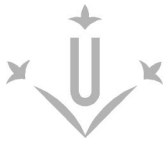


Procedure: EVALUATE TEACHING ACTIVITY, PROMOTE AND RECOGNIZE ACADEMIC STAFF	PG 17
Responsible unit: TEACHING QUALITY AND PLANNING	
Approved by: Francisca Santiveri Morata Vice-rector of Academic Planning and Quality	
Location: https://cv.udl.cat/portal/site/uop Printed copies are not guaranteed to be valid	

HISTORY OF EDITIONS			
No. version	Date Elaboration	Date Approval	Summary of reasons for change
1.0	May 2009	May 2009	Initial edition
2.0	June 2010	June 2010	Incorporation of evaluation results AQU Catalunya
3.0	June 2013	June 2013	Unification of PG17 and PG18 procedures
3.1	October 2013	October 2013	Regulatory update
3.2	March 2018	Electronic signature	Regulation and procedure update
4.0	February 2020	Electronic signature	Changes in operational content
4.1	June 2022	Electronic signature	Regulatory update and introduction Excellence Mention



INDEX

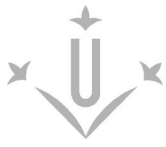
1. OBJECT	3
2. SCOPE OF APPLICATION.....	3
3. SCOPE OF DISSEMINATION	3
4. RELATED PROCESSES	3
5. RELATED MANAGEMENT SYSTEMS	3
6. DEFINITIONS	3
7. REFERENCES/REGULATIONS	4
8. OPERATIONAL CONTENT.....	5
8.1 DESCRIPTION OF THE ACTIVITY	5
8.2 ACTIVITY FLOW.....	11
8.3 RESPONSIBILITIES IN THE PROCEDURE.....	14
9. PARTICIPATION OF INTEREST GROUPS	15
10. RECORDS/ARCHIVE.....	15

PREPARATION / REVIEW

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1. OBJECT

The purpose of this procedure is to establish the mechanism through which the teacher evaluation process is carried out for the purposes of promotion and recognition, obtaining additional remuneration and processing the teaching certification of AQU Catalonia

2. SCOPE OF APPLICATION

This procedure applies to academic staff candidates to participate in the process of evaluating the teaching activity of the teaching staff.

3. SCOPE OF DISSEMINATION

This procedure must be brought to the attention of the Teaching Quality and Planning unit, of the Vice-rector's Office responsible for teaching evaluation of academic staff (PDI) of the UdL.

4. RELATED PROCESSES

This procedure is part of the Facilitate and administer human team process (A21).

5. RELATED MANAGEMENT SYSTEMS

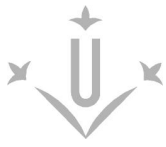
This procedure is included in the scope of the UdL's Internal Quality Assurance System.

6. DEFINITIONS

Teaching evaluation: Analysis of teaching planning and development activities, professional development as a teacher and the results of this activity. Its aim is the recognition of teaching merits and the stimulus for improvement and innovation in the teaching function in order to promote quality university training.

Faculty candidate: The teaching staff who meet the requirements set out in the call and the Teaching Assessment Manual for the teaching staff (MADP).

Teacher evaluation manual (MADP): Manual prepared by the University of Lleida that contains the criteria and procedures for carrying out the evaluations of the teaching activity, based on the minimums set in the Guide for the design and implementation



of an institutional model of teaching evaluation of the teaching staff at Catalan public universities (2nd edition, AQU Catalunya). The MADP is certified and accredited by AQU Catalunya.

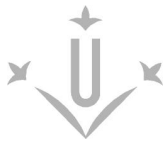
7. REFERENCES/REGULATIONS

- [Organic Law 6/2001](#), of December 21, of universities (articles 33, 55 and 69).
- [Organic Law 4/2007](#), of April 12, which modifies Organic Law 6/2001, of December 21, on universities.
- [Law 1/2003](#), of February 19, of universities in Catalonia.
- [Law 39/2015](#), of October 1, of the Common Administrative Procedure of Public Administrations, and [Law 40/2015](#), of October 1, of the Legal Regime of the Public Sector.
- [Decree 405/2006](#), of 24 October, which establishes the additional remuneration of teaching and research staff, civil and contracted at the public universities of Catalonia.
- [Regulations for the use of electronic media](#) in the scope of the UdL¹
- [General framework for teacher evaluation](#). Agency for the Quality of the University System in Catalonia. May 2001.
- [Guide for the design and implementation of an institutional model for teacher evaluation in Catalan public universities \(2nd edition\)](#). Agency for the Quality of the University System in Catalonia. June 2007
- [Teacher Evaluation Manual for UdL Teachers](#), resulting from the re-accreditation process of AQU Catalunya²

¹Approved by the Governing Council on November 24, 2010.

²

Approved by the Governing Council on December 18, 2018
Amended by the Governing Council of December 11, 2019
Certified by AQU Catalunya on June 11, 2019
Amended by the Governing Council of October 28, 2020
Amended by the Governing Council of October 26, 2021



8. OPERATIONAL CONTENT

8.1 DESCRIPTION OF THE ACTIVITY

8.1.1 Prepare and/or modify the MADP

The MADP defines the institutional policy for teacher evaluation, the purpose of this evaluation, the process and its agents, as well as the requirements, criteria, dimensions and indicators that must be applied. The MADP envisages the organization of annual calls for the evaluation of the teaching merits of teachers who have completed five years of teaching activity or who wish to apply for teaching certification at AQU Catalunya.

1. Prepare/modify the MADP

The CAU (University Evaluation Committee) prepares and/or incorporates the modifications of the MADP that it considers necessary and presents it to the Governing Council for its approval. It also prepares the proposals for the annual call.

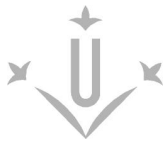
2. Approve the MADP

The Governing Council approves, where appropriate, the MADP or its modifications, at the proposal of the CAU.

3. Accredited/certify the MADP

AQU Catalunya is responsible for accrediting the teaching evaluation manuals of Catalan public universities. Once accredited, the manual is valid for five years. It is also his responsibility to certify the modifications carried out in the accredited manuals.

Before starting the management of a new call, a review is carried out to improve the procedure. Improvement proposals can incorporate proposals to modify the MADP.



4. Review and improvement

Every 5 years, AQU Catalunya carries out the accreditation of the teaching evaluation process of the teaching staff that is developed with the MADP. Apart from the external accreditation of this process, the CAU is in charge of making the proposals for modification of the MADP derived from the review and improvement of the procedures that are applied.

8.1.2 Manage the annual call for teaching evaluation

1. Approve the annual call for teaching evaluation

The Governing Council approves the call, once AQU Catalunya has published the resolution publicizing the procedure and the certification of the assessment of the individual teaching and management merits of the official and contracted PDI of Catalan public universities, earned up to to December 31, for the allocation of additional remuneration.

2. Establish the candidate faculty

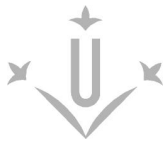
The CPA (Academic Personnel Commission) reviews and approves the teaching five-year terms and establishes the list of teaching candidates for a call for evaluation. The Teaching Quality and Planning unit completes the relationship with all the candidate teachers from previous calls who did not show up, who did not obtain a favorable evaluation or who did not meet the minimum teaching requirements.

3. Inform the candidate teachers for the evaluation

The Vice-rector's office responsible for teaching evaluation of the PDI communicates to all candidate teachers the information about the call (objective, requirements, procedure and schedule).

3.1 Prepare Self-Report

In accordance with the approved call, the Teaching Quality and Planning unit, on behalf of the CAU, provides the teaching staff who can participate in the evaluation with the information of the period that can be evaluated, as recorded in the institutional



databases. This information, together with any other relevant information, is the basis on which the teaching staff makes their self-evaluation.

3.2 Report in the evaluation period

During the evaluation period, the Teaching Quality and Planning unit provides telephone, electronic and personal attention to all incidents or difficulties expressed by the teaching staff, the academic managers of the centers and departments and the members of the CAU.

4. Request the teaching evaluation

Once the teaching staff has carried out the self-evaluation, submit the request addressed to the rector, through the UdL's Electronic Headquarters in accordance with the procedures established in Law 39/2015, of 1 October, of the Common Administrative Procedure of Public Administrations and Law 40/2015, of October 1, on the Legal Regime of the Public Sector, as well as in Catalan legislation, Law 26/2010 and Law 29/2010 in the matter of electronic administration, as long as they do not contradict the basic legislation of the State.

5. Request the evaluation to obtain the Mention of Excellence

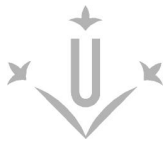
The teaching staff who have requested the teaching evaluation to obtain the additional teaching section, and who meet the requirements to apply for the Mention of Excellence, can also request to participate in the evaluation of the merits to obtain this distinction.

6. Assess teacher self-reports

The center where the teaching staff has taught, and the department to which they are attached, value the teaching activity of the applicant.

7. Assess the teaching merits for obtaining the Mention of Excellence

The committee approved by the CAU to evaluate the candidates for the Mention of Excellence, review the documentation presented and evaluate the teaching performance of the candidates, in accordance with the procedures provided for in the



Teaching Evaluation Manual of the teaching staff The results are presented to the CAU for approval.

8. Solve

The CAU evaluates all the information presented by the teaching staff as well as the individual reports of the centers and departments and resolves the proposal for the assessment of the teaching staff. In the same way, it also evaluates the information presented by the Evaluation Committee of the Mention of Excellence and resolves the final results proposal.

9. Notify

The vice-rector responsible for teaching evaluation, through the Quality and Teaching Planning unit, notifies all the evaluated teaching staff of the results.

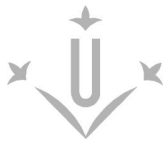
The results are notified through the UdL's Electronic Headquarters, using the E-Notum notification tool.

The individual communication includes a detailed certificate of the results obtained and a reasoned report that incorporates improvement proposals derived from the results, both signed by the vice-rector responsible for academic personnel. This communication also informs the teaching staff of the period to present allegations and resources before the competent bodies. All the documentation generated in the evaluation of the teachers constitutes the evaluation file of the teachers.

In parallel with the publication of the proposal for the evaluation results, the teaching staff is informed about the training programs that the UdL makes available to them. Teacher training is part of the PG 15 procedure Elaborate and execute the academic staff training plan.

10. Submit allegations

The teaching staff, if this is the case, presents allegations to the proposed results before the CAU, within the deadline set in the call. The CAU resolves and communicates the result to the interested party.



11. File an appeal

Teachers who do not agree with the proposed results of their evaluation by the CAU can file an appeal before the Governing Council to have their assessment reviewed.

12. Resolve resources

The Governing Council resolves the appeals that are presented and the final resolution of the call is notified to the interested party.

13. Report the results of the teaching evaluation

The vice-rector responsible for teaching evaluation informs the University's Governing Council of the overall results of the evaluation call.

14. Approve the results of the Mention of Excellence

The Governing Council approves the results of the evaluation of teaching merits for obtaining the Mention of Excellence.

15. Certify the results

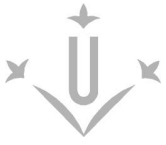
The Vice-Rector's Office responsible for teaching evaluation, on behalf of the rector, sends the results of the call to AQU Catalunya, which is the body that certifies the results of the evaluation of Catalan public universities.

16. Approve the additional sections of teaching

Once the results have been certified by AQU Catalunya, and only in the case of evaluation for obtaining the teaching supplement, the Governing Council approves the additional sections of teaching.

17. Communicate the results to the Social Council

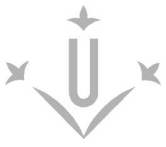
The General Secretariat communicates the results to the Social Council of the University and the department responsible for universities. This communication includes the list of teachers with a favourable evaluation so that they approve the allocation of the corresponding budget items.



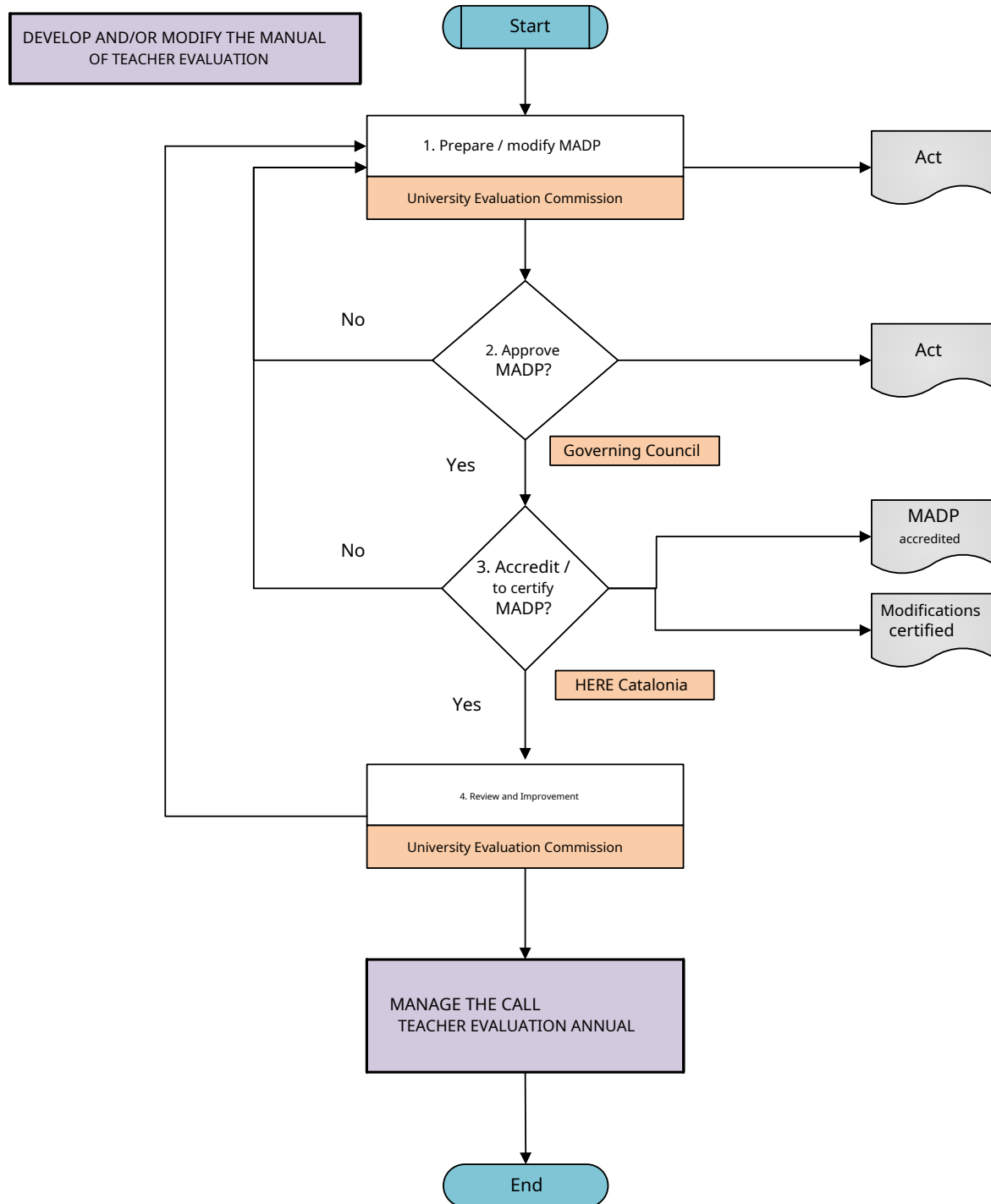
18. Take back accounts

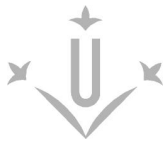
A summary of the results of the call for teaching staff submitted by their respective units is made available to centers and departments through DATA.

Throughout the procedure, the Vice-rector's office responsible for teaching evaluation and the Teaching Quality and Planning unit collect data on the procedure and incidents, queries and opinions of the teaching staff who participate and, where appropriate, inform the CAU.

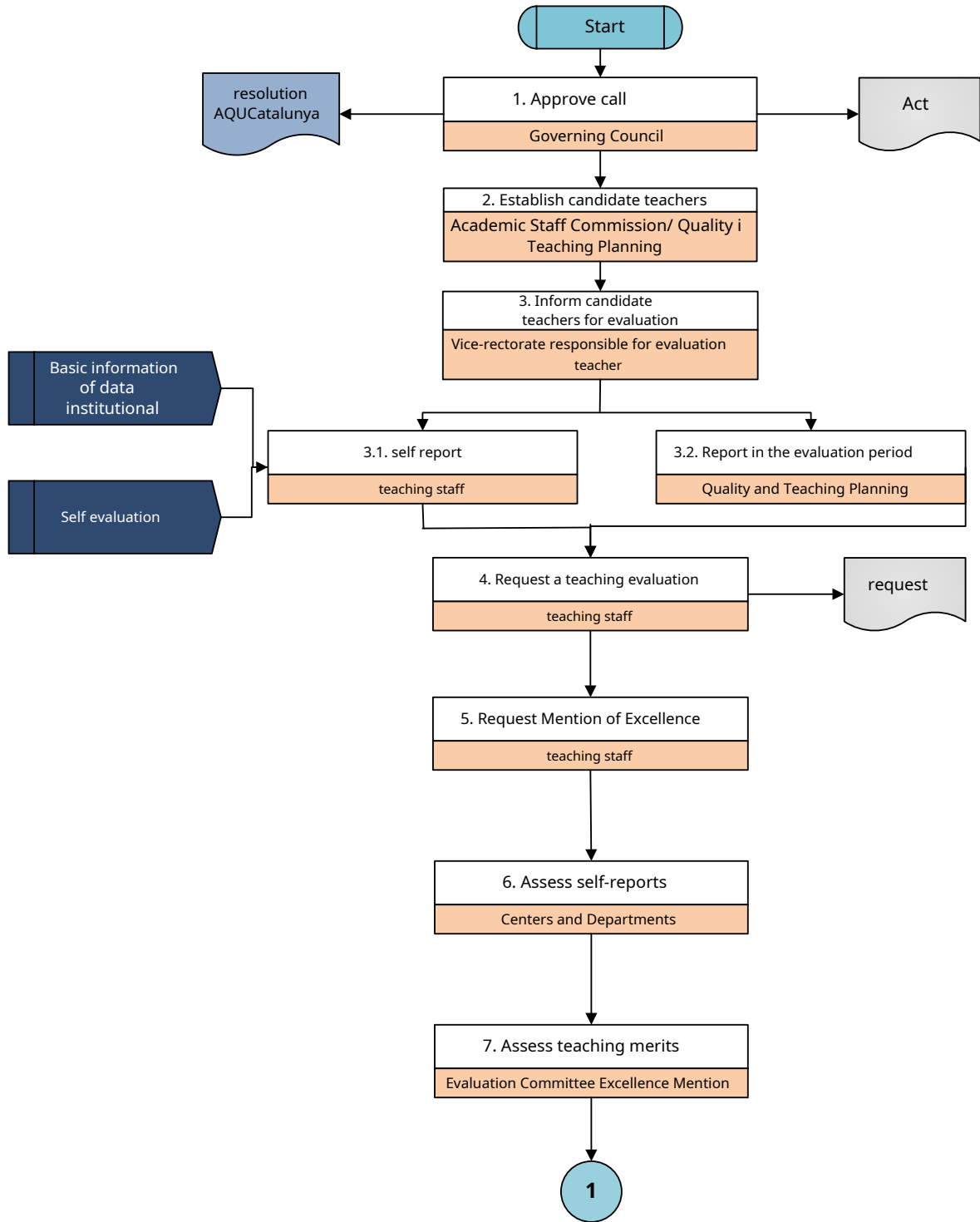


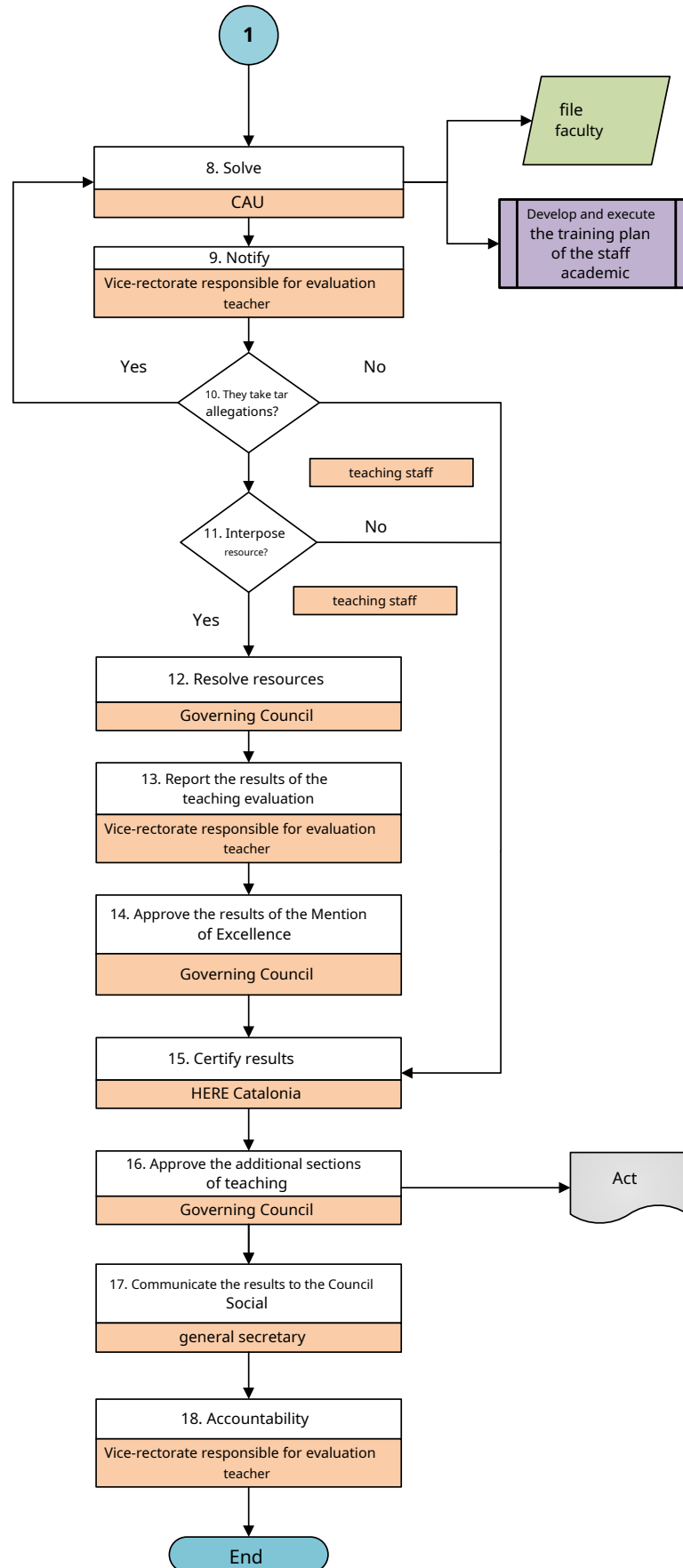
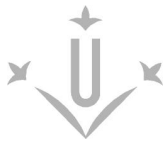
8.2 ACTIVITY FLOW

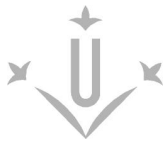




MANAGE THE ANNUAL CALL OF TEACHER EVALUATION







8.3 RESPONSIBILITIES TO THE PROCEDURE

●**Governing Council:** It is up to him to approve the MADP or its modifications, as well as calls for teaching evaluation, the resolution of appeals, approves the teaching sections certified by AQU Catalunya and the result of the Mention of Excellence.

●**Vice-rectorate responsible for the matter of teaching evaluation:** It is responsible for the evaluation procedure of the teaching activity of the teaching staff. It is up to the vice-rector responsible for teaching evaluation to sign the results of the teaching evaluation of the teaching staff and to communicate them, and also to promote actions for the promotion and recognition of the academic staff of the UdL.

●**Agency for the Quality of the University System in Catalonia (AQU Catalunya):** It certifies and accredits the MADP. It certifies the assessment of individual teaching merits and the results of the assessment.

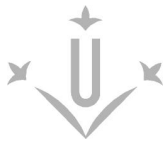
●**University Evaluation Committee (CAU):** It is the body responsible for applying the quality assessment procedures for the UdL's PDI.

●**Academic Personnel Commission (CPA):** It is in charge of reviewing and approving the five-year terms of the teaching staff of the UdL.

●**Teaching quality and planning:** It is the technical support of the teaching evaluation procedure as a whole and also that of the CAU, that of the affected teaching staff, that of the centers and that of the departments.

●**Centre:** The center's management or dean's office issues a report based on indicators for the teaching staff who take part in the teaching evaluation and teach at the centre.

●**Department:** The management of the department issues a report based on indicators for the teaching staff that is submitted to the teaching evaluation and that belongs to the department.



9. PARTICIPATION OF INTEREST GROUPS

The University Evaluation Committee (CAU), which is in charge of applying the evaluation procedures for the academic staff of the UdL, has the participation of the teaching staff, the students and the administration and services staff.

In this procedure the Social Council and the Department of Universities are held accountable. The Social Council is the body for society's participation in the university.

10. RECORDS/ARCHIVE

Document	Responsible/custodian
Accredited MADP	Vice-rector's office responsible for teaching evaluation
Proceedings of the CAU	Vice-rectorate responsible for quality
Proceedings of the Governing Council	General Secretary
Call for evaluation	Vice-rector's office responsible for teaching evaluation
Evaluation request	Quality and Teaching Planning
Faculty file	Quality and Teaching Planning