

## PERFORMANCE EVALUATION SYSTEM OF LECTURERS

The **performance evaluation system, PES (in Hungarian: teljesítményértékelési rendszer, TÉR)** is valid for all full- and part-time lecturers and researchers employed by the FBE in posts governed by service regulations, with contracts of indefinite duration or definite duration, including master teachers, master lecturers and language teachers. According to the regulation, assistant lecturers and junior research fellows, senior lecturers and research fellows, and also associate professors and senior research fellows should be taken as the same categories.

The evaluation of the performance of lecturers is done using a scoring system that contains both quantitative and qualitative parameters, created with weighting the activities according to their usefulness for the Faculty. Performance is evaluated in three basic activities:

- Teaching activity
- Institution management and project activities
- Research and science organisation activity

It is followed by qualification of the total points achievable in respective categories of teaching.

### Measurement system of teaching activity

Information necessary for measurement is from the electronic administration system (presently: NEPTUN) and the status reports of the colleagues. Teaching activity was divided into two parts:

#### *1. Classes and examinations*

The base tables of the system converting contact hours into performance points are as follows:

**Table: Contact hours depending on size of student group (Points/Contact hour)**

Points/Contact hour	Size categories of student groups					
	0-15	16-30	31-50	51-100	101-200	201-
<b>Advanced vocational training*</b>	1.00	1.10	1.30	1.60	1.80	2.00
<b>BSc training</b>						
Full-time	2.00	2.20	2.60	3.20	3.60	4.00
Part-time	2.21	2.43	2.87	3.54	3.98	4.42
In foreign language	2.80	3.08	3.64	4.48	5.04	
<b>MSc training</b>						
Full-time	2.60	2.86	3.38	4.16	4.68	
Part-time	2.87	3.16	3.73	4.59	5.17	
In foreign language	3.64	4.00	4.73	5.82	6.55	
MBA training (part-time, in HU)	3.73	4.11	4.85			
<b>PhD training</b>						
In Hungarian language	4.68	5.15				
In foreign language	6.55	7.21				

\*In Advanced Vocational Training (in Hungarian: Felsőoktatási Szakképzés, FOKSZ) the row only contains the classes of the specialisations. In the case of classes attended together with students of the BSc training the size categories may be modified during integrated registry.

Points ordered to student group size categories are as follows: 16-30 students – 10%, 31-50 students – 30%, 51-100 students – 50%, 101-200 students – 80%, above 200 students – 100% extra is given to the base value for small student groups (0-15 students). (In graduate training no course is launched with less than 5 students as a “main rule”.) In the identical categories of BSc and MSc trainings we calculated with 30% extra points, which is a consequence of the higher quality level, on the one hand, and the different financing, on the other hand. The extra value of foreign language courses is 40%. Part-time trainings are derived from their full-time equivalents by calculating 30% extra value for the weekends, besides a -15%-os instructional technology correction. The extra value of MBA training (due to the alternative credits/hours and different proportions of fee-paying students) is 30% compared to part-time MSc trainings. The conversion system qualifies the performance point values of contact hours using 6 categories of class sizes and 4 levels of training. As regards holding classes at doctoral (PhD) trainings, the extra value is 80%, due to their specific financing positions and the special expectations of the preparation of lecturers and the typically small size of student groups. At other levels of trainings courses with less than 5 students can only be launched in exceptional cases with very special circumstances, with extra permission of the Dean. (Technical) language courses are evaluated as the courses of advanced vocational training.

The values featured in Table 1 calculate, in addition to holding the contact hours, the emerging examination and administrative tasks (e.g. having students examined, evaluation of tests, NEPTUN etc.). The table allows the clear-cut scoring of each course, so the “teaching portfolio” of each colleague for both semesters can be precisely evaluated and also pre-planned.

## 2. Other teaching activities

This group of activities contains all auxiliary activities related to teaching and not featured in the previous table:

**Table 2: Other activities related to teaching**

Office hours <sup>1</sup>	1.00	Points/hour
Activities in doctoral schools <sup>1,2</sup>	1.00	Points/hour
Final examination activities	0.60	Points/student
Admission exam talks	0.30	Points/student
Thesis consultation (BA) <sup>3</sup>	3.00	Points/student
Diploma work consultation (MA) <sup>3</sup>	5.00	Points/student
Second evaluation of theses (BA) <sup>4</sup>	1.00	Points/student
Second evaluation of diploma works (MA) <sup>4</sup>	1.50	Points/student
BEDC- and Talent Point mentor <sup>5</sup>	6.00	Points/student
Tutoring students awarded at National Scientific Student Conference <sup>6</sup>	10.00	Points/student
Tutoring students awarded at Faculty Scientific Student Conference <sup>6</sup>	3.00	Points/student

<sup>1</sup>: registrable in proportion with term-time weeks, with a maximum of 56 hours (28 weeks \* 2 hours/week)

<sup>2</sup>: core membership and student supervising activities (consultant, instructor, opponent), by self-assessment

<sup>3</sup>: a maximum of 12 consultations per school year including both BSc and MSc levels

<sup>4</sup>: a maximum of 12 second evaluations per school year including both BSc and MSc levels

<sup>5</sup>: a maximum of 8 students altogether per school year

<sup>6</sup>: certificates of position 1 to 3, or special award in the school year in the evaluation

Other performances related to teaching are put into the system once a year, aggregated.

The total scores of keeping contact hours (Table 1) per person for the two semesters were weighted in accordance with the academic qualifications. The weights applied are in line with the differences among the wages of the respective lecturer categories and are as follows:

**Table 3.1: Qualification multiplier**

DSc, doctor of HAS	1.00
Habilitated	0.80
CSc, PhD	0.60
No academic degree	0.40

\*: In proportion with the time spent teaching at the Faculty since the acquisition of the highest academic qualification (following the sample of the wage scale in the public sector), extra multiplier is to be used in the following way: for language teachers, master teachers, master lecturers, holders of CSc/PhD title the multiplier is raised by 0.05 every 10 years, for holders of dr. habil and DSc/doctor of HAS title it happens every 5 years (maximum twice and with cumulative character). In addition, the award of the university professor title means a one-off raise in the multiplier by 0.1.

As a further weight indicating the quality of teaching (also obeying our legal obligations), the assessment of teachers by the students is used, as shown in Table 3.2.

**Table 3.2: Assessment of teachers by the students**

“Golden Desk” award	1.10
Golden grade	1.05

Multipliers featured in Table 3.2 are only used to correct the quality multipliers used in Table 3.1 and exceptionally in cases if teaching performance (following the correction of Table 3.1) reaches the minimum level of expected performance by categories (see Table 5). The correction is one-directional and can only take place upwards: if in one of the autumn and/or spring semesters the assessments by students attending the contact hours of any course reach the golden grade set in the table, the multipliers featured in Table 3.2 correct data in Table 3.1 upwards. Of the multipliers of Table 3.2, in one given school year only the higher is to be used.

The evaluation of performance in teaching is the dean’s competency, on the written proposal of the leader of the institute.

### **Measurement system of institution management activity**

Institution management activity has been broken down to the following fields:

- management competencies exactly specified in the regulations of UP,
- activities done for the Faculty that require continuous work,
- activities that require occasional efforts;

- contribution to tendering and other projects that generate revenues

The management tasks specified in the Employment Standards (ES) of UP are continuously remunerated in accordance with the extra wages and premiums specified by the same document.

Activities at Faculty level that require continuous work can be relatively precisely planned in advance for a school year, and so for these, evaluation and extra wage on monthly basis are also possible, in proportion with the points given in the table, provided that the plannable total score of the respective colleague exceeds the criteria defined for his/her category. Points featured in the table are not given automatically; they indicate the registrable maximum.

As regards discretionary (one-off) activities, and also activities that specifically require less effort ( $\leq 50$  hours), registry and accounts are usually done ex-post, once a year, as part of the performance evaluation process. If a mid-term statement is done during the school year, it must be separately indicated in the registry.

Columns in Table 4 indicate the number of administrative hours acknowledged for the respective functions and activities; also, they indicate the character of the activity and the way of statement. For tasks not more exactly defined/definable, and ones whose work load is rather uneven, no values are featured in Column 2; these require individual assessment by the leaders, annually.

**Table 4: Registry of institution management activity**

Activity	Points/school year	Character of the activity	Way of statement
Dean	1,600	continuous	According to ES
Vice Dean	800	continuous	According to ES
Leader of institute	400	continuous	According to ES
Leader of doctoral school	300	continuous	According to ES
Core member in doctoral school	50	continuous	annual
Membership in Faculty Council, FC (elected member)	25	continuous	annual
Membership in standing committee of FC	20	case by case	annual
Chairman of standing committee of FC	50	case by case	annual
Dean's commissioner	200	continuous	monthly
Programme leader	150	continuous	monthly
Membership in Senate (elected member)	60	continuous	monthly
Membership in standing committee of Senate	20	case by case	annual
Chairman of standing committee of Senate	50	case by case	annual
Other tasks at Faculty level	individually	continuous/ case by case	annual
Other tasks at institute level*	individually	continuous/ case by case	annual

\*: Other tasks at institute level can be ordered and paid from the decentralised wage bills of the respective institutes.

The allocation and judgement of the institute management activity are in the Dean's competency (with the exception of directly elected positions and tasks paid from the decentralised wage bills of the institutes).

As regards projects financed from tenders and projects generating revenues for the Faculty, besides evaluation a precise registry of activities is also necessary, activities done and financing

sources of the projects must be precisely indicated, together with the volume of individual efforts in proportion of the accounted (reported) working time and the incomes realised from the project. All these are illustrated in Table 5.

**Table 5: Information concerning tenders and revenue generating projects**

Project specification	Task	Work hours registered	Gross income paid
tender project 1	according to the annex of the job description	total number of hours weekly and during school year (July to June)	total, monthly and during school year (July to June)
...			
revenue generating project 1	project task according to project objective	expert hours	expert hour rate and/or full fee for contribution
...			

Working time financed from tenders, covered with the annex of the job description can be calculated fully or in part into the total score of the lecturer, after the professional consent of the leader of the project and the Dean's consideration.

### **Research and research organisation activity**

During the registry of research and research organisation activity, the concept of the Research Incentive System (RIS) in effect since 2013 (in Hungarian: Kutatás Ösztönzési Rendszer, KÖR) must be followed. These activities can be accounted for up to 50% of the total score expected of the lecturers, according to Table 6. When converting RIS publication points into PES points, a multiplier of 15 is to be used. The specification of RIS publication points is the competency of the Research and Science Organisation Committee, RSOC (in Hungarian: Kutatási és Tudományosvezési Bizottság, KTKB). The documentation of the acquisition of academic degrees and titles takes place on the basis of the relevant documents. Under the heading 'science organisation' it is only the professors of the Faculty who are eligible for recognition, as a main rule.

**Table 6: Research and research organisation activity**

Activity	Registry	Approved by	Way of statement
Publication scores	RIS points	RSOC	PES points or one-off publication premium
Acquisition of degree	Certificate of academic degree or title	Dean	PES points or one-off premium
Science organisation	List of functions	Dean	PES points or one-off premium

## Procedure of performance evaluation and qualification

As a summary, the table below features the minimum requirements expected in the framework of the performance evaluation system and the system of “standardised” point system applying the classification margins according to the base wage:

**Table 7: Expectations in the performance evaluation system by categories (points/year)**

Lecturer's categories	Expected minimum points per year
Professor	850
Associate professor	595
Senior lecturer	425
Assistant lecturer	340

\*: Points expected of the master lecturers are the same as senior lecturers' points, master teachers and language teachers must acquire the same number of points as assistant lecturers.

Table 7 is the most important output of the performance evaluation system. The column ***Expected minimum points per year*** indicates what performance in the respective lecturers' categories is equivalent with the wage scale used in the public sector. As a basic rule, these points can and must be reached by carrying out teaching-related activities, but expectations connected to the positions can also be met by institute management tasks and project participations.

Lecturing colleagues make and submit their self-assessments using the computer programme preliminarily uploaded with data recorded in the study administration system, by the end of the term-time the latest. Following this, the competent directors of the respective institutes verify teaching performance and other activities carried out for the institute within 1 month, and then make recommendations for the qualification of the lecturers. Simultaneously, the Dean's administration will evaluate the institution management activity of the colleagues and their achievements in the acquisition of research and science organisation activities (with the contribution of RSOC). Possessing the aggregated data, in June every year the written documentation of the performance in the previous year and the tasks and lecturers' qualifications due in the coming year takes place, with the contribution of the respective lecturer and the Dean's administration. This is also the time when regular extra salaries given by the employer in the coming school year are finalised, on the basis of the qualifications awarded.

The Dean's administration will negotiate with each lecturer in a rotational system, at least once in every Dean's cycle, in the framework of an in-depth personal talk, about individual careers and professional and financial prospects at the Faculty. An extra talk with the Dean can also be initiated by the lecturers themselves in the respective year.

The **qualification** of the lecturers' performance is the competency of the Dean's administration, taking into consideration both the points achieved in the performance evaluation system and the academic and public activity of the respective lecturer. The exact procedure of qualification is to be created in harmony with §40 of Act 33/1992 on the Legal Status of Public Servants and §52 of the Employment Standards.