



**Rector's Order No. 19/2022 (XII.15)/R**  
**on the requirements and performance assessment methodology of KÁROLI-TÉR Performance Evaluation System**

As part of the Employment Requirement System of the Károli Gáspár University of the Reformed Church in Hungary (hereinafter referred to as the University), I hereby issue the following order, in accordance with Article 13 (1) of Act CCIV of 2011 on national higher education and Article 62 (1) of the University's Organizational and Operational Rules, to implement the regulations for the unified performance requirement and performance evaluation system for lecturers, researchers and teachers (hereinafter referred to as KÁROLI-TÉR) adopted by the Senate:

The purpose of this order is to define the quantitative evaluation criteria and methods for measuring and rating the performance of lecturers, researchers and teachers in order to implement the KÁROLI-TÉR.

**The performance evaluation**

1. § (1) The performance of lecturers, researchers and teachers are evaluated and rated by the general activity groups at university-level on the basis of the maximum scores assigned to them, as defined in Annex 1, and by the specific faculty activity groups specified by the Faculty Councils.

(2)<sup>1</sup> Employees employed as lecturers, researchers and teachers have the right to legal remedies with regard to the data and associated scores imported into the electronic interface of KÁROLI-TÉR and the data input and modification made by system administrators. Legal remedies can be initiated via the KÁROLI-TÉR electronic interface. Request for legal remedy should be submitted to the relevant head of unit and, if supported, will be assessed by the Vice-Rector for Science and Research within 10 working days of the receipt of the supporting statement. A formal decision with justification on the request for legal remedy shall be issued only if the request has not been accepted. The interface sends a system message to the employee about the positive decision of the request.

2. § After summing up the scores obtained in the university-level general and faculty-level specific activity groups, the scores are weighted by the working time and job classification.

3. § Proportioning to the working time of lecturers, researchers and teachers as stipulated in the employment contract:

- a) the scores of full-time lecturers, researchers and teachers shall remain unchanged,
- b) the scores of part-time lecturers, researchers and teachers shall be reduced by the percentage corresponding to the part-time work, multiplied by 0,9 for 36 hours per week and by 0,5 for 20 hours per week,
- c) lecturers, researcher and teachers working 37 or more hours per week, shall be considered as working full time,

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<sup>1</sup> Supplemented by Rector's Order No. 4/2024 (V.30) amending Rector's Order No. 19/2022 (XII.15)/R on the requirements and performance assessment methodology of KÁROLI-TÉR Performance Evaluation System, effective from 30 May 2024.

- d) if the working time of a lecturer, researcher or teacher has changed during the examined period, his/her working time shall be determined as the arithmetical average of the 365 days preceding 31 October of the current year.

**4. § (1) Proportioning according to job classification:**

- a) the scores referred to in paragraph 3 shall be further pro-rated according to the classification as lecturer, researcher or teacher,
- b) for the purpose of proportioning by job classification, the rates indicated in Annex 2 shall be applied,
- c) according to Annex 2, the salary grade for university professor1 is 100%. Accordingly, the performance evaluation scores of university professors shall remain unchanged,
- d) the salary of persons in a grade other than university professor1, as set out in Annex 2, shall be divided by the amount of the grade of university professor1, rounded to two decimals. The sum of the resulting quotient should be divided by the scores obtained by the given teacher in the performance evaluation.

(2) When proportioning according to job classification, the job classification as a lecturer, researcher or teacher effective on 31 October of the year of the performance evaluation shall be used, irrespective of whether or not the classification has changed during the year.

(3) The application of pro-rating by job classification according to Annex 2 does not mean that the employee's salary will automatically change accordingly. The use of Annex 2 numbers is a calculation methodology tool.

**5. §** The score obtained after proportioning is the total individual evaluation score of the lecturer, researcher or teacher, which forms the basis for the rating.

**Faculty differentiated average**

**6. § (1)** The faculty differentiated average determines the performance of a lecturer, researcher or teacher at faculty level in the performance evaluation period, based on the specific activity groups as defined in Annex 1 and by the faculties.

(2) The total individual evaluation scores of all lecturers, researchers and teachers of the faculty, according to paragraph 5, the sum of the points of all lecturers, researchers and teachers shall be divided by the number of the teaching staff. The resulting average, rounded to two decimals, is the sum of the differentiated faculty average for the given year.

**7. § (1)** The faculty differentiated average should be communicated to all lecturers, researchers and teachers of the faculty.

(2) The scoring methodology set out in this paragraph shall not be applied to, and shall not have effect on, the calculation of the performance evaluation score of the given lecturer, researcher or teacher.

**Differentiated average of faculty specific activity groups**

**8. §** When determining the faculty average by activity groups, the rules for calculation of the faculty differentiated average shall be used, provided that only the scores of lecturers, researchers and teachers



achieved in specific activity groups defined by the faculty shall be taken into account when calculating the faculty average for an activity group.

### **Overall university differentiated average**

**9. §** When calculating the overall university differentiated average, the faculty differentiated averages shall be added together and divided by the number of faculties. The overall differentiated average should be rounded to two decimals.

### **Definition of qualification grades**

**10. §** The qualification grades associated with each qualification level are determined as follows:

(1) Qualification grades by activity groups:

- a) average faculty grading by activity groups: a score that differs by  $\pm 15\%$  from the differentiated faculty average by activity group,
- b) above the faculty average for each activity group: a score above the faculty differentiated average by more than 15%,
- c) below the faculty average for each activity group: a score below the faculty differentiated average by more than 15%.

(2) Qualification grades at faculty level:

- a) faculty average grading: a score that differs by  $\pm 15\%$  from the differentiated faculty average,
- b) qualification above the faculty average: a score above the differentiated faculty average by more than 15%,
- c) qualification below the faculty average: a score below the differentiated faculty average by more than 15%.

(3) Qualification grades in university aggregate:

- a) overall average grading: a score that differs by  $\pm 15\%$  from the overall differentiated average,
- b) grades above the overall average grading: a score above the overall differentiated average by more than 15%,
- c) rating below the overall average grading: a score below the overall differentiated average by more than 15%.

**11. §** This order enters into force on 15 December 2022.

Budapest, 15 December 2022.

Prof. Dr. László Henrik Trócsányi  
Rector