

**DEMOCRITUS UNIVERSITY OF THRACE**



ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ | DEMOCRITUS UNIVERSITY OF THRACE

**Department of Medicine**

**Policy of the Undergraduate Medical Program on Staff Support, Development, and Evaluation**

**Alexandroupolis 2025**

# **Policy of the Undergraduate Medical Program on Staff Support, Development, and Evaluation**

## **1. Introduction**

The Undergraduate Study Program of the Medical School recognizes all categories of staff—academic, technical, administrative, and research personnel—as critical contributors to the achievement of its educational, research, and clinical objectives. Faculty members, contract teaching staff, special scientific personnel, laboratory instructors, technical personnel, administrators, and external collaborators collectively support the delivery of high-quality medical education and the advancement of institutional excellence.

Staff development and support are therefore considered strategic priorities of the Medical School and are pursued through a comprehensive framework designed to ensure transparency, equity, effectiveness, and academic sustainability.

## **2. Institutional Commitment to Staff Development**

The Medical School is committed to implementing systematic policies that promote:

- transparent and merit-based recruitment procedures,
- adequate and appropriate staffing levels,
- fair and supportive working conditions, and
- continuous academic and professional development.

These principles guide all institutional practices related to staff governance and human resource management.

## **3. Human Resource Allocation and Management**

### **3.1 Institutional Framework**

Human resource allocation at Democritus University of Thrace (DUTH) complies with Procedure D-2.4 of the Internal Quality Assurance System (IQAS). Staffing decisions align with the strategic planning of the Institution and are based on documented educational, research, and administrative needs.

The Quality Assurance Unit (MODIP) annually reports staffing indicators derived from institutional information systems. Academic units submit recruitment proposals, which are consolidated within the strategic planning framework. Final staffing decisions are approved by the competent governing bodies and published on the University website.

### **3.2 Permanent Academic and Administrative Staff**

Appointments and distributions of permanent staff are conducted in accordance with applicable legislation. Evaluation of staff performance follows statutory requirements, and staff development is considered instrumental to institutional effectiveness.

### **3.3 Contracted Staff**

Where permanent staffing is insufficient, employment or project-based contracts are established through the Special Account for Research Funds (ELKE). Recruitment is conducted under the ELKE Funding and Management Guide and national legal provisions, including Law 4957/2022 where applicable.

## **4. Teaching Staff Support and Development**

### **4.1 Institutional Policy**

Teaching excellence is a core institutional value. The Medical School promotes continuous pedagogical development through training programs, mobility schemes, mentoring, and instructional innovation.

Each academic unit defines development goals for its staff in accordance with institutional quality processes.

### **4.2 School-Level Teaching Support**

The Medical School actively supports:

- innovative teaching practices and digital pedagogies,
- infrastructural enhancement of teaching and research facilities,
- academic mobility through educational leave,
- research development through funding facilitation, and
- international collaboration with visiting faculty.

A mentoring system for new instructors fosters integration and professional growth. Faculty members engage in regular pedagogical reflection and performance reviews, where teaching strategies, assessment techniques, and interdisciplinary approaches are systematically evaluated.

## **5. Teaching Support Services Provided by the University**

MODIP offers structured professional development programs, including:

- internal evaluation processes,
- program accreditation readiness,
- external review preparation,
- teaching evaluation methodologies, and
- thematic training with invited experts.

Additional training is delivered by the IT Department focusing on digital platforms. Educational resources are provided through the Teaching Toolkit and professional development is supported via the Center for Teaching and Learning Support.

## **6. Teaching Staff Evaluation**

Teaching quality is evaluated according to Procedure D-5.6 of the IQAS using electronic questionnaires administered each semester.

### **6.1 Data Collection**

Students evaluate courses between weeks 8 and 11. Evaluation data are processed following grade submission and made accessible to academic staff and departmental leadership.

### **6.2 Data Analysis and Reporting**

Results are statistically analyzed by MODIP, incorporating mean scores and standard deviations. The Internal Evaluation Group (OMEA) reviews data and presents annual reports. Institutional findings are ultimately submitted to the University Senate.

## **7. Recruitment and Academic Excellence**

The Medical School pursues strategic recruitment of academically distinguished personnel. Selection criteria emphasize:

- research excellence and international visibility,
- teaching effectiveness,
- scientific productivity, and
- success in securing funding.

International research collaborations and scientific events further support academic advancement and institutional visibility.

## **8. Faculty Career Development**

### **8.1 Appointment and Promotion**

Promotion follows statutory procedures and is based on:

- teaching performance,
- research productivity,
- societal engagement,
- academic integrity,
- ability to attract research funding.

## **8.2 Professional Development**

Faculty members are entitled to academic leave for research, teaching abroad, or institutional service under Law 4957/2022. Participation in conferences is financially supported by the University Research Centre.

## **9. Research Staff Support and Policy**

The School implements a structured research strategy focused on:

- interdisciplinary research,
- student involvement in research,
- international networking,
- industry collaboration.

Faculty output is monitored annually using quantitative and qualitative indicators.

The University Research and Innovation Centre (PAKEK) supports project administration and promotes alignment with national research priorities.

## **10. Administrative Staff Support**

### **10.1 Departmental Support**

Administrative staff receive training in quality assurance, student services, and clinical administration. They participate in institutional decision-making processes.

### **10.2 Institutional Support and Evaluation**

Annual evaluation follows Ministry regulations. Additional satisfaction surveys assess support services. Scores below minimum thresholds trigger corrective measures.

## **11. Conclusion**

Through an integrated framework of recruitment, evaluation, professional development, and strategic planning, the Medical School ensures high standards of academic performance, research excellence, and institutional integrity. Continuous investment in human resources is fundamental to sustainable growth and educational quality.