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SELF-ASSESSMENT REPORT – ACADEMIC STAFF 2022-2023

Office for Academic Development and Quality

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Introduction

The Council for Oversight, Quality, and Evaluation of the University 'Kadri Zeka' in Gjilan has decided to conduct a questionnaire where the academic staff self-assesses. The questionnaire is based on the Performance Assessment Manual for Academic Staff. It has been integrated into the SMU platform, and once the academic staff logs into the system, the system automatically notifies them that a questionnaire from the COQE has been added, which they need to complete.

This comprehensive questionnaire serves to allow staff members to reflect on their work, performance, and contributions in the context of their duties and roles at 'Kadri Zeka' University

Research Methodology

2.1 Research Purpose

The purpose of this research is to identify possible issues during the academic staff's experience at 'Kadri Zeka' University.

Through this research, we have extracted values that determine working conditions and the efficiency of processes at 'Kadri Zeka' University, highlighting strengths and areas for improvement to progress in the future.

The recommendations derived from this assessment will serve the University to reflect on the research findings

2.2 Research Methods

The research was primarily conducted through quantitative methods and instruments that serve the collection and processing of data.

As part of this, we deployed a questionnaire on the SMU platform. When the lecturer logs in, the questionnaire opens and they are required to complete it within a 7-day deadline.

3. Research Results

3.1 Information about the Research Process

As part of regular assessments, based on the Quality Assurance Regulation and the Performance Assessment Manual for academic staff, the Office for Academic Development and Quality (OADQ), at the request of the Quality and Evaluation Oversight Council (QEOC), distributed the questionnaire according to the Likert Scale. For each statement, students were required to round up to 1, 2, 3, 4, or 5 (5=strongly agree; 4=agree; 3=neutral; 2=disagree; 1=strongly disagree).

ADMISSIONS		Avarage Value
1	I am satisfied with the working conditions offered by the University	4.06
2	I find support from management for any difficulties and potential challenges	4.25
3	My workload is light and manageable	4.58
4	I am aware of the mission, vision, and strategic goals of the University	4.83
5	I participate in the policy-making and decision-making processes of the University	4.06
6	I am free to express my ideas and proposals to the management of UKZ	4.29
7	The University's space meets all the necessary conditions for effective teaching	3.64
8	The space is equipped with adequate facilities (projector, board, desks, chairs, etc.)	4
9	Academic staff has easy access to technical services when needed	4.36
10	I can accurately present the purpose and objectives of the curriculum	4.80
11	I easily manage exams and student assessments	4.90
12	I use contemporary teaching methodologies	4.87
13	The number of students in the classroom is suitable for the teaching process	4.66
14	I feel motivated for my work as a lecturer at UKZ	4.48
15	I feel integrated within the University	4.41
16	UKZ organizes enough scientific conferences for academic staff.	3.87
17	UKZ organizes enough activities aimed at the development of academic staff	3.80
18	I am satisfied with the opportunities offered by UKZ for my personal development	4.06
19	Communication with the administration is effective	4.63

20	The behavior of administrative officials is correct and professional	4.6
21	Every request of mine is fulfilled promptly by the administrative service	4.5
22	The administration is always available for additional explanations and assistance	4.56
23	I am informed in a timely manner by the administration about any changes to the lecture schedule, exams, or the teaching process	4.67

Tabela 1. The results of the self-assessment of the academic staff

These affirmations are an assessment by the academic staff regarding certain aspects of their experience at the University "Kadri Zeka." The assessments range from 1 (not satisfied) to 5 (very satisfied), and the overall result is an average of 4.39, indicating a high level of overall satisfaction.

Some key points emerging from the assessments: The mission, vision, and strategic goals of the University are recognized and highly valued (4.83). Management and support for challenges and difficulties are included in the assessment (4.25), while the space for effective teaching is rated lower (3.64).

Overall, the use of contemporary teaching methodologies, exam and assessment management, as well as the presentation of curriculum goals and objectives, receive high ratings. There are positive evaluations for effective communication with the administration and their availability to offer assistance and additional explanations.

Additionally, the administration's willingness to inform about schedule changes or teaching processes is positively appreciated (4.67). For the majority of affirmations, there is a considerable level of satisfaction and positive assessment from the academic staff across most evaluation criteria.

4. Conclusions and Recommendations

After assessing the information, the overall average expressed by the participants indicates a positive assessment of the working conditions and infrastructure at "Kadri Zeka" University (4.39). The overall satisfaction level is at a high level, especially regarding the mission, vision, and strategic goals of the institution. This reflects awareness and a good connection between the

employees and the university's strategic objectives. Overall, this assessment reflects a motivated and integrated working environment for the staff.

The recommendations we can provide are:

Increase the number of scientific conferences and activities aimed at the development of academic staff to enhance units of assessment in this direction.

Consider additional investments in physical space and equipment to improve efficiency and effective teaching.

Improve communication and administrative services, focusing on free collaboration and overall efficiency to meet the demands of staff and students.

This assessment provides a sustainable basis for improving aspects that may need change, using the strength of assessment to enhance performance and overall working conditions at the university.