

## **B. STAFF SUPPORT & DEVELOPMENT POLICY**

The School of Mechanical Engineering (and JEUPS) aims to continuously upgrade its staff, as well as to encourage the strengthening of education and research.

The Policy for the Support, Development and Evaluation of the Staff of the School of Mechanical Engineering was approved at the Assembly of the School of Mechanical Engineering No. 9/18.11.2025.

**ARISTOTLE UNIVERSITY OF THESSALONIKI**

**School of**

**Mechanical Engineering**

**Undergraduate Studies Program**

**Policy for the Support, Development & Evaluation of the Undergraduate Program Staff**

Approved at the General Meeting No. 9/18.11.2025

of the School of Mechanical Engineering

One of the main goals of the School of Mechanical Engineering is the continuous upgrading of its staff. The policy of Support, Development and Evaluation of the Personnel, which is described below, was approved at the Assembly of the Department no. 9/18.11.2025.

### ***Support and development of teaching staff***

The Department of Mechanical Engineering (TMM) supports the scientific and professional development of the teaching staff by encouraging the introduction of innovative teaching methods and the use of new technologies, grants educational licenses for mobility to universities and research centers around the world and supports research work by developing infrastructure, supplying modern equipment and helping to claim competitive international and Greek research programs. At the same time, it promotes cooperation with foreign professors, both at an educational and research level.

The Department cooperates for the support and development of its staff in the field of teaching with the Teaching and Learning Support Center of the Aristotle University of Thessaloniki (<https://kedima.auth.gr/>), which:

- It organizes learning cycles, training activities, seminars, etc.

- It collects, designs and develops educational material.
- Ensures the creation of a repository of supporting training material, as well as good practices.
- It cooperates with other similar structures of domestic and foreign HEIs and develops joint actions and synergies.

The scientific activities of the Department are supported by the participation of the Aristotle University of Thessaloniki in the European University (EPICUR) and in programs such as Erasmus Staff Training, Erasmus+, Erasmus International, Erasmus Mundus, Utrecht Network, European University Foundation and in about 60 other International Organizations, Networks and Associations. These participations enable the teaching staff of the Undergraduate Study Program to go abroad for research, teaching as well as for attending trainings, thus facilitating their information on scientific developments at an international level.

#### ***Evaluation of teaching staff***

The evaluation of the permanent teaching staff of the Undergraduate Study Program, i.e. the faculty members (Professors) of the Department, is mainly carried out during the election and promotion procedures, which are specified and described in detail in the relevant Legislation and in particular in Chapter IZ' (Procedure for the election and promotion of members of the Teaching Research Staff) of Law 4767/2022.

In summary and indicatively, article 143 of the above law provides that the judgment for the election or promotion of a faculty member is based on the overall teaching and research work of the evaluated, including the assessment of his/her teaching ability, his/her overall scientific and research activity, with emphasis on his/her international presence, his/her contribution to the utilization of knowledge and technology transfer, as well as attracting funding for research and recognized social presence and intervention. The candidate's scientific ethos is also taken into account as an essential element for the formation of his personality.

The TMM is committed to applying the procedures provided by the Legislation with transparency and objectivity.

The quality of the teaching work of all teachers at the Undergraduate Program, permanent and non-tenured, is also evaluated on a semi-annual basis by all students through the electronic questionnaires, which they fill in on the website of the MODIP - AUTH for each course taught. Students rate instructors on the following questions, scored on a five-point scale of 0-25-50-75-100:

- Does he organize the presentation of the material well in the lessons?

- Does it succeed in stimulating interest in the subject of the course?
- Was he/she consistent in his/her obligations (e.g. attendance at classes, timely correction of assignments, hours of cooperation with students)?
- Is it generally accessible to students?

In addition, they have the opportunity to provide comments on the teachers and the educational process in open-ended questions.

The students' answers are presented in a consolidated manner in the annual report prepared by the Department's OMEA and submitted to the Department's Assembly for information, discussion and possible corrective interventions.

## **Policy for the Support, Development and Evaluation of the Staff of the JEUPS.**

The Policy for the Support, Development and Evaluation of the Staff of the JEUPS is harmonized with the Policy of the School of Mechanical Engineering and was approved at the Assembly of the School of Mechanical Engineering, as an accelerating Department, GS No. 20/20.12.2025 and is posted on the website of the JEUPS.

In the context of transparency that the JEUPS operates, it has posted on its website the criteria/qualifications for the election and promotion of faculty members (<https://cese.auth.gr/regulations/>), as described in article 143 of Law 4957/2022.

In summary, it is stated that the judgment for the election or promotion of a faculty member is based on the overall teaching and research work of the evaluated person, including the evaluation of his teaching ability, his overall scientific and research activity, with emphasis on his international presence, his contribution to the utilization of knowledge and the transfer of technology, as assessed through patents it has registered, participation in the extraction of research results that have been the subject of spin-off companies and participation in them as a member or shareholder, as well as in attracting funding for research and recognized social presence and intervention. Scientific ethos is also taken into account of the candidate as an essential element for the formation of his personality.

The performance of the staff in teaching and research work is posted on the website of the JEUPS. and on the website of the MODIP of the Aristotle University of Thessaloniki. There is a large participation of the staff of the Department in Greek and international research forums, the results of which are published in international journals. Many of these publications have received significant scientific interest.

The School and by extension the JEUPS encourages the academic activity of the staff by introducing innovative teaching methods and the use of new technologies, grants educational permits for mobility, further education in Universities and Research Centers around the world and supports the research work by developing infrastructure, supplying modern equipment and assisting in the bidding for competitive international and Greek research programs. At the same time, it promotes cooperation with foreign professors, both at an educational and research level. Also, the staff of the School demonstrates increased scientific mobility by participating in conferences in Greece and abroad. It is noted that for the participation of teaching staff in conferences, permission is not required.

The above actions, on the one hand, strengthen the connection between teaching and research, and on the other hand promote the scientific and professional development of the staff. The Department encourages the professional and scientific development of its teaching staff, by approving the granting of various types of leaves (fast and immediate procedures), in accordance with the applicable legislation. The approval of the granting of various types of leaves concerns all levels of teaching staff:

- Scientific reasons for the country or abroad (Article 157 of Law 4957/2022) (one year for every six years of continuous service or six months for every three years of continuous service).

The leave is granted with simple remuneration and in the case of a foreign company, the remuneration is increased by 80% (only if the cooperation abroad does not include remuneration). The leave is granted after completing three years of actual service at the HEI.

- Employment in Chairs of Greek Studies in foreign universities, up to three academic years (article 158 par. 5 of Law 4957/2022)
- Parallel employment in foreign universities, up to one (1) academic semester per academic year (article 158 par. 3 of Law 4957/2022).
- For the Other Teaching Staff of EEP and EDIP, educational leaves are granted, for conferences, seminars, etc. in accordance with the provisions of article 6 of the Presidential Decree. 147/2009.

The JEUPS cooperates for the support and development of its staff with the Teaching and Learning Support Center of the Aristotle University of Thessaloniki (<https://kedima.auth.gr/>). The Teaching and Learning Support Center is also involved in the support of Postgraduate Programs of Study in teaching issues, especially through the use of new technologies in teaching, taking special care to use them to support teaching to people with disabilities. disability. The Center collaborates with teachers and students, as well as with various organizational units of the Institution (such as the General Directorate of Technical Services and Computerization, the e-Government Center, the Library and the Information Center) in order to make the use of new teaching methods more effective and to propose optimal solutions to potential problems.

The Teaching and Learning Support Center for staff development:

- It organizes learning cycles, training activities, seminars, etc.
- It collects, designs and develops research and training material.

- Ensures the creation of a repository of supporting research and training material (in printed or electronic form), as well as good practices.
- It cooperates with other similar structures of domestic and foreign HEIs and develops joint actions and synergies.
- Organizes a Register of collaborating faculty members or external experts on teaching and learning issues, in order to support individual and/or specialized actions of the Office.

The Teaching and Learning Support Centre may support the staff by participating in additional educational activities, such as the provision of services for the preparation of studies, the development of innovative educational material related to Teaching and Learning in Higher Education, as well as the undertaking of relevant research work.

The actions of the Foundation's own participation in the European University (EPICUR) and in programs such as ERASMUS Staff Training, ERASMUS+, ERASMUS INTERNATIONAL, ERASMUS MUNDUS, the Utrecht Network, the European University Foundation (CAMPUS EUROPAE) and about 60 other International Organizations, Networks and Associations. These participations enable the teaching staff to go abroad for research, teaching as well as to attend training, thus ensuring that they are informed about developments at an international level.