

Regulation on Teacher Bonuses at National Research University Higher School of Economics

1. General provisions

1.1. This Regulation aims at encouraging achievements in teaching through the introduction of special bonuses for the best performing teaching staff (hereinafter, “teachers”) at National Research University Higher School of Economics (hereinafter, “HSE”). Furthermore, this document spells out a system for selecting the best teachers, as well as mechanisms for paying them special remuneration (hereinafter, “teacher bonuses”).

1.2. This Regulation does not pertain to HSE campuses.

1.3. In order to organise and tally the results of selections of teachers for bonuses, a working group on teacher bonuses (hereinafter, the “Working Group”) has been created, which is chaired by the First Vice Rector responsible for overseeing HSE’s implementation of its core educational programmes (hereinafter, the “First Vice Rector”). The composition of the Working Group shall be determined by the First Vice Rector.

1.4 The Working Group’s functions include:

1.4.1. organising voting procedures for students studying at HSE faculties and other subdivisions engaged in higher education programmes (hereinafter, “faculties”);

1.4.2. developing and presenting:

1.4.2.1. to faculties – instructions on organising student voting;

1.4.2.1. to students – instructions on how to take part in the voting process;

1.4.3. tallying voting results;

1.4.4. posting voting results on HSE website (portal).

2. Criteria for selecting candidates for teacher bonuses

2.1. The general condition for selecting candidates for teacher bonuses is employment at HSE in a teaching position.

2.2. The main and auxiliary systems for selecting candidates for teacher bonuses have been identified. The main mechanism is based on student evaluations of instruction quality, while the additional mechanisms include identification of academic supervisors of students, who have won HSE’s student research project competitions (hereinafter,

“research competition”), and evaluations of teachers from graduates, who finished their studies in the previous academic year.

2.3. This Regulation shall govern the system for selecting candidates for teacher bonuses, as well as the mechanisms for calculating and paying bonuses to top teachers, academic supervisors of students, who are research competition winners, and the best teachers selected through surveys of HSE graduates, who completed their studies in the previous academic year.

3. System for selecting candidates based on student evaluations

3.1. Selections shall be made through student votes for the best teachers, who have held lectures and seminars/practical classes as part of a given academic programme throughout the academic year, regardless of the faculty, department or school an teacher may work for.

3.2. Student votes shall be voluntary and anonymous. Votes are to be cast through the HSE Learning Management System (hereinafter, the “LMS”) along with students’ Teaching Quality Assessments (hereinafter, “TQAs”)¹. Votes are accepted once a year through Module 4 over a three-week period before the start of the examination period according to HSE’s academic calendar for the current academic year.

3.3. At the end of their TQA forms, each student should voluntarily select a maximum of two top teachers, who held lectures for them during the current academic year, as well as no more than two top teachers, who oversaw seminars/practical classes for them during the same period. A list of teachers is automatically generated based on data available in HSE’s comprehensive academic information system (hereinafter, “ASAV”) and class scheduling system (hereinafter, “RUZ”). If any teacher, who has conducted lectures, is absent from this list, students may include his/her full name in the “Other teacher” field and cast a vote.

3.4. Coordinators of HSE academic programmes shall:

3.4.1. carry out preliminary checks of lists of teachers, who shall be selected by students of a given academic programme, as well as inform the Working Group about any mistakes uncovered;

3.4.2. inform students about voting deadlines and procedures.

3.5. Data on student voting according to respective academic programmes shall be regularly posted by the Working Group on the voting page of the HSE website (portal).

3.6. Within five days after the end of voting, the HSE Office of Information Technology (hereinafter, “IT Office”) shall present the Working Group with data on the total number of votes submitted for every teacher of each course within a given academic programme.

3.7. The Working Group shall determine the individual ratings for each teacher, who either conducts lectures and (or) oversees seminars/practical classes. The individual

¹ With the exception of academic programmes offered by the International College of Economics and Finance (ICEF) and the “HSE/NES Programme in Economics”, whereby student voting is conducted within their own internal systems (with the support of the Centre for Institutional Research).

rating of each teacher of a given course within an academic programme shall be calculated as follows:

$R_{1,2} \% = (\text{number of votes} : (\text{total students}) \times 100)$, whereby:

$R_{1,2}$ – individual rating for an teacher as lecturer (1) or leader of seminars/practical classes (2);

Total votes – the total number of times an teacher is referred to (regardless of total courses taught) in student votes during the current year of an academic programme;

Total students – the number of students attending a given academic programme during the current academic year according to ASAV data as of the voting date.

3.8. The minimum number of votes that an teacher should receive from students for a given academic programme's current year in order to be recognised as a top teacher comes to eight votes. If there are less than eight students pursuing a given academic programme in the current academic year, a teacher should receive all student votes to be recognised as a top teacher. The minimum number of votes may be altered following a decision of the Working Group, with due consideration of the amount of funds allocated in HSE's financial plan for paying teacher bonuses in the current academic year.

3.9. Once the results are tabulated, a University-wide cutoff rating is set. It is established so that the number of "winners" in the voting process equals the maximum number of individual bonuses, which HSE can assign in the current year based on the earmarks in its financial plan.

3.10. Teachers receiving no less than the minimum number of student votes (as established in Point 3.8 of this Regulation) and whose individual rating is not under the University-wide minimum rating (as spelled out in Point 3.9) for at least one course in at least one academic programme shall be deemed top teachers for the current academic year.

4. Selection of candidates based on research competition results

4.1. Academic supervisors of students, who are research competition winners for the current academic year but have not been selected as top teachers following the voting procedures described in Section 3 of this Regulation, shall receive bonuses in the following academic year.

4.2. Research project competitions are held according to HSE's bylaws. Data on competition results are presented to the First Vice Rector by the Research Competition Coordinator.

5. Selection of candidates based on graduate surveys

5.1. Teachers selected based on surveys of graduates, who finished their studies in the previous academic year, but not among the top teachers from voting procedures described in Section 3 of this Regulation, can receive bonuses during the following academic year. Around 100 of the best teachers are selected every year based on graduate surveys.

5.2. Surveys of graduates are conducted every year by the HSE Centre for Institutional Research. Graduates are asked to provide the full name of staff members they consider to be the best teachers at the University. Information on this survey's methodology and outcomes must be presented by the Centre for Institution Research to the Working Group no later than the date when voting closes for the current academic year.

5.3. The Working Group compiles a general rating for HSE teachers based on the number of graduates casting votes. An individual teacher's rating is equal to the number of graduates placing a vote for him/her. The cutoff rating is set as the number of graduates who cast votes, while individual ratings are established above this figure for around 100 teachers. Any teacher whose rating does not go under the cutoff for the current academic year shall be deemed a top teacher based on the results of graduate surveys.

6. Financing teacher bonuses

6.1. Teacher bonuses shall be financed with funds from HSE's central budget. For this purpose, a special article shall be included in the University's financial plan on the recommendation of the First Vice Rector.

6.2. The total amount of teacher bonuses is annually set by the Rector while developing the University's financial plan for the following year.

6.3. Each top teacher selected shall receive a monthly bonus starting from the September of the respective academic year for a 12-month period based on the following criteria:

6.3.1. Teachers employed full-time with a complete teaching wage at HSE shall be paid full bonuses;

6.3.2. Teachers employed part-time with a complete teaching wage, or at a reduced wage (secondary employment), shall be paid a 50% of a full bonus;

6.3.3. If an teacher working part-time with a complete teaching wage during a selection of top teachers, or holding a second position, starts to work full-time position with the same wage during the subsequent academic year, he/she shall start receiving a full bonus once their full-time position commences.

6.3.4. If an teacher working full-time with a complete teaching wage during a selection of top teachers starts to work part-time with the same wage over the course of the following academic year, or a position with a reduced wage (secondary position), he/she shall be paid 50% of a bonus once their change of position commences.

6.4. If an teacher simultaneously belongs to two or three groups receiving bonuses (e.g., a group of top teachers, group of academic supervisors of students who have won research competitions in the current academic year, a group of teachers selected based on graduate surveys, etc.), he/she shall receive only one bonus.

6.5. If an teacher selected as a top teacher, during the payment period of his/her bonus (part of the payment period), is on maternity or childcare leave, the payment of the teacher bonus may be carried out (or reinstated) during the academic year after the

teacher returns from leave based on a directive signed by the First Vice Rector. If a maternity or childcare leave does not affect the entire period of the bonus payment, but only a part of it, the payment may be reinstated for the unused portion of the period (instead of the entire academic year).

6.6. If an teacher, who has been selected as a top teacher, during the payment of his/her bonus (part of the bonus) payment period starts working remotely under a new employment agreement, the bonus shall be maintained in full for the remaining period of its payment.

6.7. Receipt of teacher bonuses shall not cancel out other types of bonuses in place for HSE teachers (with the exception of those cited in point 6.4);

6.8. If a HSE employee, who is not part of the University's teaching staff, or a person, who has signed an independent contractor agreement for teaching services based on an hourly rate, is selected as a top teacher, such persons shall be granted this status. If hired to HSE's teaching staff during the period of their bonus payment, such teachers shall receive a bonus of the same value, effective as of the starting date stated in an employment agreement in the academic year following their selection as a top teacher.

7. Approval of teacher bonuses

7.1. A list of winning teachers shall be posted on the HSE corporate portal (website) within a week of being approved by the Rector.

7.2. A list of teachers able to receive bonuses shall be endorsed by the First Vice Rector by September 15 and presented to HSE's Planning and Financing Office.