

Translation

REFERENCE

ABOUT THE TEACHER'S ELECTION IN ALL EDUCATIONAL - SCIENTIFIC TITLES FOR EDUCATIONAL - SCIENTIFIC FIELD OF STUDY (DISCIPLINE) BUSINESS SECRETARY OF BASIC INSTITUTE OF MANAGEMENT BITOLA

Based on the advertisement of BAS Management Institute in Bitola, published in the newspapers *Nova Makedonija* and *Lajm* from 14.06.2017, for the teacher's election in all scientific and educational-scientific titles for a group of subjects in the field of *Organizational Sciences and Management*, for educational-scientific field of study (discipline) 50624 Other - *Business secretary* and on the basis of the Decision of the Educational-Scientific Council, no. 02-20 / 7, confirmed on 03.07.2017, a Review Committee was established consisting of: Prof. PhD Zelka Nedkova Genova, full-time professor at the European Higher School of Economics and Management, Sofia, R. Bulgaria, Prof. PhD Jove Kekenovski, full-time professor at the Faculty of Tourism and service - Ohrid and Prof. PhD Dobri Petrovski – full-time professor at the Faculty of Pedagogy Bitola.

As members of the Review Committee, after reviewing the submitted documentation, we submit the following

REPORT

For the announced advertisement for electing a professor in all scientific and educational-scientific titles for a group of subjects in the field of *Organizational Sciences and Management*, for educational-scientific field of study (discipline) 50624 Other - *Business secretary*, one candidate is registered within the prescribed deadline: Assistant Prof. PhD Gordana Tasevska.

1. BIOGRAPHIC DATA AND EDUCATION

Candidate PhD Gordana Tasevska was born on September 13, 1968 in Bitola. She finished secondary education at the Secondary medical school in Bitola. She gained higher education the Pedagogical Faculty, Bitola at the University "St. Kliment Ohridski" - Bitola in 2001.

In 2006 he defended the master thesis: *"From classroom to school code of behaviour"*.

The Doctorial dissertation: *"The role of higher education organizations in modernizing and realizing the professional practice of undergraduate students"* was defended at the Pedagogical Faculty, Bitola at the University "St. Kliment Ohridski" - Bitola in 2012, in front of the Commission composed of: Prof. PhD Cvetko Smilevski, Prof. PhD Dobri Petrovski, Prof. PhD Jove D. Talevski, Prof. PhD Metodija Stojanovski, and Prof. PhD Jordan Stojanoski. With this, she gained the scientific degree - Doctor of Science.

On December 20, 2012, she was elected Assistant professor at BAS IM in the field of Business Secretary. She is currently a Professor in the field of Human Resources Management at the Business Academy Smilevski.

The review committee took into account the total scientific, professional, pedagogical and other achievements of the candidate from the beginning of the career, as well as the total scientific, professional, pedagogical and other achievements of the candidate from the last election to the day of the application, on the basis of all submitted documentation of importance for the choice.

2. SCIENTIFIC, PROFESSIONAL, PEDAGOGICAL AND OTHER REALIZATION OF THE CANDIDATE FROM THE LAST ELECTION TO THE DAY OF THE APPLICATION

Teaching -Educational activity

Within the teaching and learning activity of BAS, the candidate Gordana Tasevska performs teaching, exercises, field teaching, mentoring, synergy and distance studies at first cycle studies of the study program Operational Management and second cycle studies of the study program Strategic Management, specifically the following subjects: Personal Management, Human Resource Management, Strategic Human Resource Management, Office Management, Interpersonal Business Skills, Organizational Communication, Supervisory Management, Event Management and Task Management, Secretarial Practicum, Business Protocol, Public Relations.

The candidate was a mentor of 29 specialist papers.

The candidate participated as a member in the Commission for evaluation / or defense of 103 diploma papers, professional papers and 34 specialist papers.

The candidate is the author of internal compendiums in the subject of Human Resources Management.

The specific activities are described in Annex 1, which is enclosed.

Scientific - research activity

Assistant Prof. PhD Gordana Tasevska has published a total of 27 (twenty seven) scientific papers in the area in which the candidate is elected, out of which 2 (two) scientific papers in scientific journals with impact factor (factor of influence), 5 (five) papers in international scientific journals, 15 (fifteen) papers in international scientific publications and 5 (five).

Assistant Prof. PhD Gordana Tasevska participated in the team for realization of the project - *Companies as strategically focused competitiveness organizations*, within the framework of the macro project *Development of strategically focused organizations for competitiveness*.

In 2016, she held a lecture at the Higher Tourism School of Professional Studies - Belgrade.

The specific activities are described in Annex 1, which is enclosed.

Professional-applicative activity and activity of a wider interest

Assistant Prof. PhD Gordana Tasevska is actively involved in the professional - application work of the Business Academy Smilevski BAS Skopje and the BAS Institute of Management. The candidate is a reviewer of three textbooks: Supervisory Management, Organizational Communication and Integrated Border Management Manual. She has performed expert activities in the study programs for the first and second cycle of studies at the Business Academy Smilevski BAS Skopje.

The candidate shows a particular activity in the activities of a wider interest. She is actively involved in the work of expert committees and working groups, as follows:

Commission for self-evaluation;

Reviewing committees for election to title;

Competitive Commission for enrolling students for second cycle studies for the study program

Commission for changes and additions to the Regulations for the conditions, criteria and procedure for enrollment and study of the first and second cycle of BAS' studies;

Competition commission for granting scholarships for the first cycle of studies

Commission for drafting a Rulebook on Distance Learning at BAS;

Commission for preparation of Rulebook on field student practice

Chairman of the Disciplinary Commission

Working committees for state competitions

The candidate is actively involved in the organization of the *International Scientific Conference on Contemporary Managerial Challenges and Organizational Sciences*, where she appears as a member of the organizational board.

She also appears as a member of the Chairman of the Organizing Committee and a member of the program board of expert gatherings/symposiums, Management of modern practices, organized by Business Academy Smilevski BAS Skopje.

The candidate has an active participation in the tribunes. She was a moderator of the forum in the field of organizing events and managing tasks with the participation of guests from abroad as the main speakers of the event.

The candidate was An Academic administrator for teaching BAS – Bitola.

Also in the last five years she has visited trainings related to improvement of professional skills. She is an implementer of teacher trainings for developing competences and activities in the field of teaching, in the institution in which he works and wider in the social community.

She is a Mentor of a junior teacher, for subjects in the field of business secretary.

The specific activities are described in Annex 1, which is enclosed with this Rulebook.

Self evaluation evaluation

The candidate PhD Gordana Tasevska, on the semester evaluation lists during her work, was continuously assessed with a positive rating. The assessment is based on an anonymous survey of students at the Business Academy Smilevski faculty, as well as the relevant factors involved in the assessment process.

CONCLUSION AND PROPOSAL

Based on the complete submitted documentation and the personal knowledge of the candidate, the Review Committee shall positively evaluate and assess the educational, scientific - research and professional-applicative activity, as well as the activity of a wider interest of the Assistant Prof. PhD Gordana Tasevska.

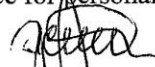
Based on the presented data on the overall activity of the candidate from the last election to date, the Commission concluded that Assistant Prof. PhD Gordana Tasevska possesses scientific and professional qualities and according to the Law on Higher Education and the Rulebook on the criteria and procedure for selection in teaching-scientific, scientific, teaching-professional and associate titles of BAS The Institute of Management Bitola meets all the requirements to be selected in the teaching - scientific title Associate Professor - Senior Research Fellow in the teaching - scientific field (discipline) Business secretary.

According to the above, the Commission has the honor and pleasure to propose to the Teaching-Scientific Council of BAS Institute of Management Bitola, Assistant Prof. PhD Gordana Tasevska to be elected as a teaching-scientific title Associate Professor - Senior Research Fellow in the teaching-scientific field (discipline) Business secretary.

Bitola, 05.09.2017

Review Committee:

Prof. PhD Zelka Nedkova Genova, full-time professor
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Prof. PhD Jove Kekenovski, full-time professor
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Prof. PhD Dobri Petrovski – full-time professor
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