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| **IUS ACADEMIC STAFF (SELF) EVALUATION FORM, AY 2015-2016**  **ACADEMIC STAFF MEMBER'S NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **ACADEMIC TITLE (please circle as appropriate):**   * **Full Professor, Associate Professor, Assistant Professor** * **Senior Assisstant** * **Assisstant** | C:\Users\ehadziahmetovic\Desktop\IUS_Official_Logo.png |
| **Overall Weight Distribution:** | |
| **Research and Scientific/Artistic Work (30%) A+B+C+D+E** | |
| **Teaching (20%) F** | |
| **Service (20%) G** | |
| **Student Satisfaction Survey (10%)\* H** | |
| **DEAN'S SCORE for faculty / RECTOR'S SCORE for Vice-Rectors and Deans (20%) I** | |
| ***Important Notes***  • Only the work performed within the time period stated in the letter needs be calculated.  • Co-author coefficients: 0.9 for two author, 0.7 for three authors, 0.6 for four authors, 0.4 for five authors and 0.3 for six or more authors  • Projects must be "externally funded, require a teamwork and bring financial contribution to the IUS" | |

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| **A)** | **JOURNALS** | **Points** | | **Limit** | | **Publication date (s)** | | **Link (s) to IUS database** | | | | | | | | | | | | **ASE**  **Score[[1]](#footnote-1)** |
| 1) | Full article in journals cited in AHCI, SSCI, SCI-EXP / Equally recognised Art & Architecture Journals | 50 | |  | | 1.  2.  3.  ... | | 1.  2.  3.  ... | | | | | | | | | | | |  |
| 2) | Short article, analysis, book review, letter to editor, case report etc. in Journals cited in AHCI, SSCI, SCI-EXP / Equally recognised Art & Architecture Journals | 15 | |  | | 1.  2.  3.  ... | | 1.  2.  3.  ... | | | | | | | | | | | |  |
| 3) | Each citation by other authors in journals cited in AHCI, SSCI, SCI-EXP / Highly recognised Art & Architecture Journals | 3 | | Max:5 | |  | |  | | | | | | | | | | | |  |
| 4) | Full article in journals cited in Registery of Publication | 15 | |  | |  | |  | | | | | | | | | | | |  |
| 5) | Short article, analysis, book review, letter to editor, case report etc. in journals cited in Registery of Publication | 6 | |  | |  | |  | | | | | | | | | | | |  |
| 6) | Each citation by other authors in journals cited in journals identified by senate (senate approval is not required for AHCI, SSCI, SCI-EXP) | 2 | | Max:5 | |  | |  | | | | | | | | | | | |  |
| 7) | Articles published in other peer reviewed journals cited in open journal registeries | 8 | | Max:5 | |  | |  | | | | | | | | | | | |  |
| 8) | Each citation by other authors in other peer reviewed journals cited in open journal registeries | 1 | | Max:5 | |  | |  | | | | | | | | | | | |  |
| 9) | Articles published in in-house journals | 9 | | Max:3 | |  | |  | | | | | | | | | | | |  |
| 10) | Articles published in all other journals including national journals | 3 | | Max:5 | |  | |  | | | | | | | | | | | |  |
| 11) | Each citation by other authors in all other journals including national journals | 1 | | Max:5 | |  | |  | | | | | | | | | | | |  |
| 12) | Conference proceedings in highly respected and recognised international conferences | 15 | | Max:2 | |  | |  | | | | | | | | | | | |  |
| 13) | Other international conference proceedings | 5 | | Max:4 | |  | |  | | | | | | | | | | | |  |
| 14) | In-house Conference Proceedings | 3 | | Max:5 | |  | |  | | | | | | | | | | | |  |
| 14) | National Conference Proceedings | 2 | | Max:5 | |  | |  | | | | | | | | | | | |  |
| 15) | Journal Chief Editor/Co-editor/Editorial Board Membership in journals cited AHCI, SSCI, SCI-EXP | 30/20/10[[2]](#footnote-2) | | Max:1 | |  | |  | | | | | | | | | | | |  |
| 16) | Journal Chief Editor/Co-editor/Editorial Board Membership in journals cited in Registery of Publication | 20/10/5 | | Max:1 | |  | |  | | | | | | | | | | | |  |
| 17) | Journal Chief Editor/Co-editor/Editorial Board Membership in other international journals | 10/5/2 | | Max:1 | |  | |  | | | | | | | | | | | |  |
| 18) | Journal Chief Editor/Co-editor/Editorial Board Membership in in-house journals | 10/5/2 | | Max:1 | |  | |  | | | | | | | | | | | |  |
| 19) | Journal Chief Editor/Co-editor/Editorial Board Membership in national journals | 5/2/1 | | Max:1 | |  | |  | | | | | | | | | | | |  |
| 20) | Refereeing in journals cited AHCI, SSCI, SCI-EXP | 5 | |  | |  | |  | | | | | | | | | | | |  |
| 21) | Refereeing in journals cited in Registery of Publication | 3 | |  | |  | |  | | | | | | | | | | | |  |
| 22) | Refereeing in other international journals | 2 | | Max:5 | |  | |  | | | | | | | | | | | |  |
| 23) | Refereeing in in-house journals | 3 | | Max:5 | |  | |  | | | | | | | | | | | |  |
| 24) | Refereeing in national journals | 1 | | Max:5 | |  | |  | | | | | | | | | | | |  |
| **B)** | **BOOKS** | **Points** | | **Publication date (s)** | | | | **Link(s) to IUS database and the title of the book/Book Chapter** | | | | | | | | | | | | **ASE**  **Score[[3]](#footnote-3)** |
| 1) | Books published in the person's scientific area by well known and highly respected international publishers or universities | 100 | |  | | | |  | | | | | | | | | | | |  |
| 2) | Books published in the person's scientific area by other international publishers or universities | 50 | |  | | | |  | | | | | | | | | | | |  |
| 3) | Books published in the person's scientific area by national publishers or universities | 25 | |  | | | |  | | | | | | | | | | | |  |
| 4) | Chapter in a book published in the person's scientific area by well known and highly respected international publishers or universities | 40 | |  | | | |  | | | | | | | | | | | |  |
| 5) | Chapter in a book published in the person's scientific area by other international publishers or universities | 20 | |  | | | |  | | | | | | | | | | | |  |
| 6) | Chapter in a book published in the person's scientific area by national publishers or universities | 10 | |  | | | |  | | | | | | | | | | | |  |
| 7) | Translated academic books published | 10 | |  | | | |  | | | | | | | | | | | |  |
| 8) | Book Editorship in a book published in the person's scientific area by well known and highly respected international publishers or universities | 30 | |  | | | |  | | | | | | | | | | | |  |
| 9) | Book Editorship in a book published in the person's scientific area by other international publishers or universities | 15 | |  | | | |  | | | | | | | | | | | |  |
| 10) | Book Editorship in a book published in the person's scientific area by national publishers or universities | 7 | |  | | | |  | | | | | | | | | | | |  |
| **C)** | **ARTISTIC AND CREATIVE WORKS and MEDIA COVERAGE** | **Points** | | **Limit** | | **Date:** | | **Link(s)** | | | | | | | | | | | | **ASE**  **Score[[4]](#footnote-4)** |
| 1) | Works added to the permanent collections of recognised international institutions of art | 150 | |  | |  | |  | | | | | | | | | | | |  |
| 2) | Works added to the permanent collections of recognised national institutions of art | 50 | |  | |  | |  | | | | | | | | | | | |  |
| 3) | Works added to the permanent collections of other international institutions of art | 50 | |  | |  | |  | | | | | | | | | | | |  |
| 4) | Works added to the permanent collections of other national institutions of art | 20 | |  | |  | |  | | | | | | | | | | | |  |
| 5) | Individual participation in exhibitions/festivals in recognised international venues of art with original work | 20 | |  | |  | |  | | | | | | | | | | | |  |
| 6) | Individual participation in exhibitions/festivals in recognised national venues of art with original work | 10 | |  | |  | |  | | | | | | | | | | | |  |
| 7) | Individual participation in exhibitions/festivals in other international venues of art with original work | 10 | |  | |  | |  | | | | | | | | | | | |  |
| 8) | Individual participation in exhibitions/festivals in other national venues of art with original work | 5 | |  | |  | |  | | | | | | | | | | | |  |
| 9) | Built art/urban planning/architecture design approved for permanent public display | 50 | |  | |  | |  | | | | | | | | | | | |  |
| 10) | Original art work, animation, program, film etc. with IUS affiliation (for artistic or commercial purposes) | 20 | | Max:5 | |  | |  | | | | | | | | | | | |  |
| 11) | Architectural Design Studio supervised by a professor and published or exhibited by a publisher or university | 15 | | Max:5 | |  | |  | | | | | | | | | | | |  |
| 12) | Serving as a judge, jury memebr or curator in international activities | 10 | | Max:5 | |  | |  | | | | | | | | | | | |  |
| 13) | Serving as a judge, jury member or curator in national activities | 5 | | Max:5 | |  | |  | | | | | | | | | | | |  |
| 14) | Individual international shows/exhibitions for public presentation | 20 | |  | |  | |  | | | | | | | | | | | |  |
| 15) | Individual national shows/exhibitions for public presentation | 10 | |  | |  | |  | | | | | | | | | | | |  |
| 16) | Serving in an international committee for art and culture | 20 | | Max:5 | |  | |  | | | | | | | | | | | |  |
| 17) | Serving in a national committee for art and culture | 10 | | Max:5 | |  | |  | | | | | | | | | | | |  |
| 18) | Organizing an international event/exhibition/conference which takes place outside of the country: Main Organizer/Member | 30/15 | | Max:2 | |  | |  | | | | | | | | | | | |  |
| 19) | Organizing a national, event/exhibition/conference: Main Organizer/Member | 14/7 | | Max:2 | |  | |  | | | | | | | | | | | |  |
| 20) | Organizing a national/international in-house event/exhibition/conference: Main Organizer/Member | 20/10 | | Max: 2 | |  | |  | | | | | | | | | | | |  |
| 21) | TV/Radio program production with IUS affiliation | 20/10 | | Max: 3 | |  | |  | | | | | | | | | | | |  |
| 22) | Column writing in recognised press with IUS affiliation (periodically) | 25 | | Max:1 | |  | |  | | | | | | | | | | | |  |
| 23) | Reviews, Reports, Analyses etc. published in contemporary magazines and newspapers with IUS affiliation | 10 | | Max:5 | |  | |  | | | | | | | | | | | |  |
| 24) | Each TV coverage with IUS affiliation | 10 | | Max:10 | |  | |  | | | | | | | | | | | |  |
| 25) | Each press coverage with IUS affiliation | 5 | | Max:10 | |  | |  | | | | | | | | | | | |  |
| **D)** | **PROJECTS AND PATENTS** | **Points** | | **Start date and End date** | | | | **Links to IUS database** | | | | | | | | | | | | **ASE**  **Score[[5]](#footnote-5)** |
| 1) | International Patent | 200 | |  | | | |  | | | | | | | | | | | |  |
| 2) | National Patent | 100 | |  | | | |  | | | | | | | | | | | |  |
| 3) | Team Leader/Member in EU projects | 100/50 | |  | | | |  | | | | | | | | | | | |  |
| 4) | Team Leader/Member in other international projects | 70/35 | |  | | | |  | | | | | | | | | | | |  |
| 5) | Team Leader/Member in national projects | 40/20 | |  | | | |  | | | | | | | | | | | |  |
| 6) | Team Leader/Member in international artistic projects | 60/30 | |  | | | |  | | | | | | | | | | | |  |
| 7) | Team Leader/Member in national artistic projects | 30/15 | |  | | | |  | | | | | | | | | | | |  |
| **E)** | **AWARDS AND BURSARIES** | **Points** | | **Date:** | | | | **Link(s):** | | | | | | | | | | | | **ASE**  **Score[[6]](#footnote-6)** |
| 1) | Academic/Artstic Award by a widely recognised international institution for service, academic achievement or work | 100 | |  | | | |  | | | | | | | | | | | |  |
| 2) | Academic/Artstic Award by other international institutions for service, academic achievement or work | 40 | |  | | | |  | | | | | | | | | | | |  |
| 3) | Academic/Artstic Award by a widely recognised national institution for service, academic achievement or work | 30 | |  | | | |  | | | | | | | | | | | |  |
| 4) | Academic/Artstic Award by other national institutions for service, academic achievement or work | 15 | |  | | | |  | | | | | | | | | | | |  |
| 5) | In house award for valuable service or academic contribution | 10 | |  | | | |  | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | |
| **F)** | **EDUCATIONAL ACTIVITIES** | | | | | | | | **Points** | | | | | **Number of:** | | | **ASE**  **Score[[7]](#footnote-7)** | | | |
| 1) | Teaching a **graduate course,** for each semester course | | | | | | | | 12 | | | | |  | | |  | | | |
| 2) | Teaching an **undergraduate course with more than 99 students**, for each different semester course | | | | | | | | 12 | | | | |  | | |  | | | |
| 3) | Teaching an **undergraduate course with 50-99 students**, for each different semester course | | | | | | | | 9 | | | | |  | | |  | | | |
| 4) | Teaching an **undergraduate course with less than 50 students**, for each different semester course | | | | | | | | 6 | | | | |  | | |  | | | |
| 5) | Teaching an **extra section of same undergraduate course with more than 99 students**, for each semester course | | | | | | | | 8 | | | | |  | | |  | | | |
| 6) | Teaching an **extra section of same undergraduate course with 50-99 students**, for each semester course | | | | | | | | 5 | | | | |  | | |  | | | |
| 7) | Teaching an **extra section of same undergraduate course with less than 50 students**, for each semester course | | | | | | | | 3 | | | | |  | | |  | | | |
| 8) | Each **completed doctoral thesis advised** (within current year) as Mentor/Committee Member | | | | | | | | 50/4 | | | | |  | | |  | | | |
| 9) | Each **completed master's thesis advised** (within current year) as Mentor/Committee Member | | | | | | | | 20/2 | | | | |  | | |  | | | |
| 10) | Each **ongoing doctoral thesis advised** as Mentor | | | | | | | | 10 | | | | |  | | |  | | | |
| 11) | Each **ongoing master's thesis advised** as Mentor | | | | | | | | 5 | | | | |  | | |  | | | |
| 12) | Each **completed undergraduate thesis advised** | | | | | | | | 3 | | | | |  | | |  | | | |
| 13) | Teaching without the support of an assistant, for each **course** (for Ph.D. Holders) | | | | | | | | 2 | | | | |  | | |  | | | |
| 14) | Assisting a professor in Labs/Tutoring hours, for each semester **course** | | | | | | | | 7 | | | | |  | | |  | | | |
| 15) | Assisting a professor in grading and course material preparation, for each semester **course** | | | | | | | | 3 | | | | |  | | |  | | | |
| 16) | Preparing a syllabus, class notes and other materials for a **completely new course** in the program | | | | | | | | 3 | | | | |  | | |  | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| **G)** | **SERVICE AND ADMINISTRATIVE DUTIES** | | | | | | | | **Points** | | **Limit** | | | | **In case of 9-16 please specifiy committees/activiti-es as appropriate** | | | **ASE**  **Score[[8]](#footnote-8)** | | |
| 1) | Vice-Rector | | | | | | | | 60 | |  | | | |  | | |  | | |
| 2) | Dean | | | | | | | | 50 | |  | | | |  | | |  | | |
| 3) | Vice Dean | | | | | | | | 35 | |  | | | |  | | |  | | |
| 4) | Program Coordinator | | | | | | | | 35 | |  | | | |  | | |  | | |
| 5) | Coordinator/Director/Manager | | | | | | | | 35 | |  | | | |  | | |  | | |
| 6) | Advisor to the Rector/Deputy Director | | | | | | | | 25 | |  | | | |  | | |  | | |
| 7) | Senate Membership | | | | | | | | 10 | |  | | | |  | | |  | | |
| 8) | Faculty Council Membership | | | | | | | | 10 | |  | | | |  | | |  | | |
| 9) | Chair/Member for permanent committees | | | | | | | | 25/20 | |  | | | |  | | |  | | |
| 10) | Chair/Member for ad hoc committees | | | | | | | | 15/10 | |  | | | |  | | |  | | |
| 11) | Serving in promotional activities, each activity | | | | | | | | 5 | | Max:6 | | | |  | | |  | | |
| 12) | Each activity completed based on the request by the administration (should have written proof of acknowledgement) | | | | | | | | 5 | | Max:10 | | | |  | | |  | | |
| 13) | International Panel/Conference Session Chairmanship | | | | | | | | 5 | | Max:3 | | | |  | | |  | | |
| 14) | National Panel/Conference Session Chairmanship | | | | | | | | 2 | | Max:3 | | | |  | | |  | | |
| 15) | Student Advisor (Half points for only one semester) | | | | | | | | 10 | |  | | | |  | | |  | | |
| 16) | Manager or Head of a professional associaton/union with IUS affiliation | | | | | | | | 10 | | Max:1 | | | |  | | |  | | |
| **H)** | **WEIGHTED STUDENT SATISFACTION SURVEY SCORE** | | | | | | | | Will be provided by QA Office. | | | | | | | | |  | | |
| **I)** | **DEAN'S SCORE for faculty / RECTOR'S SCORE for Vice-Rectors and Deans** | | | | | | | | Will be provided by Dean. | | | | | | | | |  | | |
|  |  | | | | | | | |  |  | | |  | | | | | | | | |  |
| **Academic honesty statement:** | | | | | | | | |  |  | | |  | | | | | | | | |  |
|  | My signature below constitutes my pledge that all of the information is satisfying all the requirements defined in the Book of Rules on Evaluation of the Academic Staff Procedures at IUS (Number: IUS SENAT-11-3152/13, dated December 6, 2013), in this file, and are fully accurate and truthful. | | | | | | | | | | | | | | | |  | |
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|  |  | Signature and date: |  | |  | | | | | | |  | | | |
|  |  |  |  | | | | (insert signature) | | | | |  | | | |

1. To be calculated and filled by an Academic Staff Member [↑](#footnote-ref-1)
2. For Chief Editor 30 points, Co-editor 20 points, Editorial Board Member 10 points [↑](#footnote-ref-2)
3. To be calculated and filled by Academic Staff Member [↑](#footnote-ref-3)
4. To be calculated and filled by Academic Staff Member [↑](#footnote-ref-4)
5. To be calculated and filled by Academic Staff Member [↑](#footnote-ref-5)
6. To be calculated and filled by Academic Staff Member [↑](#footnote-ref-6)
7. To be calculated and filled by Academic Staff Member [↑](#footnote-ref-7)
8. To be calculated and filled by Academic Staff Member [↑](#footnote-ref-8)