**UNIVERSITY OF SPLIT**

**FACULTY OF HUMANITIES AND SOCIAL SCIENCES**

****

**ANNUAL ACTION PLAN**

**2020**

**Coordinator:** Gordan Matas, Ph.D., Assistant Professor,

Vice-Dean for Science and International Cooperation

Associate Professor Gloria Vickov, Ph.D., Dean

Antonela Marić, PhD, Assoc. Prof., Vice-Dean for Student Affairs

Irena Mišurac, Ph.D., Assistant Professor, Vice-Dean for Finaces

Maja Kuzmanić, General Secretary

**Split, October 2019.**

**Areas concerned by the Action plan – strategic goals:**

1. Science and Research
2. Students and Study Programmes
3. Faculty in its Environment
4. Business and Institutional Management

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tasks for Strategic goal 1. *Sciences and Research*** | | | | |
| **Sub-goals** | **Activities** | **Results/Indicators** | **Carriers** | **Deadlines** |
| 1.1 Increasing the outgoing and incoming mobility of researchers | Motivate researchers, especially younger, for mobility. Systematically informing about the possibilities of outgoing mobility through websites, e-mail and organized info days-workshops | Increase the number of scientists in mobility (minimum 10 mobility per year) | International Cooperation Unit | Continuously in 2020 |
| 1.2 High quality and productivity of scientific research work | Increase the number of publications in relevant Humanities and Social Sciences databases | Increase in the number of publications by 10% | Scientific and teaching staff | Continuously in 2020 |
| Encourage scientific activity in Faculty strategic fields | Increase in the number of publications and conferences (minimum 10 per year) |
| Encourage the publication of scientific monographs by relevant domestic and foreign publishers. | Increase in the number of publications by 10% |
| Increase the number of international competitive projects applications for funding | 1 project at least |
| The number of international competitive projects applications approved for funding | 1 project at least |
| Increase the number of scientific projects applications to the Croatian Science Foundation | Increase by 10% |
| Increase the number of scientific projects applications approved by the Croatian Science Foundation | 1 project at least |
| Increasing the number of international conferences | 10 conferences at least |
| 1.3 Science Centres: Centre of Excellence for Integrative Bioethics; Centre of Excellence for School Effectiveness and Management; Scientific Centre for Logic, Epistemology and Philosophy of Science | Implement activities within scientific centres of excellence | 1 activity at least | Institutional expert teams | Continuously in 2020 |
| Dissemination of results - visibility of the institution |
| 1.4 Work on the popularization of science | Organizing popular science conferences and forums | Popularization of humanities and social sciences | Management, all employees, students | Continuously in 2020 |
| Organizing international summer schools | At least 1 international summer school organized | Management, all employees. | July 2020. |
| 1.5 Collection and processing of data on scientific and research activities | Collected data of scientific activity for 2019. | Control and supervision of scientific activity | Management, established Commission, teaching staff | January 2020. |
| Regulations on scientific excellence rewarding | Strengthening scientific excellence | March 2020. |
| 1.6 Advancements | Providing jobs for novice scientists who have earned a Ph.D. | Adopt the distribution of exempted coefficients according to the adopted criteria | MOSE[[1]](#footnote-1), University, Faculty Management | Continuously in 2020 |
| Advancement plan for 2019 |
| 1.7 Encouraging project activities in cooperation with the public and private sectors | Examining the needs of society and the public sector | At least one project collaboration | Scientific and teaching staff | Continuously in 2020 |
| Scientific and professional cooperation with the public and private sector |
| 1.8 Cooperation with foreign higher education institutions and other public institutions | Increase the number of signed cooperation agreements | Agreements with universities in Israel, Montenegro and Macedonia as well as other higher education and public institutions | Faculty Management, International Cooperation Unit | Continuously in 2020 |
| Actively use signed cooperation agreements | Annual growth |
| 1.11 Postgraduate doctoral studies | Improving the existing postgraduate doctoral study program in Humanities | Positive quality evaluation result | Postgraduate Doctoral Studies Council | Continuously in 2020 |
| Organization of workshops for doctoral students | At least 1 workshop | Postgraduate Doctoral Studies Council | September 2020. |
| Organization of workshops for first time mentors | At least 1 workshop | University | June 2020. |
| **Tasks for Strategic goal 2. *Students and study programmes*** | | | | |
| **Sub-goals** | **Activities** | **Results/Indicators** | **Carriers** | **Deadlines** |
| 2.1. Preparations for the process of reaccreditation | Data entry into MOZVAG[[2]](#footnote-2) | All data in MOZVAG | Management FFST[[3]](#footnote-3), FFST services, Departments | September 2020. |
| Formation of working groups for the preparation of self-analysis report | Working groups formed | Management FFST, FFST services, Departments | September 2020. |
| Preparatory actions for reaccreditation | Prepared all documents that can be prepared in advance | Management FFST, FFST services, Departments | September 2020. |
| Development of the Rulebook on studying |
| 2.2 Beginning of systematic implementation of the course "Professional Practice" in the FFST study programs. | Adoption of the Rulebook on professional practice harmonized with the university Rulebook | Rulebook prepared and approved by the Faculty Council | Management FFST | March  2020. |
| Implementation of the selection procedure for "Professional Practice" in the existing teaching bases | At least 5 students accomplished their professional practice | Departments FFST | August2020. |
| Introduction of new teaching bases | Agreement signed with new teaching bases. | Departments and Management FFST | November 2020. |
| "Development, improvement and implementation of professional practice in higher education" project application to ESF | Project applied for funding | Management FFST, working group | February 2020. |
| 2.3 Organization of self-financing study programs in English | Launch of a joint self-financing graduate study program in collaboration with Sapir Academic College of Israel | Initial talks | Departments FFST, Management FFST  University, ASHE, MOSE | March 2020. |
| Mobility of potential teachers from both institutions | May 2020. |
| Elaboration of the study program | November 2020. |
| Launch of the self-financing BA study program in English „Psychology“ | Elaboration of the study program | December2020. |
| Preparation and submission of documentation to university committees | June 2020. |
| 2.4 Organization of lifelong learning programs | Development of a lifelong learning program "Mentoring candidates in the process of drafting a doctoral dissertation  “ | Elaboration of the study program | CIRCO[[4]](#footnote-4), Management FFST, University | September 2020. |
| Preparation and submission of documentation to university committees | December2020.. |
| Development of a lifelong learning program for school mentors and teaching assistants | Elaboration of the study program | CIRCO, Management FFST, University | September 2020. |
| Preparation and submission of documentation to university committees | November 2020. |
| Realization of programs in the field of acquiring competencies of higher education teachers | 25 teaches enrolled | CIRCO | November 2020. |
| Realization of the program of pedagogical - psychological - didactic - methodical education | At least 25 enrolled | CIRCO | December2020. |
| Implementation of a program for the acquisition of pedagogical competencies for professional teachers, teaching associates and mentors | At least 20 enrolled | CIRCO | December2020. |
| Organizing professional development programs | Number of organized professional development of mentors, teachers, professional associates from teaching bases | Scientific and teaching staff | Continuously in 2020 |
| 2.5 E-learning | Defining of minimum requirements and e-learning standards | Application in teaching | Scientific and teaching staff | Continuously in 2020 |
| Preparation of teaching materials |
| 2.6 Increase the mobility of students | Intra-university mobility of students | Increase by 10% | Faculty Management, heads od departments | Continuously in 2020 |
| Interuniversity mobility of students | Increase by 10% | International Cooperation Unit |
| Increase the number of incoming students from abroad | Increase by 10% |
| 2.7 increase the mobility of teachers | Increase the outgoing teachers mobility | Continue with good practice | International Cooperation Unit | Continuously in 2020 |
| Increase the inter-university mobility of teachers | Continue with good practice | International Cooperation Unit |
| 2.8 Encourage student scientific and professional activities | Encourage student conferences, magazines | Cooperation and activities | Faculty Management and Student Assembly of the Faculty | Continuously in 2020 |
| Support the work of student associations |
| Involve students in science popularization activities |
| 2.9 Raise the quality of studying for students with disabilities | Individual approach | To enable all students with disabilities to study as successfully as possible | Faculty Management, Office for Students with Disabilities | Continuously in 2020 |
| Ensuring full involvement of students with disabilities in all processes at the Faculty |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tasks for Strategic goal 3. *Faculty in its environment*** | | | | |
| **Sub-goals** | **Activities** | **Results/Indicators** | **Carriers** | **Deadlines** |
| 3.1 Scientific and professional cooperation with the environment | Joint project applications | At least 1 joint application | Scientific and teaching staff,  Faculty services | Continuously in 2020 |
| Cooperation of centres | Projects, conferences, round tables | Studia Mediterranea, Centre for Cross-Cultural and Korean Studies | Continuously in 2020 |
| Conduct scientific and professional research in cooperation with civil society organizations | At list 1 research | Scientific and teaching staff | Continuously in 2020 |
| Professional practice | At least 10 students will have accomplished the professional practice in teaching base. | Scientific and teaching staff, teaching bases | Continuously in 2020 |
| Participate jointly in scientific research and professional projects related to the economy, local and regional government. | Increase the number of participations | Scientific and teaching staff,  Faculty services | Continuously in 2020 |
| 3.2 Humanities and Social Sciences and labour market needs | Conduct scientific and professional research driven by societal challenges | At least 1 research | Scientific and teaching staff | Continuously in 2020 |
| Encourage post-academic employment of students | Increase the number of applicants for post-academic employment from FFST | Former students | Continuously in 2020 |
| Promoting the Humanities and Social Sciences | Round tables, public forums, domestic and international conferences | Scientific and teaching staff | Continuously in 2020 |
| Strengthening the role and collaboration with the FFST Alumni Association | Strengthening mutual cooperation | Scientific and teaching staff and FFST Alumni members | Continuously in 2020 |
| Contribute to the tourist offer of the City and the County | Cooperation with the City and the County Exhibition and book promotion | Scientific and teaching staff | Continuously in 2020 |
| 3.3 The role of education and lifelong learning in the environment | Adapting the work of the Centre for Research and Development of Lifelong Learning and to the needs of the environment | Research on the needs of lifelong learning in the environment. | Scientific and teaching staff | Continuously in 2020 |
| Active participation in the development of educational strategies of the city of Split and the Split-Dalmatia County | Active participation of at least three FFST staff members in Strategy preparation | Scientific and teaching staff | Continuously in 2020 |
| Actively cooperate with all educational institutions in the area | Increase the number of activities | Scientific and teaching staff | Continuously in 2020 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tasks for Strategic goal 4.**  Business and Institutional Management of the Faculty | | | | |
| **Sub-goals** | **Activities** | **Results/Indicators** | **Carriers** | **Deadlines** |
| 4.1 Increase the number and quality of scientific and teaching staff | New employments– new job positions | Number of new job positions according to the Employment and Promotion Plan for 2020. | Faculty Management | Continuously in 2020 |
| Advancements of scientific-teaching and teaching staff | Ensuring promotion and employment based on the Employment and Promotion Plan for 2020; full utilization of the awarded indexes (coefficients) | Faculty Management | Continuously in 2020 |
| Effective distribution of teaching hours in study programs | Reduction of external cooperation, optimization of elective courses, optimization of seminar and practice groups | Faculty organizational units (Departments, Independent Chair, Centers) | Continuously in 2020 |
| 4.2 Increasing the efficiency of professional services | Improving the business efficiency | Implementation of a new ERP information system | Faculty Management, Faculty services | Continuously in 2020 |
| New employments of non-teaching staff | At least 2 new job positions | Faculty Management | Continuously in 2020 |
| Advancements for non-teaching staff | Linear increase in the coefficient of complexity of jobs for all non-teaching employees | Faculty Management | Continuously in 2020 |
| Professional development of non-teaching employees | At least one professional education per year in each service | Faculty Management, Faculty services | Continuously in 2020 |
| Outgoing mobility of non-teaching staff for the purpose of professional development / training | At least 5 mobilities of non-teaching staff | Faculty Management, Faculty services | Continuously in 2020 |
| Effective records and use of working time | Use of electronic time and attendance system | Faculty Management, Faculty services | Continuously in 2020 |
| 4.3. Opening to the market | Launch of self-financing study programs | Increase market revenues | Management, Faculty Council | Continuously in 2020 |
| Launch of courses in English language |
| Launch of market oriented activities (e.g. CIRCO Foreign Language Center) |
| 4.4 Provide adequate spatial and material resources for work | Renovation of the Poljičanka building | Landscaping of the building.  Renovating teachers’ offices, replacing the ceilings on the 2nd floor of the building | Faculty Management | Continuously in 2020 |
| Takeover of the entire Poljičanka building | Takeover of the part of the building currently used by the Rectorate | Faculty Management, Faculty Council, University Management | August 2020. |
| Installation of translation booths | Arranged conference interpreting booth | Faculty Management | August 2020. |
| 4.5 Participate in strategic projects of the University | Participation in University projects, especially international projects | Participation in the SEA EU project  Participation in at least 2 University projects | Scientific and teaching staff | Continuously in 2020 |
| 4.6 Regular updating of the Faculty's website | Editing the Faculty's website and connecting to the Intranet | Improve the recognizability, visibility and occupancy of the Faculty's website | IT Centre, employees | Continuously in 2020 |
| Providing better IT support when updating all data |

1. MOSE- Ministry of Science and Education <https://mzo.gov.hr/about/410> [↑](#footnote-ref-1)
2. database of accredited study programmes in the Republic of Croatia

   <https://www.azvo.hr/en/evaluations/evaluations-in-higher-education/informacijski-sustav-mozvag> [↑](#footnote-ref-2)
3. FFST abbrev. for Filozofski fakultet u Splitu stands for the Faculty of Humanities and Social Sciences [↑](#footnote-ref-3)
4. CIRCO- abbrev. for Centar za istraživanje i razvoj cjeloživotnog obrazovanja, i.e. Centre for Research and Development of Lifelong Learning [↑](#footnote-ref-4)