



College ESLG

STAFF APPRAISAL AND DEVELOPMENT POLICY

The objective of College ESLG is to be recognized locally and internationally as a premier teaching and research institution in unique fields, using excellence in teaching and research methodology.

To achieve this, the College ESLG aims to foster excellence in its staff. The College ESLG is committed to the performance and career development of its staff in order to build this excellence through establishment of clear expectations and career development plans.

The staff appraisal and development policy applies to all the staff except for those with fixed contracts of less than 12 months. The policy does not also apply to the part-time appointment of less than 20 % of full-time workload, which is less than 2 of weekly hours of teaching or exercise.

The Policy Performance Principles and career development processes set out in this policy are presented as follows:

- The academic staff is inclusive, respects the staff diversity and promotes equitable access for all staff;
- Staff is well informed about the College's strategic and operational requirements;
- The staff contributes to the achievement of goals of the College and its values;
- The College in return provides a supportive environment for the staff enabling them to achieve their individual career goals but also optimize their contribution to the mission of the College, department, and study program.

The College strives to achieve this through nurturing the culture of continuous performance evaluation and improvement through establishing clear performance objectives through the performance and career development.

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The College supports the contribution of academic staff through agreed performance expectations for each staff member against set performance indicators, which are also agreed through individual development plans of each professor based on learning outcomes self-assessment, student surveys, and other self-assessment and it will review the contribution.

Staff members are encouraged, recognized and rewarded for high performance, sustained excellence and work-related achievements.

The College promotes the autonomy of staff in setting individual performance objectives and career development plans through individual development plans.

The individual development plan, is a performance and career development plan, prepared by the staff member himself/herself and is with the Program Director, and outlines the defined performance objectives.

The final plan is approved by the Program Director who provides feedback on progress of the staff towards achievement of goals set out in the agreed individual development plan. Any impediments to achieving the plan should be raised by the staff member as soon as they are aware of any issue/s. A formal review of performance against this plan should be undertaken on a yearly basis.

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Establishing agreed clear objectives will ensure that each staff member:

- knows and understands what is expected of them in the position
- has the opportunity to develop the skills and capacity to achieve these objectives
- He/she is provided with an opportunity to discuss their career goals and establish a plan to achieve these goals with the Program Director, Head of Department and rector;
- has the opportunity to identify individual and team performance objectives that also contribute to the Program/Department development plans and those of the College

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The formal planning and review discussions should complement, and not replace, constructive feedback and discussion between the Program Director and the staff member about progress in meeting agreed expectations and development goals.

If the Program Director has concerns about a staff member's performance or conduct, the matter should be discussed at the time the concerns are identified and advice sought from Human Resources. Discussions about performance or conduct are not limited to the performance and career development review meeting.

The evaluation criteria has been presented in Table 1.

Achievement	Description
Exceeds expectation	Some of the agreed annual outcomes have been achieved at a higher level than expected and all annual outcomes have been achieved.
Achieved	The agreed annual outcomes have been achieved.
Satisfactory but needs improvement	Most of the agreed annual outcomes have been achieved. Improvement is required in one or two areas of the performance criteria.
Unsatisfactory	Performance, achievements and/or behavior have not met the University's performance criteria

The formal staff appraisal process within the department supports the review of performance of roles, the achievement of goals and objectives, and the implementation of staff development plans by line managers. It also focuses on future goals, objectives and development plans in the context of evolving operational responsibilities and career development. The purpose of the quality review process is to ensure that staff appraisal is performed in accordance with ESLG's Staff Performance and Development Policy.

The End of the Academic Year Staff Appraisal Review is a report that creates a record of staff productivity in the areas of research, teaching, service and administration. The Head of Department is responsible for performing the initial staff performance evaluation using a point-based numerical assessment of distribution of efforts in line with the performance criteria set in the Regulation for Staff Appraisal.



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The Head of Department receives also information on staff performance review taken from Annual Quality Assurance Committee Report (taken partly from student surveys and partly from statistical quantitative data analyzed for the professor). Information on staff research productivity is drawn from the annual research report that each staff should submit to the Head of Department and cc: Rector of College ESLG.

Also part of appraisal is taken from the Staff Learning Outcomes Matrix Self-Appraisal and Course Learning Outcomes Matrix Achievement Review at the level of department (which takes into account the self-appraisal by staff member but also includes peer review and line manager review at the department level). The Head of Department takes into account the staff member activity as part of Staff Development Plan (progression towards the academic habilitation at Nova Univerza) and staff self-evaluation based on Learning Outcomes Achievement Matrix.

The initial evaluation should be sent to Staff Member for comments and discussion. The final staff evaluation report is submitted to the ESLG HR Committee on Staff Selection, Performance Assessment, and Promotion. The learning outcomes matrix achievement evaluation is considered as part of Pedagogical Activity under Habilitation Rules of Nova Univerza.

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