



TEACHER PERFORMANCE SUMMARY REPORT

(Academic year 2019/2020)

Edited by:

The Quality Assurance Office

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ENTRY

Based on the Regulation of Quality Assurance and Evaluation at the University of Gjakova "Fehmi Agani" (Ref.nr.04 / 50 dated 10. 01. 2020) and the manual for evaluation of performance, quality and curriculum, the performance report of the teacher. Within this, the performance of each instrument is summarized separately.

The purpose of the research

The purpose of this research is to measure the performance of academic staff. According to the manual for evaluating the performance of the academic staff consists of:

- Student evaluation
- Intercollegiate evaluation
- Evaluation in the contribution to the university and society
- Evaluation of scientific publications
- Dean evaluation

The focus of this research has been the regular and engaged staff for the academic year 2019/2020. From this research we have managed to derive values, which determine the overall degree of performance of the academic staff.

The recommendations from this evaluation will serve the academic staff as well as the senior management of UGJFA to reflect on their performance for the academic year 2019/2020.

Evaluation methodology

Based on the tasks and job description of the Quality Assurance Office, it is foreseen to realize the performance of the academic staff, so in cooperation with the management of UGjFA, as well as the Commission for Quality Assurance, a dynamic plan for the distribution of questionnaires has been drafted.

The Quality Assurance Commission has built separate forms for each performance category and according to the manual the criteria for performance evaluation are provided as in the following table:

Table 1. Performance evaluation criteria

Evaluation criterion	Percentage
Assessment by students	25 %
Intercollegiate evaluation	15%
Evaluation by the dean	15%
Scientific publication and participation in conferences	25%
University contribution and community contribution	20 %

Questionnaire analysis methodology:

The analysis of the questionnaires will be done in several stages:


- The first phase of evaluation by students, data analysis and dissemination to academic staff, deans and other responsible bodies.
- Second phase distribution of intercollegiate evaluation
- Third phase, evaluation of scientific publications and contribution to society
- The fourth phase of self-assessment
- The fifth stage of evaluation by the dean.
- Final phase, analysis and dissemination of overall performance to academic staff, deans and other bodies responsible for quality assurance.

Presentation of results

The summarized results of the performance of the academic staff from each evaluation criterion are presented in the Table 1.

In the following we have presented the general averages for the first category at the level of academic units and at the level of UGJFA.

Table 2. Overall average (FT) for academic units and for UGjFA

 UNIVERSITY OF GJAKOVA "FEHMI AGANI" - UGJFA St. ISMAIL QEMALI, nn 50 000 GJAKOVË, Republic of Kosovo Tel: 038 200 20 831; www.uni-gjk.org				
In order to ensure the internal quality in UGJFA, the Office for Quality, during the academic year 2019/2020, has applied the distribution of anonymous questionnaires to the academic staff for the evaluation of colleagues in: <ul style="list-style-type: none"> • Assessment by students • Intercollegiate evaluation • Contribution to the university, Contribution to society • Scientific publication and participation in conferences • Evaluation by the dean The results of the questionnaires are presented as follows.				
Allegations	Average FE	Average FF	Average FM	Average UGjFA
Assessment by students (25%)				
Assessment by students (25%)	20.62%	21.64%	20.86%	21.04%
Intercollegiate evaluation (15%)				
Collaborative cooperation (5%)	2.84%	2.29%	2.59%	2.57%
Collaborative communication (5%)	3.01%	2.40%	2.76%	2.72%
Ethical collegial behavior (5%)	3.09%	2.96%	3.13%	3.06%
Scientific publications and participation in conferences (25%)				
Publication of at least 1 (one) scientific paper on platforms according to AI, and MEST (15%)	7.86 %	10.71 %	5.00 %	7.86%
Participation in congresses, conferences, workshops (10%)	3.81 %	8.57 %	8.00 %	6.79%
University contribution and contribution to society (20%)				
Active contribution to committees, working groups, expert groups of the University (10%)	5.24 %	7.86 %	7.33 %	6.81%
Active participation in community activities (volunteer work, expertise, etc.) (10%)	4.29 %	5.71 %	5.33 %	5.11%
Dean's assessment (15%)				
Regular attendance (10%)	9.20%	9.43%	9.00%	9.21%
Holding regular exams & consultations as well as ethical behavior with students and colleagues (5%)	4.65%	4.96%	4.71%	4.77%
Overall average	64.19%	75.42%	68.10%	69.24%

Overall results show that the performance of regular staff is 68.76%, while at the faculty level the average of the Faculty of Education (FE) is = 64.19, the Faculty of Philology (FF) = 73.99% and that of Medicine (FM) = 68.10%. The results show that for this category of questions, the Faculty of Philology has the best results.

We have presented the summarized results in fig. following.

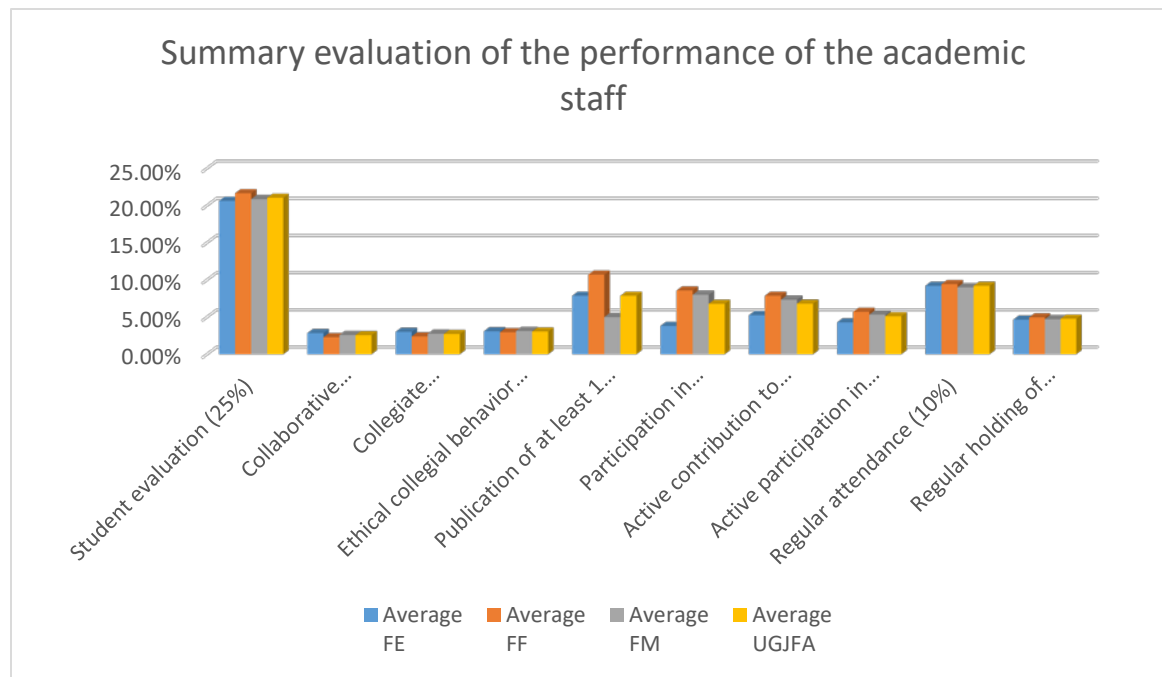


Figure 1. Summary evaluation of the performance of the academic staff

I. Assessment results by students:

The results summarized by the questionnaires for the winter and summer semesters are presented in the summary report, which includes: the names of the subjects participating in the evaluation, no. of distributed questionnaires, average student scores. Both of these reports are public. The assessment of students for the winter semester was done in physical form and template C was used. The assessment of students for the summer semester was done online through the electronic system SEVC. And template D is used.

While in the special report the answers to the questionnaire are expressed with the average according to the condition set from 1 (min) to 5 (max) (according to the Likert Scale) in this report we have presented the average reached of 25%.

In the following we have graphically presented the results of the evaluation of the academic staff and subjects by the students presented in the following figure.

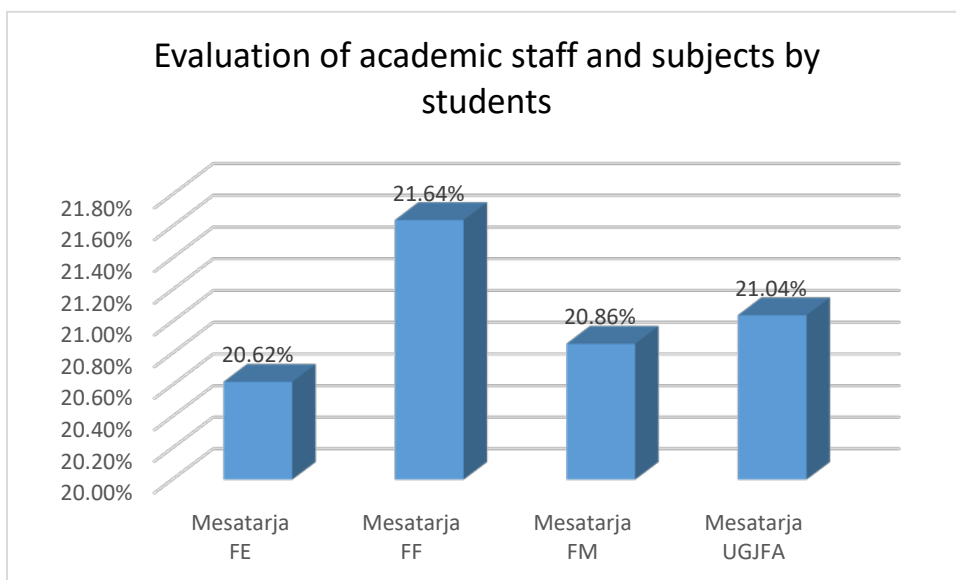


Figure 2. Evaluation of academic staff and subjects by students

The results of the evaluation of the academic staff and subjects by the students for the University is 21.04% from 25% which is the maximum which shows a very good performance of the regular teachers in terms of this evaluation. The Faculty of Philology has the best performance with 21.46%, followed by the Faculty of Medicine with 21.04% and the Faculty of Education with 20.62%.

II. Results of intercollegiate evaluation

The results summarized by the intercollegiate assessment questionnaires include:

- Collegial cooperation (5%)
- Collegiate communication (5%)
- Ethical collegial behaviour (5%)

Intercollegiate evaluation was done online where each academic staff, regular and engaged, had the opportunity to evaluate the three above mentioned aspects according to the quality manual. All regular and engaged staff have evaluated according to the condition set from 1 (poor - minimum) to 5 (excellent - max) (according to the Likert Scale) then in this report their results are converted into respective%. 33 in the faculty of education, 26 in the faculty of philology and 25 in the faculty of medicine participated in this research.

The following table presents the results of the intercollegiate evaluation.

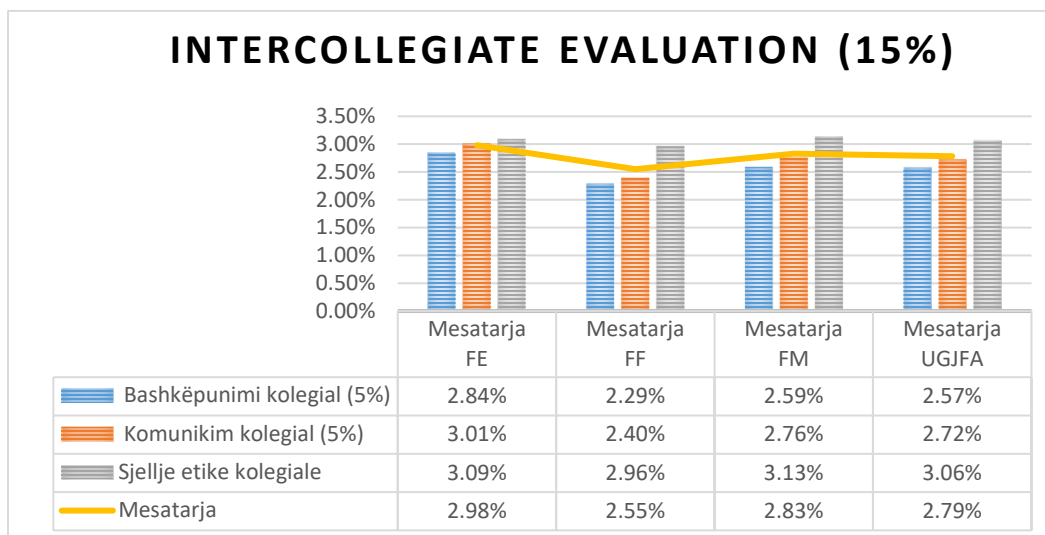


Figure 3. Intercollegiate evaluation (15%)

The average results from the inter-peer evaluation show that for this group of questions at the institutional level it is 2.79%, respectively for the peer cooperation 2.57%, Peer communication 2.72% and ethical collegial behaviour 3.06%. At the level of Faculties the best results have the Faculty of Education with an average of 2.98% (collegial cooperation 2.84%, collegial communication 3.01% and ethical collegial behaviour 3.10%) followed by the Faculty of Medicine with an average of 2.79% and the Faculty of Philology 2.55%. It is worth wishing for the results of collegial cooperation and collegial communication at the Faculty of Philology.

III. Evaluation results in scientific publications and participation in conferences

Evaluation results in scientific publications and participation in conferences include:

- Publication of at least 1 (one) scientific paper on the platforms according to AI, and MEST (15%).
- Participation in congresses, conferences, workshops (10%) Evaluation of scientific publications and participation in conferences is done online via email where each academic staff has completed the form with questions posed for participation in scientific papers and participation in conferences.

Then the Quality Assurance Commission of the Academic Units has summarized results and finally the Central Commission has verified the SAC reports, which were able to evaluate the three

aspects mentioned above according to the quality manual. All regular UGJFA staff participated in this research. Only scientific papers and participation in conferences for the academic year 2019/2020 were considered. Scientific work on MES platforms, according to the Administrative Instruction are: Web of Science; SCOPUS, EBSCO, World Cat, DOAJ. The following table presents the average evaluation results from scientific publications and participation in conferences.

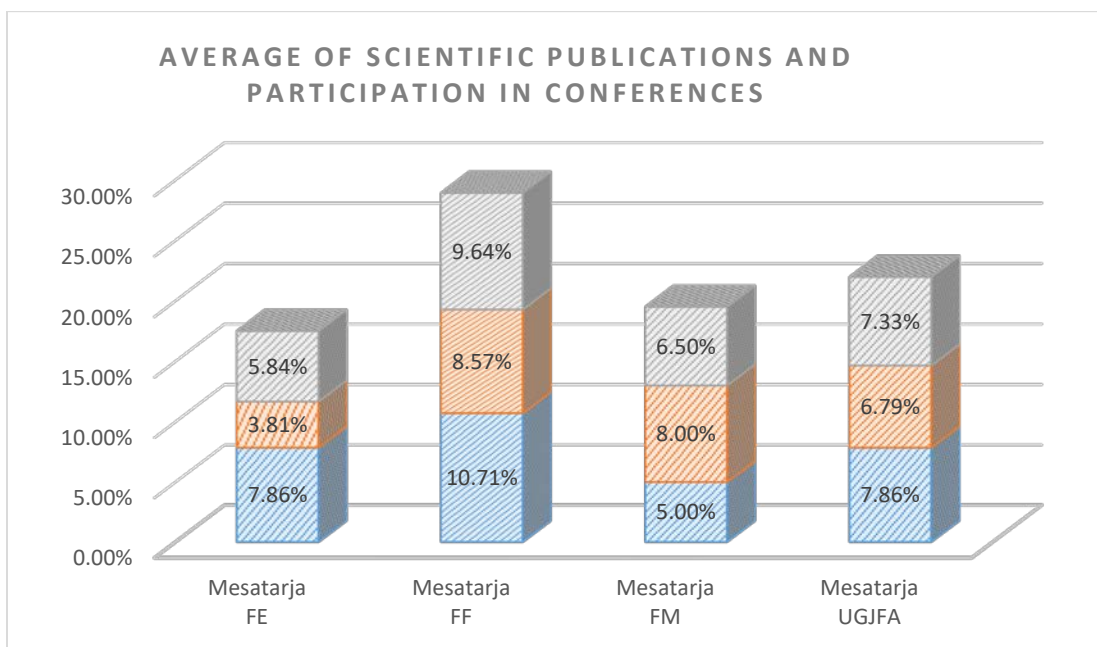


Figure 4. Average of scientific publications and participation in conferences

The average results from the evaluation of scientific publications and participation in scientific conferences show that for this group of questions at the institutional level is 7.33%, (average max. For this group of questions is 12.55) respectively for scientific publications 7.86% (max. 15%) and conference attendance 6.79% (max 10%). At the level of the Faculties the best results have the Faculty of Philology with an average of 9.64% (scientific publications 10.71% and participation in conferences 8.57%) followed by the Faculty of Medicine with an average of 6.50% and the Faculty of Education 5.84 %. It is worth wanting the results of attending conferences at the Faculty of Education.

IV. Contribution to the university and contribution to society

The results of the evaluation of the contribution to the university and to society include:

- Active contribution to committees, working groups, groups of University experts (10%),
- Active participation in community activities (volunteer work, expertise, etc.) (10%).

The evaluation of the contribution to the university and to the society is done online through the enamel where each academic staff has filled in the form with the questions posed for their contribution to the university and the society. The Academic Quality Assurance Commission of the Academic Units then summarized the results and at the end the Central Commission verified the IACS reports were able to evaluate the above aspects mentioned according to the quality manual. All regular UGJFA staff participated in this research.

The following figure shows the average results of the respective evaluation.

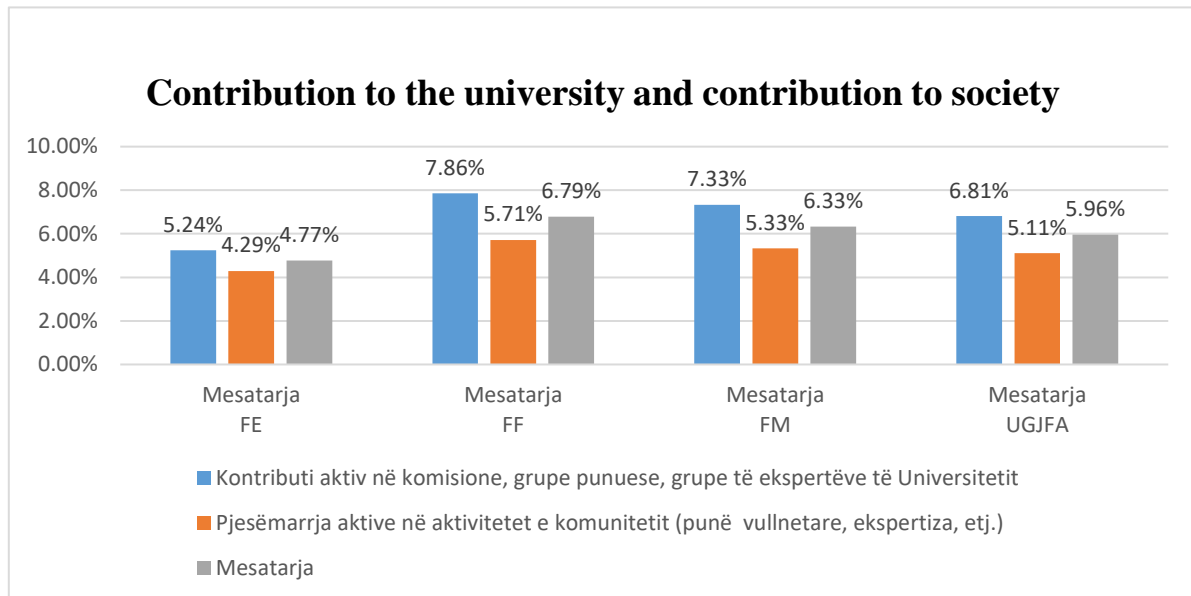


Figure 5. Average contribution to the university and to society.

The average results from the evaluation for the contribution to the university and to the society show that for this group of questions at the institutional level it is 5.84%, respectively for the contribution to the university 6.57% and the contribution to the society 5.11%. At the level of the Faculties the best results have the Faculty of Medicine with an average of 6.33% (contribution to the university 7.33% and contribution to society 5.33%) followed by the Faculty of Philology with an average of 6.43% and the Faculty of Education with an average of 4.77%. It is worth wishing for the results of the contribution to society in the Faculty of Education.

V. Evaluation results by the Dean

The results of the dean's evaluation included:

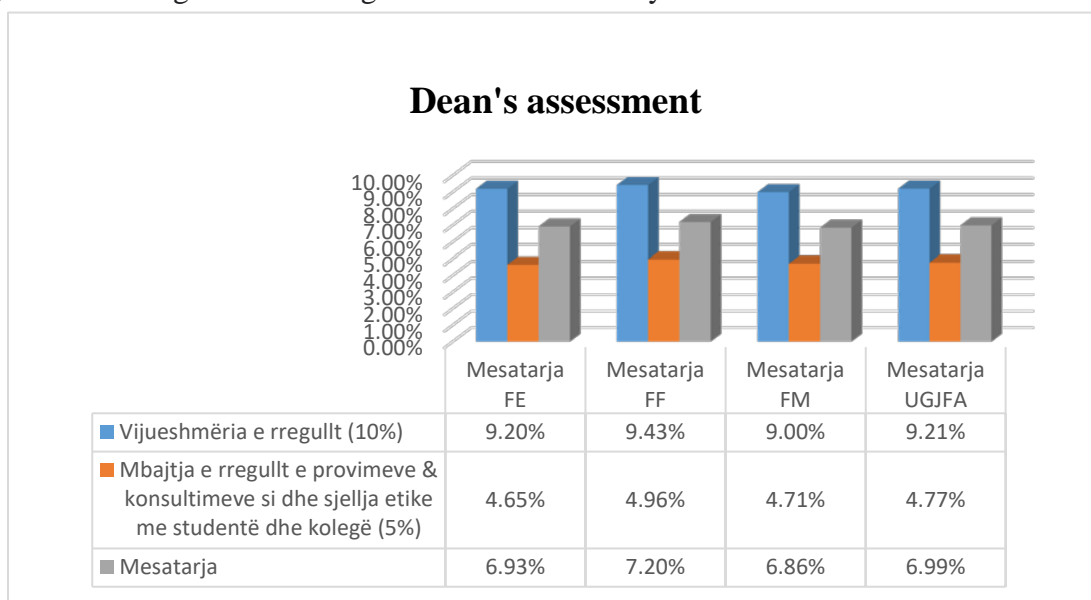
- Regular attendance (10%)
- Regular holding of exams & consultations as well as ethical behavior with students and colleagues (5%) and

If there is

- Training needs
- Comments of the academic staff
- Dean's comments

The evaluation of the dean is done by the dean of each academic unit and the final results are brought personally by each dean to the quality assurance office.

In fig. the following are the average evaluation results by the dean.



The average results from the evaluation of the dean at the institutional level is 6.99%, (max. For this group of questions is 7.5%) respectively for the regular attendance of the academic staff 9.21% (from max. 10%) and the regular holding of exams and consultations as and ethical behavior 4.77 (max. 5%). At the level of the Faculties the best results have the Faculty of Philology with an average of 7.20% (for attendance of 9.43% and regular exams with 4.96%) then the Faculty of Education with an average of 6.93% and that of Medicine with an average of 6.86%. In this set of questions, the academic staff has excellent performance.


Performance of engaged staff

We have divided the results of the performance of the engaged staff in order to get a clearer idea of the results and this was done because the engaged staff is almost mainly engaged in lectures and exercises then for the academic year 2019/2020 is excluded from ratings of:

- Scientific publications and
- Contribution to the university and society.

In the following we present the results of the performance of the academic staff engaged for the academic year 2019/2020.

Table 3. Performance of engaged staff

 UNIVERSITY OF GJAKOVA "FEHMI AGANI" - UGJFA St. ISMAIL QEMALI, nn 50 000 GJAKOVO, Republic of Kosovo Tel: 038 200 20 831; www.uni-gjk.org					
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<ul style="list-style-type: none"> • Assessment by students • Intercollegiate evaluation • Contribution to the university, Contribution to society • Scientific publication and participation in conferences • Evaluation by the dean 					
The results of the questionnaires are presented as follows.					
Allegations		Average FE	Average FF	Average FM	Average UGjFA
Assessment by students (25%)					
11.	Assessment by students (25%)	20.48	20.98	11.80	17.75 %
Intercollegiate evaluation (15%)					
12.	Collaborative cooperation (5%)	2.01	1.60	2.21	1.94 %
13.	Collaborative communication (5%)	2.08	1.78	2.09	1.98 %
14.	Ethical collegial behaviour (5%)	2.52	2.25	2.92	2.56 %
	Intercollegiate assessment average	2.20	1.88	2.41	2.16
Dean's assessment (15%)					
15.	Regular attendance (10%)	8.89	9.60	9.20	9.23 %
16.	Holding regular exams & consultations as well as ethical behaviour with students and colleagues (5%)	4.39	4.60	4.60	4.53%
17.	Average rating by the dean	6.64	7.10	6.90	6.88 %
Overall average		71.82 %	71.10 %	69.60 %	70.84 %

I. Staff ratings of student engagement at UFAG level is 17.75%. Higher scores have the Faculty of Philology followed by Education and then the Faculty of Medicine. It has influenced medical outcomes because most of the staff involved are clinical assistants and are not included in this student assessment.

II. The intercollegiate assessment at the university level is 2.16. The best average results have the Faculty of Medicine with an average of 2.41 followed by the Faculty of Education 2.20 and the Faculty of Philology 1.80.

III. The dean's rating at the university level is 6.79. The best evaluations are from the dean of the Faculty of Philology with an average of 7.10, then that of education 65.64 and followed by Philology 6.63.

IV. The overall average evaluation of staff engaged at the university level is 70.84%. The Faculty of Education has the highest results with an average of 71.82%, followed by the Faculty of Philology with 71.10% and the Faculty of Medicine with 69.60%.

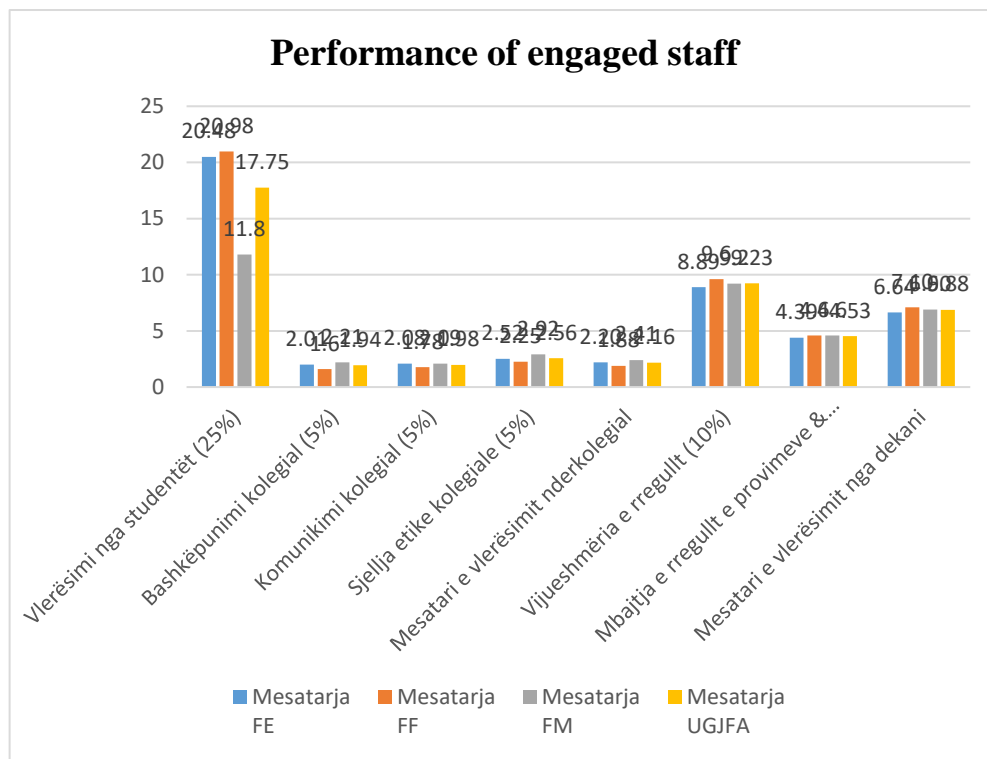


Figure 7. Performance of engaged staff

Recommendation

- Regarding the performance of students, teachers have shown very good performance, recommendations for this category are given in the relevant reports.
 - Establish inter-collegial cooperation and communication.
 - Increase the participation of academic staff in conferences
 - Increase the contribution of academic staff to society.
 - To continue the good performance in the continuation, the rest of the exams.
 - The academic staff of the Faculty of Education has expressed the following training needs:
 - o Critical thinking methodology
 - o Linking teaching to research
 - o Writing projects
 - o Teaching strategies
 - o Management of teaching in small and large groups
 - o English language training / course
 - o Distance learning and e-learning
 - o Leadership and management
- The academic staff of the Faculty of Medicine has expressed the following training needs:
- o English,
 - o Training about teaching,
 - o Training on the use of new equipment recently introduced in the faculty
 - The academic staff of the Faculty of Philology has expressed these training needs
 - o Training on contemporary teaching,
 - o English language
- o Trainings on the preparation of standards for institutional SER, etc.