



QUESTIONNAIRE ON ACADEMIC PROMOTION

(to be returned to University of Sarajevo as soon as possible, e-mail: senadak@pmf.unsa.ba)

1. Please list academic and/or scientific titles awarded/promoted by your Institution:

Academic titles are: assistant professor, associate professor and full professor.

2. Academic promotion is based on:

_____ Teaching

(includes:

- _____ activities related to teaching performance,
- _____ leadership in learning and teaching,
- _____ student-centred learning and teaching,
- _____ research-enhanced learning and teaching,
- _____ periods of teaching spent abroad or out of the home institution,
- _____ student evaluation
- _____ other (describe) : _____)

The University's rules require a positive evaluation of teaching. This evaluation may be based on the department's opinion, or on student evaluation.

Elements for the student evaluation of teachers and teaching process are the following:

- Teaching methods (lectures, exercises, practice, seminars and projects ...) correspond to the course content,
- Equipment and technical support appropriate to the forms of teaching,
- Curriculum allows obtaining adequate level of knowledge,
- Student workload is consistent with the assigned ECTS points,
- Teaching is interactive and includes practical examples,
- Student work is monitored and evaluated during classes,
- Evaluation of students during classes and at the final exam is professional and in accordance with defined criteria,
- The professor evaluates the ability of students to understand and apply the acquired knowledge, and analytical thinking,
- The professor comes prepared to the classes,
- The professor regularly holds classes and all forms of teaching according to the established schedule,
- The professor encourages active participation of students,
- The professor is available for all student questions and consultations.

_____ Research

(Includes

- _____ activities related to research performance,
- _____ leadership in research,



- ___ **research mentoring and training (at master and/or PhD level),**
- ___ **published scientific papers,**
- ___ research collaborations,
- ___ **conference/congress participation,**
- ___ **invited talks,**
- ___ national / international awards for research activities
- ___ other (describe) : _____)

___ **Community Engagement**

(includes

___ contributions to internal University, faculty and/or department communities (i.e. membership of committees, boards, bodies, leadership, proactive involvement to promote the sustainability and growth of the University),

___ contributions to external community and professional organisations, government agencies, non-government organisations, public intellectual discussion and the general community,

___ **other (describe) : organization and management of scientific events, membership in national/international research organization, membership in editorial board of scientific journal**

3. Please give us detailed description of criteria for academic promotion related to Teaching (you may send us docemnts which regulate this part – university rules, related articles from legislation, etc.)

At the University of Nis each candidate for promotion to any academic title must meet prescribed criteria in all three elements: teaching, research and community engagement.

For every candidate there must be a proof of positive teaching evaluation. This evaluation may be based on the department's opinion, or on student evaluation.

4. Please give us detailed description of criteria for academic promotion related to Research (you may send us docemnts which regulate this part – university rules, related articles from legislation, etc.)

Minimum requirements for promotion of teachers prescribe research criteria for every academic title, and for each scientific field separately.

This document is provided in addition to this questionnaire, because it contains specific and detailed information about the prescribed criteria.

5. Please give us detailed description of criteria for academic promotion related to Community Engagement (you may send us docemnts which regulate this part – university rules, related articles from legislation, etc.)



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This criteria is also prescribed by Minimum requirements for promotion of teachers.

Community engagement can be evaluated through the following elements:

- supporting extracurricular activities of students,
- participation in educational activities that do not carry ECTS credits,
- membership in University and Faculty bodies and committees,
- directing and managing Faculty and University activities,
- contribution to the activities that enhance the reputation and status of Faculty and University,
- professional activities intended as a contribution to the local and wider community,
- management of professional organizations,
- reviewing scientific papers for publishing,
- evaluation of scientific and professional projects for other institutions,
- organization and management of scientific or art events,
- participation in local, regional, national and international conferences and art events,
- reputation based on invitations for evaluation of professional performance in public meetings,
- participation in legislative committees and bodies,
- membership in bodies and committees which deal with issues of importance for the community,
- creative activities which contribute to the improvement of the University as a learning community.

Each academic title requires a different level of achievements in elements that measure contribution to academic and wider community.