



**BIULETYN PRAWNY**  
**UNIwersYTETU MIKOŁAJA KOPERNIKA W TORUNIU**

**Rok 2020; poz. 411**

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**DECREE No. 253**

**by the Rector of Nicolaus Copernicus University in Toruń**

of 18 November 2020

**on the procedure of evaluating job satisfaction of employees at Nicolaus Copernicus  
University in Toruń**

Under § 127 section 3 of the resolution No. 37 by the Senate of NCU of 16 April 2019 Statute of Nicolaus Copernicus University in Toruń (NCU Legal Bulletin of 2019, item 120 as amended) and § 3 section 2 and § 4 section 5 of Resolution No. 140 by the Senate of Nicolaus Copernicus University in Toruń of 29 October 2019 on the Internal Quality Assurance and Work Organisation System at Nicolaus Copernicus University in Toruń (NCU Legal Bulletin of 2019, item. 360)

**it is provided, as follows:**

§ 1

The aim of the procedure of the employee satisfaction survey at Nicolaus Copernicus University in Toruń, hereinafter referred to as the University, is to introduce regulations concerning the implementation of the process of evaluating the level of employees' satisfaction with the quality of functioning of the University, understood as the level of satisfaction with the image, authorities of the University, direct superior, cooperation, communication, working conditions, remuneration, development opportunities, and then using the results of this evaluation to improve the functioning of the University in the context of quality assurance and work organisation.

§ 2

1. The goal of the procedure is to collect data on the level of satisfaction of employees related to the functioning of the University.
2. The evaluation is conducted in terms of the aspects of the University's functioning which are relevant from the employees' point of view, with the division into the following groups of factors:
  1. image
  2. University authorities
  3. authorities of organizational units
  4. direct superior
  5. cooperation

6. communication
7. working conditions
8. remuneration
9. development
10. motivation and satisfaction
11. involvement and loyalty
12. dignity.

3. Evaluation of job satisfaction of employees is conducted at least once every two years.

### § 3

1. All University employees may participate in the evaluation.
2. The study is anonymous and no data allowing for employee identification is collected.
3. Participation in the study involves filling in the survey questionnaire, the access to which is provided via official work e-mail;
4. Each participant of the study may formulate their own comments in each of the evaluated categories.
5. The results of the evaluation are processed and then used for the purpose of improving the functioning of the University, faculties, structures within faculties and other units.

### § 4

1. Based on a statistical assessment of the obtained data, analysts create preliminary reports in the form of tables and graphs, which they refer to the Department of Education. The Department relay the reports to Vice-Rector for Education, the head of the University Council in charge of Quality Assurance, faculty deans and faculty coordinators in charge of quality assurance.
2. Every time the decree refers to:
  - 1) faculty coordinator in charge of quality assurance and faculty council in charge of quality assurance, it shall mean the coordinator in charge of quality assurance, the head of university auxiliary or service unit and the council in charge of quality assurance in a university didactic unit, respectively;
  - 2) dean, it shall refer to the head of a University didactic unit, as well as the head of a University auxiliary or service unit, respectively.

### § 5

1. Vice-Rector for Education supervises the process of evaluating job satisfaction of employees and supports the realization of tasks following from this decree.
2. The Dean supports the realization of tasks following from this decree at the faculty level and is responsible for placing an abridged version of the report at the faculty's website and informing employees about it.

### § 6

Faculty coordinators in charge of quality assurance conduct a detailed analysis of preliminary reports and along with faculty councils in charge of quality assurance formulate the final version of the report, containing recommendations related to improvement of the evaluated factors, and

relay them to Vice-Rector for Education, University Council in charge of Quality Assurance and the deans.

§ 7

1. The evaluations made by employees assist units within the University or faculties in making decisions related to improvement-oriented measures.
2. Improvement-oriented measures may be decided upon in relations to the University, faculties or other units.

§ 8

The procedure of the employee satisfaction survey is carried out according to the following schedule:

<b>NO.</b>	<b>SUBJECT RESPONSIBLE</b>	<b>TASK</b>	<b>DATE OF IMPLEMENTATION</b>
1	<b>University IT Center</b>	Launching a survey at the request of the Vice-Rector for education.	4 May
		Closing the survey. Transfer of collected data to analysts. Archiving of data and records from the process of data collection .	30 September
2.	<b>Analyst</b>	Preparation of preliminary reports: a) general for the whole University, b) detailed reports for faculties and other units Publication of preliminary reports on a dedicated portal.	by 10 November
3.	<b>Department of Education</b>	Spreading information about preparation and publication of preliminary reports by sending e-mails to staff members.	by 20 November
4.	<b>Faculty coordinator in charge of quality assurance along Faculty Council in charge of Quality Assurance</b>	Preparing the report and relaying it to the Dean (head of a University's didactic unit) with reference to the following structure	by 15 December

		<ul style="list-style-type: none"> <li>• information on the condition of implementing the recommendations (improvements) declared in the report from the previous year along with the results of their implementation;</li> <li>• comparison of the obtained survey results with the results of three previous surveys;</li> <li>• description of basic problems which require corrective measures (improvements);</li> <li>• list of recommended improvement-oriented measures</li> </ul>	
5.	<b>Dean</b>	Defining the list of improvement-oriented measures meant for implementation in the subsequent academic year.	by 31 December
6.	<b>Dean along with Faculty Coordinator in charge of Quality Assurance</b>	<p>Preparing the schedule for implementation of improvement-oriented measures.</p> <p>Relaying the full report to the University Council in charge of Quality Assurance, taking into account:</p> <ul style="list-style-type: none"> <li>• information about the state of implementation of recommendations (improvements) declared in the report from the previous year and the results of implementing those recommendations;</li> <li>• description of basic problems which require corrective measures (improvements);</li> <li>• lists of improvement-oriented measures along with the schedule of their implementation in the subsequent academic year.</li> </ul> <p>Presentation of the report on the Faculty's (University didactic unit's) website along with</p>	<p>by 31 December</p> <p>by 15 January</p>

		spreading the information by sending e-mails to staff of the Faculty or a University's didactic unit.	
7.	<b>University Council in charge of Quality Assurance</b>	Analysis of faculty reports and preparing recommendations in terms of improvement-oriented measures for all Faculties and University's didactic units.  Relaying the recommendations to the Rector.	by 31 January  by 10 February
8.	<b>Rector along with Vice-Rectors</b>	Defining the extent of improvement-oriented measures meant for implementation in the subsequent academic year.  Informing the academic community about the extent and results of implementing the recommendations declared in the previous year and the set of recommendations meant for implementation in the subsequent academic year.	by 15 March

#### § 9

The University Council in charge of Quality Assurance conducts a review of the relevance of the procedure of evaluating job satisfaction of employees once a year.

#### § 10

The following models of forms related to implementation and documenting the process of quality improvement are created, as appendices to the decree:

- 1) questionnaire survey for evaluating job satisfaction of employees– appendix no. 1;
- 2) the extent of summarizing report– appendix no. 2.

#### § 11

Decree No. 202 by the Rector of Nicolaus Copernicus University of 31 December 2019 on the procedure of evaluating job satisfaction of employees at Nicolaus Copernicus University in Toruń (NCU Legal Bulletin of 2019 item 436 as amended) is hereby repealed.

#### § 12

The decree comes into force on 18 November 2020.

**R E C T O R**

**professor Andrzej Sokala, PhD**