

Guidelines for performance reports (annual evaluations and initial evaluations) and accompanying documents

N.B. For an initial evaluation there is no need to submit accompanying documents. It is enough to send a bibliography in electronic form to roj@hi.is for an initial evaluation. Staff belonging to the Union of University Teachers or the State University Professors' Union must submit a report on their work before 1 February. The work of teaching and research staff is evaluated for points in accordance with the rules for evaluation established on 19 December 2009, and number of points determines arrangement into wage brackets. The report is also valid as an application for payments from the Productivity Evaluation Fund and the Writing and Research Fund. Payments are made from the funds on 1 September, and the number of research points determines how the funds are allocated. At the same time, the arrangement of teaching and research staff into wage brackets is reviewed.

The report must be submitted in electronic form. Evaluations are conducted in accordance with the rules for evaluation established on 19 December 2009, with subsequent amendments. The report must be categorised in accordance with the rules for evaluation. Evaluations are based on provided information and submitted documents, and it is therefore important that the information is as clear as possible and that the appropriate documents are enclosed with the report. Staff are given opportunities to comment on the evaluation. Staff wishing for a book or article to be evaluated specially, cf. Section A.b) of the rules for evaluation, should also submit a supporting argument for this. The same applies to those wishing to have an older work re-evaluated, cf. Section A.c). Should a re-evaluation of an older work lead to more points being awarded, this shall not affect payments from the Productivity Evaluation Fund.

Works and other published material which is not readily identifiable with the university in question will not be evaluated. Evaluation covers research, teaching, administration, service and other work. Annual performance evaluation involves a performance report detailing work done over the last year. At the University of Iceland, this also involves updating the teaching portfolio, an overview of collaboration with parties outside the University of Iceland, and an overview of secondary employment outside the University. No points will be awarded, for research, teaching or anything else, before a satisfactory performance report has been submitted.

A. Research

A1. Theses (Candidate's, Master's or doctoral) (15 points / 30 points)

Material: Theses at the Master's or doctoral level.

Accompanying documents: A copy of the thesis must be enclosed.

Accompanying information: Name of the university at which the thesis was written, when the thesis was written, length and title of the thesis.

A2. Books (0-100 points)

Material: Academic books.

Accompanying documents: One copy of the book must be enclosed. It is not sufficient to submit a manuscript or proof.

Accompanying information: Title of the book, year of publication, publisher, number of pages, name(s) of author(s).

Book chapters (0-20 points)

Material: Academic chapters in books.

Accompanying documents: Photocopy of the chapter, along with photocopy of the book's cover page and table of contents. An offprint will also suffice. In the case of a very long chapter, the entire book may be submitted.

Accompanying information: Title of the chapter, title of the book, year of publication, publisher, number of pages in book, name(s) of author(s).

A4. Journal articles (0-20 points)

Material: Articles published in peer-reviewed journals, within Iceland and abroad. See the list of Icelandic journals and their categorisation.

Accompanying documents: Photocopy of the article, along with photocopy of the journal's cover page / title page and table of contents. An offprint will also suffice, as will a link to a website / online database. It is not sufficient to submit a manuscript or proof.

Accompanying information: Title of the article, name of the journal, year of publication and number, publisher, number of pages in the journal and names of authors. The names of all authors must be stated.

A5. Articles in conference publications (0-10 points)

Material: Articles in peer-reviewed conference publications.

Accompanying documents: Photocopy of the conference article, along with photocopy of conference publication's cover page and table of contents, or a link to a website / online database.

Accompanying information: It must be stated from what conference the article is (not abbreviated), who held the conference, where and when it was held. The following must be specified: title of the article, name of the conference publication, year of publication, location and date of conference, publisher, number of pages in publication, name(s) of author(s) of chapters.

A6. Lectures and posters (0-5 points)

Points for lectures and posters are awarded to the individuals presenting them. Teaching and research staff do, however, receive points if a lecture/poster is presented by their student, in which case the number of points is calculated according to the general rule for division of points, as if there were two authors.

Lectures - in general:

Material: Lectures at conferences, symposiums, seminars and forums for academic groups.

Accompanying documents: The programme for a conference or forum must be enclosed. A letter of invitation must accompany the performance report in the case of a plenary lecture or keynote address (A6.1) or a public guest lecture at a university outside of Iceland (A6.2). There is no need to submit a printed version of the lecture, though this is permissible. A plenary lecture at a very large conference (over 1,000 participants) may be evaluated for 10 points.

Accompanying information: Title of lecture, name of conference, location and date of lecture, name(s) of author(s) and name of speaker. It must be stated who held the conference (not abbreviated) and where it was held. If a student delivered the lecture, this must be stated.

Posters - in general:

Material: Posters at conferences.

Accompanying documents: The programme for a conference must be enclosed in order to confirm presentation of a poster.

Accompanying information: Title of poster, name of conference, location and date of presentation, name(s) of author(s). It must be stated who held the conference (not abbreviated) and where it was held.

A7. Editorial work (0-20 points)

Only academic editorial work on peer-reviewed articles or peer-reviewed books is evaluated for points. Academic editorial work denotes editorial work which is subject to the editor's specialist knowledge. Copy-editing, therefore, does not fall under this category.

Editing of a journal:

Material: Editing of a peer-reviewed journal. Three points are awarded for editorial work that chiefly involves making decisions regarding publication of material. If editorial work also pertains to the content and treatment of individual articles, criticism and academic commentary, three additional points are awarded. An individual responsible for both tasks shall therefore receive 6 points per issue.

Accompanying documents: Photocopy of the journal's cover page and photocopy of an inside page giving information about the editing, or a link to a website detailing this information.

Accompanying information: Name of journal, year of publication and publication number, publisher, number of issues per year, as well as a description of the nature of the editorial work (decisions regarding publication of material and/or content and treatment of individual articles, criticism and academic commentary).

Editing of a book:

Material: Academic editorial work on a book, including authority over publication of material and editing of individual chapters. Evaluation of editorial work furthermore depends upon the scope of the book, and its categorisation in accordance with A2. A request may be made for special evaluation of very substantial editorial work, cf. rules for evaluation.

Accompanying documents: Photocopy of the book's cover page and photocopy of an inside page giving information about the editing. It is not sufficient to submit a manuscript or proof.

Accompanying information: Title of the book, year of publication, publisher, number of pages, name(s) of editor(s).

A8. Reports, reviews and translations (0-25 points)

Reports:

Material: Reports must have been published, have publication numbers and be accessible in a library or by other means. Unpublished or inaccessible reports are not evaluated for points. Reports may also be evaluated for service points under D4. Reports which are the products of contract research generally fall under category D. Evaluation of reports is generally based on whether their content could, should there be cause to do so, be published in an outlet which makes rigorous academic demands.

Accompanying documents: A copy of the report must be enclosed, or a link to a website where the report can be found. It is not sufficient to send a print-out.

Accompanying information: Title of report, year of publication, institute, number of pages, publication number or number in series and name(s) of author(s).

Reviews:

Material: Reviews in peer-reviewed journals in which all published material undergoes academic editing. Reviews involve academic discussion and criticism; they are not short write-ups on the material content of individual books or other publications.

Accompanying documents: Photocopy of the review and photocopy of the journal's title page and table of contents, or a link to a website giving this information. It is not sufficient to submit a manuscript or proof.

Accompanying information: Title of article, title of the book/material being reviewed and its author, title of the journal, year of publication and number, publisher, number of pages in the journal and names of authors.

Translations:

Material: Translations of material of significant academic value, within the field of the individual in question. Republications of works in other languages are evaluated for up to 10 points. This refers to translations of academic works by individuals working at universities, published in an international outlet. Should such a work be published to significant academic acclaim, it may be evaluated for more points in conformity with provisions on special evaluation.

Accompanying documents: One copy of the work must be enclosed. It is not sufficient to submit a manuscript or proof. In the case of a translation of an article or book chapter, it must be stated where this was published.

Accompanying information: Title, name of original author, date of publication for the translation, publisher of the translation, number of pages, name of translator.

A9. Teaching material (0-10 points)

A9.1 Teaching material (0-10 points)

Material: Teaching material for preschools, primary schools or secondary schools, if it meets the following requirements: 1. The subject matter of this teaching material falls within the author's area of research. 2. Teaching material shows clear signs of original research having taken place. 3. Teaching material is peer-reviewed by specialists and published by respected publishers. 4. The goals, methods and process of creating the teaching material are stated, for example in teaching guidelines or in an accompanying statement by the author. Should these requirements not be met, teaching material is evaluated for service points.

Accompanying documents: Teaching material, teaching guidelines and a report, as applicable.

Accompanying information: Title of the teaching material, year of publication, publisher, number of pages, name(s) of author(s).

A10. Innovation and transfer of knowledge (0-40 points)

Material: Evaluation of innovation and transfer of knowledge involves strict requirements concerning connections to research, originality and knowledge innovation. Artistic creation in an academic context also falls under this category. Innovation and transfer of knowledge may also be evaluated for service points.

Accompanying documents: Confirmation of publication must be enclosed, along with one copy of the work if applicable. The role of the staff member in question must be detailed in the submitted material.

Accompanying information: Title, year of publication, number of pages, name of author and other details as applicable.

A10.1 Start-up company, design, innovation and transfer of knowledge (0-20 points)

Material: Transfer of knowledge is evaluated for points when the founding of a company or creation of a contract involves the publication of new knowledge or scientific innovation. Furthermore, consideration is taken of the influence that the company's work has had on the operations of the university in question, as well as the relationship between company and university. Generally, start-up companies are not evaluated earlier than five years following their foundation.

Accompanying documents: A report on the work done must be enclosed.

Accompanying information: Report on the work done.

A10.2 Software (0-20 points)

Material: Software involving the creation of knowledge and/or new solutions in software design. The release format shall be either software distributed as merchandise or open source software.

Accompanying documents: Report describing the software.

Accompanying information: Name of software, name(s) of author(s), size of the software, publication format.

A10.3 Psychological tests (0-5 points)

Material: Tests must be published and accessible and involve research work not published in any other format.

Accompanying documents: Copy of psychological test.

Accompanying information: Name of test, name(s) of author(s), publisher, number of pages.

A10.4 Legislative bills (as a rule, 2 points)

Material: Only bills involving original research and research work that has not been published in any other format are evaluated. Work on a bill not meeting the above requirements may be evaluated for service points. Drafting a bill may in some instances involve considerable research work. In such cases, up to 10 points may be awarded for it. An author must specifically request special evaluation and submit supporting arguments. Evaluation of legislative bills is generally based on whether their content could, should there be cause to do so, be published in an outlet which makes rigorous academic demands. Where the author(s) are not identified in the bill itself, confirmation of authorship must accompany the performance report.

Accompanying documents: Printed version of bill or link to website, confirmation of authorial contribution and a report if applicable.

Accompanying information: Name(s) of author(s), title of bill, date.

A10.5 Patents (10-15 points)

Material: Only published patents are evaluated for points. 10 points are awarded for the publication of a patent application, and 5 additional points if the patent is granted. Points are not awarded for republished patents or patent applications.

Accompanying documents: The Division of Science and Innovation will confirm patents.

Accompanying information: Name of patent, names of authors, patent application number / patent number.

A10.6 Development work in schools and other institutions (0-10 points)

Material: Development work in schools based on the research of the individual in question. Development projects in this category involve the transfer of new knowledge within the domain of school operations, and are evaluated upon their completion. A project description and implementation plan must be available. Connections between the development project and the research of the individual in question must be outlined. Evaluation of a development project shall be based on the above factors, as well as the extent of the project and whether peer evaluation has taken place. Should a development project not meet the requirements outlined above, it may be evaluated for service points. A comparable transfer of knowledge within other institutions may also be evaluated in this category, providing that it satisfies requirements similar to those outlined above.

Accompanying documents: Connections between the development project and the research of the individual in question must be outlined. Confirmation from a third party.

Accompanying information: Name of project, name(s) of employee(s) involved with project, scope, date of completion.

A10.7 Innovation in the arts (0-40 points)

Material: Artistic exhibitions (solo exhibitions or group exhibitions), musical compositions or dramatical works performed publicly, musical performances or dramatisations. To receive points for artistic creation, teaching staff must perform regular teaching relating specifically to artistic creation and works of art (including literature). In this respect, teaching staff are not limited to individual art forms (a visual arts teacher may, for example, receive points for a dramatic play or concert performance).

Accompanying documents: Confirmation of the work must be enclosed, e.g. a copy of a programme or confirmation from a third party.

Accompanying information: Dependent on the nature of the innovation.

A11. Citations

Material: Citations in ISI Web of Science and other citations in journals and books. A search for citations is always performed in an initial evaluation, but following this it is possible to request a new count in the annual evaluation.

Accompanying documents: Confirmation that the staff member's work has been cited, for citations in any work not recorded in ISI Web of Science. The Division of Science and Innovation shall gather information on citations in ISI.

Accompanying information: Unnecessary.

A12. Grants from competitive funds (0-20 points per year)

Material: Points are based on the total sum of grants awarded from research funds outside the university in question. Only those grants entered in the accounting system of the university in question, or its affiliated institutions, are evaluated. The project manager or coordinator for a grant application also receives points unless otherwise agreed otherwise with the grant recipient. Points for grants do not lead to payments from productivity evaluation funds, such as the Writing and Research Fund.

Accompanying documents: The Division of Science and Innovation shall confirm, using the accounting system of the university of question, or of its affiliated institutions. Signed agreement concerning the division of points for the grant, if applicable.

Accompanying information: Name of fund, sum of grant.

B. Teaching

B1. Teaching experience

Material: Teaching at the university level. Permanent teaching staff receive teaching points in accordance with their employment ratios. Teaching performed by other staff at the university in question, or as part of an academic exchange programme, is also evaluated for points.

Accompanying documents: Unnecessary.

Accompanying information: Only required for sessional teaching performed by staff other than teaching staff and teaching as part of an academic exchange programme: name of course, number of credits and share of teaching (supervision and/or teaching in part or in whole).

B2. Teaching material (0-60 points)

B2.1. Short booklets or online teaching material (0-3 points)

Material: Original teaching material for university teaching. Preliminary editions of teaching materials may be evaluated under B2.1, but fall under B2.2 when published in final form.

Accompanying documents: One copy of an original work or link to a website.

Accompanying information: Title of the work, year of publication or appearance, distributor, number of pages, name(s) of author(s).

B2.2. Educational publications, textbooks (5-60 points)

Material: Published teaching material for university teaching.

Accompanying documents: One copy of the book must be enclosed. It is not sufficient to submit a manuscript or proof.

Accompanying information: Title, year of publication, length, publisher, number of pages, name(s) of author(s).

B3. Supervision of postgraduate students and thesis opposition (0-10 points)

Material: Involvement in the supervision of students at the Master's or doctoral levels. This is evaluated for points only after the period of supervision has concluded.

Accompanying documents: A photocopy of the title page and table of contents of the thesis must be enclosed, and/or other confirmation.

Accompanying information: Name of student, title of thesis, name of institute, number of pages, number of copies. Additionally, the name(s) of supervisors or members of the doctoral committee, as applicable.

B4. Innovation in teaching (2-10 points)

Material: Work in innovation in teaching and teaching methods, such as the organisation and definition of new study programmes, the reorganisation of courses, definition of new courses, development of teaching methods, creation of a project database and so forth.

Accompanying documents: A short report must be enclosed detailing the work done, half a page to one page. Confirmation of development work from a third party, for example a head of faculty, must be enclosed.

Accompanying information: Description of the project and its nature.

C. Administration

Material: Administration under the auspices of the university as a whole is evaluated under Section C, but faculty administration is not evaluated for points. In the cases of C10-C12, the term of appointment must be completed in order to be evaluated for points.

Accompanying documents: There is no need to submit accompanying documents for this Section in the case of work conducted within a state university, but in the case of administrative work conducted within another university, confirmation from that university must be enclosed.

Accompanying information: Indication must be given of the period in which the work was conducted.

D. Service

D1. Organisation of international academic conference (2-10 points)

Material: Chair/member of conference committee.

Accompanying documents: Programme for the conference containing information on the organisers.

Accompanying information: Name of conference, who held the conference (not abbreviated), where and when it was held. The nature of the staff member's role in the organisation must also be clear.

D2. Evaluation work within public sector (0-2 points)

Material: Membership in public evaluation committees, specific temporary projects.

Accompanying documents: Confirmation from a third party of work done.

Accompanying information: Name of board/committee and term of appointment.

D3. Member of committee or board (0-2 points)

Material: Membership of committees and boards outside of the university in question.

Accompanying documents: Confirmation from a third party of work done.

Accompanying information: Name of board/committee and term of appointment.

D4. Advisory verdicts and reports (0-5 points)

Material: Reports published without formal peer review or unpublished reports and advisory verdicts appearing under the auspices of or for parties outside the university in question. Other academics must have access to a report for it to be evaluated for points.

Accompanying documents: A copy of the report must be enclosed, or a link to a website.

Accompanying information: Title of report, year of publication, institute, number of pages, publication number or number in series (if applicable) and name(s) of author(s).

D5. Software (0-10 points)

Material: Software must involve practical software development and be distributed nationally or abroad either as merchandise or open source software.

Accompanying documents: Report describing the software.

Accompanying information: Name of software, name(s) of author(s), size of the software and publication format.

D6. Educational material for the public (0-20 points)

Material: Writing and/or distribution of material, undertaken by the academics in question due to their specialist knowledge (newspapers, magazines, radio, television or other media).

Accompanying documents: Confirmation of broadcast/publication must be enclosed, as applicable.

Accompanying information: In accordance with the nature of the contribution of material.

D7. Start-up company (0-50 points)

Material: Start-up companies and licence agreements with parties outside the university in question. After a company has been operating for some time (e.g., after 5-10 years), the company or license agreement may be re-evaluated for up to 50 additional service points. Evaluation shall be based on employee and student participation, ownership and the visibility of the university in question in connection with the project.

Accompanying documents: Report on the work done.

Accompanying information: Report on the work done.

D8. Grants from competitive funds (0-20 points)

Material: Total value of grants from parties outside the university in question. Only those grants which go through the accounting system of the university in question, or its affiliated institutions, are evaluated. The project manager or coordinator for a grant application also receives one point unless agreed otherwise.

Accompanying documents: The Division of Science and Innovation shall confirm, using the accounting system of the university in question, or of its affiliated institutions. Signed agreement concerning the division of points for the grant, if applicable.

Accompanying information: Name of fund, sum of grant.

E. Previous employment (for initial evaluation)

Material: Previous employment in positions not enumerated here, on the condition that it was in the academic field of the member of teaching or research staff and relevant to the current position. N.B. Only evaluated in an initial evaluation.

Accompanying documents: Unnecessary.

Accompanying information: Name of workplace, professional title, period of employment and employment ratio.

F. In general

Material: It is possible to evaluate work not covered by other sections of the evaluation system. Points for employment experience for research staff with 40-80% research duties are evaluated under this section.

Accompanying documents: As appropriate.

Accompanying information: As appropriate.