

**ANNUAL ACTION PLAN FOR IMPLEMENTATION OF FIVE YEAR ACTION PLAN OF THE FACULTY OF SPORT  
SCIENCE AND MOVEMENT**

UBT Faculty of Sport Science and Movement intends to use the following annual action plan to implement the five-year action plan. The annual action plan is aligned with the Five-Year Plan of UBT Faculty of Sport Science and Movement:

<b>Strategic Goals and Outcomes</b>	<b>Performance metric</b>	<b>Actions</b>	<b>Target</b>	<b>Timeframe</b>	<b>Strategic outcome 2021 for the realization of five-year plan</b>	<b>Annual actions</b>	<b>Timeframe</b>	<b>Responsible actors</b>	<b>Performance metric</b>
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<b>STRATEGIC GOAL 1: DEVELOP FULL-TIME ACADEMIC STAFF OF THE HIGHEST QUALITY IN TEACHING AND RESEARCH</b>									
OUTCOME 1.1. Advance full-time academic staff to higher academic titles based on internal Regulation of UBT on standards for election of academic staff into higher academic titles.	Percentage of advancement of fulltime faculty according to UBT Regulation on Standards of Election into Academic Titles	Support each full-time faculty by sponsoring their research in order to meet the quantitative and qualitative criteria for promotion	80 % of staff promoted to Assistant Professor; 20 % to Associate Professor	2021-2026	Increase the percentage towards target especially for Assistant Professors	Review of previous applications by Staff Promotion Committee for candidates who could not get Assistant Professorships Issue an open call for other academic titles	October 2021 – March 2022	Dean, Prof. Masar Gjaka and other members of committee	At least three staff members promoted from PhD to Assistant Professor by March 2022
OUTCOME 1.2. Sponsor the doctorate and post-	Number of sponsorships of full-time faculty	Sponsor PhDs and post-	5	2021-2026	Overview of staff benefiting from doctorate and	Conduct an staff analysis	October 2021-	Dean, Vice-	The plan, the partner institution,

doctorate studies of full-time teaching staff through partner institutions;		doctorate studies of full-time hired faculty			post-doctorate sponsorships and determination of partner institutions and funds	who can benefit from the doctorate and postdoctorate studies and establishment of contact with at least one partner institution	June 2022	Dean, Rector	and academic staff determined
OUTCOME 1.3. Offer strong lifework balances for junior faculties to enable their early career development.	Number of early career professors supported achieving research requirements and completing their PhD	Offer more research workload and less teaching workload for supported staff	3	2021-2026	Offer early career development to at least one junior staff	Hire/determine at least one teaching staff who can benefit from this scheme	October 2021- June 2022	Dean, Rector, Human Resource	At least one PhD candidate supported in this way.

OUTCOME 1.4 Offer support for mid-career professors and late-career professors;	Number of mid-career and late-career professors in publication of monographies and high-class research	Offer more research workload to selected top faculty to enable high class research and publication of books in foreign publishing companies	5	2021-2026	Offer mid-career and late-career development support to at least one staff	Determine at least one staff who will publish a monography or high-class research and offer them more research workload in Spring Semester	October 2021- March 2022	Dean, Rector, Human Resources	At least one mid-career or late career professor supported
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**STRATEGIC GOAL 2: DEVELOP RESEARCH CAPACITY AT UBT FACULTY OF SPORT SCIENCE AND MOVEMENT;**

OUTCOME 2.1. Participate in research projects with serious foreign and domestic research institutions;	Value in EUR of research projects	Apply and win research grants funded by foreign governments and other local institutions	50,000 EUR	2021-2026	Pinpoint research projects and domestic and foreign institutions	Establish a Working Group that will pinpoint research programs in the field of Sport	March 2022	WG	The WG is up and running by March 2022
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OUTCOME 2.2. Strengthen the contract research and consulting arm of the College;	Value in EUR of contract research and consulting services	10 contract research and consulting services	200,000 EUR	2021-2026	Strengthen the contract research and consulting arm of the Faculty of Sport Science and Movement	Appoint a team that will develop a plan of consultant and contract research, which will pursue consultancy opportunity and contract research for the Faculty based on franchise system	October 2022	Masar Gjaka, Rector for approval of franchise scheme	Plan adopted by March 2022  Franchise scheme determined by Oct 2022.
OUTCOME 23. Establish Research Fund of UBT Faculty Sport from research grants,	Value of Research Fund	Apply for research grants, raise funds with the private sector and provide	500,000 EUR	2021-2026	Initiate the idea of Research Fund of Sport Faculty	Establish WG that will determine sources of funding for	April 2022	WG	The concept plan for research fund adopted by March 2022.

private sector and own funds;		your own funds					years to come			
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OUTCOME 2.4. Strengthen the Lead Scholar and Young Scholar Research Support Grants;	Number of mid-career and early-career staff supported	Open the internal call for applications March 2022	3 –lead scholars supported 1- young scholars supported	2021-2026	Initiate the idea of Lead Scholar and Young Scholar Research Support Grant	Establish WG that will determine sources of funding for Research Grants	April 2022	WG	The concept plan for research fund adopted by March 2022.
OUTCOME 2.5. Develop research projects in thematic areas developed in consultation with the industry;	Research projects in thematic areas generated by industry	Co-finance with industry smaller research projects in thematic areas generated by industry;	1 research project per annum	2021-2026	Determination of thematic areas for development of research project proposals for the industry	Establishment of the WG to develop thematic areas	March 2022	WG	Research areas identified and consultation with industry completed

OUTCOME 2.6. Develop group research clusters for research cooperation of staff;	Research clusters established in new thematic areas that are in compliance with newest trends in the global literature	Conduct careful analysis of global literature to establish the newest scientific trends in legal and interdisciplinary fields and conduct group research	3 group researches per annum	2021-2026	Establish three main and two interdisciplinary research clusters for 2022	Development of research cooperation plan in developed research clusters	November 2021 – Oct 2022	Dean	The plan adopted and distributed to all staff for implementation. At least 10 group researchers conducted for 2021-2022.
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OUTCOME 2.7. Develop Journal of Interdisciplinary Social Sciences in cooperation with Faculty of Political Sciences to address local issues	Journal of Interdisciplinary Social Sciences running and indexed	Establish, run volumes and issues and index it	Indexing in EBSCO	2021-2026	Development of conceptual plan for establishment of Journal	Adoption of action plan for establishment of the Journal	March 2022	Dean of Faculty	A draft report completed on the establishment of the journal
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**STRATEGIC GOAL 3: ADVANCING THE QUALITY ASSURANCE SYSTEM**

OUTCOME 3.1. Empower the Quality Assurance Officer of Faculty;	Thorough analysis run by QA Officer in Sport Faculty	The QA Officer given more power to decide on various QA issues	New performance metrics added	2022	Empower the Quality Assurance Officer of Faculty;	Thorough analysis run by QA Officer in Sport Faculty	October 2022	Masar Gjaka	New performance metrics added
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OUTCOME 3.2. Strengthen the monitoring mechanisms and performance indicators for gauging the teaching and learning quality, which include representatives of students, employers and alumni;	Number of internal evaluations and average overall grade of teaching quality and number of student representative, employers and alumni	Encourage all the staff in the College to perform more frequent internal quality reviews;	1 per year; Higher than 4.0 in the range from 1.0 to 5.0; 2 student representatives, 1 employer representative from each field of study and one from alumni association	2021-2026	Monitoring mechanism established for 2021-2022	Conduct an internal review of performance of Faculty of Sport against indicators	March 2022	WG chaired by Masar Gjaka	Internal review report completed
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<p>OUTCOME 3.3. Simplify all quality reviews done at the Faculty level to a single Annual Internal Self Evaluation Report of the Faculty of Sport followed by Quality Improvement Strategy and Action Plan for Implementation;</p>	<p>All internal quality reviews included in a single Annual Self Evaluation Report followed by Quality Improvement Strategy and Action Plan for Implementation</p>	<p>Perform Internal Self Evaluation every year followed by strategy, action plan, and monitorisation report</p>	<p>1 annual comprehensive report followed by Quality Improvement Strategy, Action Plan and biannual monitorisation report;</p>	<p>2021-2026</p>	<p>Establishment of a simplified model of internal review of Sport Faculty based on internal standards</p>	<p>Establishment of internal standards for Sport Faculty based on which the progress is measured</p>	<p>March 2022 – Oct 2022</p>	<p>WG Academic Council of Faculty</p>	<p>Standards established. Internal review completed followed by Quality Improvement Strategy and Action Plan for implementation of Quality Improvement Strategic Goals</p>
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<p>OUTCOME 3.4. Strengthen the biannual monitoring mechanisms for the realization of annual action plan of the Faculty of Sport;</p>	<p>The bi-annual monitoring mechanism supported with staff and resources</p>	<p>1 person assigned for monitoring</p>	<p>1 position</p>	<p>2021-2022</p>	<p>Not applicable for 2021-2022 since it depends on outcome 4.4</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
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**STRATEGIC GOAL 4: ADVANCE INTERNATIONAL COOPERATION**

OUTCOME 4.1. Increase number of memoranda cooperation between international universities and colleges;	Number of memoranda of cooperation	Memoranda of cooperation with universities signed by Rector of UBT for Sport Faculty	2	2021-2026	Signing a memorandum of cooperation with European Faculty of “Foro Italica” from Italy, “Tirana Sports University” from Albania,		April 2022	Dean	Mou signed
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OUTCOME 4.2. Increase the participation in international research projects	Number of research projects	Upon signing the memoranda of cooperation encourage consortia of applicants for research grants in respective countries	1 serious project;	2021-2026	Initiate the participation in research international project with Erasmus+	Initiate the joint application in EU research projects together with Ballakn Universities	April 2022	Dean	
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<p>OUTCOME 4.3. Increase the staff and student mobility with partner institutions;</p>	<p>Number of ERASMUS+ agreements and percentage of incoming and outgoing visiting professorships and number of students incoming and outgoing</p>	<p>Allocate funds for outgoing visiting professorships</p>		<p>2021-2026</p>	<p>Sign a staff and student mobility agreement with one institution</p>	<p>Initiate ERASMUS + agreement with one partner institution</p>	<p>April 2022</p>	<p>Dean, Vice Dean,</p>	<p>One ERASMUS + agreement signed</p>
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**STRATEGIC GOAL 5: ACHIEVING ACADEMIC EXCELLENCE**

<p>OUTCOME 5.1: Periodical review of educational programs for a continuous improvement and resource optimization</p>	<p>Periodical review of educational programs irrespective of accreditation</p>	<p>Review every three years</p>	<p>2 reviews</p>	<p>2021-2026</p>	<p>Not applicable for 2021-2022</p>				
<p>OUTCOME 5.2: Continuous to improvement of the quality of educational practices through converting data collection and analysis into information for all staff and students;</p>	<p>Writing a brief quantitative and quality report on the quality of educational practices available for students and staff</p>	<p>1 comprehensive review</p>	<p>1 report</p>	<p>2021-2026</p>	<p>Not applicable for 2021-2022</p>				

OUTCOME 5.3: Constructive alignment of course learning outcomes with teaching activity and student assessment;	Conducting alignment review and curriculum mapping every three years	All syllabi are reviewed twice once in 2021 and once in 2024	2 reviews for all study programs	2021-2026	Constructive alignment of course learning outcomes with teaching activity and student assessment	First review of syllabi and curriculum mapping done in the light of Training Workshop held on 16.06.2021	October 2021 for the winter semester and March 2022 for Spring Semester	All professor	90 % of syllabi constructively aligned
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OUTCOME 5.4: Exceed best-known performance indicators creating concrete types measurement;	Exceeding KPIs and inventing other challenging and innovative KPIs	Conduct measurement of KPIs achievement and hold brainstorming workshops to innovate other KPIs for Faculty	Review every year for all Faculty  At least 80 % of KPIs are exceeded	2021-2026	Achieve and exceed KPIs and establish few new innovative KPIs	Conduct a review per year  Hold a workshop for new innovative KPI	September 2022  October 2022	Sub-Quality Committee	The review completed and workshop held
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<p>OUTCOME 5.5:</p> <p>Ensuring excellence teaching learning providing prospects professional growth;</p>	<p>Providing prospects for growth through professional development training in pedagogy and andragogy</p>	<p>Two trainings per year</p>	<p>80 % of staff undergo staff training</p>	<p>2021-2026</p>	<p>Conduct two training per year</p>	<p>Organize two training per year one in Literature Searching and References</p>	<p>November 2021 the first one Second training in April 2022 (Topic to be decided)</p>	<p>Dean, Vice Dean, Trainer</p>	<p>Training held and manual developed for literature searching to be used by staff and students in their diploma theses.</p>
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<p>OUTCOME 5.6: Assuring quality instruction by establishing effective, innovative, and professional teaching practices; by frequent evaluation of instructor effectiveness; and by updating methods, materials, technology, equipment, and facilities.</p>	<p>Performanse appraisal of quality of instruction, teaching methods, materials, and technology</p>	<p>Conduct comprehensive review of teaching methods effectiveness by conducting a survey with students and conducting a review on updating of technology and materials</p>	<p>Two reviews at Faculty level</p>	<p>2021-2026</p>	<p>Not applicable for 2021-2022</p>				
<p>OUTCOME 5.7: Providing support services for all students, including other special needs to support student success and</p>	<p>Student satisfaction on support services for academic success</p>	<p>Conduct student satisfaction survey on student support services at Faculty level followed by an</p>	<p>2 comprehensive reviews</p>	<p>2021-2026</p>	<p>Not applicable for this year 2021-2022</p>				

completion of academic goals.		improvement plan							
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**STRATEGIC GOAL 6: FURTHERING COOPERATION WITH PRIVATE SECTOR AND COMMUNITY**

OUTCOME 6.1. Increase the number of memoranda of cooperation with private sector and other stakeholders related to our study programs;	Number of memoranda of cooperation with serious institutions related to each field of study	Assign a Professor as a Relations Liasion Officer with Private Sector	Cooperation with Sport Federations, 3 private sector companies related to the field of study;	2021-2026	Sign one MoU with private sector	Sign one Mou with private sector and assign Liasion Officer with Private Sector	March 2022	Vice-Dean	1 MoU signed and Officer appointed
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<p>OUTCOME 6.2. Including private sector representatives in Curriculum Review Committees;</p>	<p>Number of representatives of private sector and stakeholders in Curriculum Review Committees</p>	<p>Encourage decisionmakers of private sector companies and other stakeholders to send their representatives in the meetings of Curriculum Review Committees to provide suggestions in curriculum design</p>	<p>2 members included in the Curriculum Design and Review Committee per program;</p>	<p>2021-2026</p>	<p>Include private sector representatives in Curriculum Review Committee for programs reaccreditation procedure</p>	<p>Assign one private sector members</p>	<p>October 2021</p>	<p>Dean</p>	<p>The private sector representatives assigned with the Decision of the Dean</p>
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OUTCOME	7.3.	Number of internship agreements	Encourage private sector firms and public institutions with whom Sport Faculty has memoranda of cooperation to extend this cooperation also in the field of provision of internship opportunities for Sport Students	2 for each field of study	2021-2026	Sign one internship MoU for Sport program	Explore sound CSOs and sign MoUs	April 2022	Vice-Dean	One MoU for academic year that encompasses all study programs.
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OUTCOME	7.5.	Staff Workload Policy developed at faculty level requiring at least	Develop the Workload Policy and	At least one engagement with	2021-2026	Develop a community service scheme	Analyze the communit	March 2022	Dean	The service scheme determined
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**STRATEGIC GOAL 7: DEVELOPMENT OF CONSULTING AND CONTRACT RESEARCH ARM OF THE FACULTY**

<p>OUTCOME 7.1: Development of the consultancy and contract research plan for the Faculty of Sport and Movement Science;</p>	<p>Development of plan for consultancy and contract research plan</p>	<p>Adopt a plan for consultancy services and contract research</p>	<p>Plan adopted by 2022</p>	<p>2021-2026</p>	<p>Development of consultancy and contract research plan of Sport Faculty</p>	<p>Establishment of Working Group that drafts a consultancy and contract research plan for private sector, public sector.</p>	<p>October 2022</p>	<p>Masar Gjaka,  Rector for approval of franchise system</p>	<p>The plan adopted by April 2022  Establishment of contacts with private sector, public sector and international organizations by Oct 2022</p>
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<p>OUTCOME 7.2: Pursue private funding, including grants, contract research and consultancy services for the private and public sector;</p>	<p>Assignment of persons responsible to follow-up on such a plan and follow-up grants</p>	<p>Assign professors responsible to follow-up</p>	<p>A team of 7 professors assigned to iron out the details of follow up and 3 research contracts and consultancy services completed</p>	<p>2021-2026</p>					
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