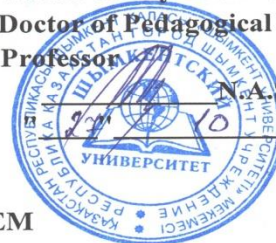


	Shymkent University Quality Management System Regulations on KPI of the teaching staff	page 1 of 17
---	---	-----------------------------------

APPROVED

Rector of Shymkent University
Doctor of Pedagogical Sciences,
Professor



N.A. Seitkulov
2023.

QUALITY MANAGEMENT SYSTEM PROVISIONS

ABOUT THE KPI OF THE TEACHING STAFF

SHYMKENT UNIVERSITY QUALITY MANAGEMENT SYSTEM PROVISIONS of the UNIVERSITY 01-12-2023

Job title	Signature	Full name
agreed:		
Vice-Rector for Academic Affairs and Strategic Development		Kerimbekova A.A.
Head of the Department of Strategic Development and Internal Quality Assurance		Aidarova A.A.
Lawyer		Asilkhanov N.S.

Job title	Signature	Full name
Developed by:		
Director of the Department of Science		Akhynova U.S.

Document validity period: « <u>27</u> » <u>10</u> 20 <u>23</u> y. until « <u>27</u> » <u>10</u> 20 <u>26</u> y.	Entered: № <u>212-24</u> Date of introduction: « <u>27</u> » <u>10</u> 20 <u>23</u> г.	Quality Management System SHU Provisions of the University 01-12-2023 Edition 2 Registration number <u>12</u> Copy No. <u>4</u>
Extension period: « <u> </u> » <u> </u> 20 <u> </u> y.		

	Shymkent University	
	Quality Management System Regulations on KPI of the teaching staff	page 2 of 15

Content

1 General provisions	3
2 Main tasks	3
3 Responsibilities	3
4 Rights	4
5 Responsibility	4
6 The results of the CRI	5
7 Calculation of allowances in accordance with the system of key performance indicators	5
Evaluation sheet For determining the extra-budgetary allowance of the department	6
Evaluation sheet For determining the extra-budgetary allowance of the department	10
Appendix A Familiarization Sheet	14
Appendix B Change Registration Sheet	15

	Shymkent University	
	Quality Management System Regulations on KPI of the teaching staff	page 3 of 15

1. General Provisions

1.1 These Rules (hereinafter referred to as E) have been developed in accordance with the Law of the Republic of Kazakhstan dated July 27, 2007 No. 319 "On Education", the Resolution of the Government of the Republic of Kazakhstan dated December 31, 2015 No. 1193 "On the system of remuneration of civil servants, employees of organizations maintained at the expense of the state budget, employees of state-owned enterprises".

1.2 One of the ways to improve the quality of higher education is to ensure a high level of professional knowledge and scientific competencies of teachers implementing the educational process, as well as employees of various structural divisions that ensure this process.

1.3 For this purpose, the University has developed this project to strengthen the material interest of the teaching staff and staff in improving the quality of the educational and educational process, developing creative activity and initiative, effectively solving tasks and goals, encouraging the activities of qualified personnel, as well as increasing the overall rating indicator of the university among higher educational institutions of the Republic of Kazakhstan.

2. Main tasks

2.1 motivation of the staff; formation of the university's personnel reserve; evaluation of the work of employees according to the indicators of the KPI; being among the international ratings based on the results of the activities of employees.

2.2 to summarize the results, by order of the chairman - Rector of the university, a commission is created to summarize the results of teaching staff of departments and faculties.

2.3 The commission consists of: vice-rectors, directors of departments in areas of activity, chairman of the trade union committee of employees (as agreed), as well as one representative from the teaching staff of each faculty.

2.4 when an employee of the information system submits a questionnaire for taking into account the indicators of the KPI to the project department of the educational program, upon identification of the facts of entering questionable data into supporting documents, by decision of the commission, the employee is excluded from the list of applicants.

3. Responsibilities

3.1 the indicators achieved by the staff of the teaching staff of the KPI in the last academic year, including during the summer months, and for research work, are presented for the previous calendar year. For employees, the readings are available for viewing during the school year

3.2 employees personally enter information data into the questionnaire, and the supporting documents are transferred to the responsible employee of the strategic development department. after making an entry on this platform, the procedure for filling out the questionnaire and registering supporting documents is carried out

4. Right

To fulfill the tasks assigned, the department is granted the following rights:

4.1-To request the necessary information from employees of the relevant departments of the university when executing the instructions of the rector, director of the department;

	Shymkent University	
	Quality Management System Regulations on KPI of the teaching staff	page 4 of 15

4.2-To participate and independently hold meetings with the heads of structural divisions of the University on issues referred to the department in accordance with this Regulation;

4.3 Professional development, including in the field of quality management system.

4.4 Is an internal document of the university.

4.5 This regulation applies to employees who have been working at the University for at least one year.

Rule

4.6 Does not apply to employees whose employment contract was terminated during the academic year for any reason, employees on maternity leave, as well as invited scientists and specialists. 4.7 Changes to the regulation are made with the consent of the commission members and permission of the educational program design department and are documented and approved by signature. Changes and additions to the originals and registered copies of works are made in accordance with the requirements of the Procedure for drafting rules.

4.8 The director of the educational program design department is responsible for making changes and additions to the original and registered copies of the work.

4.9. The regulation is reviewed by the director of the educational program design department if necessary periodically.

4.10 The following may serve as grounds for making changes and additions to the regulation:

- availability of updates and changes made to legal acts that have legal force;
- orders of the rector;
- redistribution of responsibilities between structural divisions;
- reorganization of structural divisions;
- official letter of the department for designing the educational program and Osip indicating the reasons for the permissible changes.

4.11 In case of change of names of institutions and structural divisions, the regulation is replaced.

4.12. In case of replacement of the regulation, all copies of the invalid regulations are withdrawn and replaced with new ones.

4.13 A university employee has the right to receive KPI only as a faculty member or head of a structural division (department, faculty) in one of the KPI assessment areas

5 Responsibility

5.1 to implement the annual work plan of the department in accordance with the established deadline and submit an appropriate report on the work performed;

5.2 to meet the requirements in the university management system;

5.3 for the objectivity, timeliness, completeness and correctness of informing senior management on issues related to the established requirements;

5.4 to comply with the rules of the internal work regulations and the University charter;

5.5 to comply with labor discipline, safety and labor protection rules, fire safety;

5.6 to publish the official information of the University;

5.7 for causing damage to the university's property.

5.8 the preparation of regulatory legal acts of the Republic of Kazakhstan and in accordance with the requirements of the International Standard is carried out by the Quality Management System service.

5.9 bringing registered working copies of the regulations to the relevant departments carries out activities.

	Shymkent University	
	Quality Management System Regulations on KPI of the teaching staff	page 5 of 15

6. Results of the KPI

6.1 The assessment of the teaching staff, departments and faculties of the educational program design department before June 25 of the current academic year is determined by the KPI evaluation sheets for the relevant indicators. 6.2 The educational program design department conducts and analyzes the KPI of employees.

6.3 the assessment of the indicators entered by the employees of the departments in the areas of the university's activities is confirmed in accordance with the sheets.

6.4 the final results of the KPI are summarized by the commission.

6.5 based on the minutes of the commission, an order of the rector of the university is issued on rewarding employees.

6.6 the financial and economic department accrues and pays remuneration within five calendar days from the date of signing the order.

7. Расчет надбавок в соответствии с системой основных показателей эффективности

7.1 KPI is determined according to appendices a, B, C of the teaching staff.

7.2 On the basis of the KPI system, employees

are paid a differentiated supplement. The number of employees is calculated according to the points scored. When calculating the teaching staff points, the total performance is taken into account according to three main criteria: educational and methodical work, scientific research, educational and social organizational work.

The effectiveness of departments and faculties is determined in accordance with the functional responsibilities of the heads of departments and faculties..

7.3 the differentiated additional payment to employees (teaching staff, head of the department, deputydean and dean) is approved by the decision of the Academic Council of the University for the corresponding academic year. Differentiation is carried out by evaluating the points scored by the groups. The amount of the additional payment depends on the rating groups, determined taking into account the funds allocated for the personnel reserve and being an addition to the salary of the next academic year.

7.4 the supplement to the official salary of the University teaching staff is formed within the limits of the university's salary fund.

	Shymkent University	
	Quality Management System Regulations on KPI of the teaching staff	page 6 of 15

Appendix A

To determine the extra-budgetary allowance of the department

Evaluation sheet

№ p/c	Goal	Name of the KPI	unit	The norm	The high- est score	Fact		KPI- teachin g staff source
						Num- ber of unit s size	Score	
1	2	3	4	5	6	7	8	9
1	Department teaching staff quantitative and qualitative composition provision	1.1. department degree (total staffing academic degrees and/or scientific has degree teachers) (For QS)	%	50	5,0			
2	Educational and methodological work	2.1. Teaching staff and Ensuring active student interaction: I downloaded electronic courses (disciplines) and the number of teaching staff in the PLATONUS system	%	100	5,0			
		2.2. educational training programs ICT (information computer technology) Head of Department Proportion of teaching staff	%	100	3,0			
		2.3. educational and methodological video with the tool analysis of transmission programs developed in the registry and fixed variability (Scientific and innovative professional education) within the framework of departmental complexes for output)	joint	3	7,0			

	Shymkent University Quality Management System Regulations on KPI of the teaching staff	
	page 7 of 15	

		2.4. disciplines of the total share of languages (subjects)	%	30	3,0			
		2.5. Produced by the teaching staff						
		textbooks / reading number of tools:						
		- MES RK with stamp;	alone.	2	10,0			
		- with the stamp of the Republican Educational and Methodological Council;	alone	1	7,0			
		- foreign edition;	alone	1	6,0			
		- Kazakh edition	alone	3	3,0			
3	Teaching staff of the Department of advanced training	3.1. advanced training in the specialty for at least 72 hours completed courses on existing has a certificate share of full-time teaching staff, Coursera, etc.	%	100	6,0			
4	Teaching staff and education of recipients scientific and research involvement in activities and its quality assurance	4.1.various levels of research participation in projects Number of teaching staff						
		- international;	human	2	1,2			
		- MES RK;	human	1	0,9			
		-organization/institution;	human	1	0,6			
		- inside the university.	human	2	0,3			
		4.2. Research work of teaching staff the number of results included in the educational process	alone	2	0,2			
		4.3. In publications Articles of the faculty quantity:	alone					Teaching staff 3.2
		-Scopus,Web of Science, JSTOR (Scientific number of students in publications (bachelor, master, doctoral): for QS)	alone	1	6,0			

	Shymkent University Quality Management System Regulations on KPI of the teaching staff	
	page 8 of 15	

		- scientific citation Included in the Russian index (Russian Science Citation Index);	alone	2	1,0			
		- Included in the list of the Control and Control Committee of the Ministry of Education and Science of the Republic of Kazakhstan;	alone	7	3,0			
		- without status.	alone	5	0,5			
		4.4. Scientific publications ensuring citation / Web of Science, Scopus, JSTOR (for QS)	alone	2	2,0			
		4.5. the teaching staff of the monographs number:						Teachin g staff 3.1
		- Stamped by the MES of the Republic of Kazakhstan;	alone	1	1,4			
		- foreign edition;	alone	1	1,0			
		- Kazakhstan edition	alone	1	0,6			
		4.6. Students Research work (bachelor, master, doctoral):						
		4.6.1. Number special faculty, participants must research projects:						
		- international;	human	3	1,2			
		- MES RK;	human	1	0,9			
		- organization/institution;	human	2	0,6			
		- within the university.	human	3	0,3			
		4.6.2 In competitions, number of participants in the Olympiads:						
4	Teaching staff and education of recipients scientific and research involvement in activities and its quality assurance	- international;	human	1	1,2			
		- MES RK;	human	3	0,9			
		-organization/institution;	human	1	0,6			
		- inside the university.	human	10	0,3			
		4.6.3. Scientific number of students in publications (bachelor, master, doctoral):						
		-Scopus, Web of Science, JSTOR (for QS)	alone	2	6,0			

	Shymkent University Quality Management System Regulations on KPI of the teaching staff	
	page 9 of 15	

		- scientific citation Included in the Russian index (Russian Science Citation Index)	alone	2	1,0			
		- - Included in the list of the Control and Control Committee of the Ministry of Education and Science of the Republic of Kazakhstan;	alone	3	3,0			
		- without status.	alone	15	0,5			
		4.6.4. Scientific in clubs, circles, laboratories engaged in education number of recipients	human	15	1,0			
5	Improvement of the educational process and foreign ones for deepening integration into the global educational space attracting specialists	5.1. Involved professors, Number of lecturers (exchange of experience, master classes, consulting, joint projects)	human	2	2,0			
6	Educational aspects that are in demand in the market due to the introduction of	6.1. For training a specialist focus on demand by concluding an agreement with the employer	alone	1	3,0			
	competition benefits provision	(number of contracts norm ≥ 1)						
		6.2. State Act program ("Eternal Country", Spiritual Revival, etc.) developed in the framework of colleagues (work) / discipline (program) jointly developed educational disciplines (program) quantity)	alone	3	2,0			

	Shymkent University	
	Quality Management System Regulations on KPI of the teaching staff	page 10 of 15

7	image policy implementation of university activities	7.1. Advertising and image university within the framework of the activities department Publications activity	alone	1	2,0			
8	Social and social activities	8.1. The department conducted educational events outside the classroom quantity	alone	5	3,0			
	Total points:				100,0			

	Shymkent University	
	Quality Management System Regulations on KPI of the teaching staff	page 11 of 15

Appendix B

To determine the extra-budgetary allowance of the department Evaluation sheet

№ p/c	Goal	Name of the KPI	unit	The norm	The highest score	Fact		KPI- teaching staff source
						Number of units size	Score	
1	2	3	4	5	6	7	8	9
1	Department teaching staff quantitative and qualitative composition provision	1.1. department degree (total staffing academic degrees and/or scientific has degree teachers) (For QS)	%	50	5,0			
2	Educational and methodological work	2.1. Teaching staff and Ensuring active student interaction: I downloaded electronic courses (disciplines) and the number of teaching staff in the PLATONUS system	%	100	5,0			
		2.2. educational training programs ICT (information computer technology) Head of Department Proportion of teaching staff	%	100	3,0			
		2.3. educational and methodological video with the tool analysis of transmission programs developed in the registry and fixed variability (Scientific and innovative professional education) within the framework of departmental complexes for output)	joint	3	7,0			

	Shymkent University Quality Management System Regulations on KPI of the teaching staff	
	page 12 of 15	

		2.4. disciplines of the total share of languages (subjects)	%	30	3,0			
		2.5. Produced by the teaching staff						
		textbooks / reading number of tools:						
		- MES RK with stamp;	alone.	2	10,0			
		- with the stamp of the Republican Educational and Methodological Council;	alone	1	7,0			
		- foreign edition;	alone	1	6,0			
		- Kazakh edition	alone	3	3,0			
3	Teaching staff of the Department of advanced training	3.1. advanced training in the specialty for at least 72 hours completed courses on existing has a certificate share of full-time teaching staff, Coursera, etc.	%	100	6,0			
4	Teaching staff and education of recipients scientific and research involvement in activities and its quality assurance	4.1.various levels of research participation in projects Number of teaching staff						
		- international;	human	2	1,2			
		- MES RK;	human	1	0,9			
		-organization/institution;	human	1	0,6			
		- inside the university.	human	2	0,3			
		4.2. Research work of teaching staff the number of results included in the educational process	alone	2	0,2			
		4.3. In publications Articles of the faculty quantity:	alone					Teaching staff 3.2
		-Scopus,Web of Science, JSTOR (Scientific number of students in publications (bachelor, master, doctoral): for QS)	alone	1	6,0			
		- scientific citation	alone	2	1,0			

	Shymkent University Quality Management System Regulations on KPI of the teaching staff	
	page 13 of 15	

		Included in the Russian index (Russian Science Citation Index);						
		- Included in the list of the Control and Control Committee of the Ministry of Education and Science of the Republic of Kazakhstan;	alone	7	3,0			
		- without status.	alone	5	0,5			
		4.4. Scientific publications ensuring citation / Web of Science, Scopus, JSTOR (for QS)	alone	2	2,0			
		4.5. the teaching staff of the monographs number:						Teaching staff 3.1
		- Stamped by the MES of the Republic of Kazakhstan;	alone	1	1,4			
		- foreign edition;	alone	1	1,0			
		- Kazakhstan edition	alone	1	0,6			
		4.6. Students Research work (bachelor, master, doctoral):						
		4.6.1. Number special faculty, participants must research projects:						
		- international;	human	3	1,2			
		- MES RK;	human	1	0,9			
		- organization/institution;	human	2	0,6			
		- within the university.	human	3	0,3			
4	Teaching staff and education of recipients scientific and research involvement in activities and its quality assurance	4.6.2 In competitions, number of participants in the Olympiads:						
		- international;	human	1	1,2			
		- MES RK;	human	3	0,9			
		-organization/institution;	human	1	0,6			
		- inside the university.	human	10	0,3			
		4.6.3. Scientific number of students in publications (bachelor, master, doctoral):						
		-Scopus, Web of Science, JSTOR (for QS)	alone	2	6,0			

	Shymkent University Quality Management System Regulations on KPI of the teaching staff	
	page 14 of 15	

		- scientific citation Included in the Russian index (Russian Science Citation Index)	alone	2	1,0			
		- - Included in the list of the Control and Control Committee of the Ministry of Education and Science of the Republic of Kazakhstan;	alone	3	3,0			
		- without status.	alone	15	0,5			
		4.6.4. Scientific in clubs, circles, laboratories engaged in education number of recipients	human	15	1,0			
5	Improvement of the educational process and foreign ones for deepening integration into the global educational space attracting specialists	5.1. Involved professors, Number of lecturers (exchange of experience, master classes, consulting, joint projects)	human	2	2,0			
6	Educational aspects that are in demand in the market due to the introduction of	6.1. For training a specialist focus on demand by concluding an agreement with the employer	alone	1	3,0			
	competition benefits provision	(number of contracts norm ≥ 1)						
		6.2. State Act program ("Eternal Country", Spiritual Revival, etc.) developed in the framework of colleagues (work) / discipline (program) jointly developed educational disciplines (program) quantity)	alone	3	2,0			

	Shymkent University	
	Quality Management System Regulations on KPI of the teaching staff	page 15 of 15

7	image policy implementation of university activities	7.1. Advertising and image university within the framework of the activities department Publications activity	alone	1	2,0			
8	Social and social activities	8.1. The department conducted educational events outside the classroom quantity	alone	5	3,0			
	Total points:				100,0			