

Necessary Steps of the individual Evaluation at BOKU

Professorships acc. to §98 and Associated Professorships (A2):

1. Official launch of the evaluation procedure by the Quality Management Unit about a year before the increasing period of the collective agreement ends.
2. The Quality Management Unit transmits the report concerning teaching data to the candidates.
3. Optional: Expert advice on how to prepare the teaching portfolio by DI Alexandra Strauss-Siebert (Lehrentwicklung- development of teaching and learning).
4. The Candidates have to update the FIS data (research information system).
5. The Candidates will receive a report of the research data by DI Horst Mayr (FoS).
6. The Candidate has to prepare the Self-Evaluation report based on the standardized extracted data from the fields of teaching and learning and research and has to submit the report to the Quality Management Unit.
7. The Quality Management Unit will provide feedback on the Self-Evaluation report.
8. If necessary the candidate has to revise the report and has to submit the final version to the Quality Management Unit.
9. The Candidate will create appropriate measures for the upcoming period in accordance to the immediate superior and will submit the final version (including signatures) to the Quality Management Unit.
10. The Quality Management Unit provides a summary and submits it to the Rectorate including relevant documents.
11. The result of the evaluation is decided by the Rectorate; if the evaluation turns out positive the collective agreement will be increased.
12. When appointing a chair acc. to §98 a personal meeting with the rector follows. Associated professorships will receive a written notification by the Rectorate.
13. The Human Resource Department and the Quality Management Unit will be informed about the outcome of the evaluation.