

**Guidelines for the assessment
of professional effectiveness of the academic staff of the Institute of Systematics and
Evolution of Animals of the Polish Academy of Sciences**

- The work of the academic staff of the Institute of Systematics and Evolution of Animals of the Polish Academy of Sciences (ISEA PAS) is assessed for the four calendar years preceding each assessment. For instance, an assessment conducted in 2017 encompasses the years 2013–2016. To qualify for the assessment, a member of the academic staff must have worked at the ISEA PAS for at least two of the four years included in the assessment.
- Because the rankings of the ISEA PAS academic staff (available at <http://www.isez-adm.pan.krakow.pl/scientia/scientia.htm>) concern all important aspects of the scientific and organisational work in a given calendar year, these rankings are used to conduct the assessments of professional effectiveness.
- The number of points awarded for each aspect of the scientific and organisational work performed by the academic staff of the ISEA PAS is based on the ranking rules for a given calendar year, which are available at <http://www.isez-adm.pan.krakow.pl/scientia/scientia.htm>.
- The assessment is given in writing, and its result can be **excellent**, **positive** or **negative**.
- The outcome of the assessment is recorded in each person's personal files.
- The basic requirements for a **positive assessment** of one's scientific activity are significant scientific results in the form of publications in the journals from Lists A or C of the list of ranked journals of the Ministry of Science and Higher Education and monographs. The other aspects included in the rankings (such as supervision over research projects or organisational activity), while important, cannot form a dominant part of the assessment, and as such, will only be taken into account in justified cases, especially in border-line cases. A positive or better assessment is one of the requirements for an annual reward.
- Based on the assessments of the academic staff for the years 2013–2016, the minimal number of points for the aforementioned publications was set at 100 in total, as provided in the relevant columns of the annual rankings of the ISEA PAS.

Justification: Obtaining the minimum required number of points for publications should correspond to publishing three papers, for 30 points each, in the journals from Lists A or C of

the Ministry of Science and Higher Education. This will allow the assessment of the professional effectiveness of the academic staff to include the primary criterion that the Committee for the Evaluation of Scientific Institutions takes into account when categorising scientific institutions, i.e. highly-scored scientific publications (the 3N number of publications). Each member of the academic staff should, within the four years of the assessment, be the author or co-author of at least three original articles published in the journals from the Ministry's Lists A (Journal Citation Reports – JCR) or C (European Reference Index for the Humanities – ERIH) or monographs. The above guidelines result from the fact that, during the last evaluation of academic institutions for the period 2013–2016, the ISEA PAS fulfilled the required quota of 3N publications with articles published in journals that were given 30 or more Ministry points.

- For members of the academic staff who have worked for only two or three years, the requirement for a positive assessment is reduced to 50 and 75 points, respectively.
- An **excellent assessment** is awarded to a member of the academic staff who has significantly exceeded the requirements for a positive assessment, and whose scientific results are exceptional when compared to the other members of the academic staff. A member of the academic staff who has worked two or three years can be awarded an excellent assessment, as long as they have obtained a number of points per year that is comparable to that of the members who have worked for four years and obtained an excellent assessment.
- A **negative assessment** is given to a member of the academic staff who has failed to meet the criteria for a positive assessment. Being given a negative assessment is tantamount to receiving a reprimand and that reprimand is recorded in the files.
- After two consecutive negative assessments, the member of the academic staff will be moved to a technical employment and/or reduced to part-time work agreement, or will be discharged. Each case is considered individually, and the final decision belongs to the Director of the ISEA PAS.
- If the same member of the academic staff obtains two consecutive positive assessments following the negative assessment, the negative assessment will be cancelled, and the written reprimand will be erased from the files.
- The assessment is made by the Commission for the Assessment of the Academic Staff, appointed by the Scientific Board of the ISEA PAS. The Commission includes the Deputy Director for Scientific Matters, and four independent academics selected by the Director of the Institute.

**Assessment of professional effectiveness of the academic staff
for the period
20.. – 20..**

Mr/Mrs
Academic degree/Title, Name

By decision of the Director, with the Commission comprising:

- 1
- 2
- 3
- 4
- 5

has assessed the effectiveness of this person's academic work as

EXCELLENT POSITIVE NEGATIVE

JUSTIFICATION:

Commission's signatures

- 1
- 2
- 3
- 4
- 5

Kraków,