

**Ordinance No. 4  
of the Rector of Poznan University of Technology  
of 4 February 2025  
(RO/II/4/2025)**

**on the schedule for the periodic evaluation of academic teachers**

Acting pursuant to Article 2 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2024, item 1571, as amended), in connection with Ordinance No. 51 of the Rector of Poznan University of Technology of 28 December 2021 (RO/XII/51/2021) on the criteria for the periodic evaluation of academic teachers and templates for evaluation sheets, it is ordered as follows:

§ 1

**A Schedule for the periodic evaluation  
of academic teachers at Poznan University of Technology in 2025 is established**

1. **By 26 March 2025** – filling in evaluation sheets by academic teachers and submitting them to their **immediate superior**, i.e. as appropriate, head of a division/director of an institute/director of a centre/dean.

**NOTE: student survey assessment for the winter semester 2024/2025 will be available from 15 March 2025.**

2. **By 4 April 2025** – issuing an opinion by the immediate superior, i.e. head of a division/director of an institute/director of a centre/dean, and submitting the sheets to the director of an institute/dean/appropriate vice-rector.
3. **By 11 April 2025** – issuing an evaluation by the director of an institute/dean/appropriate vice-rector and submitting the sheets to the dean/appropriate vice-rector.
4. **By 30 April 2025** – issuing evaluations by the dean/appropriate vice-rector and submitting the evaluation sheets to the appropriate evaluation committee.
5. **By 23 May 2025** – issuing an evaluation by the evaluation committee.
6. **By 30 May 2025** – acquainting academic teachers, by the dean or head of an organizational unit, with the opinions issued during the evaluation procedure.
7. **By 13 June 2025** – submitting appeals to the Rector by academic teachers.
8. **By 24 June 2025** – Rector's decision in the appeal procedure.

§ 2

1. The scope of the evaluation includes achievements in the period from 1 January 2022 to 28 February 2025.
2. An academic teacher should complete the evaluation sheet in accordance with an employment group in force on 1 March 2025.
3. If the majority of the evaluation period specified in section 1 (taking into account the working time), was spent by an academic teacher working in a different employment group than the one in force on

1 March 2025, an employee may submit an application to the Dean to change the evaluation sheet to the one that corresponds to the employment group in which he/she worked the longest period.

### § 3

1. The evaluation is carried out on evaluation sheets, specified by the Academic Senate of Poznan University of Technology (Resolution No. 54/2020-2024 of 24 November 2021), the templates of which are available in electronic form on the intranet server website at: <https://intranet.put.poznan.pl/department/ro/2021/12/28/11420> (Rector's Office).
2. When issuing evaluations, the principles of periodic evaluation constituting Appendix No. 6 to Resolution No. 54/2020-2024 of the Academic Senate of Poznan University of Technology of 24 November 2021 should be applied.

### § 4

The Ordinance enters into force on the date of signing.

The original signed by  
Rector  
of Poznan University of Technology  
Professor Teofil Jesionowski, Ph.D., D.Sc.