

**Dean's Order No. 1/2024**  
**About the Performance Evaluation System of the Faculty of Business and Economics**  
**(KTK PES 4.1)**

As Dean of the Faculty of Business and Economics of the University of Pécs (hereinafter: the School), I order the application of the Performance Evaluation System described below for the measurement and evaluation of faculty performance:

**Personal scope of the Performance Evaluation System**

1. § (1) The scope of this regulation defining the Performance Evaluation System (hereinafter: PES, or the Regulation) shall extend to full- and part-time, fixed- or open-ended teachers and researchers classified in the labour staff of the School. The performance evaluation of employees employed in administrative positions at the School is carried out under the central admin PES system of the University of Pécs, in accordance with the current Rector's and Chancellor's joint order on the rules of the performance evaluation system for employees working in administrative jobs.

(2) Teachers working at the Faculty may be employed as vocational instructors, teaching assistant trainees, teaching assistants, master instructors, master teachers, assistant professors, associate professors or full professors, while researchers may be employed as research assistants, research associates, senior research fellows or research professors.

**Part I.**  
**Performance evaluation of teachers**

2. § (1) The performance of teachers shall be measured on the basis of a scoring system containing both quantitative and qualitative parameters, considering the usefulness of the activities at institutional level.

(2) PES shall measure performance in relation to four core activities:

- a) Teaching activities,
- b) Institution management and project activities,
- c) Research and science dissemination activities.
- d) Doctoral school activities

(3) This is followed by the determination of the aggregate score at individual level and its qualification by comparison with the minimum expected score specified in the given teaching category, within which doctoral school activities are shown separately.

**Measurement of teaching activities**

3. § (1) The information required for the measurement comes from the electronic learning management system (currently: NEPTUN) and the employees' self-assessments.

(2) Teaching activity shall be measured on the basis of two components: the in-class teaching (including exams) and other activities related to teaching.

***In-class teaching***

(3) The number of hours taught shall represent an individual point value depending on the level of education, work schedule, language of teaching, group size and other factors (e.g. accredited nature or specific target group of the training).

The basic table for the system that converts contact hours to raw points is as follows:

**Table 1: System for calculating raw scores for contact hours (points per hour)**

Program type	Group size category						
	0-10	11-30	31-50	51-100	101-200	201-350	351-
<b>Vocational training*</b>	1,50	1,65	1,95	2,25	2,63	3,15	
<b>Bachelor (BSc)</b>							
Full-time (in Hungarian)	2,00	2,20	2,60	3,00	3,50	4,20	5,00
Part-time (in Hungarian)	2,21	2,43	2,87	3,32	3,87	4,64	
In a foreign language	3,00	3,30	3,90	4,50	5,25		
In a foreign language in accredited programs	3,30	3,63	4,29	4,95	5,78		
<b>Master (MSc)</b>							
Full-time (in Hungarian)**	2,80	3,08	3,64	4,20	4,90		
Part time (in Hungarian)	3,09	3,40	4,02	4,64	5,41		
In a foreign language	4,20	4,62	5,46	6,30	7,35		
MBA program (part-time, Hungarian)	3,71	4,08	4,83				
<b>Hospitation***</b>	50% of the score for the hospitated subject						

\* In the case of vocational training, only specialty-specific classes are included in this line. In the case of subjects studied jointly with the bachelor's programme, the counting is carried out together with the number of students at the bachelor's level with the same score.

\*\* Courses in the Janus Pannonius College are assessed with the same score as full-time Master's courses.

\*\*\* Hospitation scores can only be calculated for teaching assistants, for a maximum of two subjects per academic year.

The scores assigned to group size categories contain a premium of 10% in the category of 11-30 students, 30% for groups of 31-50, 50% for groups 51-100 people, 75% for groups of 101-200, 110% for groups of 201-350, and 150% for groups of more than 350 students, compared to small groups (0-10 students). For the same group sizes of bachelor's and master's degrees, a 40% surcharge will be applied as a consequence of higher quality levels and different funding. The surcharge for a foreign language is 50%. The points of part-time courses are calculated based on the points of full-time courses, taking into account a -15% correction in educational method and a 30% weekend premium. The MBA program represents a 20% premium compared to other part-time master's programs (due to the different target group and tuition fee). Language classes are valued in the same way as vocational training. The lectures held for other schools of the university are evaluated in the same way as the School's courses (based on Table No. 1). The performance of teachers in doctoral (PhD) programmes is taken into account separately from other levels of training.

In addition to the contact hours, the values in Table 1 also take into account the student assessment and administrative tasks (e.g. examination, evaluation of tests, NEPTUN administration, etc.). With the help of the table, each course can be clearly scored, so each colleague's two-semester teaching portfolio can be accurately evaluated and planned in advance.

(4) The raw scores of contact hours held (according to Table 1), aggregated for two semesters, shall appear in the teacher's performance measurement at a value adjusted by the qualification multiplier corresponding to the teacher's current classification. The qualification multipliers follow the proportions of the minimum basic salaries assigned to the teacher categories, as follows:

**Table 2: Qualification multipliers by teacher category**

professor	1,00
associate professor	0,77
assistant professor	0,54
master teacher	0,49
teaching assistant	0,42
master instructor	0,42
vocational instructor	0,40
assistant teaching trainee	0,40

(5) As an additional multiplier indicating the quality of teaching, the result of the Student Feedback on Teacher's Work (SFTW) according to the following table (the individual SFTW score for the entire academic year is determined as the average of the evaluations of the spring and autumn semesters in the last calendar year):

**Table 3: SFTW multipliers**

Golden Cathedra Award (one teacher per academic year)	1,15
4.75 – 5.00 SFTW reviews	1,10
4.50 – 4.74 SFTW reviews	1,05
4.00 – 4.49 SFTW reviews	1,00
3.50 – 3.99 SFTW reviews	0,95
SFTW rating under 3.50	0,90

(6) The final score of in-class teaching for the teacher shall be determined in accordance with the following formula as described in paragraphs 3 to 5:

$$\text{In-class teaching score} = \text{Raw contact hour points} * \text{Qualification multiplier} * \text{SFTW multiplier}$$

#### ***Other activities related to teaching***

(7) Other teaching activities shall include additional activities related to education listed in Table 4 carried out in the academic year (excluding activities related to PhD programmes, which are counted separately):

**Table 4: Scores for other education-related activities**

Office hours <sup>1</sup>	1,00	Point/hour
Final examination	0,80	Points/student
Interview	0,50	Points/student
Thesis consultation (BSc) <sup>2</sup>	4,00	Points/student
Thesis consultation (BSc) in a foreign language <sup>2</sup>	5,00	Points/student
Diploma consultation (MSc) <sup>2</sup>	6,00	Points/student
Diploma consultation in a foreign language (MSc) <sup>2</sup>	8,00	Points/student
Thesis second reviewer (BSc) <sup>3</sup>	1,50	Points/student
Thesis second reviewer (BSc) in a foreign language <sup>3</sup>	2,00	Points/student
Diploma second reviewer (MSc) <sup>3</sup>	3,00	Points/student
Diploma second reviewer (MSc) in a foreign language <sup>3</sup>	4,00	Points/student
BEDC- or CareerPoint Mentor <sup>4</sup>	8,00	Points/student
Tutoring of an OTDK prize-winning thesis <sup>5</sup>	12,00	Points/student
Tutoring of a thesis awarded at the Faculty TDK <sup>5</sup>	6,00	Points/student
Review of the Faculty TDK thesis	1,50	Points/student
Participation in student recruiting (secondary school classes)	1,00	Point/hour

- 1: a maximum of 56 hours per year (28 weeks \* 2 hours/week) can be counted  
 2: BSc and MSc level together up to 15 consultations per academic year  
 3: BSc and MSc levels together up to 15 second reviews per academic year  
 4: maximum 10 students/academic year together  
 5: I-III place or special prize in the academic year to be assessed

### Measuring institution management and project activity

4. § (1) The institution management activity is divided into the following areas:

- managerial responsibilities specified in the regulations of UP,
- faculty activities requiring continuous work,
- activities requiring occasional work,
- participation in tenders and in revenue-generating projects.

(2) Management assignments specified in the regulations of the University of Pécs shall be continuously remunerated with the salary elements specified in the university-level regulations.

(3) Faculty activities requiring continuous work can be planned relatively precisely in advance for an academic year, therefore monthly frequency evaluation and additional remuneration are also possible in proportion to the scores given in the table, if the total number of points that can be planned by the given teacher exceeds the minimum requirement prescribed in his or her teaching category. The scores in the table are not awarded automatically, but show the maximum that can be counted.

(4) In the case of activities requiring ad hoc work or with a lower specific working time input ( $\leq 50$  hours), accounting is typically done once a year, in connection with the performance evaluation process, ex post. If there has also been a compensation during the academic year, it must be indicated separately in the self-assessment.

(5) Table 5 summarises the recognised annual scores for each institution's management functions and activities and the nature of the work.

**Table 5: Annual scores for institution management activities**

Activity	Points per academic year	Nature of work
Dean	2000	continuous
Vice-Dean	1000	continuous
Head of Department	500	continuous
Faculty Council membership (elected member)	40	continuous
FC Permanent Committee Member (per committee)	30	Ad hoc
FC Permanent Committee Chair (per committee)	70	Ad hoc
Functional Director	400	continuous
Head of Center	125	continuous
Program Manager (except PhD programs)	250	continuous
Senate membership (elected member)	80	continuous
Member of a Senate's Permanent Committee (per committee)	25	Ad hoc
Chair of a Senate's Permanent Committee (per committee)	60	Ad hoc
Celebrations, public events	60	Ad hoc
World of Practice (WoP) activities	individual	continuous/ad hoc
Other institutional tasks	individual	continuous/ad hoc
Other faculty tasks	individual	continuous/ad hoc
Emeritus Advisor	individual	continuous

(6) In the case of tasks that are not defined/definable or have a wide spread of working time (World of Practice [WoP] activities, other institutional tasks, other faculty tasks, Emeritus Advisors), the score will be determined individually, based on managerial discretion. The determination of the score – on the recommendation of the Head of the Center of Applied Learning (CAL) in the case of WoP activities and the competent Head of Department in the case of other institutional tasks – is the competence of the Dean.

(7) In addition to determining the PES score, the assessment of WoP activities also forms the basis for measuring individual and organisational impact, so the self-assessments to be completed by employees should cover all practical activities, including those that cannot be taken into account as PES points, but are relevant for impact measurement. The faculty management provides detailed information on the activities that can be taken into account for impact measurement and their indicative point values prior to the PES process of the given academic year.

(8) The Emeritus Advisor activity can be interpreted in the case of senior lecturers who have previously held a leadership position (dean, vice dean or head of department) at the School for at least one full term, and with their management experience, professional advice and network they help the current dean's efforts in achieving organizational goals, and in representing the School internally and externally. The score awarded expresses the professional value of this continuous availability. The score determined for an Emeritus Advisor shall not exceed a quarter of the points currently assigned to the position previously held for one previously completed term and half of the current points in case of two completed terms. For different management positions held for more than two terms, the score shall be determined for two terms on the basis of the highest position.

(9) In the case of tenders and revenue-generating projects, in addition to evaluation, great emphasis must also be placed on accurate accounting, the activity performed, the source of financing and the extent of individual involvement in terms of the declared (credited) working time and income realized from the project.

(10) The working time financed from tenders may be counted in whole or in part into the PES points, based on the consideration of the Dean after the professional approval of the leader of the tender project.

### **Research and science dissemination activities**

§ 5 The evaluation of research and science dissemination activities is based on two pillars: publication activities and science dissemination activities (Table 6). The publication performance of the teacher exceeding the expected minimum in accordance with the regular monthly salary may be partly or fully regarded as a basis of an ad hoc premium.

When counting the publication score, the current version of the Research Motivation System (RMS), which has been operating since 2013, must be followed. When judging the achievement of the minimum expected performance, publication activities may be considered as PES points up to a maximum of 50% of the total expected score. The conversion rate to be used when converting RMS publication points to PES points is 1 RMS point = 50 PES points. The determination of the RMS publication points is the task of the Faculty Science Organization and Library Committee (FSOLC). In the performance evaluation documentation, the publication scores accounted for as PES points and those already remunerated by ad hoc premiums or other sources (e.g. tenders) must be separated.

The following activities can be awarded with the science dissemination score: journal editor-in-chief, co-editor, member of the journal's editorial board, reviewer for national or international listed journals, reviewer or expert activity (PhD act at another institution, habilitation, OTKA), MAB expert, invited plenary speaker at a scientific conference, official (chairman, board member) or member of the supervisory board of a national professional organization, head, official or member of a scientific committee of the Hungarian Academy of Sciences, lecture at the Researchers' Night program or other science-promoting event, dissemination of research results (blog post, press release), main organizer of a domestic or international conference, member of the organizing committee, member of the

professional committee, editor of a volume published by a domestic or international publisher evaluated by RMS. The final score for the science dissemination activity is determined by the dean taking into account the proposal of the research director.

**Table 6: Research and science dissemination activities**

Activity	Review	Approver	Way of settlement
Publication	RMS point	FSOLC	PES score or occasional publication premium
Science dissemination	List of activities and positions	dean	PES score

### Doctoral school activities

6. § Among the doctoral school activities of teachers, the following are measured and taken as a basis in the teaching qualification:

- teaching in PhD programmes, and
- other doctoral school activities.

(1) Classes held in PhD programmes are weighted similarly to classes held at other levels of education, depending on the group size category (see Table 7). Due to the specific funding position of doctoral programmes, their special preparation needs and their typically small group size, there is an 80% surcharge compared to full-time master's programmes.

**Table 7: Points for teaching in PhD programmes**

Point/Contact Hour	Group size categories	
	0-10	11-
In Hungarian	5,04	5,15
In a foreign language	7,56	7,73

(2) Other doctoral school activities shall include those listed in Table 8:

**Table 8: Other doctoral school activities**

Head of doctoral school	400	Points per academic year
PhD Program Manager	250	Points per academic year
Core member of the doctoral school	60	Points per academic year
Supervisor*	40	Points/student/academic year
Supervisor in a foreign language*	60	Points/student/academic year
Activities supporting PhD processes (opponent role, complex examination board participation, defence committee participation)	10	Points/occasion
Activities supporting PhD processes in a foreign language	15	Points/occasion
Successful defense of a supervised student	50	Points/student
Other activities carried out at doctoral schools	ad hoc	Points per academic year

\*In the case of co-supervision, the appropriate proportion of the score shall be taken into account

### Procedure of the performance evaluation and rating

7. § (1) The total individual points composed of the elements detailed in paragraphs 3 to 6 shall be compared with the minimum requirement, which vary according to the category of teachers. The minimum points required per category are presented in Table 9.

**Table 9: Minimum performance requirements by category (points/academic year)**

Teacher category	Minimum required score/academic year*
professor	825
associate professor	635
assistant professor	445
master teacher	405
teaching assistant	345
master instructor	345
vocational instructor	330
assistant teaching trainee	330

\* In the case of colleagues with disabilities, the expected minimum scores reduced by 20% compared to the table apply.

(2) Table 9 is the most important output of the performance measurement system. The column for the minimum score expected per academic year shows what performance in each teacher category is equivalent to the minimum base salary assigned to that category. By default, this score can and must be met by education-related activities, however, expectations can also be met through institutional management and project performance, as well as publication, science dissemination and doctoral school activities.

(3) Teachers shall prepare and submit their self-assessment no later than the end of the spring semester teaching period. Subsequently, the competent heads of department certify the educational performances and other performances arising in the interest of the department within one month and make a proposal for the qualification of the teacher. At the same time, the dean evaluates the institutional management, WoP and other faculty activities of the colleagues, as well as their research and science dissemination results (with the cooperation of the FSOLC and the heads of doctoral schools) and their doctoral school activities. In possession of the aggregated data, the performance of the previous academic year, the tasks of the next academic year and the teacher's qualification are documented in writing with the cooperation of the teacher and the dean. Based on the percentage completion rate generated by dividing the total PES score achieved by the teacher by the expected score assigned to the given category (according to Table 9), the teacher's rating is as follows:

**Table 10: Teacher ratings**

Expected score completion rate	Rating
Below 100%	below expectations
100% – 150%	good
151% – 200%	very good
Over 200%	outstanding

The determination of the final score and rating of the employee is the competence of the dean. At the same time as the evaluation, the elements of the employee's regular salary for the next academic year are finalized.

(4) In addition to performance data and qualification, the PES documentation shall specify the category of the faculty classification system applied by the School to which the employee belongs: Instructional Practitioner, Scholarly Practitioner, Scholarly Academic, Practice Academic or Additional. The classification is determined by the dean based on the employee's scientific degree, international and domestic publication performance, as well as the colleague's practical activities. The classification shall be reviewed annually.

(5) The dean shall consult with all teachers about individual career paths and professional and salary perspectives at least once per dean's term in an in-depth personal interview. A discussion with the dean may be initiated by the teacher himself or herself out of turn any time.

## **Part II: Performance evaluation of researchers**

**8. § (1)** The performance evaluation of the researchers of the School shall be carried out in the same system as that of teachers, where the total score is the sum of the scores of teaching, institutional management, research and science dissemination and doctoral school activities, with the differences described in paragraphs (2) to (5).

(2) The 50% limit described in Section 5 does not apply to researchers, i.e. employees employed in research positions may achieve their entire PES score solely through publication performance.

(3) In the case of researchers, only points from international (Scopus) and domestic (MTA GMB) listed peer-reviewed journal articles may be taken into account as RMS scores converted into PES scores.

(4) In the case of classes held by researchers, the following qualification multipliers shall apply:

**Table 11: Qualification multipliers by researcher category**

research professor	1,00
senior research fellow	0,70
research fellow	0,49
research assistant	0,40

(5) For researchers, the minimum expected scores shall be:

**Table 12: Minimum required scores by researcher category**

<b>Category</b>	<b>Minimum required score/academic year*</b>
research professor	825
senior research fellow	575
research fellow	405
research assistant	330

\* In the case of colleagues with disabilities, expected minimum scores reduced by 20% compared to the table apply.

### **Entry into force**

**9. § (1)** These regulations shall enter into force on the day of publication, the rules contained therein shall apply from the 2023/2024 academic year.

(2) Simultaneously with the publication of this regulation, the previous versions of the PES shall cease to have effect.

**Pécs, 14 March 2024.**



**Prof. Dr. András TAKÁCS**  
dean