

Approved by Order N155 of June 04, 2026, of the Director of "David Tvildiani Medical University Public Nursing College" LLC

LLC "David Tvildiani Medical University Public Nursing College"



Rules for the Evaluation and Incentivization of Vocational Education Teachers

Tbilisi

2026

Article 1. Scope of Regulation

1. These rules define the general principles, procedures, and the planning/implementation of potential necessary procedures for the evaluation/self-evaluation of vocational education teachers at LLC "David Tvildiani Medical University Public Nursing College" (hereinafter — the College).

Article 2. Purpose of Evaluation

The purposes of these rules are:

- **a)** To ensure the development of individual professional goals and objectives by the College's vocational education teachers;
- **b)** To timely identify potential difficulties in the process of achieving professional goals by the College's vocational education teachers and to determine strategies for their resolution;
- **c)** To evaluate the activities of the College's vocational education teachers in the fields of teaching, research, and administrative/organizational areas;
- **d)** To identify the capabilities of vocational education teachers and to promote their further development;
- **e)** To identify the weaknesses in the activities of the College's vocational education teachers and to provide them with appropriate assistance.

Article 3. Definition of Terms

1. For the purposes of these rules, the terms used herein shall have the following meanings:
 - **a) Self-evaluation** - Strengths and weaknesses as perceived by the vocational education teacher;
 - **b) Evaluation** - Measuring the effectiveness of the performed work; establishing prerequisites for career development, upgrading professional skills, incentivization, professional development needs, and other legal outcomes, as well as improving the efficiency of their activities;
 - **c) Evaluation criteria** - A set of competencies developed for the purpose of measuring the performed work;
 - **d) Incentivization** - A tool that increases teachers' motivation to work diligently for the benefit of self-development, the College, and vocational education;
 - **e) Forms of incentivization** - The form of incentivization can be both material and non-material.

Article 4. Principles, Frequency, Administration of the Evaluation Process, and Analysis of Results

1. Evaluation is conducted based on the principles of fairness, objectivity, transparency, impartiality, prevention of conflict of interest, trust, and proportionality between the interests of the employee and the employer.

2. The evaluation process is carried out by the Human Resources Management Manager of the College and the Head of the Academic Department.
3. In the first week of October of each calendar year, the Head of the Academic Department sends the evaluation form (Appendix N1) via the College's corporate email to the vocational education teacher and informs them about the deadline by which the completed form must be submitted to the Head of the Academic Department. The final week of October is defined as the maximum deadline for vocational education teachers to submit their self-evaluation.
4. The Head of the Academic Department begins the evaluation of vocational education teachers based on the submitted form. The fully completed evaluation form and the corresponding report shall be submitted to the Director via an official memorandum (in the electronic document management system - eFlow, or by email) no later than November 25, where all completed forms will be attached as an appendix. In the same report, the Head of the Academic Department provides recommendations to the Director regarding the areas in which the vocational education teachers require retraining. In case of the Director's approval, the Human Resources Management Manager prepares the retraining plan for the following year no later than the last day of November. The employee retraining plan approves information regarding prospective trainings for the following year, taking into account specific individuals and needs.
5. The Head of the Academic Department shares the information about the evaluation results with the vocational education teachers verbally and/or sends it to their official work email.

Article 5. Legal Outcomes of Evaluation

1. Determination of the professional development needs of the vocational education teacher;
2. Financial and/or non-financial incentivization;
3. Imposition of disciplinary liability measures in accordance with the internal regulations of the College.

Appendix N1

Vocational Education Teacher Evaluation Questionnaire

- **First Name, Last Name of the Vocational Education Teacher:**

- **Immediate Supervisor:** _____
- **Position of the Immediate Supervisor:** _____
- **Date of Evaluation:** _____

Instructions: Please rate each statement on a scale from 1 to 4, where:

- **1** - Disagree / This area needs significant improvement.
- **2** - Partially agree / This area needs some improvement.

- **3** - Agree / Satisfactory proficiency / Mostly agree.
- **4** - Strongly agree / This is my strong suit.

Evaluation Criteria	Teacher's Self-evaluation	Immediate Supervisor's Evaluation
The vocational education teacher effectively plans lessons in alignment with the module and learning objectives/outcomes.		
Prepares necessary documentation (calendar plan, grade sheets, etc.) in a timely manner.		
Uses various teaching methods that promote professional student engagement.		
Uses appropriate evaluation tools and objectively assesses professional students.		
Takes an interest in innovations and tries to implement new approaches/technologies.		
Participates in professional trainings and educational activities, and clearly demonstrates a desire for development.		
Complies with internal rules, academic, and professional ethics.		

Research on the Needs of the Vocational Education Teacher

- 1. Which aspect(s) currently represent the greatest challenge for you in the context of planning and practically implementing (conducting) the learning process?**

- 2. Name the main professional development area(s) where you currently feel the need for development (e.g., evaluation tools, inclusive education, access to innovations implemented in the field, integration of online platforms/Artificial Intelligence into the learning process, etc.).**

