

GUIDELINES FOR THE ANNUAL MONITORING REPORT OF THE FACULTY

Quality Committe

unibz

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1. Introduction

The **Annual Monitoring Report of the Faculty** on Teaching, Research and Third Mission/Social Impact, subject of these Guidelines, becomes part of the system of the review process of the Free University of Bozen-Bolzano, and is aimed at annually monitoring the achievements of the goals set in the Strategic and Operational Planning Document of the Faculty.

In the previous years, the faculties have developed the SUA RD document (when foreseen by ANVUR) and conducted an in-depth self-assessment as part of the evaluation carried out by external experts in 2021–2022. In 2025, the University Governance — supported by the Quality Committee — redefined the review and planning procedures at Faculty level in alignment with the AVA 3 guidelines. The new system foresees triennial and annual review and planning exercises, carried out by the faculties, i.e. the academic structures with responsibility for Teaching, Research and Third Mission/Social Impact. The Annual Monitoring Report on Teaching, Research and Third Mission/Social Impact exercise is carried out for the first time in April-May 2027 and is referred to the year 2026 of the Strategic and Operational Planning Document of the Faculty 2026-2028. It will be prepared in the future every year.

These Guidelines, developed by the Quality Committee, are intended to provide information and operational guidance for the preparation of the Annual Monitoring Report of the Faculty on Teaching, Research, and Third Mission/Social Impact, with the aim of supporting the work of the faculties.

The structure of these Guidelines is inspired by the AVA3 framework, which has been adapted to the specific context of unibz. The analysis of data related to activities in Teaching, Research, and Third Mission/Social Impact is integrated with self-evaluation processes, leading to the identification of achieved or not achieved goals and strategic and operational actions.

2. Who makes the Annual Monitoring Report of the Faculty on Teaching, Research and Third Mission/Social Impact

As indicated in the unibz Guidelines for Quality Assurance and Accreditation at Faculty, Degree Course and PhD Level, the Dean of the Faculty, supported by various academic figures, is responsible for compiling the Annual Monitoring Report of the Faculty on Teaching, Research and Third Mission/Social Impact, as well as other self-evaluation documents required by the unibz Quality Assurance (QA) system.

The Dean is supported by the Faculty Commission for Quality Assurance of Research and Third Mission/Social Impact (which is composed of the Faculty QA Responsible, the Vice-Dean for Research and the Coordinators of the research areas/clusters and the Faculty Responsible for Third Mission/Social Impact – if appointed), as well as by the Vice-Dean for Teaching, the Degree Course Directors and Coordinators of the PhD Programmes. The Annual Monitoring Report of the Faculty on Teaching, Research and Third Mission/Social Impact must be approved by the Faculty Council.

3. The cycle of Quality Assurance of Teaching, Research and Third Mission/Social Impact

The QA methodology follows a management-by-objectives approach and is implemented through a continuous cyclical process (*plan-do-check-act*):

- a) *plan-do*: definition of the University policies on the quality of Teaching, Research and Third Mission/Social Impact, assignment of the strategic and operative objectives of the faculties, and implementation of the actions needed for the realisation of the planned objectives.
- b) *check-act*: monitoring of the results on Teaching, Research and Third Mission/Social Impact, identification of possible criticalities and implementation of the possible actions of improvement or consolidation, based on the annual and triennial self-evaluation/programming with the Annual Monitoring Report and the Monitoring Report and Strategic and Operational Planning Document of the Faculty.

The Annual Monitoring Report of the Faculty on Teaching, Research and Third Mission/Social Impact, subject of these Guidelines, is an integral part of this process.

As permanent tool of annual self-evaluation, monitoring and planning, the Quality Committee requires all Faculties to prepare the Annual the Monitoring Report of the Faculty on Teaching, Research and Third Mission/Social Impact by May 31st (with the first application 31st. May 2027 and the first draft to be submitted by March 31st. to the Governance and the Quality Committee for review and feedback).

In Section 4 are described the structure and the contents of the Annual Monitoring Report of the Faculty on Teaching, Research and Third Mission/Social Impact.

4. Structure and contents of the Annual Monitoring Report

The Annual **Monitoring Report** is a self-assessment document that reviews the state of realisation of the goals of the last year of the Strategic and Operational Planning Document of the Faculty and is aimed at monitoring the achievements of these goals.

The document is structured into **six sections**, each subdivided into subsections:

SECTION I: INTRODUCTION

It provides only one subsection:

1.1 Academic and Technical-Administrative Staff (in Brackets Externally Funded Personnel)

Data for this subsection will be provided by the Quality Committee based on the unibz "Jahresbericht – Relazione sulla gestione", as well as on data supplied by the Personal Office.

SECTION II: TEACHING

It is divided into four subsections:

2.1 Analysis of Monitoring Indicators for bachelor's and master's Degree Courses

The faculty should provide comments on some selected indicators for bachelor's and master's Degree Courses aggregated at Faculty level.

2.2 Analysis of Monitoring Indicators for PhD Programmes

The faculty should provide a description of the key recurring issues in the PhD Programmes, focusing specifically on some selected indicators and additional aspects, as well as identifying any PhD Programmes within the Faculty that exhibit significant critical issues and require targeted interventions at the faculty level.

2.3 Monitoring of Strategic Goals (3 Years Span)

The faculty should (i) summarize the major strategic goals defined by the Faculty in the Strategic and Operational Planning Document for the teaching area, (ii) monitor the achievement of the targets for the year, (iii) if targets are not achieved analyze the reasons behind it, and (iv) confirm or adjust goals for the next years.

2.4 Monitoring of Actions and Operational Goals

The faculty should report on the implementation status of actions and/or operational goals, along with the results achieved and propose 1-2 additional actions if needed to achieve each main strategic goal.

SECTION III: RESEARCH

It is divided into ten subsections:

3.1 Changes in Faculty Research Macro-Areas and/or Clusters

The Faculty should describe here the main changes occurred in the macro-areas and/or clusters since the last Monitoring Report or Annual Monitoring Report available, including the names of members and the coordinator.

3.2 Changes in Research Laboratories

The Faculty should provide a description of the main changes of its research laboratories.

3.3a Scientific Production* (Number of Publications) of Professors (PO, PA e PStr.), Researchers (RU, RTT, RTDB e RTDA)

In the absence of objective and non-discriminatory, alternative criteria, this point is based on the scientific production related to the National Scientific Abilitation (ASN) and the relative ministerial regulation (definition of book, scientific article, chapter, etc) and includes the number of publications of the Professors (PO, PA, PStr.) and of the Researchers (RU, RTT, RTDB e RTDA) (normative reference: Decreto Ministeriale n. 120 del 7 giugno 2016 e Decreto Ministeriale n. 589 del 8 agosto 2018).

It is specified that, for each product with multiple authors from the same Faculty, the product can be assigned to only one person; however, if authors are from different Faculties, a product may be attributed to two authors.

Data will be provided by the Quality Committee based on elaborations from the Bibliometrics Team of the University Library.

3.3b-1 Number of Academic Staff in Service as of 31/12/20xx With No Scientific Production (ASN Products) During That Year

Data will be provided by the Quality Committee based on elaborations from the Bibliometrics Team of the University Library.

3.3b-2 Number of Academic Staff in Service as of 31/12/20xx With No Scientific Production (VQR Products) During That Year

Data will be provided by the Quality Committee based on elaborations from the Bibliometrics Team of the University Library.

With reference to points 3.3b-1 and 3.3b-2, the Dean periodically monitors the scientific output of the Faculty's academic staff through the Management Dashboard, in order to identify cases of prolonged and unjustified scientific inactivity. On the basis of this monitoring, the Dean, with the support of the Vice Dean for Research and the Coordinators of the Macro Areas/Research Clusters, undertakes the actions deemed appropriate to (i) identify the reasons for such unjustified inactivity, as reflected in the lack of scientific publications, and (ii) encourage inactive staff to resume scientific publication activity.

3.4 Research Projects Eligible for Funding Based on Competitive Calls Involving Peer Review (Indicate Number and Total Financing by Type)

*Data will be provided by the Quality Committee based on data supplied by Controlling.
Project assignments to years are based on their starting year.*

3.5 ANVUR Indicator I.0.0.A – Revenues from Commissioned Research, Technology Transfer, and Competitive Funding Related to Tenured Professors

Data will be provided in September by the Quality Committee based on the "Cruscotto Indicatori ANVUR".

3.6 Summary of the VQR Results 2020 – 2024

The Faculty should summarize (without compromising the privacy of individual researchers) the self-assessment carried out using the software "Criterium" for the VQR 2020–2024.

3.7 Additional Indicator Chosen by the Faculty (for Example, Publications in International Top-Tier Journals or Q1-Ranked Journals in Scopus) (or Any Other Deemed Appropriate)

The Faculty has the option to comment.

3.8 Additional Research-Related Indicator Selected by The Faculty

The Faculty has the option to comment.

3.9 Monitoring of Strategic Goals (3 Years Span)

*The Faculty should (i) summarize in this section the **major strategic goals** defined by the Faculty in the Strategic and Operational Planning Document for the research area, (ii) monitor the achievement of the targets for the year, (iii) if targets are not achieved analyze the reasons behind it, (iv))and confirm or adjust goals for the next years.*

3.10 Monitoring of Actions and Operational Goals

The Faculty should report the implementation status of actions and/or operational goals, along with the results achieved and propose 1-2 additional actions if needed to achieve each main strategic goal.

SECTION IV: THIRD MISSION/SOCIAL IMPACT

It is divided into seven subsections:

4.1a Third Mission Activities – Detail

This section provides data on Third Mission/Social Impact activities carried out by academic staff employed at the end of each calendar year, based on data collected according to several BORIS indicators

4.1b Third Mission Activities – Overview

This section is basically a summary of the precedent

4.2 Number of Academic Staff in Service as of 31/12/20xx With No Third Mission/Social Impact Activities During That Year

This section provides the number of those who are not active

4.3. ANVUR Indicators I.0.0.B (Number of University Spin-Offs and Patents Related to Tenured Professors) and I.0.0.C (Number of Third Mission Activities Related to Tenured Professors)

This section provides some relevant indicators

4.4 Teaching Projects Awarded Funding (Indicate the Number and Total Amount of Funding Received, Categorized by Type).

4.5 Additional Third Mission/Social Impact Indicator Selected by the Faculty

4.6 Monitoring of Strategic Goals (3 Years Span)

In this section the Faculty should (i) summarize the major strategic goals defined by the Faculty in the Strategic and Operational Planning Document for the third mission / social impact area, (ii) monitor the achievement of the targets for the year, (iii) if targets are not achieved analyze the reasons behind it, and (iv) confirm or adjust goals for the next years.

4.7 Monitoring of Actions and Operational Goals

The Faculty should report the implementation status of actions and/or operational goals, along with the results achieved and propose 1-2 additional actions if needed to achieve each main strategic goal.

SECTION V: ACTIONS BASED ON THE RECOMMENDATIONS AT FACULTY LEVEL PROVIDED BY THE JOINT STUDIES COMMITTEE AND THE EVALUATION COMMITTEE

This Section is aimed at considering the status quo in relation to the actions planned or implemented in response to the recommendations provided by the Joint Studies Committee (Commissione Didattica Paritetica – CPDS) and/or the Evaluation Committee (Nucleo di Valutazione – NdV) in their respective annual reports.

SECTION VI: CRITERIA FOR ALLOCATION OF RESOURCES

The Faculty should describe in this section any changes foreseen in the criteria used to allocate economic resources within the Faculty to Degree Courses, PhD Programmes, macro-areas/clusters and Faculty members since the last (Annual) Monitoring Report (if any).

5. Information and Contacts

For further information, please contact the Support Office of the Quality Committee:

quality.committee@unibz.it

0471 011600