 8

ASSESSMENT IN TERMS OF COMPLIANCE WITH THE LAWS ON COPYRIGHT AND RELATED RIGHTS AND INDUSTRIAL PROPERTY RIGHTS

1. A negative grade in respect of compliance with copyright and related rights and industrial property rights shall be given to an academician who, during the evaluation period:
 - 1) committed an act, as determined by a final decision of the disciplinary committee, specified by the provisions of Article 287(2)(1)-(5) of the Act, or an act in violation of the rules set forth in the Rules for the Management of Copyright, Related Rights, Industrial Property Rights and the Principles of Commercialization of the Results of Scientific Activity at CUT,
 - 2) was sentenced by a final judgment for unintentional acts specified in the provisions of the Act of February 4, 1994, on Copyright and Related Rights,
 - 3) was sentenced by a final judgment for unintentional acts specified in the provisions of the Act of June 30, 2000, Industrial Property Law.
2. A positive evaluation in respect of compliance with the provisions of copyright and related rights and industrial property rights shall be given to an academic teacher who has not committed any of the acts listed in § 8, paragraph 1 during the evaluation period.

§ 9

EVALUATION PROCEDURE

1. The employee fills out the appropriate periodic survey form (Appendix 4 or Appendix 5).
2. The following will be attached to the questionnaire by the evaluated employee:
 - 1) a list of publication achievements registered in the University's CRIS database together with a statement on the assignment of publications to the discipline (output report),

- 2) a statement on the assignment of the patent, scientific project, commercialization revenues, and revenues from research services performed for entities outside the higher education and science system to the scientific discipline (Appendix 6 and Appendix 7, if applicable),
 - 3) a statement on compliance with the laws on copyright and related rights and industrial property (Appendix No. 8),
 - 4) attachments confirming other evaluated achievements.
3. The employee completes the questionnaire and submits it to the immediate supervisor by February 28, 2027.
 4. Evaluations should be completed by March 31, 2027. The provision does not apply to employees evaluated using the terms of § 3.3.
 5. Employee evaluation is conducted within the organizational units.
 6. The evaluation of scientific activity shall be performed within the disciplines in which the employee has submitted the statement referred to in Article 265, paragraph 5 of the Act.
 7. If an employee has declared more than one discipline, they shall complete the questionnaire separately for each declared discipline. The result of the final evaluation shall be submitted to the chairman of the scientific council of each subsequent discipline for review no later than 7 days before the deadline specified in paragraph 4.
 8. In the case of conducting scientific activity in a discipline in which the University is not subject to evaluation, the result of the final evaluation shall be submitted for approval to the Vice-Rector responsible for science, no later than 7 days before the deadline specified in paragraph 4.
 9. The relevant supervisor evaluates the organizational performance of those in leadership positions.
 10. Based on the partial grades, the final grade of the academic teacher is determined according to the following rules:
 - 1) a research employee receives a final passing grade if they have received positive evaluations of research activities, organizational activities, and compliance with copyright and related rights and industrial property laws.
 - 2) a research employee receives a final negative evaluation if they have received a negative evaluation from research, organizational activities, or in terms of compliance with copyright and related rights and industrial property laws.
 - 3) a research and teaching employee receives a final passing grade if they have received positive evaluations in each of the areas of activity and in terms of compliance with the laws on copyright and related rights and industrial property.
 - 4) a research and teaching employee receives a final negative evaluation if they have received a negative evaluation in research, teaching, organizational activities, or in compliance with the laws on copyright and related rights and industrial property.
 - 5) a teaching employee receives a final passing grade if they have received positive evaluations of their teaching activities, organizational activities, and compliance with copyright and related rights and industrial property laws.
 - 6) a teaching employee receives a final negative evaluation if they have received a negative evaluation in teaching, organizational activities, or in compliance with the laws on copyright and related rights and industrial property.
 11. The proposed final grade is determined by the immediate supervisor based on the completed questionnaire form, including the attachments listed in paragraph 2. The evaluated employee accepts the received grade or formulates comments on the submitted grade. The final evaluation is determined by a higher-level supervisor (Dean, Vice-Rector, Rector, Coordinator). If the final evaluation differs from the proposed evaluation or is a negative evaluation, the evaluated employee confirms receipt of the evaluation by signing.
 12. The proposed and final negative assessment requires justification.

13. Any evaluated person may submit a reasoned appeal against the assessment to the Rector by May 31, 2027. If necessary, the Rector may appoint an ad hoc review committee. The deadline for appealing an assessment for employees who are evaluated subject to § 3.3 is two months from the approval of the assessment by a higher-level supervisor. The Rector's decision approving the periodic evaluation of an employee is final.
14. In the event of a final negative evaluation, a reevaluation is conducted 24 months after the end of the previous evaluation period. During the second evaluation, the employee's achievements obtained during the previous evaluation period and the following two calendar years are taken into account. The reevaluation shall be conducted based on the criteria specified in these rules.
15. Obtaining a first negative evaluation may be grounds for termination of the employment relationship pursuant to Article 123(1)(1). Obtaining a second negative evaluation shall result in termination of the employment relationship in accordance with Article 123(2) of the Law.
16. Upon completion of the evaluation, the result of the evaluation in written form is immediately forwarded to the Department of Personnel and Social Affairs for inclusion in the employee's personnel file.

Appendices to the rules and criteria for periodic evaluation of academic staff for 2025-2026

Appendix 1. Minimum point thresholds for scientific and teaching achievements.

Appendix 2. List of scored scientific achievements.

Appendix 3. List of teaching credit achievements.

Appendix 4. Academic staff periodic evaluation survey form.

Appendix 5. Periodic evaluation survey form for an employee working as an academic librarian.

Appendix 6. Statement of the manager of the scientific project / development work / research service / patent author on the participation in the scientific discipline.

Appendix 7. Statement of the manager of the scientific project / development work / research service / patent author on the participation of team members in the scientific achievement.

Appendix 8. Statement on compliance with copyright and related rights and industrial property law.

Appendix 1 to the Principles and Criteria for Periodic Evaluation of Academic Teachers

MINIMUM POINT THRESHOLDS FOR SCIENTIFIC AND TEACHING ACTIVITIES					
Position	Minimum point threshold in the evaluation of research activities/average per year*	Minimum point threshold in the evaluation of research activity/average per year (fields: social sciences and humanities)*	Minimum point threshold in teaching evaluation/ average per year	Qualitative assessment of organizational activities <i>(determined cumulatively for the entire evaluation period)</i>	Statement of compliance with the provisions of copyright and related rights, as well as industrial property rights
Positions in the research staff group					
professor, university professor	144	120	na	as assessed by the supervisor	according to the statement of an employee (Appendix 8)
assistant professor	108	90	na		
research assistant	72	60	na		
academic librarian	na	36	na		
Positions in the research and teaching staff group					
professor, university professor	72	60	25	as assessed by the supervisor	according to the statement of an employee (Appendix 8)
assistant professor	48	40	20		
research assistant	30	25	15		
Positions in the group of teaching staff					
professor, university professor	na	na	55	as assessed by the supervisor	according to the statement of an employee (Appendix 8)
assistant professor, trainer, lecturer of foreign languages, lecturer of Polish as a foreign language	na	na	45		

teaching assistant, language teacher, instructor	na	na	35		
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** In the case of academic teachers who have submitted the declarations referred to in Article 265, paragraph 5 of the Law **only** in disciplines belonging to the fields of humanities and social sciences, the thresholds specified in column 3 shall apply. For other fields of science, the thresholds specified in column 2 shall apply.*

Appendix 2 to the Principles and Criteria for Periodic Evaluation of Academic Teachers

LIST OF SCORED SCIENTIFIC ACHIEVEMENTS

1. The list of scientific achievements shows publications only with CUT affiliation, included in the University's CRIS database.
2. The score of a scientific publication is determined in accordance with the current regulation of the Ministry of Science and Higher Education on the evaluation of the quality of scientific activity and the current lists of scientific journals and peer-reviewed materials from international conferences, as well as publishing houses that publish peer-reviewed scientific monographs.
3. If a particular source is withdrawn from the list of journals of the Ministry of Science and Higher Education or if the scoring changes during the evaluation period, the scoring that is most favorable to the employee is adopted.
4. The distribution of points in interdisciplinary multi-author publications is determined in accordance with the rules set forth in the Regulation of the Ministry of Science and Higher Education on the evaluation of the quality of scientific activity, i.e.:

a) for articles in journals and conference proceedings with scores of **100, 140 and 200 points** and for monographs with scores of **200 points and 300 points**, chapters in these monographs and editors of these monographs - the recalculated point value for each discipline is 100% of the total score of the source. **The recalculated point value shall be divided among the N-ranked employees who have made a statement in the discipline;**

b) for articles in journals and conference proceedings with scores of **40 and 70 points** and for monographs with scores of **80 points and 120 points**, chapters in these monographs and editorships of these monographs - the recalculated point value for each discipline is the product of the total score of the source and the value $\sqrt{\frac{k}{m}}$ of where **k=number of co-authors who are N-rated employees and who made a statement in the discipline, m=total number of co-authors.**
The recalculated point value shall be divided among the employees counted as N who have made a statement in a given discipline;

c) for articles in journals and conference proceedings with a score of 20 points and monographs with a score of 20 points, chapters in these monographs and the editorial board of these monographs - points are shared among all co-authors regardless of discipline.

SCIENTIFIC ACTIVITY		Number of points
Publications in scientific journals and peer-reviewed conference proceedings		
1.	Publication in a scientific journal, included in the list of the Ministry of Science and Higher Education	Score applicable in the year of publication
2.	Publication in peer-reviewed proceedings of an international conference, included in the list of the Ministry of Science and Higher Education	Score applicable in the year of publication
Scientific monographs and reviews		
3.	Scientific monograph published by publishing houses included in the list of the Ministry of Science and Higher Education	Score applicable in the year of publication of the monograph

4.	Chapter in a scientific monograph published by publishing houses included in the list of the Ministry of Science and Higher Education	Score applicable in the year of publication of the monograph
5.	Editing of a scientific monograph published by publishing houses included in the list of the Ministry of Science and Higher Education	50% of the score applicable in the year of publication of the monograph
6.	Obtaining a doctoral degree/post-doctoral degree/professorship	40/80/120 point
7.	Preparation of a review in a completed procedure for granting the doctoral degree/post-doctoral degree/the title of professor	10/20/40 points
Patents, utility models		
8.	A European patent granted to CUT or a patent granted by at least one of the member countries of the Organization for Economic Cooperation and Development, under the condition that the invention was also applied for in the Patent Office of the Republic of Poland	100 points Points are calculated according to the % share of co-authors in the discipline (Appendix 7)
9.	A patent granted by the Patent Office of the Republic of Poland	75 points Points are calculated according to the % share of co-authors in the discipline (Appendix 7)
10.	Authorship or co-authorship of a patent referred to in points 8 and 9, granted to an entity other than CUT	50 points Points are calculated according to the % share of co-authors in the discipline (Appendix 7)
11.	Grant of protection right for utility model to CUT by the Patent Office of the Republic of Poland or European patent entities	30 points Points are calculated according to the % share of co-authors in the discipline (Appendix 7)
OTHER SCIENTIFIC ACTIVITY		
12.	Exercising the function of a supervisor in promotion proceedings concluded with a resolution to grant the doctoral degree	40 points
13.	Exercise of the function of co-supervisor in the promotion proceedings concluded by the resolution on the granting of the doctoral degree	20 points
14.	Rector's award for scientific activity	20 points (in team prizes, division of points in proportion to % participation of team members)

15.	Minister/Prime Minister's award for scientific activity	200 points (in team prizes, division of points in proportion to % participation of team members)
16.	Active participation in a conference (national/international) documented in peer-reviewed conference proceedings	2/4 points for each event and no more than 20 points

Financial effects of scientific and innovative activities within the scope of work conducted at CUT		as recommended by the Senate Committee on Personnel Development
<p>1. <i>For projects funded by the European Research Council, the score is increased by 400%.</i></p> <p>2. <i>In the case of projects financed under framework projects in support of European Union research and innovation, or under projects related to the implementation of these programs, the score is increased by 200%.</i></p> <p>3. <i>In the case of projects financed by foreign institutions or international organizations, or with funds for tasks financed with funds from the budget of the European Union, or with non-reimbursable funds from assistance provided by member states of the European Free Trade Agreement (EFTA), or with other funds from non-reimbursable foreign sources, the score is increased by 50%.</i></p>		
17.	<p>Acquisition of projects involving scientific research or development work financed on a competitive basis by foreign institutions or international organizations or from funds for higher education and science allocated for:</p> <p>a) tasks financed with the participation of funds from the budget of the European Union or from non-reimbursable funds from assistance provided by member states of the European Free Trade Agreement (EFTA), or from other funds from non-reimbursable foreign sources,</p> <p>b) tasks financed by the National Center for Research and Development, including scientific research and development work for state defense and security,</p> <p>c) tasks financed by the National Science Center</p> <p>d) tasks financed jointly by the Polish National Agency for Academic Exchange NAWA and National Science Center</p> <p>e) tasks financed by the Foundation for Polish Science</p> <p>f) tasks financed by the Medical Research Agency</p>	<p>20 points for each 50 thousand of the total funds allocated during the evaluation period to the project that the CUT is implementing alone or in which it is the leader</p> <p>20 points for each 50 thousand of the total funds allocated to CUT in the evaluation period for the implementation of a project whose leader is another entity belonging to the system of higher education and science.</p> <p><i>(In the case of multi-member teams, the division of points is made within the team - see Appendix 7)</i></p>

18.	<p>Acquisition of projects involving scientific research or development work financed on a competitive basis by foreign institutions or international organizations or from funds for higher education and science allocated for:</p> <p>a) tasks financed with the participation of funds from the budget of the European Union or from non-reimbursable funds from assistance provided by member states of the European Free Trade Agreement (EFTA), or from other funds from non-reimbursable foreign sources,</p> <p>b) tasks financed by the National Center for Research and Development, including scientific research and development work for state defense and security,</p> <p>c) tasks financed by the National Science Center</p> <p>d) tasks financed jointly by the Polish National Agency for Academic Exchange NAWA and National Science Center</p> <p>e) tasks financed by the Foundation for Polish Science</p> <p>f) tasks financed by the Medical Research Agency</p>	<p>15 points for each PLN 25 thousand of the total funds granted to CUT in the period under evaluation for the implementation of the project whose leader is an entity not belonging to the system of higher education and science</p> <p><i>(In the case of multi-member teams, the division of points is made within the team - see Appendix 7)</i></p>
19.	<p>Acquisition of a project under the Implementation Doctorate program, Ministry of Science and Higher Education</p>	<p>40 points</p>
20.	<p>Acquisition of a project financed from external sources in a competitive mode under programs not included in items 17, 18 and 19.</p>	<p>5 points for each 50 thousand zlotys of total funding granted to the CUT during the evaluation period for project implementation</p> <p><i>(In the case of multi-member teams, the division of points is made within the team - see Appendix 7)</i></p>
21.	<p>Commercialization of the results of scientific research or development work, or know-how related to these results, or research services provided on behalf of entities not belonging to the system of higher education and science</p>	<p>15 points for each PLN 10 thousand of total revenue generated by CUT or another entity established by CUT in order to commercialize the results of scientific research or development work, or know-how related to these results</p> <p><i>(In the case of multi-member teams, the division of points is made within the team - see Appendix 7)</i></p>

22.	<p>Revenues obtained and confirmed by entities from the sale of products resulting from the implementation of the results of scientific research or development work, carried out at CUT</p> <p>total revenue of >5 million zlotys - 60 points</p> <p>total revenue of 2.5 million > 5 million zlotys - 40 points</p> <p>total revenue of 0.5 million > 2.5 million zlotys - 20 points</p> <p>total revenue of 25 thousand > 0.5 million zlotys or more - 5 points</p>	<p>according to the given scores</p>
23.	<p>Scientific activities with a significant positive impact on the functioning of society and the economy that are the basis for the preparation of descriptions in criterion III of the evaluation of a discipline</p>	<p>10 x Points awarded in the unit evaluation - counted in evaluation criterion III (<i>in the case of multi-member teams, the division of points is made within the team</i>)</p>
24.	<p>Preparation and submission of an application which, after a positive formal or substantive evaluation, has not been qualified for financing (<i>after confirmation by the relevant CUT organizational unit, e.g., Project Support Center</i>)</p>	<p>10 points for each PLN 75 thousand of project value per CUT (<i>In the case of multi-member teams, the division of points is made within the team</i>)</p>

Appendix 3 to the Principles and Criteria for Periodic Evaluation of Academic Teachers

LIST OF SCORED TEACHING ACHIEVEMENTS		
BASIC DIDACTIC ACTIVITY (PART A)		
1.	<p>Evaluation based on surveys of students / doctoral students (for a period of 1 year) Evaluation of teaching activities by students is included in the periodic evaluation when the criteria are met:</p> <ol style="list-style-type: none"> 1. Participation of at least 25 people or a minimum of 15% of those eligible for evaluation is required, but not less than 6 people (<i>Regulation No. 52 of the Rector dated July 25, 2018, on amending the procedure of the Internal Educational Quality Assurance System</i>) 2. In a situation where the conditions described above are not met, the evaluation of classes is carried out by the immediate supervisor of the academic teacher. 	<p>A - average of scores from surveys 0 points for A < 3.0 $\frac{A^3}{6}$ for A in the range <3.0;5.0> min. 4.5 pts; max. 20.83 pts</p>
2.	<p>Evaluation of teaching activities inspections (for a period of 1 year) (in the case of several inspection evaluations, the average evaluation is chosen).</p> <ol style="list-style-type: none"> 1. If an employee has not been evaluated in the 2025-2026 period, the evaluation from the last class inspection should be accepted. 2. In a situation where the conditions described above are not met, the evaluation of classes is carried out by the immediate supervisor of the academic teacher. 	<p>negative - 0 points satisfactory - 1 point good - 3 points very good - 5 points</p>

3.	<p>Evaluation conducted by immediate supervisor (for a period of 1 year)</p> <p>(A) Employee undertakes activities beyond teaching duties, exemplary performance of duties assigned on the basis of "Detailed scope and dimension of duties"</p> <p>(B) The employee reliably performs the teaching duties assigned on the basis of the "Detailed scope and dimension of duties"</p> <p>(C) The employee fulfills assigned duties, there are occasional lapses in this area (e.g., missing updates to student surveys, irregularities in filling out the Virtual Dean's Office, occasional absences from office hours, etc.)</p> <p>(D) The employee notoriously commits reasonable misconduct in the performance of assigned teaching duties and violates the rules set forth in the study regulations, work regulations, and ethical standards of CUT.</p> <p>Grades (C) and (D) require justification based on documentation of the misconduct (e.g., staff notes, observations in surveys of students and doctoral students, correspondence with the employee, awarded disciplinary or disciplinary sanctions, etc.).</p>	<p>A - 20 points</p> <p>B - 15 points</p> <p>C - 5 points</p> <p>D - 0 points</p>
ADDITIONAL TEACHING ACTIVITY (PART B)		
4.	Preparation of teaching materials on the e-learning platform	10 points (one time for each 15 lesson hours)
5.	Development of a new course of study / a new specialty / or their significant modification (points may be allocated to team members according to the manager's assessment while maintaining their total number)	20 / 10 / 5 points
6.	Development of a program for a new subject approved for implementation (concerning: full-time, part-time, postgraduate and Doctoral School)	10 points (once)
7.	Preparation of postgraduate studies, courses, summer schools and other forms of intensive education (e.g. BIP; concept, program, estimates, documentation necessary for their launch)	10 points
8.	Preparation and launch of a new teaching laboratory or significant documented modification	10 points (once)
9.	Involvement in cooperation with schools: e.g., informational meetings, demonstration classes, participation in committees of Olympiads or subject competitions, as long as this does not	2 points (max. 10 points)

	involve additional remuneration or a reduction in the teaching load	
10.	Coordination of interuniversity / international teaching programs	5 / 10 points
11.	Teaching classes in a foreign language (e.g., Erasmus)	2 points (for each 15 hours of classes)
12.	Conducting lectures, seminars and other classes at the invitation of a foreign unit (min. 8 hours)	10 points
13.	Thesis supervision (bachelor's/master's degree)	5 / 10 points (for a thesis)
14.	Supervising a dissertation, awarded or distinguished by the Faculty / CUT / national external units / international external units	3 / 5 / 10 / 12 points (for each thesis)
15.	Thesis review	1 point (for each thesis)
16.	Participation in the doctoral exam (conducted externally, outside of the Doctoral School) in a foreign language, in an additional subject (economics, philosophy), in a major subject required for the defense of the doctorate	3 points
17.	Documented collaboration with students / doctoral students on research projects and other projects commissioned by external entities	3 points (for cooperation with each student)
18.	Organization of workshops for students, exhibitions, open-air workshops, optional trips, summer schools, science camps, study tours, multi-day training courses, conferences	10 points
19.	Supervision of the proper functioning of the teaching laboratory	2 points / year
20.	Care of an active student research club whose members take an active part in the work shown in the register of student research clubs at CUT	10 points / year
21.	Supervision of a student or a group of students who have achieved success (distinction or winning in a competition, obtaining a project in a competitive mode, award at a session of student research clubs, etc.) at the level of the Faculty / University / national external units / international external units	3 / 5 / 10 / 12 points (for each achievement)

22.	Supervision of a student or group of students who have been successful at the olympic games, World Cup, European Cup, Polish National Cup, Polish Academic Cup, International Academic Cup (national / international dimension) - applies to employees of the Center for Sports and Recreation	10 / 15 points
23.	Winning the title of Lecturer of the Year or Didactician of the Year in a student competition	15 points
24.	Rector's award for teaching and e-learning activities	20 points (in team prizes, division of points in proportion to % participation of team members)
25.	Minister/Prime Minister's award for teaching activities	200 points (in team prizes, division of points in proportion to % participation of team members)
ENHANCING PROFESSIONAL COMPETENCE AND OTHER ACHIEVEMENTS (PART C)		
26.	Participation in national / international teaching projects	5 / 10 points (per project)
27.	Training trip to learn about training conditions in another unit <i>(at least 3 days stay)</i>	2 points (national unit) 5 points (foreign unit)
28.	Completion of postgraduate studies during the evaluation period (in the area of teaching)	20 points
29.	Obtaining a foreign language proficiency certificate at an advanced level during the evaluation period	10 points
30.	Obtaining certified professional credentials (e.g., electrical, construction, administration or operation of computer networks, sports or recreation instructor, etc.) during the evaluation period, if these credentials are used by the employee in the teaching process at CUT	10 points
31.	Obtaining a diploma during the evaluation period: class II trainer / class I trainer / master class trainer (applies only to employees of the Center for Sports and Recreation)	15 / 25 / 30 points
32.	Completion during the evaluation period of a refresher course in a field useful in the teaching process	2 points for each day of training (max 6 points/year)
33.	Obtaining during the evaluation period the professional rights granted by the professional association	30 points

34.	Active participation in a national / international conference documented in the conference materials in any form, if not shown in the scientific activity	2/4 points per event
35.	Development of expert reports commissioned by external entities outside the higher education and science system	5 points for every 10 thousand zlotys (in the case of multi-member teams, the division of points is made within the team - see Appendix 7)
36.	Authoring/co-authoring an academic textbook	40 points (in proportion to the number of authors)
37.	Authoring/co-authoring a chapter in an academic textbook	10 points (in proportion to the number of authors)
38.	Editing of an academic textbook	20 points (in proportion to the number of editors)
39.	Authorship / co-authorship of other peer-reviewed materials used in the implementation of the teaching process, having an ISBN/ISSN/eISSN number	10 points (in proportion to the number of authors)
40.	Publications in scientific, popular science and professional journals.	5 points (per publication)
41.	Other achievements as assessed by the supervisor (detailed description required in the evaluation questionnaire form)	total up to 5 points/ year

Appendix 4 to the Principles and Criteria for Periodic Evaluation of Academic Teachers

CUT STAFF PERIODIC EVALUATION QUESTIONNAIRE for the period: 2025-2026	
Academic title/degree, name and surname	
Name of the organizational unit	
Employment group / position	
Discipline(s) (indicating % share)	
Number of years of employment at CUT	
Proportion of work time (FTE) during the evaluation period	
Time of abstention from work (in months) under Article 128 of the Act paragraph 2.	
Number of years of service in the group during the evaluation period	
Number of years of service in the position held during the evaluation period	
Date and result of last evaluation	

SUMMARY OF ACHIEVEMENTS DURING THE PERIOD UNDER REVIEW

LIST OF SCIENTIFIC ACHIEVEMENTS in a given scientific discipline			
No.	Item number from the list of achievements (Appendix 2)	Description of achievement	Number of points
1.			
2.			

3.			
4.			
5.			
...			
Total points for scientific activities:			
PARTIAL GRADE FOR SCIENTIFIC ACTIVITY			pass / fail

LIST OF SCORED TEACHING ACHIEVEMENTS			
No.	Item number from the list of achievements (Appendix 3)	Description of achievement	Number of points
BASIC DIDACTIC ACTIVITY (PART A)			
1.			
2.			
3.			
ADDITIONAL TEACHING ACTIVITY (PART B)			
...			
...			
ENHANCING PROFESSIONAL COMPETENCE AND OTHER ACHIEVEMENTS (PART C)			
...			
Total points for teaching activities:			
PARTIAL EVALUATION FOR TEACHING ACTIVITIES			pass / fail

LIST OF ORGANIZATIONAL ACHIEVEMENTS

(Employee fills in fields 2-4)

	2	3	4	5
No.	Organizational achievement with synthetic description and duration.	Scale of impact L=local, W=faculty U=university O=external environment	Confirmation of achievement. Attachements (yes/no)	Supervisor's approval (yes/no)
1	Work in collegiate bodies of the University/ faculties/departments/non-faculty units			
2	Work in rectoral/senate/faculty committees			
3	Organizing conferences, workshops, trainings (applies to events organized or co-organized by CUT)			
4	Organizing, active participation in promotional events and presentation actions of the University/faculty/department/non-faculty unit			
5	Other organizational activities to improve the functioning of CUT organizational units			
6	Coordination and taking care of students' internships, as well as employees' work placements			
7	Performing leadership functions			
9	Work entrusted by the rector / pro-rector (e.g., functions of proxies of the rector or pro-rector)			
10	Development of documents of practical importance (e.g., strategies, internal procedures, regulations, etc.)			
11	Organization of scientific cooperation / exchanges and teaching at the national and international level			
12	Participation (coordination in terms of content) in investment and renovation works at CUT.			
13	Carrying out, in accordance with one's competences, other organizational duties assigned by the immediate supervisor			
14	Other accomplishments			
FINAL GRADE FOR ORGANIZATIONAL ACTIVITIES				pass / fail

Summary of evaluation results

Type of activity	Total points	Evaluation (positive/negative)
Scientific		
Teaching		
Organizational		
Compliance with copyright and related rights and industrial property laws		

PROPOSED FINAL ASSESSMENT

Positive*	Negative*
-----------	-----------

Justification for evaluation (to be completed by immediate supervisor)

.....

Date Signature of supervisor.....

Justification for challenging the supervisor's evaluation or acceptance of it (in case of acceptance signature of the assessed is sufficient).....

.....

Date Signature of the assessed

.....

FINAL EVALUATION

Positive*	Negative*
-----------	-----------

Rationale for evaluation (to be completed by senior supervisor)

.....

Date Signature of senior supervisor.....

Date and signature of the employee familiarized with the evaluation**	Date and signature of supervisor**
---	------------------------------------

** cross out as appropriate*

***If the final grade differs from the proposed final grade or is negative.*

Appendix 5 to the Principles and Criteria for Periodic Evaluation of Academic Teachers

ACADEMIC LIBRARIAN PERIOD EVALUATION QUESTIONNAIRE	
for the period: 2025-2026	
Academic title/degree, name and surname	
Name of the organizational unit	Library of the Cracow University of Technology
Employment group / position	Academic librarian
Discipline(s) (indicating % share)	
Number of years of employment at CUT	
Proportion of work time (FTE) during the evaluation period	
Time of abstention from work (in months) under Article 128 of the Act paragraph 2.	
Number of years of service in the group during the evaluation period	
Number of years of service in the position held during the evaluation period	
Date and result of last evaluation	

LIST OF SCIENTIFIC ACHIEVEMENTS in a given scientific discipline			
No.	Description of achievements	Number of points (maximum number of points)	
1.	Conducting scientific research and participating in research teams and projects in the field of bibliology or informatology (scientific information and library science) and related fields including research on the effectiveness of library activities, creation/co-creation of databases, development of concept and/or structure of databases, etc.). <i>(maximum 3) *</i>	10 (30)	
2.	Implementation of externally funded projects generating revenue for CUT <i>(maximum 3 in each group)</i>	project manager (12 for each project)	12 (36)
		task manager (10 per project)	10 (30)

	In the case of multi-year projects, the number of points should be given in proportion to the period of implementation of the project in the period evaluated	project participant (6 per project)	6 (18)
3.	Submission of an application to a funding institution for a project that has been qualified for funding (<i>maximum 3</i>)		10 (30)
4.	Submission of an application to a financing institution in the framework of competitive procedures for a project that was not qualified for funding, but passed the formal evaluation (<i>maximum 3</i>)		5 (15)
5.	Academic publications in bibliology and information science or related sciences that coincide with the library's profile (<i>maximum of 5 publications of each type</i>)		scored according to the guidelines of the Ministry of Science and Higher Education
6.	Scientific editing of publications (<i>maximum 3</i>)		scored according to the guidelines of the Ministry of Science and Higher Education
7.	Informational publications and other than those mentioned in point. 5 (<i>maximum 3</i>)		2 (6)
8.	Development of bibliometric and scientometric analyses (<i>maximum 5</i>)		3 (15)
9.	Active (with paper, poster) participation in scientific conferences and seminars (<i>maximum of 5 in each group, unless shown in p. 5</i>)	paper at a conference, international seminar	5 (25)
		poster at a conference, international seminar	3 (15)
		paper at a conference, national seminar	4 (20)
		poster at a conference, national seminar	2 (10)
		a paper, a poster at a conference, a seminar of local scope, e.g. intra-university	2 (10)
10.	Developing programs to train students and researchers in scientific information (<i>maximum 3</i>)		5 (15)
11.	Development of a course/training including an e-learning course/training in bibliology and information science or related sciences (<i>maximum 3</i>)		10 (30)
12.	Preparing review of a monograph, article (<i>maximum 3</i>)		5 (15)
13.	Participation in program boards of conferences, journals, publishing series (<i>maximum 3</i>)		3 (9)
14.	Obtaining an academic degree or title (PhD - 40, postdoctoral - 80, professor - 120)		

15.	Improvement of professional qualifications, including for the purpose of obtaining further degrees (certificates obtained, certificates other documents confirming the acquisition of qualifications, excluding certificates of participation in conferences) (<i>maximum 3</i>)	3 (9)
TOTAL POINTS		
PARTIAL GRADE FOR SCIENTIFIC ACTIVITY		pass / fail

LIST OF ORGANIZATIONAL ACHIEVEMENTS				
<i>Employee fills in fields 2-4</i>				
	2	3	4	5
No.	Organizational achievement with synthetic description and duration.	Scale of impact L=local, W=faculty U=university O=external environment	Confirmation of achievement. Attachements (yes/no)	Supervisor's approval (yes/no)
1.	Work in collegiate bodies of the University/ faculties/departments/non-faculty units			
2.	Work in rectoral/senate/faculty committees			
3.	Organizing conferences, workshops, trainings (applies to events organized or co-organized by CUT)			
4.	Organizing, active participation in promotional events and presentation actions of the University/faculty/department/non-faculty unit			
5.	Other organizational activities to improve the functioning of CUT organizational units			
6.	Coordination and taking care of students' internships, as well as employees' work placements			

7.	Performing leadership functions			
8.	Work entrusted by the rector / pro-rector (e.g., functions of proxies of the rector or pro-rector)			
9.	Development of documents of practical importance (e.g., strategies, internal procedures, regulations, etc.)			
10.	Organization of scientific cooperation / exchanges and teaching at the national and international level			
11.	Participation (coordination in terms of content) in investment and renovation works at CUT.			
12.	Carrying out, in accordance with one's competences, other organizational duties assigned by the immediate supervisor			
13.	Other accomplishments			
PARTIAL EVALUATION FOR ORGANIZATIONAL ACTIVITIES				pass / fail

COMPLIANCE WITH THE PROVISIONS OF COPYRIGHT AND RELATED RIGHTS AND INDUSTRIAL PROPERTY LAWS	
Partial assessment for compliance with copyright and related rights and industrial property laws	pass / fail

Summary of evaluation results

Type of activity	Total points	Evaluation (positive/negative)
Scientific		
Organizational		
Compliance with copyright and related rights and industrial property laws		

PROPOSED FINAL ASSESSMENT

Positive*	Negative*
-----------	-----------

Justification for evaluation (to be completed by immediate supervisor)

.....

Date Signature of supervisor.....

Justification for challenging the supervisor's evaluation or acceptance of it (in case of acceptance signature of the assessed is sufficient).....

.....

Date Signature of the assessed

FINAL EVALUATION

Positive*	Negative*
-----------	-----------

Rationale for evaluation (to be completed by senior supervisor)

.....

Date Signature of senior supervisor.....

Date and signature of the employee familiarized with the evaluation**	Date and signature of supervisor**
---	------------------------------------

* cross out as appropriate

**If the final grade differs from the proposed final grade or is negative.

Krakow, on

DECLARATION

of a scientific project manager / development work¹ manager / research service manager / patent author*

on the share of the scientific discipline

Name and surname:

Name of the organizational unit:

As the manager of a scientific project / development work / research service / author of a patent* entitled

.....

I declare that the share of scientific discipline is%

Participation of other disciplines (if applicable):

1.

2.

.....
date and signature

* cross out as appropriate

Legal foundations:

- Act of July 20, 2018, Law on higher education and science (Journal of Laws 2018, item 1668, 2024 and 2245, and Journal of Laws 2019, items 276 and 447, consolidated text: Journal of Laws 2024, item 1571)
- Regulation of the Minister of Science and Higher Education of February 22, 2019 on the evaluation of the quality of scientific activity (Journal of Laws 2019, item 392, as amended, consolidated text: Journal of Laws 2022, item 661)
- Regulation of the Minister of Science and Higher Education of September 12, 2024 on data processed in the POL-on Integrated Information System for Higher Education and Science (Journal of Laws 2024, item 1403)

Krakow, on

DECLARATION
of a scientific project manager / development work¹ manager / research service manager / patent
author*
on the participation of team members

Name and surname:

Name of the organizational unit:

As the manager of a scientific project / development work / research service / author of a patent* entitled

I declare that the share of achievement of individual team members is:

No.	Name and last name	Unit	Discipline	%	item
1.					
2.					
3.					
4.					

.....
 date and signature

* cross out as appropriate

Legal foundations:

- Act of July 20, 2018, Law on higher education and science (Journal of Laws 2018, item 1668, 2024 and 2245, and Journal of Laws 2019, items 276 and 447, consolidated text: Journal of Laws 2024, item 1571)
- Regulation of the Minister of Science and Higher Education of February 22, 2019 on the evaluation of the quality of scientific activity (Journal of Laws 2019, item 392, as amended, consolidated text: Journal of Laws 2022, item 661)
- Regulation of the Minister of Science and Higher Education of September 12, 2024 on data processed in the POL-on Integrated Information System for Higher Education and Science (Journal of Laws 2024, item 1403)

¹ applies to commercialization revenue

Appendix 8 to the Principles and Criteria for Periodic Evaluation of Academic Teachers

**DECLARATION CONCERNING THE COMPLIANCE WITH THE PROVISIONS ON COPYRIGHT
AND RELATED RIGHTS AND INDUSTRIAL PROPERTY**

Name and surname:

Name of the organizational unit:

I hereby declare that:

1. I have committed / have not committed (delete as appropriate)

an act, as determined by a final decision of the disciplinary committee, specified by the provisions of Article 287(2)(1)-(5) of the Act, or an act in violation of the rules set forth in the Rules for the Management of Copyright, Related Rights, Industrial Property Rights and the Principles of Commercialization of the Results of Scientific Activity at CUT

2. I have committed / have not committed (delete as appropriate)

an act of unintentional offense found by a final court judgment, specified in Article 116 of the Law on Copyright and Related Rights of February 4, 1994 (Journal of Laws of 2006, No. 90, item 631, as amended¹²), i.e., distributing without mentioning the name or pseudonym of the author of another person's work in the original version or in the form of a development, artistic performance or public distortion.

3. I have committed / have not committed (delete as appropriate)

a criminal offense found by a final judgment for committing unintentionally the act specified in Article 304(2) of the Industrial Property Law of June 20, 2000 (i.e., Journal of Laws No. 119, item 1117, as amended), i.e., disclosing obtained information about someone else's invention, utility model, industrial design, or someone else's integrated circuit topography, or otherwise preventing someone from obtaining a patent, protection right, or right under registration;

4. At the present time, the proceedings referred to in points 1-3 are pending against me / not pending against me (delete as appropriate).

Explanatory information (in the case of confirmatory answer to any of the above questions):

.....
date and signature