

Approved  
Rector of Yerevan State Academy of Fine Arts  
\_\_\_\_\_ A. Isabekyan  
\_21\_ \_06\_ \_2016\_

**REGULATION ON  
DEPARTMENTAL ANNUAL PLANNING, MONITORING, EVALUATION AND IMPROVEMENT AT  
YEREVAN STATE ACADEMY OF FINE ARTS**

**1. General Provisions**

- 1.1. Current Regulation defines departmental annual planning, monitoring, evaluation and improvement process of Yerevan State Academy of Fine Arts (hence Academy).
- 1.2. Departments at the Academy are considered all structural units, including Dean's Offices and Chairs.
- 1.3. Annual planning, monitoring, evaluation and improvement of activities are crucial part of the Academy's operations.
- 1.4. The respective Vice-rector is responsible for departmental annual planning, monitoring, evaluation and improvement.
- 1.5. The Rector of the Academy approves this Regulation and makes amendments and additions to it.

**2. Planning of Activities**

- 2.1. Departmental annual planning aims at implementing the Strategic Plan of the Academy and is based on the strategic plan goals and objectives.
- 2.2. Departmental annual plans are prepared in line with the Strategic Plan schedule according to a developed template (Annex 1).
- 2.3. Along with the annual plans, the list of necessary resources is also submitted.
- 2.4. Annual plans and necessary resources are submitted per calendar year.
- 2.5. Departments submit the draft of their annual plans to the respective Vice-rector by December 20.

2.6. Submitted plans are discussed with the Vice-rectors for Finance and Academic Affairs, are reviewed by the Department based on observations and are submitted for final approval within 3 days.

2.7. The final versions of annual plans are summarized within three days, discussed at the Rectorate and approved by the respective Vice-Rector.

### **3. Implementation and Monitoring of Activities**

3.1. Departments organize their activities according to the schedule set in annual plans.

3.2. The accountability on the departmental activities is implemented through quarterly and annual reports (Annexes 2 and 3).

3.3. Departmental monitoring is implemented based on quarterly reports submitted no later than the last day of the quarter.

3.4. In case of necessity, Departments present evidence on implemented activities.

3.5. Departmental monitoring is implemented by the Commission (hence Evaluation Commission) evaluating quarterly and annual reports.

3.6. In a result of studying quarterly reports, each Department is provided with a written opinion on implementation of activities for the quarter.

3.7. After receiving the written opinion, Department Heads can initiate organization of meeting-discussions with the Evaluation Commission.

3.8. The written opinion and meeting-discussions are taken into account by the Departments to further implement an activity.

### **4. Evaluation of Activities**

4.1. Departmental evaluation is implemented by the Evaluation Commission based on annual reports.

4.2. Annual reports are submitted by December 20.

4.3. Performance indicators defined in annual plans serve as a basis for evaluation.

4.4. In case of necessity, Departments present evidence on implemented activities.

4.5. In a result of annual report evaluation, the Commission prepares a written conclusion on annual activities of each Department.

### **5. Review of Activities**

5.1. To improve departmental operations, gaps and issues identified in a result of the evaluation are taken into consideration in the next year plan of the respective Department.

5.2. In case of necessity, Departments cooperate within a given activity to achieve the overall goal which is reflected in their annual reports.

## **6. Evaluation Commission**

- 6.1. The Evaluation Commission is formed for one year by the Rector's order.
- 6.2. The Evaluation Commission is composed of at least 3 members, including YSAFA Rector as a President, and administrative or academic department representatives. Other members can also be included if necessary.
- 6.3. Sessions of the Evaluation Commission take place at least 4 times a year to monitor quarterly reports and evaluate annual reports.

## **7. Conclusive Provisions**

- 7.1. Rector's annual report is prepared based on departmental annual reports.
- 7.2. The report on implementation of the Strategic Plan is prepared based on departmental annual reports during the Strategic Plan timeframe.