



# REGULATION OF THE PERFORMANCE APPRAISAL PROCESS OF THE TEACHING ACTIVITY

ISAL | HIGHER INSTITUTE OF ADMINISTRATION AND  
LANGUAGES

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## Article 1

### Object

1. This Regulation defines the general guidelines to be followed by the performance appraisal process of the teaching activity.
2. The performance appraisal of ISAL's teaching staff aims to highlight the merit demonstrated by its members, in compliance with the principle of performance differentiation, governed by principles of trust, fairness, comprehensiveness, consistency, transparency and impartiality.
3. The performance appraisal is also an instrument that reflects the strategic objectives of the institution, insofar as they are pursued through the increase of research activities, cultural creation or experimental development, with the ultimate goal of contributing to the improvement of the quality of the performance of lecturers.

## Article 2

### Scope of Application

1. These regulations apply to all lecturers who work at ISAL, whatever their category, and regardless of the type of contract.

## Article 3

### Frequency of the assessment

1. The evaluation is regular and must be carried out every three years.

## Article 4

### Object of the assessment

1. All activities provided for in Article 2-A of Decree-Law No. 207/2009 of 31 August, Statute of the Career of Teaching Staff of Polytechnic Higher Education, under the terms of Article 35-A of the statute, must be evaluated.
2. The activities referred to in the previous paragraph are grouped into 4 aspects: a) Attitude towards teaching; b) Attitude towards the institution; c) Scientific production and research; d) Continuous progression effort.
3. "Attitude towards teaching" refers to the behaviour of the lecturer in relation to teaching methodologies, such as interaction with students, compliance with programmes, bibliographic support, among others.

4. "Attitude towards the institution" refers to the behaviour of the lecturer towards the institution.
5. "Scientific production and research" include publication and communication activities as author, co-author or guest and the supervision or participation in research and development projects.
6. "Continuous progression effort" means the effort and results of the lecturer towards his/her updating and career advancement, with the aim of continuously improving his/her skills and knowledge.
7. The grouping of activities referred to in the previous paragraph aims to guide the assessed lecturers in relation to the activities and aspects in which they should, where appropriate, achieve improvements in the quality of their performance.
8. Each of the aspects provided for in number two shall represent a maximum partial score expressed in a maximum of points, to be defined in each evaluation cycle, by the Board of Directors of ISAL, after consulting the Technical-Scientific Council and the Pedagogical Council.
9. The set of activities to be evaluated in each aspect and their respective criteria for partial classification are those proposed by the Course Coordination and approved by the Board, Pedagogical Council and Technical-Scientific Council.
10. The professional experience obtained outside the academic environment should be valued, exclusively, for lecturers who are in a full-time non-exclusive or part-time regime, under the terms of Decree-Law no. 207/2008, of 31 August, as amended by Law no. 7/2010, of 13 May.

#### Article 5

#### Effects of performance appraisal

1. The performance appraisal is relevant for:
  - (a) maintenance of the indefinite contract;
  - b) Renewal of fixed-term contracts for lecturers;
  - c) Renewal of service contracts.
2. Except in the cases expressly provided for by law and by these regulations, the change of the remuneration position is always conditioned by the performance appraisal.

## Article 6

### Management positions at ISAL and office holders

1. For the purposes of this regulation, management positions at ISAL and its Organisational Units are understood to be the following positions:

- a) Director;
- b) Coordinators.

2. Lecturers who hold management positions and those who are members of the Technical-Scientific Council, Pedagogical Council and Student Ombudsman are evaluated in the teaching part under the terms of this regulation and, as holders of management positions or ISAL bodies, under the general terms of the institution's evaluation.

3. The provisions of the previous number shall apply to lecturers who fulfil the coordination functions of study programmes.

## Article 7

### Assessment

1. The evaluation process is carried out, supervised and coordinated by the Course Director/Coordinators, in articulation with the Technical-Scientific Council.

2. The assessment of lecturers will be carried out by the Course Directors/Coordinators.

3. It is up to the Director of ISAL to establish, for each evaluation cycle, the timing of the process.

## Article 8

### Methodologies of the Assessment Process

1. The assessment procedure begins with the delivery by the lecturers to the Course Directors/Coordinators of a Course Report accompanied by the Self-Assessment Form, up to 30 days after the end of the classes of the semester in which the course was taught.

2. The Course Directors/Coordinators will complete the lecturer's Evaluation Form.

3. Once the analysis has been carried out, and based on the results of each Evaluation Form, the Directors draw up and approve a provisional list of the

ratings of the teachers evaluated, notifying each of them individually of their rating and granting them a minimum period of 5 working days to complain, in writing and with reasons, about their provisional rating.

4. The complaints submitted under the terms of the previous paragraph, considering the respective grounds, must be decided by the Direction/Coordination of the courses, within 5 working days, a decision that must be notified to the interested parties.

5. Once the complaints period has ended and a decision has been taken regarding the explanations that have been presented, the Course Coordinators/Directors prepare and approve the final list of the evaluated lecturers' classifications, which they will send to the Director of ISAL for approval.

6. The list for approval must be accompanied by the complaints submitted during the period set aside for them and the decisions taken on them.

7. Once the list and corresponding classifications have been approved, each lecturer will be individually notified of his/her final classification.

8. The evaluated lecturers may, in the exercise of the right of prior hearing and within 5 working days, comment, in writing and fundamentally, in a statement addressed to the Director of ISAL, on the decision to approve their evaluation.

9. Once the prior hearing period has ended, the Director of ISAL, considering the explanations of the statements received, will decide definitively on the approval of the classifications, notifying the lecturers who have manifested themselves, within the scope of the prior hearing exercise, of the definitive decision concerning them.

10. Lecturers may judicially challenge the act of approval and the decision on complaints under the terms of the general law.

## Article 9

### Cooperation

1. The Course Directors/Coordinators in charge of the assessment clearance operations, in case of doubt or insufficiency of the information provided, have the power to request, at any time, from the executive, scientific and pedagogical bodies, or from the evaluated lecturers, as well as from the services, the elements necessary to proceed with the final assessment.
2. If these elements are not provided within 5 working days, in addition to informing the Evaluated Lecturer, the clearance operations will continue with the available elements, without prejudice to the possibility of obtaining the missing elements by other suitable and competent means.

## Article 10

### Classification of performance appraisal

1. The final classification of the performance appraisal is obtained using the following calculation formula:  
CFAD = Which corresponds to the weight defined for each aspect and the rating obtained in each aspect.
2. The final classification of the performance evaluation is based on the overall score established through the approved criteria grid, being expressed in five classes according to the correspondence:
  - a. EXCELLENT: score equal to or higher than 90 points;
  - b. VERY GOOD: score equal to or higher than 75 points and lower than 90 points;
  - c. GOOD: score equal to or higher than 50 points and lower than 75 points;
  - d. INADEQUATE: score of less than 50 points.
3. A lecturer is considered to have obtained a negative evaluation of the activity developed, when he/she has obtained a rating of less than 50 points.

## Article 11

### Change in Remuneration Position

1. Remuneration positioning is subject to a performance evaluation of excellent for six consecutive years.
2. For the purposes of the preceding paragraph, the ratings mentioned are assigned the following values:
3. The envisaged repositioning is subject to the budgetary constraints of the institution.

## Article 12

### Entry into force and transitional provisions

1. The assessment system provided for in this Regulation shall enter into force in the 2015-2016 school year.
2. At the end of the first evaluation period (2015-2016), the Technical-Scientific Councils will carry out an evaluation of the assessment system regulated by this Regulation, with a view to assessing its suitability and proposing any adjustments that may prove necessary and appropriate.

3. Any doubts regarding the application of the present Regulation will be decided by order of the Director of ISAL, having heard, when necessary, the Technical-Scientific Council.

*The present Regulation was approved by the Technical-Scientific Council.*

*Funchal, 19 January 2015*