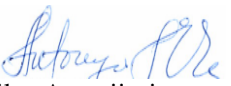
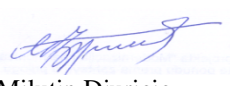
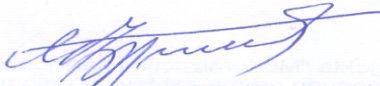


Procedure for quality assurance of teachers and teaching assistants

Quality of teaching staff - QP.7

	Drawn up by		Certified	Approved by
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Date	20/04/2014			

The procedure for teacher and teaching assistant's quality assurance

1. corresponds to the requirements of standards given by the Commission for Accreditation and Quality Assurance (hereinafter referred to as: CAQA), and published in a book entitled *Accreditation in Higher Education*, Ministry of Education and Sport of Republic of Serbia, second updated and revised edition of the Commission for Accreditation and Quality Assurance, Belgrade 2010.

2. is based on the Regulation on standards for self-evaluation and quality assessment of higher education institutions (No. 612-00-591/2006-04/1, adopted by the National Council for Higher Education on 20-October-2006), and

3. is in compliance with the Quality Assurance Standards and Guidelines for European higher education area, European Association for Quality Assurance in Higher Education

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1. Document subject and internal quality standards in the subject area

With this document, Business Technical College of Vocational Studies in Užice, Higher Business School of Professional Studies in Leskovac, Higher Business School in Novi Sad and University in Kragujevac - Faculty of Tourism and Hospitality Vrnjačka Banja (HEI) establish methods and procedures to ensure teacher and teaching assistant's quality. As with every quality assurance area defined by the Commission for Accreditation and Quality Assessment, with the area which the subject of this procedure (**quality of teachers and teaching assistants**), HEI determine the activities of relevant quality assurance subjects. This procedure has a goal of implementing the Strategies for HEI quality assurance, which leads to obtaining a new level of quality superseding the demands of Commission for Accreditation and Quality Assessment Standards. **Internal quality standards** in the subject area of quality assurance are in accordance with the demands of Commission for Accreditation and Quality Assessment Standards.

2. Area of application

This procedure is applied at all HEI study programs.

3. Definitions and acronyms

- Business Technical College of Vocational Studies in Užice, Higher Business School of Professional Studies in Leskovac, Higher Business School in Novi Sad and University in Kragujevac - Faculty of Tourism and Hospitality Vrnjačka Banja will further on in this document, be referred to as HEI.
- Law of Higher Education –LHE
- European Credit Transfer System - ECTS

4. Documents

4.1. Basic documents

- Law on Higher Education, Official Gazette of Republic of Serbia, no. 76/05, 100/07, 97/08 and 44/10
- Labour Law, Official GazetteRS, no. 24/05, 61/05 and 54/09,
- Ordinance on the conditions and procedure for expert council approval from the University of Kragujevac on decision selection of teachers decisions, Official Gazette of Republic of Serbia, no. 643/08
- HEI Quality Assurance Strategy,
- HEI Statute
- Ordinance on standards for self-evaluation and quality assessment of higher education institutions, Official Gazette of Republic of Serbia, no. 40/09 and 69/11
- Ordinance on standards for self-evaluation and quality assessment of higher education institutions, Official Gazette of RS, no. 106/06
- Ordinance on standards and procedures for external verification of higher education institutions,

Official Gazette of RS, no.106/06 and 73/11

- Ordinance on standards and procedures for the accreditation of higher education institutions and study programs, Official Gazette of RS, no.106/06, 112/08 and 70/11
- Ordinance Amending the Ordinance on the content of public documents issued by higher education institutions, Fig. Gazette of RS, no.08/07
- Ordinance on the list of professional, academic and scientific titles, Official Gazette of RS, no.30/07 112/08, 72/09, 81/10, 39/11 and 54/11.

4.2. Relation to other documents

- Quality Assurance Strategy
- HEI Statute
- Procedure for quality assurance of teaching process QP. 5
- Procedure for quality assurance of students QP. 8
- Ordinance on HEI study regime
- Standards for self-evaluation and quality assessment of HEI (according to Ordinance on standards for self-evaluation and HEI quality assessment (no. 612-00-591/2006-04/1, adopted by the National Board for HEI on October 20. 2006.):
 - Standard 1 – Quality Assurance Strategy
 - Standard 2 – Quality Assurance Standards and Procedures
 - Standard 3 – Quality Assurance System
 - Standard 4 – Study Program Quality
 - Standard 5 – Teaching Process Quality
 - Standard 6 – Quality of Scientific and Research, Artistic and Professional Work
 - Standard 7 – Quality of Teachers and Associates
 - Standard 8 – Quality of Students
 - Standard 9 – Quality of textbooks, literature, library and information resources
 - Standard 10 – Quality of managing the HEI and the quality of Teaching Support
 - Standard 11 – Quality of equipment and premises
 - Standard 12 – Financing
 - Standard 13 – The role of students in self-evaluation and quality check
 - Standard 14 – Systematic monitoring and periodic quality control
- Ordinance on standards and procedures for the accreditation of higher education institutions and study programs (no. 612-00-591/2006-04/ 2, which was adopted by the National Council for Higher Education on October 20th, 2006):
 - Standards for accreditation of first and second level study programs of HEI
 - Standard 1- Study program structure,
 - Standard 2-Study program’s purpose,
 - Standard 3-Study program’s objectives,
 - Standard 4 – Graduate students’ competences,
 - Standard 5-Curriculum,
 - Standard 6-Quality, modernity and the international harmonization of study programs,
 - Standard 7-Admission of students,
 - Standard 8-Assessment and development of students,

- Standard 11- Quality control,
- Standard 12–Remote study
 - Amendment to the standards for HEI accreditation within a particular educational and scientific, i.e. educational- artistic field
- Standard 4–Graduate students’ competences
- Standard 5 –Curriculum.

5. Description of teacher and teaching assistants’ quality assurance procedure

- HEI employ teachers and associates who, with their scientific and educational activities enable the fulfillment of main HEI tasks and objectives. Teaching staff competently creates study programs and meets other assigned tasks. The quality of teachers and teaching assistants at higher education institutions can be achieved through:
 - Long-term planning and harmonization of the number of both teachers and teaching assistants with national and international standards,
 - Adhering to the criteria for the selection and promotion of teachers and teaching assistants,
 - Control of the quality of work of both teachers and teaching assistants in all phases of educational process,
 - Creating conditions for continuous education of teachers and teaching assistants.

5.1 Number of teachers and teaching assistants

Number of teachers and staff corresponds to the needs of study programs and to the number of subjects on study programs organized by HEI. Teaching staff - teachers and teaching assistants conduct theoretical and practical training in subjects for which they are elected.

The total number of teachers is determined by the number of classes on a study program, so that the teacher achieves an average of 180 hours (lecture classes, consultations, exercise classes, annually, or 6 hours a week. Teacher engagement cannot exceed 12 hours of active teaching per week. Of the total number of teachers 70% of teachers are full-time employees of a HEI.

Number of teaching assistants fits the needs of the realization of study programs so that teaching assistants compass an average of 300 hours of active teaching per year, or 10 hours per week. Teaching assistants actively participate in organizing and executing exercise classes and consultations.

5.2 Criteria for appointment of teachers and teaching assistants

So as for competent teaching staff to be appointed to carry out study programs, HEI have an already established and functioning system of election and promotion of both teachers and teaching assistants, and the system is in complete accordance with the determined criteria.

Election of teaching assistants

Elected to the position of a teaching assistant can be a person who meets general and specific conditions. General conditions for an election of a person to the position of a teaching assistant at a Faculty are defined by Labor Law. Specific conditions for an election of a person to the position of a teaching assistant are defined by the Law on Higher Education, HEI Statute and by a general systematization act.

HEI elects to the position of an associate for an employment at the first degree graduate academic or specialized academic studies or vocational studies and that person must have an overall average grade for his first degree studies of 8 or more.

HEI elected to the position of a teaching assistant a PhD student who has completed the previous levels of study with an overall GPA of at least eight (8), and has talent for teaching.

Election of professors

Appointed to the position of a professor can be a person who fulfils general and specific conditions. General conditions for an election of a person to the position of a professor at a Faculty are defined by Labor Law and overall educational-scientific work results which contribute to the realization of both educational and scientific activities of a HEI. Specific conditions for an election of a person to the position of a professor are defined by the Law on Higher Education, HEI Statute and by a general systematization act.

For the appointment to a docent, associate professor and full time professor what is evaluated are professional, scientific and teaching work in accordance with the Regulation on the conditions and University expert council approval process on professor election.

5.3 Assessment of quality of professors and teaching assistants

Criteria for assessing the quality of scientific and professional activities of teachers and staff

Scientific and professional activity of teachers and staff of higher education institutions is estimated on the basis of:

- Published books and published papers (as indicators of scientific competence)
- Mentoring in all programs of study (final, graduate and specialist papers, doctoral dissertations and academic thesis),
- Participation in funded scientific and technical projects,
- Participation in international and national conferences,
- Participation in the Editorial and scientific committees of international and national journals,
- Participation in commissions for the assessment and defense of doctoral dissertation and master thesis, as well as final and specialist papers.

Scientific and professional activity of HEI teachers and teaching assistants is estimated based on the content of the Book of teachers and CVs which are available on the HEI's website. Teaching staff is required to fill out, with valid data, an appropriate form for the book the teacher and handed it to the Assistant Director for Education or to the Dean for Academic Affairs in a set deadline. For the implementation and control of data responsible ones are Assistant Director for Education or Dean for Academic Affairs and the Secretary of the Faculty, and the accuracy is a professor's responsibility as well as of a head of the study program, or department head.

Criteria for evaluation of pedagogical activity

When selecting and improving the teaching, scientific and technical personnel what is especially valued are pedagogical activity of professors and teaching assistants.

HEI, at the end of each semester, give to all its students an anonymous questionnaire through which they assess the teaching process and pedagogical work of teachers and teaching assistants (Questionnaire 2-Appendix).

5.4 Teacher and teaching assistants' development

HEI provide its teachers and teaching assistants continuous education and development through study visits to other scientific research institutions, specializations, participation in national and international scientific meetings.

HEI also organizes special forms of vocational education and training, knowledge innovation and continuous education in line with the curricula adopted by the Teaching-Scientific Council of HEI.

5.5 Selection and development of young staff

HEI implement a long-term policy of quality selection of young staff and their further progress through realization of the adopted scientific research staff development program.

6 Powers and Responsibilities

Responsible for the application of this procedure is Higher School's Director, and Assistant Director for Education, or the Dean and Vice Dean for Education, and for its implementation, Secretary of HEI, heads of study programs, or heads of departments, Chairman of the Quality Assurance Committee, Student Parliament, teaching staff and students HEI.

7 Distribution and storage of documents

Secretary of HEIs (and particular services of the Faculty) is responsible for storing, delivering and recording the submission of the document "Procedure for quality assurance of teachers and staff," according to the distribution list-Addendum 01.

8. Addendums and instructions for application

- Addendum 01 – Distribution list of "Procedure for study programs quality assurance" document Instruction: HEI Secretary keeps track of all records related to Addendum 01 according to protocol QP _____

	Distribution list of „Procedure for quality assurance of teachers and staff,“ document	Procedure: QP _____	
	Addendum 01 to protocol QP. ____	Issue 1	

DISTRIBUTION OF COPIES IS DEFINED BY THE FOLLOWING TABLE:

Copy	Department/function	Date of receipt	Signature
1.	Higher School Director, or Dean of the Faculty		
2.	Chairman of the Quality Assurance Committee,		
3.	HEI Secretary		
4.	Student service		
5.	President of Student Parliament or Student Pro Dean		
6.	Assistant Director for Education, or Dean and Vice Dean for Education		
7.	Pro Dean for science and research		
8.	Heads of study programs or Heads of departments		
9.	HEI Archive		
10.			