

CRITERIA FOR EVALUATION
of researchers employed at the Institute of Bioorganic Chemistry, PAS,
applied by the Committee of the IBCH PAS Scientific Board for research staff Development,
scholarships and awards

The Committee acts pursuant to the Rules for evaluation of researchers employed at the Institute of Bioorganic Chemistry, Polish Academy of Sciences, enacted by the Scientific Board on September 12th, 2018.

The Institute's Scientific Secretariat examines correctness of the materials prepared for evaluation, in cooperation with members of the Committee.

On the basis of the total scores gained by individual staff members, four lists shall be prepared: list of Research Associates, list of Assistant Professors, list of Associate Professors and the list of Full Professors, all of which shall be arranged according the number of points received. Subsequently, the average scores for each of the groups shall be calculated.

The employee's evaluation period, encompassing the previous two years, also includes the period of doctoral studies at IBCH PAS, or the period of employment at IBCH PAS in a different research or technical position.

Staff members who gained the number of points equal or higher than $\frac{1}{4}$ of the average score within a given group receive a positive evaluation appraisal from the Committee. In each group, 20% of the staff members, who gained the highest number of points, receive a positive evaluation appraisal with distinction.

Staff members who gained the number of points below $\frac{1}{4}$ of the average score within a given group may receive a negative evaluation appraisal. The committee shall renounce from assigning a negative appraisal in the case when:

- the staff member was being on a maternal, paternal, parental or health leave for at least 6 months within the 2 years of the evaluation period; or was being on a sick leave, or was staying on an internship – being unable to affiliate publications to IBCH PAS,
- a newly employed staff member worked at IBCH PAS for less than 18 months within the 2 years of the evaluation period,
- the staff member has part-time employment and gained the number of points equal or higher than $\frac{1}{4}$ of the average score within a given group, when converted per full-time employment.

In such a case, the Committee grants a positive evaluation appraisal. The relevant factor taken into account by the Committee, which remarkably influenced the number of points gained, shall be reported in the employee's evaluation sheet.

In other justified cases, other than the ones mentioned above, the Committee may renounce from assigning a negative appraisal – upon request of one of the members of the Committee, or the person under evaluation – having put forward a written justification for its decision.

The information given in the category *Other* of the researcher evaluation sheet shall be evaluated by the Committee only in extraordinary cases, assigning relevant points by ballot. The data collected shall be passed on by the Committee to the Institute's Board of Directors, and they may serve to select the staff members deserving distinction.

The employee shall receive a copy of the first page of the evaluation sheet, along with the score and the appraisal of the Committee, with regard to which remarks can be filed to the Head of the Committee or the Institute's Scientific Board, within 14 days of receipt of the evaluation results.

The materials encompassing evaluation results of individual staff members shall be passed on by the Committee to the Head of the Scientific Board and the Director of the Institute. Furthermore, the information

on the scores achieved and the appraisals received from the Committee shall be forwarded to the superiors of individual persons – Heads of IBCH PAS Departments at which they are employed.