

ACADEMIC STAFF PERFORMANCE EVALUATION CRITERIA

No.	Criteria	Evidences	Unit	Points	
1.	Evaluation criteria			45	
1.1	Complete the number of teaching hours according to regulations and as scheduled	Statistics report	Year	25	
	Complete the number of teaching hours according to regulations but not as scheduled	Statistics report	Year	20	
	Compile newly, update teaching materials for E-learning system	Confirmation by departments	Course	5	
1.2	Build/ Update personal information page	Confirmation by the School leaders	Time	5	
1.3	Instruct students to do projects, or graduation thesis (02 points/ 01 project, but not over 05)	Decisions	Year	2	
1.4	Compile textbooks, materials				
	Publish the self-composed textbooks	Books	Course	10	
	Publish reference books or instructional manuals	Books	Course	10	
	Editing or writing a part of monograph books/ reference books/ published textbooks	Books	Course	10	
	Develop study programs	Confirmation by departments	Program	2	
	Improve study programs	Confirmation by departments	Program	2	
	Counsel admission activities	Confirmation by the School	Year	2	
	Exam review, graduation exam board, entrance exam	Decisions	Events	2	
2.	Research competences			25	
2.1	Chairperson of the research topics at the State-level	Photocopied works (for only one use)	Year	25	
	Chairperson of the research topics at the Ministry-level or equivalent		Year	25	
	Chairperson of the research topics at the Provincial level or equivalent		Year	20	
	Chairperson of the research topics at the University level or equivalent		Topics	15	
2.2	Publications in international journals with ISI/Scopus		Photocopied works (for only one use)	Articles	15
	Publications in international journals without ISI/Scopus			Articles	15
	Publications in local journals which are graded for work recognitions and in English.	Articles		10	
	Publications in local journals which are graded for work recognitions and in Vietnamese.	Articles		10	
	Publications in other local journals (ISSN)	Articles		10	
	Publications in international and local proceedings	Articles		10	

No.	Criteria	Evidences	Unit	Points
	(ISSN/ISBN)			
	Participating members in doing research achieve 25% of scores.		Articles	2
2.3	Write paper/ summary published in scientific proceedings	Photocopied works (for only one use)	Articles	5
	Discussion papers in seminars of the School/ University		Articles	5
2.4	Instruct students to do scientific research/ 01 topic		Topics	5
	Directly instruct high school students to participate in the science research competitions and getting an award of the cluster round	Assignment documents	Topics	10
	Directly instruct high school students to participate in the science research competitions and getting an award of the provincial round	Certificate of merit	Topics	15
	Directly instruct high school students to participate in the science research competitions and getting an award of the national round	Certificate of merit	Topics	25
3	Participation in community activities, project activities, cooperation and fund source raising			20
3.1	Directly transfer science and technology/advise to people community but not over 10 points	Plans	Class	5
3.2	Participate in production projects with income returns to the University of below 10 million VND (maximum 2 members)	Plans and Cash receipts	Year	5
	Participate in production projects with income returns to the University of 10-30 million VND (maximum 4 members)		Year	10
	Participate in production projects with income returns to the University of over 30 million VND (maximum 6 members)		Year	15
3.3	Participate in the instructions for Green Summer campaigns	Decisions	Year	5
3.4	Directly take part in activities for community health protection (with the confirmation by coordination units)	Confirmation by the School	Year	5
3.5	Head of project with contract value of <100 million VND per project	Decisions, contracts	Year	5
	Head of project with contract value of ≥100-500 million VND per project	Decisions, contracts	Year	10
	Head of project with contract value of >500 million VND, or foreign projects with approval	Decisions, contracts	Year	15
	Head of project with contract value of > 1.5 billion VND, or foreign projects with approval	Decisions, contracts	Year	20
3.8	Connect or sign memorandum with one more enterprise for students' internship entity	Confirmation by the School	Entity	5
	Newly contact to State agencies, enterprises, companies for sending students internships of Co-op, graduation, practice, field trips,...		Entity	5
	Propose coordination with hospitals/ medical clinics and get their activity supports		Entity	5
	Directly contact and connect for training/ research with foreign and national institutions (with memorandum minutes)		Entity	5
	Seek jobs for 01 student	Confirmations by students, departments, center	Students	2

No.	Criteria	Evidences	Unit	Points
3.9	Seek sponsors, bring more income to the School/ the University at the value of from 10-20 million VND	Confirmation by the Office of Finance and Planning	Time	5
	Seek sponsors, bring more income to the School/ the University at the value of from 20 to 50 million VND	Confirmation by the Office of Finance and Planning	Time	10
	Seek sponsors, bring more income to the School/ the University at the value of over 50 million VND	Confirmation by the Office of Finance and Planning	Time	15
3.10	Seek scholarship sponsors for students with the value of >10 million VND	Confirmation by the Office of Finance and Planning	Time	5
4	Qualification improvement competences			5
4.1	Study and get a master degree (foreign), doctorate degree	Graduation degree	Time	5
4.2	Complete at least one intensively professional courses or soft skills with certification	Certification	Time	2
4.3	Achieve an English certificate under internationally recognized standards (IELTS scores at 5 and above or equivalent), degrees in the second foreign language	Certificate	Time	5
4.4	Lecturers take part in practical internships at hospitals, medical clinics.	Lecturers' report	Time	5
5	Working attitudes, communication and social work participation			5
5.1	Directly participate in activities organized by trade unions at departmental, university, provincial levels	Lists	Competition	3
5.2	Support the participation in activities organized by trade unions at departmental, university, provincial levels	Lists	Competition	1
5.3	Abide by instructions from upper management (The Office's reports on the implementation of tasks by the upper management)	Remarks by the School's Dean		3
5.4	Guide students to participate in competitions, tournaments, student clubs	Confirmation by Youth Union	Competition	3
5.5	Excellent participants with activities supporting students, unions, associations with acknowledgement by teams	Confirmation by unions, associations		3
Point Plus				
3	School Dean	Decisions	Year	6
	Deputy Dean of the School	Decisions	Year	5
4	Head of units under the School	Decisions	Year	4
	Deputy Head of units under the School	Decisions	Year	3
	Secretary of Party cell, president of departmental trade union, secretary of the School's Youth Union	Decisions	Year	3
	Deputy secretary of Party cell, Vice president of departmental	Decisions	Year	2

No.	Criteria	Evidences	Unit	Points
	trade union, Deputy secretary of the School's Youth Union			
	Executive committee member of Party cell, Head of trade union team, Executive committee member of trade union, Executive committee member of the School's Youth	Decisions	Year	1
5	Write essays/ reports published in the School/ University newsletter/ one item	Website images	Article	1
Consideration on directly ranking the title of excellent completion of assigned tasks in the following cases				
	<ul style="list-style-type: none"> - First author of 01 article published in ISI journals - Head of 01 ministerial-level or higher project - Head of 01 provincial-level project and 01 university-level or higher project - Head of projects with capital value of over 2 billion VND 	Must achieve a minimum score of teaching competences at 35 points		

CLASSIFICATION APPRAISAL OF COMPLETION LEVEL

1. Score calculation and classifications:

Total scores = Total scores of Group (1 + 2 + 3 + 4 + 5) + Point Plus – Point Subtraction

a. Excellent completion of assigned tasks: If lecturers achieve the total scores of teaching competences and research competences at from 80 points and above.

b. Good completion of assigned tasks: If lecturers achieve the total scores of teaching competences and research competences at from 60 points to below 80 points.

c. Completion of assigned tasks: If lecturers achieve the total scores of teaching competences and research competences at from 50 points to below 60 points.

d. Not completion of assigned tasks: If lecturers achieve the total scores of teaching competences and research competences at below 50 points.

2. K ratio is used for additional income consideration at the end of financial year based on the staff classification results.

a. Excellent completion of assigned tasks: **Ratio K = 3**

b. Good completion of assigned tasks: **Ratio K = 1.5.**

c. Completion of assigned tasks: **Ratio K = 1.0.**

d. Not completion of assigned tasks: **Ratio K = 0.**

THE SCHOOL'S DEAN

Recipients:

- Rector Board;
- Quality Assurance Department;
- Filing: The School Office.