



Regulations for the evaluation of scientific and technical achievements of scientific and scientific-technical employees

I. Evaluation of scientific and technical achievements of scientific and scientific-technical employees

§ 1.

1. Evaluation of scientific and technical achievements of employees is carried out by the Committee of the IMC Scientific Council for Evaluating Scientific Achievements and direct supervisor.
2. The Committee presents the results of the work referred to in section 1 to the Scientific Council.
3. A scientific employee who disagrees with evaluation of the Committee referred to in section 1 may submit a written request for re-evaluation to the chairman of the Scientific Council within 30 days of receipt of this evaluation.

§ 2.

1. The Committee assesses the employee taking into account:
 - particularly valuable elements in scientific and technical achievements,
 - the quality and efficiency of scientific and development activities pursued to implement the goals and tasks of the Institute,
 - ability to work in a research team or the ability to manage such
 - analytical skills and creativity.
2. The Committee assesses the employee taking into account also additional criteria of employees' evaluation specified in § 3 of this Regulation.

§ 3.

1. Points criteria are established within the framework of full-time employment. Fulfilling them **within one year** will be the basis for assessing the employee's achievements on a scientific or scientific-technical position:



Requirements / criteria of scientific employees' assessment				
Scientific position/ Assessment period	Number of publications with IF during the assessment period (not less than):	Research projects regardless the source of financing (within the assessment period)*	Applications for externally financed projects	The minimum required average number of points in the annual assessment
Academic assistant / every 2 years	1 publication	Participation in a research project	-	50
Scientific-technical employee, no doctoral degree/ every 2 years	1 publication	Participation in a research project	-	50
Scientific-technical employee with doctoral degree / every 2 years	2 publications	Leading or participating in a research project	1 in 3 years	50
Adjunct / every 2 years	2 publications	Leading or participating in a research project	1 in 3 years	50
Institute's professor, professor/ every 4 years	4 publications	Leading a research project	1 in 3 years	50

*research project = grant, ordered project, other

§4.

1. Employees on scientific and research-technical posts, complete the employee assessment Card (Annex 1) and settle the points specified in § 3.
2. Employee evaluation cards referred to in art. 1 are submitted by scientific and scientific-technical employees by January 31 of the following year to the secretariat of the Institute's Scientific Council.

§5.

1. Those employed as **academic assistants, adjuncts and scientific-technical employees** are subject to **two-year evaluation** of scientific and technical achievements. This assessment is a sum of annual employee assessment cards referred to in § 4 art. 1 and obtained points specified in § 3 of this order.
2. Those employed as **Institute's professors and professors** are subject to **four-year evaluation** of scientific and technical achievements. This assessment is a sum of annual employee assessment cards referred to in § 4 art. 1 and obtained points specified in § 3 of this order.



§6.

The Director of the Institute suspends the dates referred to in § 5 art. 1 and 2 for the duration of:

1. Maternity and parental leave.
2. Active military service.
3. Sick absence or unpaid leave - 6 months or more.
4. Business trip abroad for scientific or professional purposes for a period of not less than 6 months.

II. Negative evaluation of scientific and technical achievements of scientific and scientific-technical employees

§7.

1. A negative assessment is obtained by an employee who does not meet the 3 requirements / criteria of the assessment of scientific employees (in the case of an academic assistant or scientific- technical worker without a doctoral degree) or 4 requirements / criteria for the evaluation of scientific workers (in the case of a scientific- technical worker with a doctoral degree, professor at IMC or professor).
2. Negative assessment of scientific and technical achievements of a scientific or scientific-technical employee results in a grace period from the Director of the Institute until the end of the accounting year for improving the results of scientific activity.
3. In the case of a scientific or scientific-technical employee whose results of scientific activity have not significantly improved after the grace period has ended, the Director of the Institute shall decide about:
 - automatic transfer of an employee from the scientific or scientific-technical position to the non-scientific/scientific-technical position,
 - termination of the employment contract with a notice period.

III. Procedure for employing on a scientific position.

§8.

The procedure of employing on a scientific position is preceded by a competition whose rules are governed by separate provisions.