

Regulations on Performance Appraisal of the Academic Staff and Research Staff of FSAEI HE SPbPU approved by the Order for the core activity dated 13.11.2019 No. 2405

The Regulations establish the grounds, procedure and criteria for determining the ranking of SPbPU employees holding the positions of research staff and teaching staff (hereinafter – the academic staff).

Ranking is a quantitative and qualitative performance appraisal of the academic staff, which is carried out in order to:

- determine the employees' educational and creative potential;
- develop the staff and increase motivation;
- identify the prospects for career growth;
- incentivize the development of professional competence;
- control the quality of the academic staff performance;
- ensure the correlation of the academic staff remuneration and their performance by objectively assessing the results of their professional activity (the principle of effective Contract).

An employee's ranking is the sum of points awarded to an employee for achievements in educational, research and other activities.

The procedure for the academic staff performance appraisal is carried out by the commissions in the institutes and structural educational divisions. The points are awarded in accordance with the Table of indicators for assessing the quality of staff performance, a short list of which is presented below:

- ✓ Educational activities
 - giving lectures and classes in disciplines in a foreign language;
 - supervising graduation theses on topics proposed by organizations of the real sector of the economy;
- ✓ Educational and methodological activities
 - publication of a textbook or handbook;
 - development of online courses for training;
 - successful voluntary attestation of the academic staff;

- successful participation in the competition "The best teacher through the eyes of students";
- ✓ Research and innovative activities
 - publications in journals indexed in the Scopus and Web of Science databases;
 - scientific monographs;
 - the results of intellectual activity (patents, etc.);
- ✓ Expert activities
 - participation in dissertation councils;
 - working as an expert in external professional organizations;
- ✓ Professional advancement
 - retraining / professional advancement;
 - defense of a candidate / doctoral dissertation;
 - receiving professional awards, ...

The values of the indicators for assessing the quality of staff performance by type of activity are annually established by the Order of the Rector according to the decision of the University Academic Council the at the beginning of the academic year, based on the results of which the employee's ranking is determined.

Based on the ranking results, each employee receives a personal coefficient, which determines the amount of salary. For academic staff, the personal coefficient is set for the academic year.