

Regulations
of periodical assessments of activity of researchers of the Institute of Fundamental
Technological Research of the Polish Academy of Sciences (IPPT PAN)
adopted by the Scientific Council of IPPT PAN on 27 May 2011

The periodical assessments of the researchers of the Institute are based on the elements of scientific and research activity of key researchers for the current scientific position of the Institute and its development. The assessments regard the activity of the researchers resulting from the employment relationship, including but not limited to the scopes of activity determined in the Statutes of IPPT and contribution to the PAN institute ranking system. The legal basis for the assessment is Article 96(1) and (2) of the Act on the Polish Academy of Sciences of 30 April 2010 (Journal of Laws, No. 96, item 619).

Mode and Frequency of Assessments

1. The periodical assessment of researchers is carried out annually.
2. The basis for the periodical assessment of activity of researchers of IPPT PAN are the results of work presented in the annual descriptive survey submitted to the immediate superior by the researcher within the time limit specified by the head of the research unit.
3. The annual survey includes the effects of activity of the researcher, including but not limited to those resulting from the employment relationship with the Institute and the researcher's engagement in the scope of:
 - a) publication of work results, especially in renowned scientific journals,
 - b) documentation of scientific and development research results, including new research and measurement methods and software,
 - c) participation in didactic and popularisation activity of the Institute,
 - d) acquisition of funds for scientific and promotional activity of the Institute,
 - e) cooperation with national and international scientific and research institutions yielding measurable scientific effects, including participation in and organisation of scientific meetings,
 - f) activity specified in the PAN institute ranking system,
 - g) activity considered valuable by the researcher in his/her scientific activity.

The survey shall be accompanied by the researcher's report on his/her activity in the reporting period, which can be substituted with copies of publications or specification of other measurable work effects.

4. The heads of research units of the Institute shall present their assessment in the form prescribed by the Director and can complete the survey or comment on it, notifying the researcher.
5. The researcher's activity in the period of three years prior to the date of submittal of the annual survey shall be determined in the 3-year survey scoring the researcher's activity and aiming at simulation of activity crucial for the scientific position of the Institute and its place in the PAN institute ranking.

6. The criteria of assessment of the researcher's activity included in the surveys prepared by the Director are approved by the Institute's Scientific Council.
7. The annual surveys and 3-year surveys are submitted to the Acceptance Board appointed annually by the Director for the purpose of assessment of work of the Departments performed as part of the Institute's statutory activity in the scope of internal job orders.
8. The surveys, accompanied by the Acceptance Board's assessment, are submitted to the Commission for Assessment of Researchers' Activity appointed jointly by the Director and Institute's Scientific Council, with the Deputy Institute Director for Science acting as the board chairperson.
9. The Commission assesses the activity of individual researchers on the basis of:
 - annual and 3-year surveys submitted in the given calendar year,
 - assessment presented by the heads of the research units of the Institute,
 - assessment presented by the Acceptance Commission.
10. The assessment results shall be submitted by the Commission to the Institute Director and, in the form of a general report, to the Scientific Council to 15 February of the year following the assessment year.
11. The results of the periodical assessment of researchers and research teams are open for review by directly interested parties.
12. The researchers of the Academy can appeal from the assessment of their professional activity, especially from the assessment of their work. The appeal must be submitted to the Vice-president of the Academy supervising the work of the relevant division. The appeal regulations shall be established by the President of the Academy.