*Personal work performacnce evaluation for teaching and reserahc staff*

The merit points according to the tasks are documented for the past two years. A CV or HARIS-report can be attached. Most recent merits should still be documented below.

The personal salary element is based on how individual employees have performed the duties assigned to them in a work plan or in some other corresponding manner. An evaluation of personal performance and merits will allow for the operating environ-ment and for the nature and scope of international activities and interaction that the job requires. The merits of an employee working at a certain level will be compared to the merits of other employees working in positions with equivalent requirements.

The manager will review the merits and apply them when formulating a proposed eval-uation of performance, performance category, and performance percentage. If the out-come of the evaluation does not accord with the employee’s own view of his or her per-formance, then the employee will make a note of this and submit his or her own view and the reasons for it in a separate appendix.

## The evaluation scale

The performance categories applied shall be determined as follows:

|  |  |
| --- | --- |
| Performance category | Percentage |
| IV | The employee’s performance is excellent and clearly exceeds all position requirements and the quantitative and qualitative objectives assigned to the employee. | min. 42 % - max. 50 % |
| III | The employee’s performance satisfies all position requirements very well. The performance exceeds the quantitative and qualitative objectives assigned to the employee in some respects. | min. 31 % - max. 42 % |
| II | The employee’s performance satisfies the requirements of the position well, and most of the objectives assigned to the employee. Performance attains a high-quality standard in key fields of duty. | min. 19 % - max. 31 % |
| I | The employee’s performance satisfies the basic position requirements and some of the objectives assigned to the employee. Some aspects of performance are nevertheless in need of improvement. | min. 6 % - max. 19 % |

## The evaluation criteria

### Teaching merit

* teaching skills
* pedagogical competence and training, and its application in teaching
* other acquired competence benefiting teaching and skills gained through teaching experience
* enhancement of teaching and participation in general teaching development duties
* student counselling, progress of studies and degrees completed by students
* creation of teaching materials
* participation in international teaching
* receipt of awards and distinctions related to teaching
* creation, maintenance and participation in networks related to teachingpris och utmärkelser i anslutning undervisningen

### Research merit

* academic or artistic publications (especially refereed publications)
* international research collaboration
* counselled postgraduate studies and doctoral theses
* procurement and management of external funding
* acquired academic or artistic qualifications (degrees or adjunct professorships)
* academic or artistic specialist duties (serving as doctoral dissertation opponent, issuing statements)
* esteem earned in the academic or university community
* receipt of awards and distinctions related to academic activities
* Evaluation of the research merits of **doctoral students** will consider progress in the thesis under the plan of research and other success in preparing the thesis (dissertation, etc.).

### University community and social merit

* commitment to work and workplace
* participation in university community duties
* co-operation skills
* co-operation with stakeholders to the extent required by the position
* specialist duties in society
* Employees working as a **manager** will be evaluated for success and improvement in managerial and leadership work (including participation in manager and leadership training), for managerial skills in general, and for the ability to serve as an academic leader. The evaluation will consider how the manager supports, encourages and motivates employees to achieve their objectives and how the manager fosters a positive, effective and productive workplace.
* An evaluation will also be made of overall economy and care in the use of resources in all functions falling with the employee’s sphere of responsibility.

## PERSONAL PERFORMANCE EVALUATION FORM FOR TEACHING AND RESEARCH STAFF

|  |  |
| --- | --- |
| **Name:**  |       |
| **Position:**  |       |
| **Manager:**  |       |
| **Department/subject:**  |       |

The merit points according to the tasks are documented for the past two years. A CV or HARIS-report can be attached.

1. **Teaching merit**

|  |
| --- |
| Click or tap here to enter text. |

1. **Research meritr**

|  |
| --- |
| Click or tap here to enter text. |

1. **University community and social merit**

|  |
| --- |
| Click or tap here to enter text. |

## EVALUATION OF THE PERSONAL WORK PERFORMANCE

### Manager’s proposal to performance category and performance percentage:

|  |
| --- |
| Current salary levels Demand level  Performance percentage **%** |
| The manager’s proposal to performance category based on the documentation above:       |
| [ ]  The manager’s proposal to new performance percentage:       % | [ ]  Based on the evaluation, there is no proposal to new performance percentage  |

### Manager’s grounds for the evaluation and proposal above:

|  |
| --- |
| Click or tap here to enter text. |
| [ ]  During the performance evaluation, it has been found that the performance has declined. The manager and employee have together decided on measures to support an improved performance and a schedule for following up the performance. These are described in a separate appendix.  |

### We confirm that we have discussed the employee’s work performance.

Date      .     .20

Manager (     )

Employee (     )

[ ]  The outcome of the manager’s evaluation does not accord with the employee’s own view of his or her performance. The employee’s own view and reasoning is submitted as a separate appendix.

## Employer’s decision on personal performance

The performance percentage approved by the employer:       %

Salary in accordance with the new performance percentage will be paid from      .     .20

The department / unit will be compensated for the increased salary costs Yes [ ]  No [ ]

Date of rector’s decision      .     .20

Rector Karen Spens

[ ]  Rector’s decision in separate document.

Grounds for employer´s decision (if needed):