

Approved

At the meeting N__ on __ ____ 2020 by the
Academic Council of the Educational Complex of
the Police of the RA, Head of Academic Council
Major General of the Police M. Babayan
_____ 2021

REGULATION

ON RATING THE PROFESSIONAL ACTIVITY OF ACADEMIC STAFF OF THE
EDUCATIONAL COMPLEX OF THE POLICE OF THE RA

I. General Provision

1. This procedure defines the purpose of the evaluation of the professional activity of the academic staff of the chair (branch) (hereinafter referred to as staff), the purpose, objectives of evaluation, the principles of formulating the rate, the administration and implementation of the evaluation process.

II. The purpose and objectives of the evaluation

2. The main purpose of the evaluation of the activity of the chair (branch) staff is to record and promote the efficiency of educational, scientific-pedagogical work and public service in accordance with the professional quality; the evaluation of the effectiveness of educational, methodological, educational-organizational, scientific, research and public activities in terms of a certain period of their work which is aimed at the development of the Educational Complex of the Police of the RA, as well as its efficiency and quality improvement.

3. The results of the evaluation of activities, as an information resource, are an important tool to improve the management of the Educational Complex.

4. The main objectives of the evaluation are the following:

- 1) develop complex criteria for evaluating the effectiveness of the staff of the chair (branch);
- 2) establish a general evaluation system to evaluate the work of the staff of the chair (branch);
- 3) to encourage internal scientific-educational and public activities;
- 4) to promote the continuous improvement of professional and practical skills, to increase the activeness and initiations in educational-administrative activities;
- 5) to contribute to the improvement of the efficiency of scientific-research, scientific-administrative and scientific-pedagogical activities;

- 6) analyze learners' aggregated opinion on the quality of teaching, learning and its effectiveness;
- 7) determine the key performance indicators of the staff of the chair (branch) and take them as a basis for their evaluation, competitive selection of the staff, staff promotion, as well promotion and punishment.

III. Principles of formulation of rating

5. The principles of formulating the rating are the following:

- 1) compatibility of the content of the evaluation with the priorities of the development of the Educational Complex;
- 2) objectivity and reliability of the received information;
- 3) transparency of evaluation, efficiency and systematization;
- 4) the combination of different forms of evaluation;
- 5) competence and objectiveness of evaluators;
- 6) providing appropriate incentives and liability based on the results of the evaluation.

6. As a result of the implementation of the processes of the rating system of the chair (branch) staff, the following main components of the rating are formed:

1) For the chair (educational branch) of the Educational Complex:

- a. evaluation of the effectiveness of the activities of the chair (branch) in the defined period, based on the rating of the teaching staff of the chair (branch),
- b. learners' evaluation of quality of teaching and learning of the courses taught by the chair (branch) during the defined period, based on the grade of its educational services;
- c. based on the assessment given to the chair (educational branch) by the relevant subdivisions of the Educational Complex (educational-methodological and development department, department of scientific activities, education quality assurance department).

2) For the staff:

- a. based on the evaluation of the effectiveness of the activities of the teaching staff in the defined period,
- b. based on the evaluation by the learners to the teaching staff and the quality of their teaching;
- c. based on the peer assessment of the teaching staff by the chair (branch).

7. For the evaluation of the staff activity of the chair (branch), a distinct template is used, which contains data on the staff activity of the chair (branch) according to the following components:

- 1) quality indicators;
- 2) annual educational, educational-methodological and educational-administrative work;
- 3) annual scientific, research and scientific-administrative work;
- 4) work with learners in internal and public services (annual work);
- 5) evaluation of peers and learners (annual work).

8. A distinct template is used to evaluate the professional activity of the chair (branch) staff (Annex 1). Each component includes certain evaluation indicators with respective coefficients, through which the overall rating is calculated for the given component.
9. The basis for the evaluation of the professional activity of the chair (branch) staff is the learners' questionnaire, i.e. the lecturer through the eyes of the learner (Annex 2), the questionnaires of learners' satisfaction with the educational services (Annex 3), based on which the 5th component of the electronic evaluation of the professional activity of the chair (branch) staff is elaborated.
10. The evaluation of the chair (educational branch) by the respective subdivisions is also aimed at the formation of the 5th component of the evaluation of the chair (educational branch). The evaluation by the head of the chair (branch) based on the evaluation of the peers and observations are also meant for the formation of the 5th component of the evaluation of the chair (educational branch).
11. The consolidated rating outcome of the professional activity of the staff is formed though the results of the above-mentioned five components.

IV. Administration of the evaluation process

12. The evaluation of the staffs' professional activity is carried out from June 20 to July 30 of each year.
13. The results of the evaluation are summarized by October 30 in the form of consolidated rating of the staffs' professional activity.
14. Formulation of all components of the evaluation is carried out on the basis of respective reference documents.
15. Annual rating assessment is mandatory for all chairs (branches) and staff of the Educational Complex.
16. The results of the evaluation of the staffs' professional activity are summarized and classified both according to distinct categories of the lecturers and according to the chairs (branches).
17. The data of the templates of the 1st, 2nd, 3rd and 4th components of the evaluation, including the consolidated evaluation by the peers and by the chair for the 5th component are entered electronically (if available in the system) by the main chair of the together with the lecturer.
18. In accordance with the established procedure, the data related to the evaluation are not subject to change after being entered electronically (if available in the system).
19. The general coordination of the evaluation processes of the staff of the chair (branch) is carried out by the Education Quality Assurance Department of the Educational Complex.
20. Education Quality Assurance Department of the Educational Complex:
 - 1) coordinates the data collection process;
 - 2) carries out the process of summarizing and collating the evaluation results, and submits it to the Head of the Educational Complex.
21. The Educational-Methodological and Development Department of the Educational Complex is responsible for organizing learner surveys on the staff.

22. The results of the evaluation of the professional activity of the staff of the chair (branch) can be used for the following purposes:

- 1) creating a database of the Educational Complex and improving the management of activities;
- 2) Periodic self-assessment of the effectiveness of the professional activities of the chair (branch) and staff and make conclusions and recommendations aimed at further improvement of professional, pedagogical-methodological, pedagogical, and scientific research capacities and skills;
- 3) utilize different forms of staff promotion in the Educational Complex, the introduction of a differentiated additional payment system, including the application of punishments;
- 4) To continuously increase the transparency of information on the effectiveness of the activities of the staff of the chair (branch), thus reducing the corruption risks.

23. The results of the evaluation of the staff's professional activity of the chair (branch) are for internal use.

PRELIMINARY DATA ON RECORDING THE INDIVIDUAL RATING OF THE ACADEMIC
STAFF OF THE EDUCATIONAL COMPLEX

N	QUALIFICATION INDICATOR	UNIT	Quantity	Rating
Indicators of gained qualification				
1.	Academician of the NAS	6		
2.	NAS correspondent	5,5		
3.	Doctor of sciences, Professor	5		
4.	Doctor of sciences, Associate professor	4,5		
5.	Candidate of science, professor	4		
6.	Candidate of science, Associate professor	3,5		
7.	Candidate of science	3		
8.	Professor, associate professor, without a scientific degree	2,5		
9.	Teaching assistant/lecturer with a scientific degree	2		
10.	Teaching assistant without a scientific degree	1,5		
11.	Lecturer without a scientific degree	1		
12.	RA / departmental honors, medals, awards, prizes	2		
ACADEMIC-METHODOLOGICAL ACTIVITIES				
1) Academic activities				
1.	Participation in education reform processes	2		
2.	Number of supervised master thesis	2		
2) Methodological activities				
3.	Textbooks			
3.1.	Published abroad	2		
3.2.	Approved for publication by the MoESCS of the RA	2		
3.3.	Approved for publication by the Educational Complex	2		
4.	Academic handbooks			
4.1.	Approved by the MoESCS of the RA	2		
4.2.	Approved by the Educational Complex	2		
4.3.	Approved by other education insititutions	2		
5.	Electronically published books and handbooks	2		
3) Administrative activities				
6.	Participation in elaborations	1		
6.1.	Education programs (quantity)	1		
6.2.	Exemplary and working academic plans (quantity)	1		

6.3.	Syllabi (quantity)	1		
6.4.	Academic-methodological packages and course folders (quantity)	1		
7.	Participation in conferences and workshops meant for improvement of teaching / upgrading qualification	1		

SCIENTIFIC ACTIVITIES

Research activities

1.	Monographs	4		
2.	Articles			
2.1.	In international peer-reviewed journals	3		
2.2.	In Armenian advanced journals approved by the SSC	1,5		
2.3.	In seminar or conference proceedings	1		
2.4.	Other peer-reviewed journals	1		
3.	Thesis	1		
3.1.	International conferences	2		
3.2.	Pan-republic conferences	1		
3.3.	In the Educational Complex's conferences	1		
4.	Supervised and defended dissertations (quantity)	1,5		

Scientific-administrative activities

5.	Professional Council			
5.1	President	3		
5.2.	Member	1		
6.	Research and grant projects			
6.1.	Head	2		
6.2.	Member	1		
7.	Of conferences, symposiums			
7.1.	President of the an organizing committee	2		
7.2.	Member of the an organizing committee	1		
8.	Scientific journals and collections			
8.1.	Head of an editorial board	2		
8.2.	Member of an editorial board	1		

SERVICES INSIDE THE EDUCATIONAL COMPLEX AND PUBLIC

1.	Working in the Educational Complex			
1.1.	In Academic Council	2		
1.2	In permanent committees of the Academic Council	1		

1.3.	In faculty council	1		
1.4.	In temporary committees and working groups of the faculty and the Educational Complex	1		
2.	Public ctivities to raise the reputation of the Educational Complex			
2.1.	Speeches on the radio	1		
2.2.	Articles in the public media	1		
2.3.	Events	1		
WORKING WITH THE LEARNERS				
4.	Supervision of learner scientific associations, groups	2		
5.	Supervision of learner reports			
5.1.	International conferences	2		
5.2.	Republican conferences	1		
6.	The number of learner-teacher co-authored articles	1		
7	The number of learners who participated / got a prize whom you have supervised in			
7.1.	International olympiads, competitions, etc.	2		
7.2.	Republican olympiads, competitions, etc.	1		
7.3.	Olympiads, competitions, etc., in the Educational Complex	1		

THE LECTURER AND THE COURSE THROUGH THE LEARNER'S EYES /TEMPLATE/

This research is carried out by the Education Quality Assurance Department of the Educational Complex of the Police of the RA and it aims to identify the efficiency of the lecturer's work and learner's satisfaction with the lecturer, which is the basis for the reforms.

Your sincere participation and support in this process is expected. Note that the survey is anonymous and the received data will be used only in a generalized form.

Thank you for participating in the survey and for your support.

Answer the questions on a scale of 1-5.

1 = minimum point, 5 = maximum point

Sex

- Male
- Female

Age

- 18-20
- 21-24
- 25-30
- 30 and more

Please indicate where you study

- College, Vocational education faculty, year 1, platoon 1
- College, Vocational education faculty, year 1, platoon 2
- College, Vocational education faculty, year 2, platoon 1
- College, Vocational education faculty, year 2, platoon 2
- College, Vocational education faculty, year 2, platoon 3
- Academy, Faculty of Law, year 1
- Academy, Faculty of Law, year 2
- Academy, Faculty of Law, year 3
- Academy, Faculty of Law, year 4
- Academy, Master's year 1
- Academy, Master's year 2

Questionnaire:

Answer the questions on a scale of 1-5.

1 = minimum point, 5 = maximum point

1. Please, evaluate the lecturer's ability to raise learners' interest in the course.
2. Evaluate the content of the material provided by the lecturer from your point of view
3. Evaluate the communication skills of the lecturer during the lecture to organize the lesson as interactively as possible.
4. Evaluate the lecturer's consistency in checking his / her assignments.
5. Evaluate the objectivity of the learners' knowledge assessment by the above-mentioned lecturer.
6. From your point of view, what will be the rating of the professional activity of the given lecturer at the end of the semester? (Note that this unit will be a component of the ranking of the professional activities of the lecturers of the Educational Complex).

The purpose of evaluation:

6.1. The main purpose of the evaluation of the activity of the chair (branch) staff is to record and promote the efficiency of educational, scientific-pedagogical work and public service in accordance with the professional quality; the evaluation of the effectiveness of educational, methodological, educational-organizational, scientific, research and public activities in terms of a certain period of their work which is aimed at the development of the Educational Complex of the Police of the RA, as well as its efficiency and quality improvement. The results of the evaluation of activities, as an information resource, are an important tool to improve the management of the Educational Complex.

7 . If necessary, state your special opinion about the lecturer.

QUESTIONNAIRE ON LEARNER'S SATISFACTION WITH THE EDUCATION /TEMPLATE/

Hello, we represent the Education Quality Assurance Department of the Educational Complex, which conducts research for the implementation of reforms in the field of education. Your participation and honest answers are very important to us. The survey is anonymous and the data will be presented in a generalized form. Thank you for participation.

1. Sex

1) Female 2) Male

2. Age

1) 18-20 2) 21-23 3) 23-25 4) 25 and more

3. Please, indicate your faculty and specialization

4. Year _____

5. Does the education program meet your professional needs.

1) Yes 2/ Partially yes 3) No 4) Partially no 5) Cannot Answer

6. Please, arrange the courses you had during the study according to the importance from the point of view of your professional development.

1) _____

2) _____

3) _____

4) _____

5) _____

6) _____

7) _____

8) _____

9) _____

7. Is the time planned by the syllabus sufficient to master the course?

1) Yes 2/ Partially yes 3) No 4) Partially no 5) Cannot Answer

8. Is the distribution of theoretical and practical lessons included in the syllabus sufficient for effective mastering of the course?

1) yes (pass to the question 9) 2) no

9. Why?

10. Are the materials included in the syllabus (resources, lectures) sufficient for the mastery of the course?

1) Yes 2/ Partially yes 3) No 4) Partially no 5) Cannot Answer

11. Do you consider the distribution of practical and theoretical lessons included in the syllabus rational?

1) Yes 2/ Partially yes 3) No 4) Partially no 5) Cannot Answer

12. Are you aware of the learning outcomes introduced in the educational program?

1) Yes, in all courses 2) sometimes, in some courses 3) no, in no course 4) other answer

13. Is the sequence of courses in the professional education program rational?

14. Is the professional education program equipped with professional courses?

1) Yes 2/ Partially yes 3) No 4) Partially no 5) Cannot Answer

15. Is the professional education program equipped with non-professional courses?

1) Yes 2/ Partially yes 3) No 4) Partially no 5) Cannot Answer

16. Please evaluate the complexity of the education program

1) very hard 2) harder rather than easy 3) hard 4) easy 5) easier rather than hard
6) very easy

17. Do you think that the knowledge you have acquired is sufficient for effective professional activity?

1) Yes 2) No (Pass to the question 18) 3) Cannot answer

18. Why?

Thank you for answering the questions