

Translation

Annex 2

FORM
TO THE REPORT ON SELECTION IN TEACHING-SCIENTIFIC, SCIENTIFIC
AND COOPERATION TITLE

Candidate:
Gordana Tasevska

Institution:
BAS Institute of Management Bitola

Scientific field: **506 Organizational Sciences and Management (Management)**
Scientific area: **50624 other**
Teaching area/Curriculum: **Business Secretarial (Personal Management, Human Resource Management, Strategic Human Resource Management, Office Management, Interpersonal Business Skills, Organizational Communication, Supervisory Management, Event Management and Task Management, Secretarial Practice, Business Protocol, Public Relations)**

TEACHING-EDUCATIONAL WORK

No.	Name of the activity (teaching and learning):	Points
1.	Teaching - from the first cycle of studies Study years: five (5), 9 semesters. 2012/13, 2013/14, 2014/15, 2015/16, 2016/17 Three courses with full-time and one-course - a month with part-time students and post-graduate students in semester. Personal management - 4h per week Supervisory Management - 5h per week Organizational communication - 4 h a week Interpersonal business skills - 4h per week Organizing events and task management - 4 h	Teaching engagement per semester 19 hours x 15 weeks with full-time, part-time students $13f + 6p = 19h$ $19h \times 15 \times 0.04 = 11.4$ per semester

No.	Name of the activity (teaching and learning):	Points
1.	Per week Office Management - 4 h per week Human Resources Management - 4 h per week	$11,4 \times 9 \text{ semesters} = 102,6$
2.	Teaching - from the second cycle of studies 5 years of study 2012/13, 2013/14, 2014/15, 2015/16, 2016/17 Strategic management of human resources System of pay and awards Talent Management Management of Change	$3 \text{ h} \times 15 \text{ w} \times 0,05 = 2,25 \text{ a year}$ $2,25 \times 5 \text{ years} = 11,25$
3.	Teaching in schools and workshops DETRA, BASIM, BAS - Head	1,5 БАСИМ (workshop in Prilep) 1,5 x 4 БАС (DEAN) 1,5 ДЕТРА (workshop in Prilep) 9,0
4.	Teaching in schools and workshops DETRA, BASIM, BAS, participant	1 MEGA industry
5.	Field work Visiting partner organizations	$1 \times 15 \times 0,04 = 0,6$ $0,6 \times 15 \text{ semesters} = 9$
6.	Practical exercises (laboratory, clinical, auditory or preparation of seminar paper) Preparing project reports	$3 \times 15 \times 0,03 = 1,35 \text{ a semester}$ $1,35 \times 9 \text{ semesters} = 12,15$
7.	Mentoring teaching Distance learning and synergy	$21 \times 0,002 = 0,04 \text{ a semester}$ $2 \times 0,04 = 0,08$
8.	Preparing a new subject - lectures PM and HRM	2
9.	Preparing a new subject - practical exercises LM and HRM	1
10.	Mentor of specialist work	$29 \times 1,0 = 29$
11.	Member of the commission for assessment or defense of specialist work	$34 \text{ memberships} \times 0,2 = 6,8$
12.	Member of the commission for evaluation or defense of diploma work	$103 \times 0,1 = 10,30$
13.	Internal script of lectures Personal management HRM	$4 \times 2 = 8$
14.	Reviewer of the university textbook TM and OC Practice for IBM, 360 feedback	$4 \times 1 = 4$
15.	Package materials for a particular PM HRM IPBS	3
	Total	209, 3

SCIENTIFIC – RESEARCH WORK

No.	Name of the activity (teaching and learning):	Points
1.	Participant in a national scientific project RSFOK	3
2.	Professional paperwork with original scientific results, published in a scientific / professional journal <ol style="list-style-type: none"> 1. Quality management (TQM-Total Quality Management) in function to improve the quality of the human resources Universal journal of management, "Horizont" research publishing, USA, Volume 4, Number 6, 2014. ISSN 2331-950X. 2. The impact of human resources' competence on improving the operational performance in Macedonian companies, The International Journal of Recent Research in Arts and Sciences, MIT, Skopje, Vol.5, ISSN 1857 -8128, October, 2016. 3. Possibilities to impact educational system for market's needs in the 21st century, TEACHER, Volume 11, ISSN 1857 - 8888 (online), Faculty of Education, Bitola, 2016. 4. Investments in human resources - precondition for tenable economic development " – Regional economic cooperation in the process of globalization, University Tetovo – 1/2014 "co-author". International scientific magazine – ECONOMIC VISION. 5. Mentoring as a multidisciplinary approach to human resource development – New directions and challenges of general transformation through multidisciplinary approach, -The International Journal of Recent Research in Arts and Sciences, MIT, Skopje, Vol.5, ISSN 1857 -8128, October, 2017. 	$4 \times 4 = 16$ $4 \times 1 \times 0.9 = 3,6$ 19,6
3.	Professional paperwork with original scientific results, published in reference scientific / professional journal with international editorial board <ol style="list-style-type: none"> 1. Creating of educational profiles in higher education, Tenth Jubilee International Conference: knowledge capital of the future, 7-9 October, 2016, Agia Triada Greece. And in International journal Knowledge Vol. 14.1 IF: 1,023 2. The competences of managers – a significant factor for competitive advantage of modern organizations, International Conference: knowledge capital of the future, 25-28 May, 2017, Budva. IF: 1,023 	$6 + 1,023 = 7,023$ $6 \times 0.9 + 1,023 = 6,42$ 13,44
4.	Professional paperwork with original scientific / professional results, published in a collection of papers from a scientific / expert gathering	$2 \times 4 = 8$ $1 \times 2 \times 0.9 = 1,8$ 9.8

	<ol style="list-style-type: none"> 5. "The role of mentoring for student professional practice", LIMEN, Belgrade, December, 2016. 6. "Ethical behavior of managers in modern business conditions"- First conference, FAMA, Pristina, Kosovo, June, 2015. 7. "An organization with recognizable organizational culture and social responsibility", HR conference High school vocational studies in economics and administration, Belgrade, 2015. 8. "Ethics of intellectual property in building a recognizable image for competitive Advantage" - International May Conference on Strategic Management –Bor, Srbija, 23-25. May 2014, ISBN: 978-86-6305-019-8; 9. "Creation of company competitiveness through changing the cultural values of the company "- Third International Scientific Conference, "Modern managerial challenges and organizational sciences" - BAS Institute of Management, Business Academy Smilevski - BAS, Bulent Ecevit University, Zonguldak, R., ISBN 978-608-4729-03-7; 10. "Ethics of intellectual property in building a recognizable image for competitive advantage - The screening as the most efficient method in the employment selection" - The international scientific conference – School and Faculty of business and management – Novo Mesto, Slovenia, 10-11 April 2014 11. "Quality management (TQM - Total Quality Management) in function of improving quality of human resources"- IX May Conference on Strategic Management with International Participation, Technical Faculty - Bor, Republic of Serbia, 24-26 May 2013, ISBN: 978-86-6305-006-8; 12. "Management of Generational Differences in the Workplace", - Second International Scientific Conference "Modern managerial challenges and organizational sciences" - BAS Management Institute - Bitola, Business academy Smilevski - BAS, Skopje, Bulent Ecevit University - R. Turkey, 01-03 November 2013, Bitola, ISBN 978-608-4729-03-7; 13. "Harmonization of the education policies to the needs of the labor market as a challenge to the modern education" - Fourth Scientific Conference, International Slavic Institute, St. Nikole, March, 2013. 14. "The impact of the Operational Management and Strategic Human Resource Management on the successful introduction of innovation in companies" - Faculty and School of Business and Management, Novo Mesto, Slovenia , 4-5 April 2013, ISBN 978-608-4690-01-6; 15. Harmonization of educational policies with the needs of the labor market as a challenge to modern 	
--	---	--

	higher education "- IV International Scientific Conference - International Dialogue: East-West, International Slavic Institute, Sts. Nicole, April 19-20 2013, ISBN 978-608-4689-04-1;	
5.	<p>Sectional lecture on scientific / professional gathering with international participation</p> <ol style="list-style-type: none"> 1. "Change of organization culture in terms of modernation of education", Eight Scientific Conference, International Slavic Institute, St. Nikole, April, 2017. 2. "Effects of implementation of coaching culture in organizations" - Fourth International Scientific Conference "Modern managerial challenges and organizational sciences" - BAS Institute of Management, Business Academy Smilevski - BAS, ISBN 978-608-4729-06-8, Bitola, 2017. 3. "The influence of global media in the building of organizational culture", International Scientific Conference, Banja Luka College 2015, UDK 32.019.5:005.32 4. "Higher education in function of reducing youth unemployment in Macedonia", ISPPi, Skopje, 2015. 5. "The role of mentoring for student professional practice", LIMEN, Beograd, December, 2016. 6. "The ethical behavior of managers in modern business conditions" - First conference, FAMA, Pristina, Kosovo, June 2015. 7. "Ethics of intellectual property in building a recognizable image for competitive Advantage" - International May Conference on Strategic Management - Bor, Srbija, 23-25. May 2014. 8. "Creation of company competitiveness through changing the cultural values of the company" - Third International Scientific Conference - "Modern managerial challenges and organizational sciences - BAS Institute of Management, Business Academy Smilevski - BAS, Bulent Ecevit University, Zonguldak, R. Turkey, April 25, 2014, ISBN 978-608-4729-03-7; 9. "Ethics of intellectual property in building a recognizable image for competitive advantage" - The screening as the most efficient method in the employment selection" - The international scientific conference - School and Faculty of business and management - Novo mesto, Slovenia, 2014. 10. "Quality management (TQM - Total Quality Management) in function of improving quality of human resources"- IX May Conference on Strategic Management with International Participation, Technical Faculty - Bor, Republic of Serbia, 24-26 May 2013, ISBN: 978-86-6305-006-8; 11. "Management of Generational Differences in the Workplace ", Second International Scientific 	

	<p>Conference" Modern managerial challenges and organizational sciences "- BAS Management Institute - Bitola, Business academy Smilevski - BAS, Skopje, Bulent Ecevit University - R. 2013, Bitola, ISBN 978-608-4729-03-7;</p> <p>12. "Harmonization of the education policies to the needs of the labor market as a challenge to the modern education"- Fourth Scientific Conference, International Slavic Institute, St. Nikole, March, 2013.</p> <p>13. "The impact of the Operational Management and Strategic Human Resource Management on the successful introduction of innovation in companies" - Faculty and School of Business and Management, Novo mesto, Slovenia , 4-5 April 2013, ISBN 978-608-4690-01-6;</p> <p>14. "Harmonization of educational policies with the needs of the labor market as a challenge to modern higher education"- IV International Scientific Conference - International Dialogue: East-West, International Slavic Institute, St. Nicole, April 19-20 2013.</p> <p>15. "Psychological capital and organizational changes" - Fifth symposium with international participation, Business academy Smilevski - BAS and BAS Institute of Management, Skopje, 2017.</p> <p>16. "Method 635 in developing the creativity and inclusiveness of the HR in modern organization" - Fifth symposium with international participation, Business academy Smilevski - BAS and BAS Institute of Management, Skopje, April 2017, ISBN 978-608-4690-15-3</p> <p>17. "Integrative approach to traditional values and the modern world in the development of valuable knowledge" - Fourth symposium with international participation, Business academy Smilevski - BAS and BAS Institute of Management, Skopje, April 2015,ISBN 978-608-4690-10-8</p> <p>18. "Entrepreneurial learning in encouraging the feeling of initiative in the young population" - Third symposium with international participation: Contribution of the educational system to entrepreneurial culture and innovative practice, Business academy Smilevski - BAS and BAS Institute of Management, Skopje, April 25 2014,ISBN 978-608-4690-06</p> <p>19. "The connection of the business sector and education in the preparation of personnel with developed entrepreneurial ideas" - Second symposium "Modern managerial challenges and organizational sciences", BAS, BAS Institute of Management, 2013, ISBN 978-608-4690-04-7;</p>	
6.	A lecture held upon invitation of a referent foreign university - University of Belgrade, High School of Business	3
7.	Abstract published in conference proceedings - listed above in works for conferences	
8.	-INTERNATIONAL	1x15 =15

TOTAL	146,24
--------------	---------------

PROFESSIONAL-APPLICABLE ACTIVITIES

No.	Name of the activity (teaching and learning):	Points
1.	A reviewer of a textbook for higher education Supervisory Management and Organizational Communication	$0,5 \times 2 = 1$
2.	Expert activities: evaluation, expert review, supervision, capital assessment, systematization, methodology, Self-evaluations, Training of trainers-program	$3 \times 1 = 3$
3.	Participation in the work of commissions for state competitions MASUM 4 times	4
4.	Participation in the promotional activities of the institute	0,5
5.	Member of the national jury commission In 4 commissions for republic's interview for MASUM	4
6.	Lecture of institutions of public interest, cultural- informative Centers Tribunes at BAS, BASIM, Discussions from Business Start Center Bitola.	$1 \times 0,5 = 0,5$
	TOTAL	13

ACTIVITIES FROM A WIDER INTEREST


No.	Name of the activity (teaching and learning):	Points
1.	Member of the organizational or program board of scientific / professional gathering 4 symposia BAS	$4 \times 0,5 = 2$
2.	Member of the organizational or program board of international scientific / Professional gathering - three BASIM memberships	$3 \times 1 = 3$
3.	Preparation and reporting of a scientific / educational national project	
4.	-leading	/
5.	-cooperator RSFOK	0,5
6.	Head of internal organizational unit - BAS administrator	3
7.	Member of commissions Member of the Self-evaluation Committee - 2 Scholarship Commissions - 3 Commission for Rulebooks - 3 Disciplinary Commissions - 2	$10 \times 0,5 = 5$

8.	Member of commissions for election to title	15 x 0,2= 3
	TOTAL	17,5

PROFESSIONAL REFERENCES OF THE CANDIDATE FOR TITLE'S ELECTION	Points
TEACHING-EDUCATIONAL WORK	209,30
SCIENTIFIC – RESEARCH WORK	146,24
PROFESSIONAL-APPLICABLE ACTIVITIES	13
ACTIVITIES FROM A WIDER INTEREST	17,5
Total	386,04

MEMBERS OF THE REVIEWERS' COMMISSION

1. Prof. PhD Zelka Nedkova Geneva
(blank space for personal signature)


2. Prof. PhD Dobri Petrovski
(blank space for personal signature)


3. Prof. PhD Jove Kekenovski
(blank space for personal signature)