USERS' MANUAL: HOW TO EVALUATE THE RELATIVE MERIT OF CANDIDATES

According to FCUL Regulations, jury's members must fill in a spreadsheet (last page of this Users' Manual) to ensure that classifications and weight factors are applied correctly. **The formula already programmed in this spreadsheet shall not be edited**. This Users' Manual will explain in detail the steps to be followed by jury members.

A – The evaluation includes four general **GROUPS** of parameters (Line 5): Pedagogical, Research, Other Activities and Project (Scientific and/or Pedagogical). The weight of each Group is fixed in advance by FCUL and cannot be changed (line 6 contains a typical set of weights):

ASSESSMENT GROUPS	PEDAGOGICAL	RESEARCH	OTHER ACTIVITIES	PROJECT
GROUP WEIGHTS	20%	60%	10%	10%

B – Within each GROUP, the evaluation of the candidates CV shall address all the applicable PARAMETERS (line 7). The scope of each Parameter can be found in the Annex 1 of the Regulations. Five PARAMETERS are colored in ORANGE: for these parameters the classification can be enhanced through the application of Curricular Enhancement Factors to each candidate, as explained in section **E** of this Users' Manual:

ASSESSMENT GROUPS	PEDAGOGICAL						RESEARCH						OTHER ACTIVITIES						PROJECT		
GROUP WEIGHTS	20%						60%						10%						10%		
ASSESSMENT PARAMETERS	TEACHING	PEDAGOGICAL MATERIALS	PEDAGOGICAL INNOVATION	ACADEMIC SUPERVISION	OTHER	TOTAL	PUBLICATIONS	PROJECTS	INNOVATION	AUTONOMY AND LIDERSHIP	RECOGNITION	TOTAL	OUTREACHING	R&D SERVICES	INSTITUCIONAL POSITIONS	SCIENTIFIC AND/OR ACADEMIC POSITIONS	OTHER POSITIONS	TOTAL	SCIENTIFIC	PEDAGOGICAL	TOTAL

C – Each member of the jury will select autonomously **nonzero weights for each PARAMETER** (an example in the yellow colored cells in line 8). These weights are the same for all candidates. Within each GROUP, the sum of weights is 100%. The jury member shall enter weights in percentage. Incorrect values will be shown in red in the TOTAL cell, as shown for the Pedagogical group:

PEDAGOGICAL						RESEARCH						OTHER ACTIVITIES						PROJECT		
20%						60%						10%						10%		
TEACHING	PEDAGOGICAL MATERIALS	PEDAGOGICAL INNOVATION	ACADEMIC SUPERVISION	OTHER	TOTAL	PUBLICATIONS	PROJECTS	INNOVATION	AUTONOMY AND LIDERSHIP	RECOGNITION	TOTAL	OUTREACHING	R&D SERVICES	INSTITUCIONAL POSITIONS	SCIENTIFIC AND/OR ACADEMIC POSITIONS	OTHER POSITIONS	TOTAL	SCIENTIFIC	PEDAGOGICAL	TOTAL
40%	20%	10%	30%	10%	110%	30%	30%	20%	10%	10%	100%	25%	25%	20%	20%	10%	100%	80%	20%	100%

D – The columns U1, U2, U3 (labeled C, D, E in the spreadsheet) can be used freely (text, numerical data, calendar dates, …). These columns must be hidden before delivering the final assessment table to the president of the jury.

U1	U2	U3

E – According to FCUL Regulations, two **Curricular Enhancement Factors (CEF)** can be applied. **F_1** and **F_2** are multiplicative factors, independent and cumulative:

1. **Profile – F_1** (column G): F_1 addresses the degree of compliance of a candidate with the *Theoretical* or *Experimental* profile defined by FCUL.

2. **Specific Domains – F_2** (column H): F_2 addresses the compliance of curricular elements with FCUL priority *Specific Domains*, identified in the Call.

Each jury member may apply CEF's to each candidate. The CEF's will enhance exclusively the classification of the five PARAMETERS identified in section B.

F_1 and F_2 are independent and will be selected within [1.0, 1.5]. The spreadsheet will not accept out-of-range values. Each jury member will be free to pick the values that best characterize his/her assessment of the CV of each candidate. By default, $F_1 = F_2 = 1.0$, which means a "no enhancement" situation.

NAME	F1	F2	F1*F2
A	1,5	1,5	2,25
B	1,0	1,0	1,00
C	1,0	1,5	1,50
D	1,5	1,5	2,25
E	1,4	1,2	1,68
F	1,0	1,0	1,00
G	1,0	1,0	1,00
H	1,0	1,0	1,00
I	1,0	1,0	1,00
J	1,0	1,0	1,00
K	1,0	1,0	1,00
	1 - 1,5		2,25
			0,44

F – The spreadsheet will not allow the saturation of classifications. Therefore, the maximum classification for each PARAMETER (which is 100% for $F_1 = F_2 = 1.0$) is divided internally by the maximum value of F_1x F_2 (column K), for all the candidates, when computing the corresponding GROUP classification.

In the case sketched for 11 candidates, CEF's were applied to four candidates (A, C, D, E); the maximum classification is therefore divided by 2.25 [which is equivalent to assess candidates between 0 and the maximum value of 44.4%; these two values can be found, just for information, in the bottom cells, with a red border].

G – When analyzing each candidate, each jury member will apply percentages **between 0% and 100%** to each PARAMETER. If the maximum admissible value is exceeded, the cell will be colored in red:

150%

In case CEF's are applied to a number of candidates, the spreadsheet will automatically perform the division by *max (F_1 x F_2)* (cell K30), and the overall classification of each GROUP is therefore changed.

The overall classification of each GROUP, already affected by the corresponding weight and including the effects of CEF's, can be found in columns Q, W, AC and AF.

FINAL	
100%	
TOTAL NO TIES POSSIBLE	RANK
1,20%	10
1,28%	9
1,36%	8
1,44%	6
1,60%	3
2,00%	1
1,20%	10
1,44%	6
1,60%	3
1,60%	3
1,68%	2
	TIES!

H – Final results can be found in columns AG and AH: the final classification (between 0% and 100%) in column AG, and the rank of each candidate in column AH. The best five candidates are colored differently.

No ties can be accepted, in case a red warning appears in the bottom. Jury members are invited to slightly modify CEF's or classifications between the tied candidates. The figure shows a situation where three candidates are tied in the 3rd position.

I – **In summary:** each jury member must perform the following tasks:

1. Within each GROUP, setup the nonzero weight for each PARAMETER.
2. Evaluate each candidate, using all the PARAMETERS, between 0% and 100%.
3. For each candidate, eventually freely assign values for F_1 and/or F_2 between 1.0 and 1.5.
4. Eliminate ties by adjusting classifications or the values of CEF's.

A	B	C	D	E	F	G	H	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH
					ASSESSMENT GROUPS				PEDAGOGICAL						RESEARCH						OTHER ACTIVITIES						PROJECT			FINAL	
					GROUP WEIGHTS				20%						60%						10%						10%			100%	
					ASSESSMENT PARAMETERS				TEACHING	PEDAGOGICAL MATERIALS	PEDAGOGICAL INNOVATION	ACADEMIC SUPERVISION	OTHER	TOTAL	PUBLICATIONS	PROJECTS	INNOVATION	AUTONOMY AND LIDERSHIP	RECOGNITION	TOTAL	OUTREACHING	R&D SERVICES	INSTITUCIONAL POSITIONS	SCIENTIFIC AND/OR ACADEMIC POSITIONS	OTHER POSITIONS	TOTAL	SCIENTIFIC	PEDAGOGICAL	TOTAL	TOTAL NO TIES POSSIBLE	RANK
#n	#A	U1	U2	U3	NAME	F1	F2	F1 x F2	40%	20%	10%	20%	10%	100%	30%	30%	20%	10%	10%	100%	25%	25%	20%	20%	10%	100%	80%	20%	100%		
1	A				AAA	1,00	1,00	1,00																			1%		0,1%	0,08%	14
2	B				BBB	1,00	1,00	1,00																			1%		0,1%	0,08%	14
3	C				CCC	1,00	1,00	1,00																			1%		0,1%	0,08%	14
4	D				DDD	1,00	1,50	1,50																			1%		0,1%	0,08%	14
5	E				EEE	1,00	1,00	1,00																			1%		0,1%	0,08%	14
6	F				FFF	1,25	1,10	1,38																			1%		0,1%	0,08%	14
7	G				GGG	1,00	1,00	1,00																			7%		0,6%	0,56%	13
8	H				HHH	1,00	1,00	1,00																			8%		0,6%	0,64%	12
9	I				III	1,00	1,00	1,00																			9%		0,7%	0,72%	11
10	J				JJJ	1,00	1,00	1,00																			10%		0,8%	0,80%	10
11	K				KKK	1,00	1,00	1,00																			11%		0,9%	0,88%	9
12	L				LLL	1,00	1,00	1,00																			12%		1,0%	0,96%	8
13	M				MMM	1,00	1,00	1,00																			13%		1,0%	1,04%	7
14	N				NNN	1,00	1,00	1,00																			14%		1,1%	1,12%	6
15	O				OOO	1,00	1,00	1,00																			15%		1,2%	1,20%	5
19	Candidates					1 - 1,5		1,50	maxF1.F2																						TIES!
								0,67	max																						