

**REGULATION**  
on the Annual Performance Rating  
of Academic and Teaching Staff  
of Hetman Petro Sahaidachnyi National Army Academy

## **GENERAL PROVISIONS**

1.1. This Regulation defines the procedure for organizing and conducting the performance rating of academic and teaching staff (hereinafter referred to as ATS). It sets out the concept of rating and the methodology for its calculation in order to evaluate the performance of academic and teaching staff, departments, and faculties of Hetman Petro Sahaidachnyi National Army Academy (hereinafter referred to as the Academy).

This Regulation has been developed in accordance with the Law of Ukraine "On Higher Education" dated July 1, 2014, No. 1556-VII (with amendments); the Order of the Minister of Defence of Ukraine dated February 15, 2024, No. 120 "On Approval of the Regulation on the Specifics of Organizing the Educational Process in Higher Military Educational Institutions of the Ministry of Defence of Ukraine, Educational and Scientific Institutions, and Institutions of Postgraduate Military Education"; and the Regulation on the Organization of the Educational Process at Hetman Petro Sahaidachnyi National Army Academy.

The rating indicators of the evaluation system were developed and approved through joint discussions by the relevant structural units of the Academy, based on previous experience with rating assessments of academic and teaching staff.

1.2. A performance rating is a quantitative indicator reflecting the quality of work of the Academy's academic and teaching staff, departments, and faculties, formed on the basis of the main areas of activity.

1.3. The purpose of introducing a performance rating system at the Academy is to:

- enhance the efficiency and effectiveness of professional activity of academic and teaching staff;

- ensure transparency and objectivity in the assessment of each staff member and structural units of the Academy;

- promote healthy competition and increase motivation for effective performance;

- collect statistical data on the development and dynamics of departments and faculties;

- encourage activities aimed at improving the quality of education.

1.4. The main tasks of the performance rating system are:

- to create an informational basis for analyzing and evaluating the performance of academic and teaching staff, departments, and faculties of the Academy;

- to strengthen the interest of academic and teaching staff in improving their professional qualifications, adopting best teaching practices, and applying creative approaches to the educational process;

- to ensure objectivity in evaluating staff performance through completeness and reliability of information;

- to strengthen collective motivation among teaching staff to improve final outcomes in graduate training;

to develop and apply unified, comprehensive criteria for assessing and monitoring the performance and effectiveness of academic and teaching staff, departments, and faculties of the Academy;

the development of a highly qualified academic and teaching staff of the Academy;

the promotion and encouragement of activities aimed at improving the Academy's rating and contributing to its overall development;

the creation of conditions for the professional growth of academic and teaching staff;

the identification of shortcomings and problematic issues in the work of academic and teaching staff, departments, and faculties of the Academy;

the recognition of the best academic and teaching staff, departments, and faculties of the Academy based on rating indicators;

the establishment of a system of material and moral incentives for the activities of academic and teaching staff.

1.5. The organization of the performance rating is based on the following principles:

alignment of the assessment content with the Academy's strategic development priorities;

objectivity and reliability of the obtained information;

transparency, promptness, and regularity of performance evaluations;

competence and impartiality.

1.6. The performance rating of academic and teaching staff, departments, and faculties of the Academy is an integral part of the implementation of a monitoring system, which serves as a component of the quality assurance and management process in higher education. It also contributes to enhancing qualifications, professionalism, productivity in educational and scientific work, and the development of creative initiative among academic staff.

1.7. The main requirements for the rating system are:

an objective set of indicators that reflect the performance of each participant in the evaluation;

assessment of the compliance of academic and teaching staff with official qualification requirements, as well as their personal contribution to the achievement of departmental and faculty goals;

the possibility of updating and amending rating indicators in accordance with the Academy's evolving priorities;

continuous study and consideration of the experience of other higher education institutions;

development of recommendations for encouraging each participant of the rating process (e.g., awards, promotion, commendations, etc.).

1.8. The results of the performance rating are used in decision-making regarding:

nominations for awards;

moral and material encouragement of the best academic and teaching staff

of the Academy's departments and faculties;  
 certification of academic and teaching staff of the departments;  
 competitive selection for vacant positions of academic and teaching staff .

## **2. METHODOLOGY FOR CALCULATING THE RATING OF ACADEMIC AND TEACHING STAFF (ATS)**

2.1. The rating of academic and teaching staff (ATS) is determined using a point-based system by aggregating completed types of work included in the relevant areas of activity, the results of instructional evaluations, and assessments from learners.

2.2. The weight of each indicator is determined by its score in points, as specified in Annexes 1 through 6.

The ATS rating is calculated based on the results of the academic year, taking into account specific completed tasks and scoring indicators according to the following criteria:

- educational activities;
- methodological activities;
- scientific (or scientific-technical) activities;
- organizational work;
- assessment of the quality of classes delivered based on supervisory evaluations;
- assessment of the quality of classes delivered based on student evaluations;
- assessment of the quality of classes delivered based on peer evaluation during mutual class visits;
- additional incentive points awarded to ATS members for specific notable achievements during the academic year;
- penalty points for violations of academic integrity.

The Rating Commission, with the approval of the Head of the Academy, may introduce additional criteria and determine coefficients depending on the Academy's priority development directions.

Tasks not covered in Annexes 1–4 are submitted separately by the head (or chair) of the department in written form with justification for their inclusion in the overall rating.

2.3. The individual total score of an instructor/ teacher is the sum of points earned across the areas of activity of the department and faculty of the Academy.

The score for each activity contributing to the rating is calculated in accordance with the evaluation norms set out in the annexes, using the following formula:

$$R_6 = \sum R_1 \cdot k_1 + \sum R_2 \cdot k_2 + \sum R_3 \cdot k_3 + \sum R_4 \cdot k_4 + \sum R_5 \cdot k_5 + \sum R_6 \cdot k_6 + \sum R_7 \cdot k_7 + \sum R_8$$

where:

$R_6$  – individual total score of the instructor/ teacher;

$R_1$  – score for educational activities (Annex 1);

$R_2$  – score for methodological activities (Annex 2);  
 $R_3$  – score for scientific (or scientific-technical) activities (Annex 3);  
 $R_4$  – score for organizational activities (Annex 4);  
 $R_5$  – score based on supervisory evaluation of quality of conducted classes (Annex 5);  
 $R_6$  – score based on student evaluations of quality of conducted classes (Annex 6);  
 $R_7$  – score based on ATS self-assessment during peer observation (Annex 6);  
 $k_{1-7}$  – coefficient determined according to the Academy's priority development areas;  
 $R_\delta$  – additional incentive or penalty points (e.g., for submitting false data, proven violations of academic integrity, etc.)

2.4. The rating of an academic and teaching staff member ( $R_{HIII}$ ) здійснюється за is calculated using the following formula:

$$R_{HIII} = \frac{R_\delta}{S_R}$$

where:

$R_\delta$  – individual total score of the academic and teaching staff member;  
 $S_R$  – average rating score across the Academy.

2.5. The average rating score across the Academy is calculated using the formula:

$$S_R = \frac{1}{n} \sum_{i=1}^n R_\delta^i$$

where:

$S_R$  – average rating score across the Academy  $n$  – number of academic and teaching staff members participating in the rating evaluation.

$R_\delta$  – individual total score of each academic and teaching staff member;

$n$  – number of academic and teaching staff members participating in the rating evaluation.

2.6. The rating of the professional activity of a department head ( $R_{HK}$ ) is calculated using the formula:

$$R_{HK} = \frac{R_{OK} + R_{IIK}}{2}$$

where:

$R_{OK}$  – personal rating score based on performance in the position of department head;

$R_{IIK}$  – department rating (arithmetic mean of the rating scores of other full-time academic and teaching staff in the department).

2.7. The rating of the professional activity of a faculty (or institute) head ( $R_{H\Phi}$ ), is calculated using the formula:

$$R_{H\Phi} = R_{II\Phi}$$

where:

$R_{II\Phi}$  – faculty rating (arithmetic mean of the rating scores of other full-time academic and teaching staff in the faculty).

### **3. ORGANIZATION OF THE RATING CALCULATION FOR ACADEMIC AND TEACHING STAFF**

3.1. Academic and teaching staff are required to provide the person designated by the head (chief) of the department, or to the head personally, with complete and accurate information regarding all types of their activities, in the format specified in Annex 7, within the designated time frame.

The information collected from academic staff is consolidated at the department level, verified, and submitted monthly by the 22nd to the Scientific and Methodological Department for Quality Assurance of Educational Activity and Higher Education, along with supporting materials. Table 1, signed by the head of the department, is submitted in printed form, Tables 1–6 (Microsoft Excel format) are submitted in electronic form.

To verify the consistency between the printed and electronic versions, a control sum is applied (a number equal to the total sum of all scores across all evaluation criteria for the instructor/ teacher, entered in both versions).

Responsibility for the accuracy of the information concerning the activity of an academic and teaching staff member rests with both the staff member and the head (chief) of the department.

The results of the rating evaluation for the academic year are documented in the protocol of the rating commission meeting (Annex 8) and are stored in the Scientific and Methodological Department for Quality Assurance of Educational Activity and Higher Education for five years.

The information used to calculate the ratings is archived at the respective faculty (or general academic department) for five years.

3.2. Rating scores are determined by the Academy's Rating Commission, chaired by the Head of the Scientific and Methodological Department for Quality Assurance of Educational Activity and Higher Education.

The composition of the commission is approved by order of the First Deputy Commandant of the Academy based on a proposal from the Head of the above-mentioned department.

The commission includes representatives of the Scientific and Methodological Department for Quality Assurance of Educational Activity and Higher Education, faculties (institutes), and general academic departments. Representatives from faculties and departments are appointed by the respective commanders.

Members of the rating commission are obligated to maintain the confidentiality of the information received, unless otherwise stipulated by this Regulation or other normative documents of the Academy.

The rating commission has the right to request confirmation of the submitted information from academic staff or the heads of departments, faculties, or institutes.

If discrepancies are identified in the provided data, the commission shall, by its decision, correct the indicators and reduce the total score of the staff member's rating by 10%. In case of repeated discrepancies, the commission shall submit a report to the Academy Commandant regarding the violation of academic integrity rules.

If an academic staff member disagrees with their rating results, they may appeal to the rating commission within 15 days of the announcement of the rating results. The commission reviews the results and provides a reasoned response. If errors are identified, corrections are made, and the results are reissued. If the answer does not satisfy the staff member, they can appeal the results in writing within 5 days after applying to the rating commission.

3.3. Deputy Commandants of the Academy, heads of structural units, and department heads receive information on the number of points earned by academic staff, their ratings within the Academy, and statistical data on the maximum, average, and minimum rating values, respectively:

Deputy Commandants of the Academy – for the Academy as a whole;  
Faculty/Institute Heads – for their subordinate units;  
Department Heads – for the academic staff of their departments.

3.4. Access to all information used to calculate ratings and to the staff rating lists is granted to: the Academy Commandant, Deputy Commandants, the Head of the Educational Department, and the Head of the Personnel and Drill Department.

Information regarding the rating lists of academic staff may be published on the Academy's internal network by decision of the Academy Commandant.

#### 4. APPLICATION OF THE RATING EVALUATION SYSTEM

The rating evaluation system is applied for the attestation of academic and teaching staff (ATS) in order to support relevant decision-making by the leadership of departments, faculties, and the Academy.

At the same time, the staff member's rating indicator is used to make appropriate decisions and recommendations regarding academic personnel.

Recommended decisions based on the individual staff rating:

$R_{\text{HMM}}$	Recommendation
$R_{\text{HMM}} < 0,8$	Improvement in performance across relevant areas of activity is required
$0,8 \leq R_{\text{HMM}} < 1,4$	Meets the requirements of the current position
$R_{\text{HMM}} \geq 1,4$	Merits encouragement and/or promotion

Additionally, the rating results are used to determine award categories for effectively summarizing the academic year, including:

- Best Academic and Teaching Staff Member of the Year
- Best Young Academic and Teaching Staff Member
- Top 10 Academic and Teaching Staff Members
- Best Department
- Best Faculty
- Other categories as determined by the Commandant of the Academy.

## Annex 1

### 1. Evaluation Standards for Educational Activities of Academic and Teaching Staff

Code	Types of Educational Activity	Points R <sub>1</sub>	Supporting Documentation
1.1	Conducting all types of educational sessions and control activities with cadets, adjuncts, and participants of professional development courses <b>at the permanent deployment site or in a classroom</b> <i>(per 1 hour of actual workload)</i>	1	Class schedule
1.2	Conducting all types of training sessions with cadets and professional development participants <b>in field conditions or outside the classroom</b> <i>(per 1 hour of actual workload)</i>	1,3	Class schedule
1.3	Conducting educational sessions using the MOODLE learning platform <i>(per each session)</i>	+1	Timestamp in MOODLE
1.4	Conducting educational sessions or consultations for part-time and distance learning students via video conference <i>(per each confirmed session or consultation via Skype)</i>	+1	Screenshot taken during the session
1.5	Administration of entrance examinations <i>(per each confirmed examination)</i>	2	Official order of examination
1.6	Participation in examination boards during final certification of graduates <i>(per each completed day of the session)</i>	6	Official order of examination
1.7	Supervision of the following works: <i>(per each successfully defended paper)</i>		Official order assigning supervisors of academic papers
1.7.1	Course papers;	10	
1.7.2	Bachelor's theses (projects);	15	
1.7.3	Master's (diploma) theses	20	
1.8	Reviewing certification papers <i>(per each paper)</i>	4	Copy of the review
1.9	Supervision of military internship (practical training) <i>(per day of direct supervision)</i>	6	Copy of the supervisor's personal plan



## Annex 2

## 2. Evaluation Standards for Methodological Activities of Academic and Teaching Staff

Code	Type of Methodological Activity	Points R <sub>2</sub>	Supporting Documentation
2.1	Publication, individually or in co-authorship: <i>(per 1 author's sheet* shared among all co-authors)</i>		Copy of title page showing list of authors
2.1.1	Textbooks, manuals;	50	
2.1.2	Lecture courses, diagram albums;	30	
2.1.3	Sets of materials for command and staff training;	25	
2.1.4	Educational films <i>(per minute)**</i>	1**	
2.2	Development (improvement***) of instructional materials for all types of training sessions <i>(per 1 author's sheet, shared among all developers proportionally)</i>	20 (5)	Course name, topic, and session number
2.3	Development of posters, diagrams <i>(per implemented item)</i>	8	Photo of poster/diagram
2.4	Development (improvement) of an educational-professional (or educational-scientific) program <i>(per implemented program, proportionally to each contributor)</i>	50 (10)	Name, registration date and number
2.5	Development (improvement) of an educational curriculum for a specialty/specialization <i>(per implemented plan, proportionally to each contributor)</i>	30 (5)	Name, registration date and number
2.6	Development (improvement) of a course syllabus or working program <i>(per implemented program, proportionally to each contributor)</i>	15 (5)	Name, registration date and number
2.7	Development (improvement) of a course syllabus or working program <i>(per implemented program, proportionally to each contributor)</i>	20 (5)	Name, registration date and number
2.8	Development of new tools to assess academic achievement of cadets in a course <i>(per implemented set, proportionally to each contributor)</i>	10	Course name, topic, and session number of implementation
2.9	Translation of educational or instructional publications into a foreign language <i>(per 1 author's sheet shared among all contributors, post-implementation)</i>	5	Original and translated title
2.10	Development of tasks for entrance exams, olympiads, competitions, etc <i>(per set, post-usage, shared among all contributors)</i>	10	Name of event used in
2.11	Development of new forms, methods, technologies of teaching, and instructional support for interactive methods <i>(per implemented set, shared among all contributors)</i>	20	Course name, topic, and session number where applied
2.12	Preparation of licensing (accreditation) documentation <i>(proportionally to contribution, post successful approval)</i>	100	Order number and date of

Code	Type of Methodological Activity	Points R <sub>2</sub>	Supporting Documentation
			organization
2.13	Presentations ( <i>per each presentation</i> )		Copy of meeting agenda
2.13.1	At a department meeting	5	
2.13.2	At a faculty or academy academic council	10	
2.13.3	At instructional-methodological meetings	15	
2.14	Conducting demonstration or instructor-methodical sessions (per each session in addition to teaching hours)		Academy Activity Plan
2.14.1	Within the Academy	20	
2.14.2	Within the Faculty	10	
2.14.3	Within the Department	5	
2.15	Completion of advanced training courses (internships) ( <i>per hour listed in the certificate****</i> )	1	Order/certificate date and number
2.16	Conducting pedagogical (methodological) experiments and implementing the results into the curriculum ( <i>upon review and implementation, proportionally to contribution</i> )	100	Implementation act and list of contributors
2.17	Mentoring a young lecturer ( <i>per month</i> )	5	Mentoring plan
2.18	Course director or guarantor of an educational program	50	Order date and number of appointment

*Notes:*

- *Points for certain types of methodological activity are increased by 20% if developed in a foreign language;*
- *\*1 author's sheet = 22 pages of text with ~1800 characters (excluding spaces) per page;*
- *\*\* Depending on the complexity of the film, the rating commission may assign additional bonus points (Informative (explaining concepts): +1; Plot-based (demonstrating a sequence of actions): +10; Involving personnel in roles: +5; Featuring moving or operating equipment: +15; Using computer graphics/simulation tools: +3, etc)*
- *\*\*\* Improvement = change of teaching method, topic, or  $\geq 25\%$  content revision.*
- *\*\*\*\* If only proof of internship exists (without a certificate or ECTS hours), the score is calculated at 6 points per training day, excluding weekends and travel days.*

## Annex 3

### 3. Evaluation Standards for Scientific (Scientific-Technical) Activities of Academic and Teaching Staff

Code	Types of Scientific (Scientific-Technical) Activity	Points R <sub>3</sub>	Supporting Documents
3.1	Completion and defense (holding a scientific degree*):		
3.1.1	Doctoral dissertation;	200 (40*)	Diploma (certificate)
3.1.2	PhD (Candidate of Sciences) dissertation or equivalent doctoral qualification	100 (20*)	
3.2	Receiving (holding*) an academic title:		Diploma (certificate)
3.2.1	Professor	100 (30*)	
3.2.2	Associate Professor, Senior Research Fellow	50 (20*)	
3.3	Training of highly qualified staff:		Order date and number
3.3.1	Supervision of an independent researcher;	20	
3.3.2	Supervision of a postgraduate student (adjunct);	40	
3.3.3	Scientific consulting of a doctoral candidate	60	
3.4	Research projects commissioned by military command authorities ( <i>per hour of actual work per project plan</i> )	0,15	Order date and number
3.4.1	Scientific supervisor;	+40	
3.4.2	Responsible executor;	+20	
3.4.3	Contributor	0,15	
3.5	Research projects in the interest of the Academy ( <i>per hour of actual work per project plan</i> )	0,1	Date and number of the order, distribution of hours
3.5.1	Scientific supervisor;	+20	
3.5.2	Responsible executor;	+10	
3.5.3	executant	0,1	
3.6	Operational tasks commissioned by military authorities: ( <i>per hour of actual work per execution plan</i> )	0,1	Date and number of the order, distribution of hours
3.6.1	Project leader;	+20	
3.6.2	executant	0,1	
3.7	Execution of operational tasks in the interests of the NASV: ( <i>per hour of actual work per execution plan</i> )	0,05	Order date and number
3.7.1	Project leader;	+10	
3.7.2	executant	0,05	
3.8	Scientific article publication** : ( <i>per publication, shared among all authors***</i> )		Copies of article pages and author list ****
3.8.1	Indexed in Scopus/Web of Science or in Ukrainian Category A journals;	150	
3.8.2	Ukrainian Category B academic journals**;	50	
3.8.3	Foreign non-indexed or non-academic publications in Ukraine;	15	
3.9	Presentations at scientific events (conferences, symposia, seminars) with publication and presenter certificate: ( <i>per presentation, shared among all authors</i> )		Article copy, presenter certificate, event program наукowego
3.9.1	International events indexed in Scopus/Web of	50	

Code	Types of Scientific (Scientific-Technical) Activity	Points R <sub>3</sub>	Supporting Documents
3.9.2	Science; International events not indexed in Scopus or Web of Science;	30	заходу.
3.9.3	All-Ukrainian scientific events	20	
3.10	Publication of abstracts of reports in collections of materials of scientific events (conferences, symposiums, seminars) without a report: <i>(per publication, shared among all authors)</i>		Article copy ****
3.10.1	International events;	10	
3.10.2	All-Ukrainian events	5	
3.11	Patent for invention (utility model) <i>(shared among all authors)</i>	60 (20)	Patent number and date
3.12	Certificate for rationalization proposal <i>(shared among all authors)</i>	20	Certificate number and date
3.13	Supervision of cadet scientific work: <i>(per documented case, shared among all authors)</i>		Article copy, presenter certificate ****
3.13.1	Preparation and publication of a scientific article;	30	
3.13.2	Preparation of a work for competition;	20	
3.13.3	Presentation at international/national events with publication;	20 (15)	
3.13.4	publication of abstracts in the collections of scientific events of international (national) level;	10 (5)	
3.13.5	Patent or certificate awarded to cadet	30 (15)	Patent/certificate number and date
3.14	Training a cadet winner (1st–3rd place) in the current academic year		Winner's diploma
3.14.1	All-Ukrainian scientific competition	30	
3.14.2	Academy-wide scientific competition	15	
3.15	Training a cadet (team) winner (1st–3rd place) in international or national Olympiads/competitions	30	Winner's diploma

*Notes:*

\* *Holding a scientific degree or academic title provides the right to receive additional points.*

\*\* *Publication of a scientific monograph is equivalent to an article in a Category B academic journal of Ukraine.*

\*\*\* *In the case of co-authorship, the points are shared equally among all authors.*

\*\*\*\* *If published online, materials can be submitted as a URL link to the online resource.*

## Annex 4

#### 4. Organisational Activity Evaluation Standards for Academic and Teaching Staff

Code	Types of Organisational Activity	Points R <sub>4</sub>	Supporting Documents
4.1	Participation in committees and working groups of the Ministry of Education and Science of Ukraine, other ministries, or the Admissions Committee		Date and order number regarding the organisation (implementation)
4.1.1	Secretary of the Examination Board ( <i>per actual working day</i> )	10	
4.1.2	Member of the Admissions Committee ( <i>per each 10 applicants</i> )	1	
4.2	Participation in military-career guidance for youth ( <i>per day of official travel, not including transit time</i> )	6	
4.3	Activity as a member of the Academic Methodological, Scientific, and Technical Councils or Committees of the Academy ( <i>per session, max 30 per year</i> )	4	Date of session and protocol number
4.4	Work in expert, competitive commissions and working groups ( <i>per session, max 60 per year</i> )	3	Date and order number regarding the organisation (implementation)
4.5	Organisation and conducting of international and all-Ukrainian (departmental) scientific conferences, symposiums, and seminars ( <i>per event</i> ):		
4.5.1	Head of Organising Committee;	40	
4.5.2	Member of Organising Committee	20	
4.6	Organisation and conducting of student olympiads, academic competitions, and sports events ( <i>points for all organisers per event</i> ):		
4.6.1	International and all-Ukrainian	70	
4.6.2	Academy (faculty-level)	40	
4.7	Academic group curator ( <i>per month of work</i> )	4	Appointment order date and number
4.8	Performing duties as head of a club, sports club, or sports section; preparation and conduct of training sessions for Academy teams (in accordance with the order) ( <i>per month of work</i> )	10	Appointment order date and number
4.9	Conducting excursions ( <i>per event</i> )	4	Photo required
4.10	Participation in international exercises ( <i>per day of participation</i> )	10	Date and order number
4.11	Providing interpreting for foreign delegations ( <i>per hour</i> )	1	Date of the event
4.12	Awards at the level of: ( <i>per award</i> )		Award (penalty) order date and number
4.12.1	Academy;	50	
4.12.2	Ministries and departments	70	
4.13	Penalties at the level of: ( <i>per penalty</i> )		
4.13.1	Faculty (department);	-30	
4.13.2	Academy	-50	
4.14	Business trips unrelated to academic or teaching activities ( <i>per day of official travel</i> )	4	Date and order number of the travel order
4.15	Conducting investigations ( <i>per completed investigation</i> )	20	Date and order number

## Annex 5

**5. Evaluation Standards Based on the Results of Lesson Monitoring\***

Code	Lesson Evaluation	Points R <sub>5</sub>	Supporting Documents
5.1	Monitoring at the Academy level <i>(per monitored lesson)</i>		Results of monitoring (copy of monitoring sheet or entry in the control and mutual attendance logbook)
5.1.1	The lesson fully achieved its educational and developmental objectives	30	
5.1.2	Generally achieved	10	
5.1.3	Mostly achieved	0	
5.1.4	Not achieved	-30	
5.2	Monitoring at the Faculty level <i>(per monitored lesson)</i>		
5.2.1	The lesson fully achieved its educational and developmental objectives	20	
5.2.2	Generally achieved	10	
5.2.3	Mostly achieved	0	
5.2.4	Not achieved	-30	
5.3	Monitoring at the Department level <i>(per monitored lesson)</i>		
5.3.1	The lesson fully achieved its educational and developmental objectives	10	
5.3.2	Generally achieved	5	
5.3.3	Mostly achieved	0	
5.3.4	Not achieved	-30	

Notes:

\**Demonstration and instructor-methodological lessons are not subject to evaluation under this category.*

## Annex 6

### 6. Evaluation Criteria for Lesson Quality Based on Student Feedback and Self-Assessment of Academic Teaching Staff Based on Peer Reviews at Departments

Code	Quality Assessment of Conducting Classes	Points R <sub>6,7</sub>	Supporting Documents
	Instructor/ Lecturer/ Teacher: - Clearly (unambiguously) defines the class objectives and criteria for evaluating cadets' achievements; - Structures the lesson and logically connects learning topics with professional activity; - Conducts the lesson interestingly/ Delivers engaging lesson based on practical (combat) experience; - Ensures active participation of cadets in mastering the learning material; - Creates a positive atmosphere during the class; - Fairly evaluates cadets' learning achievements.		Survey results
6.1	Fully meets all the above criteria. <i>(per each feedback)</i>	2	
6.2	Mostly meets the criteria. <i>(per each feedback)</i>	1	
6.3	Meets criteria occasionally. <i>(per each feedback)</i>	0	
6.4	Mostly does not meet the criteria. <i>(per each feedback)</i>	-1	
6.5	Does not meet the criteria at all. <i>(per each feedback)</i>	-2	

**Report**  
**of the department \_\_\_\_\_ of the faculty \_\_\_\_\_**  
**on the results of work for \_\_\_\_\_ month 20\_\_ year**

Table 1(to be printed)

№ 3/II	Position	Military rank	Full name	Rate	Teaching period	Academic title	Academic degree	Branch of scientific knowledge	Level of foreign language proficiency
1									
2									
3									

Head of Department \_\_\_\_\_

Table 2 (in E-format)

Evaluation criteria for learning activities	Conducting classes in a permanent location or classroom	Conducting classes in the field or outside the classroom	Conducting training sessions using the MOODLE learning environment "	Conducting training sessions and consultations for part-time students via video conferencing	Admiss ion to entranc e and candid ate exams	Participation in the work of examination commissions during the state certification of graduates	Implementation guidance			Reviewin g certificati on papers	Military internship (practice) management
							course works	bachelor's theses (projects)	Master's (diploma) theses		
Unit for calculation	hours	hours	times	times	times	days	pcs	pcs	pcs	pcs	days
Criterion code	1_1	1_2	1_3	1_4	1_5	1_6	1_7_1	1_7_2	1_7_3	1_8	1_9



Table 3 (in E-format)

Criteria for evaluating METHODOLOGICAL activities	Edition												Development		Improvement		Develop ment of posters, diagram s		
	textbooks			manuals, lecture courses, schematics album			set of materials for command and staff exercises			Educational films and videos			educational and methodological support for conducting all types of training sessions						
Unit for calculation	pc s	nu mb er of aut hor s.	numbe r of pages	pc s	nu mb er of aut hor s	numbe r of pages	pc s	nu mb er of aut hor s	number of pages	pc s	numbe r of author s	Nu mbe r of min.	S e t	qua ntit y 17B T..	number of pages	ki t	nu mb er of aut hor s	number of pages	pcs
Criterion code	2_1_1			2_1_2			2_1_3			2_1_4			2_2					2_3	

Development		Improvement		Development		Improvement		Development		Improvement		Development		Improvement		Development of new tools for diagnosing learning outcomes		Translation of educational and methodological publications into a foreign language	
educational and professional (educational and scientific) program of the specialty				curriculum of a specialty (specialization), curriculum-program				working curriculum of the specialty (specialization)				program (work program) of an academic discipline							
pcs	number of authors.	pcs	number of authors	pcs	number of authors	pcs	number of authors	pcs	number of authors	pcs	number of authors	pcs	number of authors	pcs	number of authors	pcs	number of authors	set	number of authors
2_4				2_5				2_6				2_7				2_8		2_9	

Developing tasks for entrance exams, olympiads, competitions, etc.		Developing tasks for entrance exams, olympiads, competitions, etc.		Preparation of licensing (accreditation) file		Report (speech) at a meeting of the department, academic councils of the faculty (academy), educational and methodological meetings			Demonstration, Instructional and Methodical Classes			Taking advanced training courses (internships)	Conducting pedagogical (methodological) experiments		Mentoring a young teacher
						departmen t meetings	academic councils of the faculty (academy)	educational and methodologica l meetings	within the Academy	within the Faculty	within the departmen t				
ki t	number of authors	se t	number of authors	set	number of authors	times	times	times	times	times	times	hour	se t	number of authors	Quant.
2_10		2_11		2_12		2_13_1	2_13_2	2_13_3	2_14_1	2_14_2	2_14_3	2_15	2_16		2_17

Table 4 (in E-format)

Criteria for evaluating SCIENTIFIC activity	Completion and defense		Obtaining an academic title		Training of highly qualified personnel		
	doctoral dissertation	PhD or Doctor of Philosophy dissertation	professor	Associate Professor, Senior Researcher	scientific guidance of the applicant	scientific supervision by an associate professor	scientific consulting of a doctoral student
Unit for calculation	1/0	1/0	1/0	1/0	Quant.	quantity	quantity
Criterion code	3_1_1	3_1_2	3_2_1	3_2_2	3_3_1	3_3_2	3_3_3

Implementation НДР (ОBY)			Implementation НДР (HACB)			Implementation O3 (OBY)		Implementation O3 (HACB)	
scientific supervisor	responsible executor	executant	scientific supervisor	responsible executor	executant	supervisor	executant	supervisor	executant
hours	hours	hours	hours	hours	hours	hours	hours	hours	hours
3_4_1	3_4_2	3_4_3	3_5_1	3_5_2	3_5_3	3_6_1	3_6_2	3_7_1	3_7_2

Publication of a scientific article				Reports at scientific events				Publication of abstracts of reports				Obtaining a patent for an invention		Obtaining a patent for a utility model		Obtaining a certificate for an innovative proposal	
Scopus or Web of Science, Ukraine category A		Ukraine category B		non-specialized publications		international scientific events, Scopus or Web of Science	international scientific events that are not included	All-Ukrainian scientific events	факультету, міжкафедральні	international scientific events	All-Ukrainian scientific events						
time s	number of authors	time s	number of authors	time s	number of authors	times	times	times	times	time s	number of authors	time s	number of authors	time s	number of authors	time s	number of authors
3_8_1		3_8_2		3_8_3		3_9_1	3_9_2	3_9_3	3_9_4	3_10_1	3_10_2	3_11				3_12	

Supervision of cadets' scientific work						Preparation of the cadet-winner of the All-Ukrainian Scientific Paper Competition	Preparation of the cadet-winner of the Academic Scientific Paper Competition	Preparation of a cadet-winner of an international or All-Ukrainian subject Olympiad, international or All-Ukrainian competitions, scientific paper competition
preparation and publication of a scientific article	preparing work for the competition	report at scientific events with publication	publication of abstracts in proceedings of scientific events	obtaining a patent (certificate of invention)				
pcs	times	times	times	pcs	number of authors	Quant.	quantity	quantity
3_13_1	3_13_2	3_13_3	3_13_4	3_13_5		3_14_1	3_14_2	3_15

Table 5

Criteria for evaluating ORGANIZATIONAL activities	Work in commissions and working groups of the Ministry of Education and Science of Ukraine and other ministries			Participation in military-professional orientation of youth	Activities as part of the scientific and methodological, scientific and technical councils and commissions of the Academy	Work in expert, competition commissions and working groups	Organization and holding of MNPK symposiums and seminars		Organization and holding of Olympiads, scientific paper competitions, sports competitions				
	Secretary of the examination board	As part of the admissions committee					chairman of the organizing committee	member of the organizing committee	all-Ukrainian and international		academy (faculty)		
Unit for calculation	days	days	Number of applicants	days	times	times	times	times	times	times	quantity of tasks	times	number of organizers
Criterion code	4_1_1	4_1_2		4_2	4_3	4_4	4_5_1	4_5_2	4_6_1		4_6_2		

Curator of the study group	Head of sports club, sports section	Conducting excursions	Participation in international exercises	Providing translation for foreign delegations	Stimulations		Penalty		Business trips not related to scientific and pedagogical activities	Conducting an investigation	Performing official duties in detail
					Академії	Вище	Академії	факультету (кафедри)			
months	mic	times	days	hours	times	times	times	times	days	times	times
4_7	4_8	4_9	4_10	4_11	4_12_1	4_12_2	4_13_1	4_13_2	4_14	4_15	4_16

Table 6

Evaluation criteria for CLASS CONTROL	Control at the Academy level -classes of educational and educational purpose				Faculty-level control of educational and educational activities				Department-level control of educational and educational activities			
	reached completel y	in general	in the main	did not reach	reached completel y	in general	in the main	did not reach	reached completel y	in general	in the main	did not reach
Unit for calculation	times	times	times	times	times	times	times	times	times	times	times	times
Criterion code	5_1_1	5_1_2	5_1_3	5_1_4	5_2_1	5_2_2	5_2_3	5_2_4	5_3_1	5_3_2	5_3_3	5_3_4

## PROTOCOL

### of the meeting of the Rating Commission of the Hetman Petro Sahaidachnyi National Army Academy

The Rating Commission, the composition of  
which was approved by

\_\_\_\_\_  
(reference details of the document approving the composition  
of the commission)

composition: Chairman of the  
Commission:

\_\_\_\_\_  
(position, surname, initials)

members of the commission::

\_\_\_\_\_  
(position, surname, initials)

\_\_\_\_\_  
(position, surname, initials)

\_\_\_\_\_  
(position, surname, initials)

reviewed and verified the submitted data, determined the rating score of the  
academic and teaching staff of Hetman Petro Sahaidachnyi National Army  
Academy, and established the following ranking:

№ з/п	Surname, first name and patronymic of the scientific and pedagogical worker	Faculty	Department	Individual Total Score	Rating
1					
2					
...	...	...	...	...	...

Chairman of the Commission:

\_\_\_\_\_  
(position, surname, initials)

Members of the Commission:

\_\_\_\_\_  
(position, surname, initials)

\_\_\_\_\_  
(position, surname, initials)

\_\_\_\_\_  
(position, surname, initials)

Acting First Deputy Chief of the National Army Academy  
Colonel

Volodymyr GRABCHAK