

PROCESS CARD NO. PC - 13 - 01

Process Name: STAFF QUALITY
Process owner: RECTOR

1. Inputs to the process:	Their suppliers	Previous processes
Requirements for changing the organizational structure	➔ Rector / Senior Employee	➔ Education, Science, Research
Recruitment requirements	➔ Rector / Senior Employee	➔ Education, Science, Research
Employee training requirements	➔ Employee	➔
Requirement for initial training of a new employee	➔ Rector / Senior Employee	➔
	➔	➔
Technical equipment: PC		

2. Outputs of the process:	Their customers	Follow-up processes
Qualified employee	➔ Senior Staff / Student	➔ All processes

3. Abbreviations and terms used:

GMBS - Global Management Business School
PC - Porcess Card

4. Process implementation procedure:

The process sets out the procedure for the provision of qualified human resources (pedagogical and non-pedagogical staff), their preparation and further education and development.

The aim of the process is to provide human resources in a quality and structure that corresponds to the defined goals in the field of education, science and research and other support processes of the school.

4.1. Selection and recruitment of employees

In the event of the need to hire a new employee, the employee responsible for the recruitment of the new employee (in accordance with the Work Regulations) will ensure the publication of the request stating the required criteria.

The selection procedure and recruitment of employees is carried out in accordance with the GMBS Work Regulations.

The fulfilment of the qualification conditions shall be confirmed by the future employee with appropriate documents and documentation of the required scientific papers, depending on the position of the hired employee.

From the selected applicant, the HR manager will request the documents necessary to be filed in the employee's personal file:

- GDPR Information Form
- Personal questionnaire
- ID card
- Account number
- Documents of educational qualifications

The HR officer, in cooperation with the authorized employee, will provide an employment contract for the employee and a description of the work activity for teachers and administration, where, in addition to responsibilities and powers, the qualification requirements for the position must be indicated.

4.2. Integration and adaptation of the new employee

The supervisor shall prepare an Adaptation Letter for the new teaching staff member, in which he/she shall define the areas of training and the further training programme for the staff member. In the adaptation letter, the supervisor shall define a guarantor who shall supervise the overall course of the new staff member's training. In the adaptation letter, he/she shall indicate the level of training need of the new employee in the area of Internal Quality Management System.

After the adaptation process, the competent senior staff member concerned shall assess the level of adaptation of the new employee and, on the basis of the assessment, the competent staff members shall decide on the extension of the employment relationship after the probationary period, the termination of the employment relationship during the probationary period, or on the further adaptation process.

(details are given in the Teacher Adaptation Programme).

4.3. Further development of the employee

Employee development is divided into:

- Developing the pedagogical and digital skills of the teacher
- development of professional skills of the teacher

Developing teachers' pedagogical skills:

Course of pedagogical competences for university teachers. Currently, the offer is published in the internal system.

Development of teachers' professional qualifications:

Planning and Evaluation of Activities of Pedagogical Employees (F PC13/01-01) in the field of pedagogical, publishing and scientific research.

4.4. The evaluation of the quality of the teacher consists of the evaluation of:

Evaluation of Pedagogical Activities

- Scope of direct and indirect pedagogical activity
- Student Feedback (**FA1 – Student Satisfaction Survey**)
- Employee feedback Class visit/observation (**FA2 – Class visit**).

Evaluation of scientific research and publication activities.

Development of pedagogical competences of teachers.

The departments define the criteria for evaluating the quality of teachers to this extent within individual areas of research.

4.5. Knowledge Management

GMBS staff receive training in their areas of focus as required.

4.6. Motivation system

GMBS provides, secures and maintains the designated environment necessary to implement processes and achieve service compliance. It achieves this through a combination of human and physical factors, which are:

- social factors (non-discriminatory, calm and non-confrontational environment);
- psychological factors (calm environment, aesthetically harmonizing environment),
- physical factors (adequate hygiene, temperature, lighting, noise and humidity).

Psychological counselling is provided to employees at GMBS. A counsellor position has been created to which staff can refer on request (e.g. psychological hygiene, prevention of teacher burnout). The main activities of the post are preventive,

educational, counselling and professional services. The consultation and counselling service is provided on the premises of GMBS or online.

5. Performance indicators:	Procedure	Frequency
Teacher's workload	Number of students/teaching staff	yearly
Ensuring the final theses	Number of final theses per teacher	yearly
Evaluation of staff training	Scope of teacher education and development of academic qualifications.	yearly

6. Related documentation:
GMBS Quality Manual. GMBS Working Regulations.

7. Validity of the document:			
	Elaborated by	Assessed by	Approved by
Name and surname			
Function			
Date			
Signature			