

The Dean of the Faculty of Economics and Business in Rijeka has enacted the following consolidated text concerning the Regulations on the procedures to be taken upon student questionnaires assessing the Faculty of Economics and Business in Rijeka teachers' performance.

The consolidated text includes:

- Regulations on the procedures to be taken upon student questionnaires assessing the Faculty of Economics and Business in Rijeka teachers' performance (hereinafter: Regulations) adopted on the **82nd** session of the Faculty Council held on **14 July 2010**
- Regulations on the amendments of the Regulations adopted on the **93rd** session of the Faculty Council held on **11 July 2011**
- Regulations on the amendments of the Regulations adopted on the **133rd** session of the Faculty Council held on **26 May 2014**
- Regulations on the amendments of the Regulations adopted on the **218th** session of the Faculty Council held on **25 March 2019**

The consolidated text of the Regulations reads as follows:

## **REGULATIONS**

### **on the procedures to be taken upon student questionnaires assessing Faculty teachers' performance**

#### **Article 1**

These Regulations govern the procedures to be taken upon questionnaires evaluating the teachers' performance by students, with the aim of teaching quality assurance and improvement.

#### **Article 2**

The quality of teaching performance shall be expressed as the average score of all the questions concerning the quality of performance. The average score of 3,0 or higher shall be considered satisfactory when concerning the evaluation of the teachers' performance.

#### **Article 3**

The evaluation of the teachers' performance with the help of the student questionnaires shall be considered relevant only if a minimum of ten (10) students filled in the questionnaire. Exceptionally, in small student groups consisting of less than 30 enrolled students, the results shall be considered relevant if a minimum of thirty-three percent (33%) of enrolled students filled in the questionnaire. When reporting, those results shall be marked red.

#### **Article 4**

With the help of the evaluation of the teachers' performance, results shall be obtained for all the teachers involved in class instruction in the period covered by the questionnaire.

The Quality Assurance Committee, together with the Dean and the Vice-deans, shall deliver the results of the evaluation to each teacher.

The teacher can conduct an internal survey, using the same methodology, for all the associates participating in class instruction within the respective courses.

### **Article 5**

Each semester, the list of three best evaluated teachers shall be announced at the Faculty's official website, separately for undergraduate studies, graduate studies, the teachers appointed to scientific teaching, teaching and the teachers in associate ranks. Once in a year, the best evaluated teachers shall present their teaching methods and techniques within their regular classes.

### **Article 6**

Initiative and corrective measures shall be aimed at the teachers who were given low scores in the process of evaluation.

In the case of the average score below 3,0, initiative measures shall be implemented.

The Dean and the Vice-deans shall implement the initiative measure by asking the teacher to fill in the Self-evaluation form, which is a constituent part of these Regulations.

### **Article 7**

In the case of the average score below 3,0 for the same course twice in a row, corrective measures shall be implemented.

Corrective measures are temporary. Therefore, they shall last until the moment of reaching the satisfactory teaching quality of the given teacher.

Corrective measures, implemented by the Dean, include the following measures, which can be combined:

- The teachers shall be obliged to attend professional trainings with the aim of teaching quality improvement.
- The teachers shall be obliged to attend the classes of one of the five best evaluated teachers according to Article 5 of these Regulations during the following academic year.

Students shall be informed about the implemented corrective measures by their representative in the Quality Assurance Committee.

### **Article 8**

These regulations shall come into effect on the day of the announcement on the Faculty's bulletin board and on the Faculty's official website.

DEAN

Alen Host, Ph. D., Full Prof.

These Regulations have been announced publicly on the Faculty's bulletin board and the official website as of **27 March 2019**.

SECRETARY

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Classification no.: 003-01-19-19-8

Registration no.: 2170-57-19-19-3