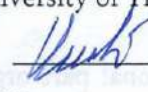




I approve

Rector, Chairman of the Supreme Council
of University of Traditional Medicine

 N. Kh. Saribekyan

« 12 » 03 2021

REGULATION

ON THE QUESTIONS OF ASSESSMENT OF LECTURERS'

NEEDS AND EVALUATION OF

THE UNIVERSITY OF TRADITIONAL MEDICINE

1. General provisions

- 1.1. This regulation defines the procedure for organizing, conducting, processing, and using survey inquiries to identify and assess needs of lecturers at the University of Traditional Medicine (hereinafter referred to as the UTM).
- 1.2. The surveys are conducted on the basis of the requirements of the RA Law on Education and the UTM's strategy.
- 1.3. The regulation is applicable to inquiries initiated by the UTM's Educational part and the Quality Assurance Committee.
- 1.4. The purpose of the surveys is to improve the educational environment and the quality of education.
- 1.5. Identifying the needs of the teaching staff and assessment includes:
 - awareness of lecturers,
 - working environment,
 - teaching process,
 - scientific activity.

2. The requirements of questionnaire processing

The main requirements for the development of the questionnaire are:

- 1) Defining the purpose of the inquiry;
- 2) Compliance of the content of the survey with the goals and objectives of the University's activities;
- 3) Confidentiality of participation;
- 4) Coordination and regularity of the inquiry process;

- 5) Inclusion of closed-open questions confirming causal relations;
- 6) application of survey criteria.

3. Conducting a survey

- 3.1. The Educational part organizes and implements the surveys on identifying and evaluating the lecturers' needs according to the schedule prepared by the Head of the Educational part and the Vice-Rector for Education Reform and Quality Assurance.
- 3.2. The survey is conducted both on paper and online through the questionnaire attached to this Regulation (Appendix 1).
- 3.3. The lecturer fills in the questionnaire, answering the questions. The answers are given according to the guide for filling in the questionnaire.

4. The development, use and protection of the survey

- 4.1. The results of the survey conducted by the training department are developed, analyzed with the participation of a quality assurance specialist of the departments involved in the process. A committee of 2-5 people can be set up for this purpose.
- 4.2. The results of the survey are provided to the chairs to get acquainted and to submit suggestions for improvement within two weeks.
- 4.3. The Vice-Rector for Quality Assurance and Education Reform (hereinafter referred to as the Vice-Rector for QAER) discusses the results of the analysis with the heads of the structural subdivisions involved in the survey within a month.
- 4.4. Based on the results of the discussion, proposals are being developed for the UTM's subdivisions to improve their activities in a specific direction.
- 4.5. The oversight of the targeted implementation of the improvement action plan is exercised by the QAER Vice-Rector.
- 4.6. Information on the results of the survey is published on the official website of the UTM.
- 4.7. The evaluated questionnaires and analyzes are kept for 5 years in the Educational part.

5. Final provisions

- 5.1. The UTM's survey regulations are approved, and amendments and additions are made by the UTM's Scientific Council.
- 5.2. This Regulation shall enter into force upon approval by the Scientific Council.

ASSESSMENT SHEET FOR LECTURERS' NEEDS

Dear UTM's Lecturer, with the aim of improving the educational environment and the quality of education at the University, the Educational part conducts a survey aimed at assessing the needs of lecturers. Please participate in this anonymous survey and give objective answers. Your data will not be disseminated, the results will be used only for generalized, statistical data.

We thank You in advance for your time and sincerity.

1. The socio-demographic questions

1.1. Specify your gender	
Male	
Female	

1.2. Specify your age	
25-35	
36-45	
Above 45	

1.3. Indicate since when you have been working at the UTM	

1.4. List your position at the UTM	
Head of Chair	
Associate Professor of the Chair	
Professor of the chair	
Lecturer	
1.5. Indicate your academic title and scientific degree	
Doctor of Science	
Doctor of Science, Professor	
Ph.D	
Candidate of Sciences, Associate Professor	

2. LECTURERS' AWARENESS

2.1. Are you aware of the provisions of the Bologna process?

- Yes
 No
 Partly yes
 I find it difficult to answer

2.2. Are you aware of the educational reforms being implemented in the UTM?

- Yes
- No
- Partly yes
- I find it difficult to answer

2.3. Does the internal information system work effectively in the UTM?

- Yes
- No
- Partly yes
- I find it difficult to answer

2.4. How do you find out about different issues related to the educational process?

/ Rate with a V symbol, indicating only one box for each attribute /

	Source of information	
1.	Chair	
2.	Educational part	
3.	Dean	
4.	Announcements	
5.	University website	

2.5. Are there mechanisms in the university to express the opinion of the employees?

- Yes
- No
- Partly yes
- I find it difficult to answer

2.6. Are you familiar with the rights and responsibilities of the university academic staff?

- Yes
- No
- Partly yes
- I find it difficult to answer

2.7. Have you got acquainted with your job description defined by the passport of the current position at the University?

- Yes
- No
- Partly yes
- I find it difficult to answer

2.8. Are the requirements presented to the lecturers by the University according to the position passport?

- Yes
- No
- Partly yes
- I find it difficult to answer

2.9. Are you aware of the lecturer's participation in the management of the University?

/ Evaluate by the symbol V, indicating only one box for each attribute /

- Yes
- No
- Partly yes
- I find it difficult to answer

2.10. Mention how the lecturers can participate in the management of the University.

1. _____
2. _____

2.11. Is the opinion of the lecturers taken into account when making a decision at the university?

- Yes
- No
- Partly yes
- I find it difficult to answer

2.12. How do you find out about the current activities of the UTM?

/ Evaluate with a V symbol by checking one or more boxes for each attribute /

1.	Chair meetings	
2.	The official website of the UTM	
3.	University announcements	
4.	Social networks	
5.	Meetings of the Scientific Council	
6.	Other _____	

2.13. Do you often use the official website of the UTM?

- Very often
- Often
- Sometimes
- Rarely or not used

2.14. Evaluate your satisfaction with the site structure, attractiveness (design)

- I am completely satisfied
- Mostly satisfied
- I am partially satisfied
- I am not satisfied
- I find it difficult to answer

2.15. Evaluate your satisfaction with the convenience of receiving site information.

- I am completely satisfied
- Mostly satisfied

- I am partially satisfied
- I am not satisfied
- I find it difficult to answer

2.16. Evaluate your satisfaction with the convenience of receiving site information.

- I am completely satisfied
- Mostly satisfied
- I am partially satisfied
- I am not satisfied
- I find it difficult to answer

3. WORKING ENVIRONMENT

3.1. Are the necessary conditions created at the university to fulfill your work responsibilities?

- Yes
- No
- Partly yes
- I find it difficult to answer

3.2. Are you satisfied with the work support you received from your immediate supervisor?

- Yes
- No
- Partly yes
- I find it difficult to answer

3.3. Are you satisfied with the support you received from your colleagues?

- Yes
- No
- Partly yes
- I find it difficult to answer

3.4. How are the professional qualities of a lecturer evaluated at the UTM?

- 1. Rating questionnaire
- 2. Class auditions
- 3. Lecturer evaluation by students

3.5. Does the UTM leadership give everyone the same opportunities to develop?

(participation in conferences, trainings, etc.).

- Yes
- No
- Partly yes
- I find it difficult to answer

3.6. Who do you turn to in case of dissatisfaction or suggestions from the resources provided by the UTM?

/ Evaluate with a V symbol by ticking one or more boxes for each attribute /

1.	Head of the Chair	
2.	Head of the Educational Part	
3.	Dean	
4.	Head of the HR and General Department	
5.	Vice-rectors	
6.	Rector	
7.	Other _____	

3.7. Can you submit your grievances resolved or has your proposal been accepted?

4. TEACHING PROCESS

How much do you agree with the following?

4.1. The classrooms are provided with the necessary material and technical means to organize the teaching process.

- I agree
- I almost agree
- I do not agree
- I find it difficult to answer

4.2. The library has the necessary professional literature to ensure the efficiency of the educational process.

- I agree
- I almost agree
- I do not agree
- I find it difficult to answer

4.3. The classrooms are provided with the necessary equipment and materials to effectively organize practical and laboratory courses.

- I agree
- I almost agree
- I do not agree
- I find it difficult to answer

4.4. In your opinion, in order to effectively organize and conduct practical internships and laboratory courses, the number of students included in the group should be:

- 4-7
- 8-12
- 13-18
- 19-25

5. ACADEMIC ACTIVITY

5.1. How much do you use scientific activity for your teaching work?

- In all cases it is possible
- It is a necessity for me
- It's less important to me
- It's not possible for me

5.2. The UTM provides the necessary conditions (material and technical base, financing) for engaging in research work.

- Yes
- No.
- I find it difficult to answer

5.3. Are you familiar with the activities of the SMEC operating in the UTM?

- Yes
- No
- Partly yes
- I find it difficult to answer

5.4. If you are familiar with the activities of the SMEC, do you agree that research work can be carried out on the basis of the SMEC?

- I agree
- I almost agree
- I do not agree
- I find it difficult to answer

5.5. Please indicate the obstacles to scientific activity.

- I do not see any obstacles
- Lack of time
- Lack of motivation
- Insufficient cooperation with other universities
- Lack of research equipment
- Required funding
- Other _____

5.6. To what extent does the university promote the scientific activity of the lecturers?

- Ensures participation in seminars
- Provides participation in conferences, seminars
- Supports the publication of scientific works and manuals
- I find it difficult to answer

5.7. Your scientific activity during the last five years.

(enter the appropriate number for each option)

	Scientific work	
1.	Participation in the conference	
2.	Monograph	
3.	Article	
4.	Other	

5.8. How do the results of your scientific activity become available to students?

- Through relevant websites
- Available in the library
- Included in lectures
- During student internships

Other _____

6. List up to three issues that need to be changed at the university.

Thank you for participating in the survey