

Based on the criteria for evaluating the work of academics at the University of Ljubljana, that were adopted by the Rector of University of Ljubljana on January 22nd 2009 on the basis of Article 63 of the Higher Education Act (HEA-Con. Text 3, Official Gazette of RSRS 119/06 , 59/07, 15/08 and 64/08) with the consent of the Senate of the University of the fifth point of the first paragraph of Article 36 of the Statute of the University of Ljubljana (Official Gazette of RS, No. 8/05, 118/05, 72/06, 76/06 corr., 59/07, 82/07 corr., 81/07, 5/08, 42/08 and 62/08), which was provided at the 29th session of December 16th.2008, the Senate of the Faculty of Sport at its fourth regular session of December 8th 2009 adopted:

CRITERIA FOR EVALUATING THE WORK OF ACADEMIC STAFF AT THE FACULTY OF SPORT

Article 1

This criteria for evaluating the work of academic staff at the Faculty of Sport (Criteria) regulate in detail the matters relating to the scope of pedagogical work of academic staff, and with the criteria for evaluating the work of academic staff of the University of Ljubljana are determined for each member of University to set out their own criteria in greater detail.

These criteria specify:

1. Evaluation of the following forms of direct teaching obligations (hereinafter: DTO)
 - hour of lectures, seminars and seminar exercises conducted by the university teacher depending on the number of students in the group in an individual subject,
 - hour of exercises if carried out by an university teacher in the title of assistant professor, associate and full professor,
 - hour of exercises if carried out by an university teacher in the title of lecturer or senior lecturer,
 - hour of exercises if carried out by a higher education assistant,
2. volume of other forms of direct teaching obligations - DTO (mentoring, tutoring, practice and performances, consultations), in accordance with the accredited study programme,
3. conditions and calculation of volume of DTO for lectures in subjects where there are fewer than 10 students,
4. the number of students in groups in lab work, with taking into account the existing regulations on safety and health at work, and technical capabilities,
5. The extent of other forms of work that are defined in the second, third and fourth indent of Article 2 of the criteria for evaluating the work of academic staff of the University of Ljubljana, namely: indirect teaching (hereinafter: **ITW**), basic research and artistic and professional work (hereinafter **RAP**), and participation in management (**PM**)
6. a manner to supplementing the missing work obligations and procedures of the Faculty in the event that a teacher or assistant does not meet the amount of work in accordance with the labour legislation, sufficient to achieve the basic salary.

Article 2

DTO represent those types of pedagogical work that are listed in accredited study programmes as contact hours for the implementation of study programmes in first and second stage. Direct teaching obligation is measured in working hours.

Evaluation of with the following:

1. hours of lecture, hours of seminars and seminar exercises conducted by the university teacher	
• 10 students or more	1
2. hours of lectures, seminars and hours of seminar work carried out by a university teacher:	
• The group, which has 10 students	1
• for each student less in the group with up to 10 students, the volume is reduced by 10%	
3. hours of hospitations and appearances made by a university teacher assistant or higher	1
4. hours of tutoring of a yearly class for university teachers and colleagues, which for this task are appointed by the faculty senate	0,75
5. mentoring in professional practice (per student) - to recognize the two visits per student	0,5
6. hour of exercises, if carried out by a university teacher in the title of assistant professor, associate and full professor	0,6 hours x personal factor 1
7. hour of exercises, if carried out by a university teacher of the title of teacher, senior lecturer	0,9 hours x personal factor 2
8. hour of exercises if performed by assistant a higher education	1
9. Individual consultations when they are defined by the study programme	0,5
10. mentoring, namely:	
• mentoring diploma thesis	5
• mentoring diploma thesis with co-mentorship	3
• co-mentorship for the diploma thesis	2
• reviewer for the completion of the thesis	2
• mentoring in the production of the diploma thesis, that obtains the University Prešeren Award (an additional)	5
• mentoring in the production of the thesis, that acquires the Faculty Prešern Award (an additional)	2,5
• chairmanship and membership in defending the thesis	1

Number of students in groups is generally the following:

- group of students in seminars - 40 students
- group of students in exercises - 20 students

When and where subjects are carried out at lectures in a group of 10 students or less, is determined annually on a proposal from the Dean by the faculty senate.

Different number of students in groups for individual subjects, due to the specific implementation of these subjects, may exceptionally be determined, on a proposal from the Dean, by the faculty senate. Taking into account the regulations on safety and health at work and the technical possibilities.

University teacher can with the forms of the pedagogical work listed under item 3, with the personal plan of work, determine a maximum of 30 hours DTO and an assistant, with the title of teacher, a maximum of 60 hours DTO.

University teacher can with the forms of the pedagogical work listed under item 4, with a personal plan of work, determine a maximum of 1 hour per week for the duration of the teaching process (30 weeks - ie. maximum 22.5 hours per year).

University teacher and teaching assistant can set out a personal plan of work, with forms of the pedagogical work under the item 10, determine the maximum total of 20 hours DTO.

Article 3

Indirect teaching work (ITW) in content volume of:

1. preparation on DTO about., as a rule include the following:

- direct pedagogical preparation for lessons and other forms of pedagogical work,
- the preparation of educational technology,
- planning and organization of the teaching process,
- performance analysis of the pedagogical process and the search for measures for improvement,
- editing material and financial conditions for the implementation of the study process,
- preparation of material for the Commission for Academic Affairs,

2. tests of knowledge, namely:

- preparation and review of colloquiums,
- preparation of themes and evaluation of written homework,
- preparation and evaluation of themes and seminar papers,
- preparation, review and evaluation of exams and exam papers,

3. two hours office hours a week and an online and work with students,

4. review of the pedagogical work and study materials,

5. writing evaluations and expert reports and opinions in habilitation procedures,

6. development of the subjects and monitoring the development of the profession or professions and preparation of textbooks and study materials,

7. all other tasks necessary for quality implementation of the educational process.

Article 4

RAP, in substance comprises research work, which is essential for the development of the profession and the training needed for high quality pedagogical work and professional development of the teaching staff, as confirmed by election into a title, and other professional activities, which fulfill the mission of the faculty, the university and raise personal reputation.

Article 5

PM by its content comprises of participation in the running of departments, sections, work of the commissions and governing bodies of the Faculty of sport and the University.

Article 6

Pedagogical workers at the Faculty of Sport must achieve the basic salary through the following scope of teaching:

WORKING POSITION	DTO	ITW	RAP	PM	ANNUAL WORKING OBLIGATION	NET ANNUAL HRS
university teacher	180	900	540	180	1800	2088
higher education teacher	270	900	540	90	1800	2088
assistant	300	900	510	90	1800	2088
expert assistant senior expert assistant	480	900	330	90	1800	2088
other higher education co-workers *	600	1000	110	90	1800	2088

* this are higher education co-workers, who do not have teaching obligations laid down in Article 63 of the Higher Education Act

If pedagogical worker reaches lower number of hours in the DTO as set, his percentage of ITW hours shall reduce to same percentage of failure to reach the full DTO, but not more than 30 - percent of the working time of ITW (to 626 hours).

RAP - all teaching staff engaged in the extent to which it is specified in this Article, regardless of the load of DTO. About his work and results of teaching the worker submits an annual report.

About the hours that an employee spends on PM, the worker keeps his own records that are at the employee's annual report compared with the attendance records that are kept at individual bodies or commission.

Article 7

Pedagogical worker, who does not meet the load required to achieve his basic salary, must complement the difference to full load from other financial sources.

With this financial resources all direct costs of missing work load of the worker must be covered. What counts in direct labour costs is stated in Article 11 of the University criteria.

Article 8

If pedagogical worker does not want or for whatever reason is not able to complement his teaching obligations as stated in the previous article, he must modify his contracts with the employer from full to part-time basis, in accordance with Article 47 of the Labour Relations Act. If an agreement with the employer, in accordance with Article 47 of the Labour Relations Act does not apply, the employer may terminate an employment contract for business reasons in accordance with the first indent of the first paragraph and the third paragraph of Article 88 of the Labour Relations Act.

Article 9

These shall enter into force on January 1st 2010.

DEAN
Prof. dr. Milan ŽVAN