CRITERIA FOR APPOINTMENT TO RANKS OF UNIVERSITY TEACHERS, RESEARCHERS AND ASSOCIATES

I. PURPOSE

The purpose of this instrument is for the School of Advanced Social Studies in Nova Gorica (hereinafter: FUDŠ) to set out the conditions for the appointment to ranks of university teachers, researchers and associates.

II. RANKS

At FUDŠ, educational, research and other professional duties are performed by university teachers, researchers and associates.

1. UNIVERSITY TEACHER RANKS ARE AS follows:
   - Full Professor,
   - Associate Professor,
   - Assistant Professor,
   - Lector (for language instruction);

   professional study programmes are also carried by:
   - Senior Lecturers,
   - Lecturers.

University teachers are appointed to ranks in the following order: Assistant Professor, Associate Professor, Full Professor.

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2. ASSOCIATE RANKS ARE AS FOLLOWS:
   - Assistant,
   - Librarian,
   - Expert Adviser,
   - Senior Adviser,
   - Junior Expert,
   - Instructor.

3. RESEARCHER RANKS ARE AS FOLLOWS:
   - Research Adviser,
   - Senior Research Fellow,
   - Research Fellow.

Researcher ranks are awarded to researchers primarily carrying out primary research and meeting the conditions of appointment.

Researchers are appointed to ranks in the following order: Research Fellow, Senior Research Fellow, Research Adviser.

Article 3
(duration of rank)

University teachers and researchers, with the exception of Full Professors and Research Advisers, are appointed to their ranks for a period of five years (hereinafter: appointment period).

They may be reappointed to the same rank for another appointment period in accordance with the terms of reappointment.

Assistants are appointed to rank for three years.

Full Professors and Research Advisers are appointed permanently.

Librarians are appointed to rank for an unlimited duration.

Other associates (Junior Experts, Senior Advisers, Expert Advisers and Instructors) are appointed for a period of five years.

Upon a written request made by a candidate to that effect, the validity of appointment is appropriately extended for the time of parental leave or sick leave, should the latter last longer than three months.

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University teachers, associates and researchers retain their rank upon retirement.

**Article 4**

(relationships between teaching and research ranks)

A researcher may be appointed to a university teacher rank if he meets the conditions of these Criteria.

Under the terms of the first paragraph of this Article, a Research Adviser may be appointed Full Professor, a Senior Research may be appointed Associate Professor, and a Research Fellow may be appointed Assistant Professor. In such cases, the teaching rank is valid until the expiry of the research rank based on which the individual in question was appointed to the teaching rank.

Ranks acquired by researchers under the conditions and criteria of appointment to ranks used by the School, are equal to ranks used in research and are automatically converted as follows:
- the rank of Full Professor is converted to the rank of Research Adviser;
- the rank of Associate Professor is converted to the rank of Senior Research Fellow;
- the rank of Assistant Professor is converted to the rank of Research Fellow;
- the rank of Assistant, Lecturer or Senior Lecturer is converted to the rank of Assistant.

Upon the conversion of one rank to another, both ranks are valid for the duration of appointment to the rank that was converted.

**Article 5**

(fields for appointments to rank)

Candidates may be appointed to rank for the fields determined as such by the Senate's decision.

A candidate may be appointed to rank for one or more fields if he, in case of the appointment to more than one field, meets the qualifications set out by Article 13 of these Criteria for each field in question.

**III. STANDARDS FOR APPOINTMENT TO RANK**

**A. Basic standards for appointment to rank**

**Article 6**

(cumulative fulfilment of standards)

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In order to be appointed to rank, the candidate for appointment should cumulatively fulfil all basic, general and special standards for appointment.

Article 7
(basic standards)

Basic standards for appointment to rank are the conditions that must be met by all candidates for appointment, and are as follows:

- appropriate education or appropriate scientific or expert rank,
- competence for professional work,
- teaching competences,
- positive evaluation by the majority of those reporting on the candidate's competence,
- proficiency in at least one major foreign language.

Candidates for the appointment to the ranks of Researcher, Research Adviser, Senior Research Fellow, Librarian and Assistant are not obliged to demonstrate teaching competences upon their first appointment.

Article 8
(demonstration of competence)

Candidates demonstrate competence for professional work with documented publications of scientific and professional texts, documented research and professional achievements, documented participation in scientific or professional projects, awarded patents and other documented achievements considered proof of originality and quality by each field in question.

Article 9
(demonstration of teaching competences)

Upon first appointment to a university teacher rank, teaching competences are demonstrated through a trial lecture or with a proof of completed teacher/adult educator training.

If the candidate for first appointment to a university teacher rank had already done teaching work, teaching competence may further be determined on the basis of the student council's opinion on his previous teaching work based on the results of a survey of students or another instrument of teaching evaluation, if such data is available.

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Upon every appointment of a university teacher or employee to a higher rank and upon every reappointment, the candidate must submit the student council's opinion of his previous teaching work based on the results of a survey of students or another instrument of teaching evaluation.

In case the Student Council fails to respond to the written submission of the Rank Appointment Committee (hereinafter: RAC) within 1 month of the date when it had received the request to issue its opinion, the Council's opinion is considered to be in favour.

If the student council's opinion is opposed to the appointment, the TAC reviews the candidate's student survey results for the last three years, provided they exist. If these results place the candidate into the bottom quarter of university teachers and employees in all three years (the candidate is measured against a scale where the candidates are listed in increasing order of the arithmetic mean of their average grade in all subjects and questions in the survey), such a candidate is considered not to fulfil the condition of teaching competence.

**Article 10**
(demonstration of proficiency in major foreign language)

Proficiency in a major foreign language (English, German, French) is demonstrated with an internationally known certificate of proficiency in the language in question. The list of valid supporting documents is determined by the Senate. The list is attached as an appendix to these Criteria.

Proficiency in major foreign language only has to be demonstrated upon the first appointment to rank in accordance with these Criteria.

The candidate for appointment to rank who had obtained a diploma or a master's or doctor's degree in a programme that was conducted in one of the major languages and whose diploma paper or master's or doctor's thesis was written in the language in question does not have to submit any proof of proficiency.

**B. General standards for appointment to rank**

**Article 11**
(general standards)

General standards are the formal conditions that have to be fulfilled by a candidate for appointment to each rank in addition to basic standards.

The rank of:

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Full Professor, Associate Professor, Assistant Professor, Research Adviser, Senior Research Fellow or Research Fellow may be attained by Doctors of Science;
Senior Lecturer may be attained by candidates with second level of education or higher;
Lecturer of foreign languages in non-language fields of study may be attained by candidates with 5 years of relevant experience and appropriate second level education or higher;
Lecturer of subjects focusing on special expertise may be attained by candidates with 5 years of successful professional practice and second level education or higher;
Lector may be attained by candidates with second level of education and 3 years of teaching experience;
Assistant may be attained by candidates with second level of education or higher whose average grade during study was at least "very good" (8);
Expert Adviser may be attained by candidates with second level of education or higher and 15 years of relevant expert experience in a field related to the field for which he is being appointed to the rank;
Senior Adviser may be attained by candidates with second level of education or higher and 10 years of relevant experience in a field related to the field for which he is being appointed to the rank;
Junior Expert may be attained by candidates with second level of education or higher and 2 years of relevant experience in a field related to the field for which he is being appointed to the rank;
Instructor may be attained by candidates with second level of education or higher and 5 years of relevant experience in a field related to the field for which he is being appointed to the rank;
Librarian may be attained by candidates with second level of education or higher, 3 years of relevant experience and demonstrated competence for independent professional work.

a. Elements of competence for the field of appointment to rank

Article 12
(substantive elements)

Substantive elements of the assessment of a candidate's competence for the field of his appointment to the rank in question are as follows:
- successful solving of scientific, research&development and professional problems,
- active participation in the international environment,
- work experience in the professional environment, etc.

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Article 13
(eligibility for appointment)

Eligibility for appointment to rank in the field in question is demonstrated with:
- a pertinent bibliography for the field in which the candidate is seeking appointment,
- supporting documents showing successful international collaborations,
- demonstrable citations in scientific literature, and
- positive marks by rapporteurs.

Article 14
(publication of works)

The candidate’s works must be published or presented in a manner acknowledged by the experts as established in Slovenian and international expert public associated with the field for which the candidate is seeking appointment.

Article 15
(international impact)

The candidate demonstrates the international impact of his work primarily with the following indicators of international impact:
- demonstrable citations in scientific literature (WOK, WOS, citations in books published by international publisher from the ARRS list),
- invitational lectures at international professional conventions outside Slovenia,
- membership in editorial boards of foreign international journals,
- membership in foreign academies,
- coordination of a course in international graduate and postgraduate programmes, and
- educational contribution to the operation of graduate and postgraduate study programmes at foreign universities.

Article 16
(publication types)

A publication is considered to have international impact if it is published in a major language in one of the journals indexed by SSCI or SCI as IF>0 or indexed by AHCI.

Article 17
(authorship)

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Lead authorship is evident from the authors' order of mention. In areas where lead authorship does not exist (e.g. where authors are ordered alphabetically), all authors are considered to be lead authors.

b. Elements of teaching competences

Article 18
(assessment of teaching competences)

Elements of the assessment of teaching competences of the candidate for the appointment to rank are as follows:

- lucidity and systematic layout of lectures, tutorials, seminars, consultations and examinations,
- development of laboratories or other specialised units to support the teaching process,
- successful mentorship of students' diplomas, specialisations, masters theses, doctoral theses and lifelong and other post-graduate education, mentorship of exchange students and their research work,
- relations with students,
- promotion of research, teaching and professional work,
- preparation and professional, educational and methodical or teaching value of educational devices, study materials and textbooks,
- educational training in general programmes of educational training or individual programmes of the FUDŠ, attested by necessary supporting documents.

Items 1, 3 and 4 of Paragraph 1 of this Article are checked on the basis of the survey and the Student Council's opinion. Items 2, 5, 6 and 7 of Paragraph 1 of this Article are checked by expert rapporteurs on the basis of the candidate's application.

C. Special standards for appointment to rank

Article 19
(special standards for appointment to rank)

Special standards are qualitative and quantitative conditions that have to be fulfilled by the candidate in addition to basic and general standards in order to be appointed to rank.

IV. QUALITATIVE AND QUANTITATIVE EVALUATION

Article 20

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1. ASSISTANT

The rank of Assistant may be attained by candidates who:

- had completed a 2nd level study programme in a relevant field;
- had completed their final study programme with an average grade of "very good" (8.00) or better, where the average includes the marks received on all exams, tutorials and other graded academic requirements;
- had submitted, if that is one of the requirements for the completion of study, a final paper which had been graded "very good" (8.00) or better;
- had demonstrated the ability to perform professional, scientific or research/development-related duties;
- has secured the favourable opinion of the majority of the experts reporting on the evaluation of the candidate's qualifications.

An Assistant may be appointed to the rank for the second time (after 3 years) if:

- he is enrolled in a doctoral study programme and had completed all the exams of such a programme;
- he has demonstrated teaching capacities in accordance with the provisions of these Criteria (favourable opinion of the student council for the previous term of appointment);
- he has secured the favourable opinion of the majority of the experts reporting on the evaluation of the candidate's qualifications,
- he has proof of completed teacher/adult educator training.

An Assistant may be appointed to the rank for the third time (after 6 years) if:

- he is a doctor of science,
- he has demonstrated teaching competences in accordance with the provisions of these Criteria (favourable opinion of the student council for the previous term of appointment),
- he has secured the favourable opinion of the majority of the experts reporting on the evaluation of the candidate's qualifications.

Article 21

(associate ranks)

2. LECTURER

The rank of Lecturer may be attained by candidates who:

- had completed a 2nd level study programme;

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Upon reappointment, the candidate may be appointed if:

- he has demonstrable teaching competences as defined by the provisions of these Criteria (for the previous term of appointment),
- his result using quantitative indicators as set out by the Scoresheet form for the previous term of appointment is 8 points or more,
- he has secured the favourable opinion of the majority of the experts reporting on the evaluation of the candidate's qualifications.

3. SENIOR LECTURER

The rank of Senior Lecturer may be attained by candidates who:

- have completed 5 years of professional practice and have become professionally renowned in the field for which he wishes to be appointed to rank;
- meets the basic and general standards of teaching competence according to these Criteria;
- have secured the favourable opinion of the majority of the experts reporting on the evaluation of the candidate's qualifications,
- the rank of Lecturer of foreign languages in non-language fields of study may be attained by candidates with 5 years of relevant experience and appropriate second level education or higher.

A Lecturer may be appointed to the same rank again if:

- he demonstrates teaching competences as they are defined by the provisions of these Criteria (for the previous term of appointment),
- he has secured the favourable opinion of the majority of the experts reporting on the evaluation of the candidate's qualifications.

The candidate is considered to fulfil the requirement under the second point of this item regarding extent (quantity) if the cumulative result of the evaluation of his published works using quantitative indicators as set out by the Scoresheet form is 16 points or more.

Upon reappointment, the candidate may be appointed if:

- he has demonstrable teaching competences as defined by the provisions of these Criteria (for the previous term of appointment),
- his result using quantitative indicators as set out by the Scoresheet form for the previous term of appointment is 8 points or more,
- he has secured the favourable opinion of the majority of the experts reporting on the evaluation of the candidate's qualifications.

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4. LECTOR

The rank of Lector may be attained by candidates who:

- have 3 years of relevant teaching experience and, if the language in question is a living language, at least 3 months of continuous professional or teaching practice in the relevant language,
- have a relevant bibliography including works and accomplishments recognised by the experts as sufficiently representative of the field for which the candidate is seeking appointment,
- have demonstrated to be capable of professional work and teaching,
- demonstrate teaching competences.

5. ASSISTANT PROFESSOR OR RESEARCH FELLOW

The rank of Assistant Professor or Research Fellow may be attained by candidates meeting all the basic, general and special standards:

a. qualitative conditions for the candidate:

- is a doctor of science,
- successfully solves of scientific, research & development and professional problems,
- has published documented works of scientific research indicating an independent, continuous research activity of high quality,
- can demonstrate international impact (citations),
- has established a reputation in Slovenian and international professional public,
- is active in the international environment,
- is independently knowledgeable of his field of research,
- has obtained the approval of the appointment committee,
- has worked in research or as a teacher at a foreign university or research institution for at least 3 months.

b. quantitative conditions for the candidate:

- the cumulative result of the evaluation of his published works using quantitative indicators as set out by the Scoresheet form is 20 points or more obtained for scientific activity,
- has published 3 or more articles as leading author in journals indexed by SSCI or SCI as IF>0 or indexed by AHCI, at least one of which publications must be contained within the top three quarters of the SCI or SSCI list.
- can present at least one citation in a journal included in SCI, ASCI, AHCI or other international bibliographic base for the categorization of scientific data from the list published by the Institute of Information

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Science (hereinafter: IZUM) or in a scientific monographed published by an international publisher included in the list kept by the Slovenian Research Agency (hereinafter: ARRS).

The candidate may replace one article from the second point of Item b (which articles cannot replace the required article published in a journal indexed in the top half of the SSCI and SCI lists with IF>0 or in the AHCI list) with a scientific monograph published by an international publisher included in the ARRS list, of which he is the leading author.

Should the journal containing the article that must be published in a journal included in the top three quarters of the SCI or SSCI list not be ranked high enough in the year of publication, the candidate can nevertheless be considered to fulfil the requirement if he is able to prove that the journal was ranked sufficiently high in the time when the article was submitted.

The candidate Assistant Professor must also demonstrate teaching competences as defined by the provisions of these Criteria for the previous term of appointment.

Upon reappointment to the rank of Assistant Professor or Research Fellow, the candidate must:
- for each measurable criterion for the appointment to a higher rank, achieve half of the criterion in the period since his previous appointment,
- receive a favourable evaluation of teaching competences in accordance with the provisions of these Criteria (required only of the candidate Assistant Professor, and for the previous appointment period),
- secure the favourable opinion of the majority of the experts reporting on the evaluation of the candidate’s qualifications.

6. ASSOCIATE PROFESSOR OR SENIOR RESEARCH FELLOW

The rank of Associate Professor or Senior Research Fellow may be attained by candidates meeting all the basic, general and special standards:

a. qualitative conditions for the candidate:
- is a doctor of science,
- published documented works of scientific research indicating an independent, continuous research activity of high quality,
- can demonstrate international impact (citations) of his work,
- is independently able to carry out scientific activities or activities of research and development in the field for which he is appointed, enriching it with new knowledge or creations. This ability is

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demonstrated by a bibliography relevant to the field of appointment to rank,

- has been successfully active in the professional environment,
- has worked, after receiving his doctor's degree, in research or as a teacher at a foreign university or research institution continuously for at least 3 months,
- has mentored or co-mentored at least one complete doctoral thesis or otherwise contributed to the education of new experts in his field in a relevant way. The following shall be considered as such a contribution:
  i. a successfully concluded mentorship of at least one student project that received a university award or a national or international professional award,
  ii. lead mentorship of two completed master's theses,
  iii. heading a basic or applied research project with the minimum extent of 1 FTE,
- has obtained the approval of the appointment committee.

b. quantitative conditions for the candidate:

- the cumulative result of the evaluation of his published works using quantitative indicators as set out by the Scoresheet form is at least 60 points (at least 35 points for scientific activity and at least 15 points from educational activities), of which 25 points or more must have been obtained in the last period of appointment (at least 7.5 points for educational and at least 15 points from scientific activity),
- has published at least 7 articles (at least 4 in the last period of appointment) as leading author (or able to prove his contribution to the article is equal to that of the leading author) in journals indexed by SSCI or SCI as IF>0 or indexed by AHCI. Two of the 4 articles from the last appointment period must be ranked in the top half of the SCI and SSCI lists.
- can demonstrate at least 10 net citations in WOK.

c. can demonstrate international activity (e.g. a successfully concluded leadership of an international or bilateral project, collaboration in a national group within the European framework or similar programme).

The candidate may cumulatively replace a maximum of 3 articles under the second point of Item b, no more than 2 of which can belong to the four required for the last period of appointment (but not replacing the required articles published in journals indexed in the top half of the SSCI and SCI lists as IF>0 or the AHCI list) with a scientific monograph published with him as leading author by an international

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The rank of Full Professor or Research Adviser may be attained by candidates:

- for each measurable criterion for the appointment to a higher rank, achieve half of the criterion in the period since his previous appointment,
- receive a favourable evaluation of teaching competences in accordance with the provisions of these Criteria (required only of the candidate Associate Professor, and for the previous appointment period),
- secure the favourable opinion of the majority of the experts reporting on the evaluation of the candidate’s qualifications.

7. FULL PROFESSOR OR RESEARCH ADVISER

The rank of Full Professor or Research Adviser may be attained by candidates meeting all the basic, general and special standards:

a. qualitative conditions for the candidate:
   - is a doctor of science,
   - has published documented scientific/research papers of high quality,
   - can demonstrate impact of his work among the international and Slovenian expert public, as attested by citations, international collaborations, solicited presentations at professional conventions, membership in international editorial boards,
   - meets the requirements for research project leader according to ARRS criteria,
   - can demonstrate heading research activities: Slovenian and international projects, mentoring younger co-workers,

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is able to independently pursue scientific and research/development-related activities in the field for which he is seeking appointment, to contribute new knowledge and creations and to demonstrate international impact of his work,

- has, during his period of appointment as Associate Professor, spent at least 3 continuous months conducting research or teaching activities at an eminent foreign university or research institution,

- develops and expands scientific accomplishments of others and promotes their use, enriching Slovenian and international pools of knowledge and culture,

- has mentored at least one or co-mentored at least two completed doctoral theses,

- has published scientific works (monograph, book, textbook) significant for the international and domestic development of his field,

- has obtained the approval of the appointment committee.

b. quantitative conditions for the candidate:

- the cumulative result of the evaluation of his published works using quantitative indicators as set out by the Scoresheet form is at least 90 points (at least 50 points for scientific activity and at least 20 points from educational activities), of which 30 points or more must have been obtained in the last period of appointment (at least 7.5 points for educational and at least 15 points from scientific activity),

- has published at least 14 articles (at least 7 since last appointment to a lesser rank) as leading author (or able to prove his contribution to the article is equal to that of the leading author) in journals indexed by SSCI or SCI as IF>0 or indexed by AHCI. Two articles from the last appointment period must be ranked in the top half of the SCI and SSCI lists.

- has been the lead author of at least one scientific monograph published by an international publisher included in the ARRS list, however, this cannot be the book that can be substituted for the article in an SSCI, SCI or AHCI-indexed journal.

- can demonstrate at least 50 net citations in WOK.

Should the journal containing the article that must be published in a journal included in the top half of the SCI or SSCI list not be ranked high enough in the year of publication, the candidate can nevertheless be considered to fulfil the requirement if

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he is able to prove that the journal was ranked sufficiently high in the time when the article was submitted.

The candidate may cumulatively replace a maximum of 6 articles, of which no more than three can belong to the 7 articles required for the last period of appointment, with a scientific monograph published an international publisher included in the ARRS list or with an approved patent or with leadership of a basic or applied research project with the minimum extent of 1 FTE. Only the results from the last period of appointment are applicable. In such cases, authorship of the scientific monograph, the patent or project leadership each replace 1 article. Two of the articles that have to be published in journals from the top half of the SCI and SSCI lists cannot be replaced.

The candidate Full Professor must have a positive evaluation of teaching competence in accordance with the provisions of these Criteria for the previous period of appointment and has to give a public inaugural lecture at the faculty prior to being promoted to the rank.

V. SPECIAL PROCEDURES

Article 22

Special procedures are used to regulate and plan rank appointment procedures related to applications for: simultaneous application, early appointment, appointment to higher rank, recognition of a rank, and determination of equivalence of foreign ranks.

1. SIMULTANEOUS APPLICATION FOR A TEACHING AND SCIENTIFIC RESEARCH RANK

Article 23

Based on a join application, candidates may be simultaneously appointed to both the teaching rank and scientific research rank. In accordance with the instructions, the candidate submits a single application for the appointment to a teaching rank and a scientific rank.

If the candidate is employed by a research member, he submits his single application at the research member. The procedure is defined in detail by the Instructions for the Implementation of the Criteria for Appointment to Ranks for University Teachers, Researchers and Associates.

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2. EARLY APPOINTMENT TO RANK

Article 24
(early appointment)

In exceptional cases, a candidate may be appointed to a rank prior to the expiry of his existing rank or may be appointed to a rank that does not follow in the rank hierarchy.

In order to qualify for early appointment to rank, the candidate must show extraordinary achievements.

The candidate may request appointment to a higher rank in the second half of the appointment period since his previous appointment to rank, if he exceeds the quantitative requirements for appointment by at least 50%.

3. APPOINTMENT TO HIGHER RANK

Article 25
(appointment to higher rank)

Extraordinary achievements by the candidate that may justify an early appointment or an appointment to a higher rank include receiving a major, well-known international award, authorship of an extremely important work with confirmed high impact in Slovenia and abroad, as well as a significant contribution to the development of an important new area of research.

In exceptional cases, appointment to a higher rank is possible upon the proposal of 3 Full Professors from the general field for which the candidate is seeking appointment.

4. RECOGNITION OF RANKS

Article 26
(recognition of ranks)

After obtaining the opinion of the FUDŠ Rank Appointment Committee, the Senate of FUDŠ recognises attained ranks based on the submission of:

- a decision on appointment or a translation of a decision on appointment,
- the candidate’s biography and bibliography, demonstrating that the candidate fulfils the requirements for appointment to rank pursuant to these Criteria.

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Notwithstanding the provisions of the above paragraph, FUDŠ recognises habilations attained at other Slovenian universities and other independent higher education institutions, as well as those abroad, insofar as the habilations are used for teaching and research activities at FUDŠ or in the process of FUDŠ study programme accreditation. Should the habilitation be necessary for the candidate to take a position of employment, the candidate must submit an application as set out by the first paragraph of this Article.

5. DETERMINATION OF EQUIVALENCE OF FOREIGN RANKS

Article 27
(determination of equivalence of foreign ranks)

For university teachers who have attained appointment to rank in a foreign country or have been employed there with a certain rank, a procedure is carried out, based on minimum standards, to determine the equivalence of the rank attained by the candidate at a foreign higher education institution. The Senate of FUDŠ, which conducts the procedure for the determination of the rank’s equivalence, assigns the rank as well as the field for which the candidate is appointed. Recognition of equal rank is valid for the same period as the appointment to equivalent teaching rank.

VI. RANK EXPIRATION

Article 28
(rank expiration)

If the candidate does not meet the requirements for appointment to a rank, the validity of his rank expires at the end of the period of appointment.

If the candidate does not submit an application for appointment to a higher rank or misses the deadline and is not appointed to the rank before his rank expires, his rank expires upon the conclusion of the appointment period. In case a candidate’s rank expires, the candidate may again be appointed to the expired rank. In such cases, fulfilment of the requirements set out for the appointment to rank by these Criteria is judged taking into account the candidate’s works dating back to his previous appointment.

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VII. PROCEDURE FOR THE APPOINTMENT TO RANK

Article 29
(initiation of appointment procedure)

The candidate initiates the procedure for his appointment to a rank with a written application submitted to the FUDŠ Personnel Services.

An appointment application is considered early if submitted more than 9 months prior to the expiration of current rank and is considered regular otherwise.

As a rule, candidates initiate the procedure for appointment to rank 6 months prior to the expiration of current rank.

A – Contents of the Application

Article 30
(contents of the application)

Upon applying to be appointed to a rank, the candidate submits an application to FUDŠ Personnel Services in written and electronic form, containing the following documents:

• an application letter,
• a brief resume,
• a bibliography,
• a extract of bibliographic performance indicators,
• overview of the candidate’s work and the Scoresheet,
• supporting documents.

Upon submitting the application to FUDŠ Personnel Services, the candidate must specifically alert the services to any materials that cannot be submitted electronically. All documentation in printed form may be accessed at the FUDŠ Personnel Services.

Article 31
(application letter)

The candidate formats his application letter, stating the field for which he is seeking appointment, based on the FUDŠ standard template (MODEL 1). Fields for the appointment are determined by the FUDŠ Senate’s decision. The decision is attached as an appendix to these Criteria.

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The candidate formats a brief resume based on the FUDŠ standard template (MODEL 2).

The candidate formats a bibliography, which is copied directly from the COBISS/SICRIS researcher bibliography, as follows:

- works published in the last period of appointment should be emphasized (printed in bold).
- works accepted to be published are taken into account as well, insofar as the candidate provides appropriate supporting documents.
- scientific articles are categorised into four groups:
  1. articles published in journals indexed by the Science Citation Index (SCI) and the Social Sciences Citation Index (SSCI) and articles published in journals indexed by the Arts & Humanities Citation Index (AHCI),
  2. articles published in journals indexed by specialised international bases from the ARRS list,
  3. articles published in journals not indexed by international databases, according to the list (IZUM),
  4. articles published in journals not included in the previous categories.

For ranks that require meeting certain quantitative indicators, the candidate formats the extract of bibliographic performance indicators in accordance with the ARRS methodology.

The candidate fills out the Scoresheet (Appendix 3) as follows:

- The Scoresheet of Scientific, Professional and Educational Activities is based on the COBISS/SICRIS typology. Works are sorted into 3 columns:
  o scientific works,
  o professional works,
  o educational works.

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Each column is subdivided into two sub-columns:
  o total (all published works and points per candidate)
  o appointment period (works published in the last appointment period, and PPC).

The candidate fills out the table accordingly, adds up the number of works and points from his bibliography, enters the data in the empty (unshaded) fields while Excel adds everything up and copies it into the cumulative table on page 1.

Article 36
(supporting documents)

The candidate must supplement his application with documentation relevant to the rank he is applying for and thus demonstrate his eligibility as per these Criteria:
  • Evidence of education:
    o The candidate provides a copy of his graduate master's degree, specialist or doctorate diploma and, if necessary, an opinion or decision issued by the Ministry of Higher Education, Science and Technology (MHEST) recognising education obtained abroad. When grade average must be attested, a supporting document to that effect should be provided as well.
  • Evidence of previous appointments to rank:
    o Upon his first appointment, the candidate provides evidence of previous employment and any previous appointments to rank, if they exist.
  • Evidence of candidate's citations:
  • Overview of the candidate's citation is based on an extract from international databases (Web of Knowledge, Web of Science) or other comparable evidence.
  • Evidence of significant scientific works:
    o Candidates for ranks of Assistant Professor, Associate Professor, Full Professor and other relevant scientific ranks supplement their application with up to 5 of their most significant works, 1 copy each. Expert rapporteurs evaluate these works separately and in writing regarding their importance for the scientific development of the candidate's field of scientific activity.
    o In cases where lead authorship does not exist (e.g. where authors are ordered alphabetically), all authors are considered to be lead authors. In their reports, however, rapporteurs must specify the role played by the candidate in his significant works.
  • Evidence of candidate's work at universities and research institutes abroad.
  • Evidence, if applicable, of teacher/adult educator competences.

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Evidence of mentor appointments:
  o In addition to the extract from Cobiss, the candidate demonstrates completed mentorships of graduates of 2nd level study programmes, master of science programmes and doctoral programmes by providing appropriate supporting documents.

Evidence of proficiency in a foreign language.

Article 37
(Application in the procedure for appointment in multiple fields)

The candidate submitting an application for appointment to ranks in multiple fields of habilitation must:
  • submit a separate application for appointment to rank for each field,
  • supplement each application with the full bibliography counting points only for the works belonging to the application's proposed field of appointment,
  • in the bibliography, specifically mark individual works that get points (i.e. belong to) multiple fields,
  • supplement each application with up to 5 of his works, most significant for the field that the application is submitted for.

The candidate who is already habilitated and has submitted an application to be appointed to a rank in an additional habilitation field must use his application to prove a sufficient number of points to be appointed to rank from the intended field.

B – Personnel Services

Article 38
(FUDŠ Personnel Services)

FUDŠ Personnel Services:
  • checks whether the submitted application is complete and formatted in accordance with the Criteria (whether it was submitted using the prescribed forms), giving advice to candidates in this regard,
  • keep the candidate's original documents,
  • forward the candidate's application to RAC,
  • furnish the candidate's application with aggregate data on the Record of Application for Appointment to Rank (MODEL 5 – Record of Application for Appointment to Rank),
  • If the Personnel Services find that the submitted application or documentation are incomplete or incorrectly formatted, they invite the candidate to remedy the shortcomings within 15 days of notification to that effect (invitation). If the

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candidate does not remedy the shortcomings within the anticipated period starting with his notification, the Personnel Services issue a decision dismissing the application.

- They forward the application to RAC. When the Senate appoints the expert rapporteurs, Personnel Services provide them with the documentation.
- The candidate's application together with his professional grades, the student council's opinion and the minutes of his trial lecture (upon first appointment to the rank of University Teacher) are forwarded to RAC for review.
- If the Senate appoints the candidate to the desired rank, the Personnel Services draw up a Decision of Appointment.
- They monitor the validity of appointments of FUŠD employees, warning candidates at least six months before the expiry of their appointment to submit a new application on time.

C – Rank Appointment Committee

Article 39
(Rank Appointment Committee)

The RAC is a working committee of the Senate that checks the materials related to the procedures of appointment to ranks applied for at FUDŠ.

Pursuant to the Statute of FUDŠ, the RAC consists of University Teachers and Researchers.

If the RAC finds that the submitted application or documentation are incomplete or incorrectly formatted, it invites the candidate to remedy the shortcomings within 15 days of notification to that effect (invitation). If the candidate does not remedy the shortcomings within the anticipated period starting with his notification, the RAC issues a decision dismissing the application. If the application and documentation are complete, the RAC proposes expert rapporteurs to be appointed by the Senate to evaluate the candidate's competence.

The RAC obtains the Student Council's opinion on the candidate's teaching competence.

The RAC reviews the reports drafted by expert rapporteurs, the student council's opinion and the minutes of the trial lecture, then provides the Senate with a proposal regarding the decision on appointment. In case the expert report is not drafted in accordance with these criteria, the RAC may invite the rapporteurs to amend the report or propose that the Senate appoint a new rapporteur.

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Expert rapporteurs for the evaluation of a candidate's competence are University Teachers and Researchers employed by the faculty, retired University Teachers and Researchers and other Slovenian and foreign University Teachers and Researchers of the appropriate rank.

The rank of expert rapporteurs must be equal to or higher than the rank that the candidate is applying for.

When the appointment is for the rank of Full Professor or Research Adviser, at least one of the expert rapporteurs must be from a different faculty.

The rank of two expert rapporteurs must be in the same field or in a field related to the one that the candidate is applying in. In the case of interdisciplinary fields, the expert rapporteurs must represent the relevant fields.

Each expert rapporteur:

- reviews the candidate's application,
- checks and if necessary corrects the candidate's score and signs the Scoresheet,
- within 1 month of receiving the invitation or decision on appointment provides the Rank Appointment Committee (hereinafter: RAC of the faculty) with his expert report.

In his expert report, the rapporteur must evaluate the candidate's work in detail and determine whether the candidate meets all of the conditions for appointment described above. The report should:

- point out the candidate's most significant works, explaining their impact on scientific development in Slovenia and abroad,
- evaluate the candidate's performance in his profession and provide a quantitative rating for his bibliography and citations,
- evaluate the candidate's teaching competence (in cases identified as such by the Criteria, this is not evaluated for researcher ranks and associate ranks), and

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• state the final proposal regarding the appointment to rank.

E – Public Trial Lecture

Article 42
(public trial lecture)

Following an agreement with the candidate applying for a University Teacher rank for the first time, expert rapporteurs determine the subject and date of the candidate's public trial lecture, rate the lecture and draft a separate report on it (MODEL 4).

If any expert rapporteur is unable to attend the trial lecture, the Senate of the faculty may appoint a substitute rapporteur, but only for the evaluation of the trial lecture.

F – Student Opinion

Article 43
(student opinion)

The Student Council of FUDŠ where the candidate is carrying out his teaching activities, provides the Rank Appointment Committee, in the context of the procedures surrounding the appointment of University Teachers and Associates to rank, with its opinion on the candidate's teaching competence based on a survey, doing so within 1 month of receiving the request to that effect. If the Student Council fails to do so, it is considered to be in favour.

The results of all surveys carried out in the previous appointment term accompanied by the student council's comments, form the basis of the student opinion regarding the candidate's past teaching work.

Student surveys are not forwarded to the RAC. The RAC only receives an empirical summary of the results and a written opinion of the faculty's student council regarding the teaching work of the candidate for appointment to rank.

G – Description of Appointment Process

Article 44
(description of appointment process)

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The procedure of appointment to title is reasonably governed by the act regulating the general administrative procedure.

The candidate for the attainment of rank or for reappointment to the same rank (rank renewal) must submit his written application and the prescribed documentation to the faculty's Personnel Services.

After receiving the documentation, the Personnel Services furnish it with a reception date and determine whether it is complete. If the Personnel Services find the documentation to be incomplete, the candidate is invited to supplement it within 15 days of notification (receipt of the invitation). If the candidate does not remedy the shortcomings within 15 days of the notification, the Personnel Services issue a decision dismissing the documentation.

The Personnel Services forward the candidate's application to RAC. If the RAC finds that the submitted application is incomplete or incorrectly formatted, it invites the candidate to remedy the shortcomings within 15 days of notification to that effect (invitation). If the candidate does not remedy the shortcomings within the anticipated period starting with his notification, the RAC issues a decision dismissing the application.

The documentation (originals) is kept by the Personnel Services.

The Personnel Services invite the faculty's student council to draft and submit, within 1 year of notification to that effect, a written opinion on the candidate's past teaching work.

After obtaining consent, RAC proposes three rapporteurs to be appointed by the Senate of FUDŠ in order to evaluate the candidate's competence, as well as, if necessary, a separate Trial Lecture Evaluation Committee. After the Senate receives RAC's proposal regarding the appointment of rapporteurs, it has to consider the candidate's application for appointment to rank at the first session that follows.

Every rapporteur must be presented with his appointed rank, rank validity, the field of his appointment and the organisation that employs him.

The Senate then appoints the expert rapporteurs for the evaluation of a candidate's competence.

The Personnel Services provide the appointed expert rapporteurs with the candidate's applications. Together with the documentation, the rapporteurs also receive the decisions effecting their appointment.

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The expert rapporteurs are asked to draft an expert report on the candidate's competence and send it to the Personnel Services within 1 month of receiving the invitation or decision effecting their appointment. The expert rapporteurs should be reminded that their evaluation is an official secret and that they should mark the letter with it as such and address it to the faculty's Personnel Services. If the report is not finished on time, Personnel Services again asks the rapporteurs to draft their reports. If the rapporteurs unduly fail to turn in the reports within 2 weeks of the repeat invitation, RAC may propose that the Senate appoint new ones.

In cases of first appointment of the candidate to a University Teacher rank, the Personnel Service invites the candidate and expert rapporteurs to agree upon a subject and date of the public trial lecture. The expert rapporteurs draft separate minutes (report) of the public trial lecture. If any one of the appointed expert rapporteurs is unable to attend the trial lecture, the Senate may, upon RAC's proposal, appoint a substitute.

The Personnel Service sends the applications submitted by candidates for appointment to ranks of University Teachers and Researchers, together with the rapporteurs' reports, student opinions and/or the minutes of the trial lecture, to RAC for review. If the report is not drafted in accordance with the criteria, expert rapporteurs are invited, upon a proposal by RAC, to supplement the report, or new rapporteurs may be appointed.

Within 1 month, RAC forwards its opinion regarding the candidate's fulfilment of the requirements for the appointment to rank to the Senate. At its first session after receiving RAC's opinion, the Senate either appoints or does not appoint the candidate to the desired rank.

If RAC determines that the opinions of the rapporteurs for the evaluation of the candidate's professional competence are not in favour, RAC informs the Senate that the requirements for the candidate's appointment to the title had not been met.

The candidate for whom the appointment procedure had not ended in appointment cannot request an appointment to the same rank or for the same field until 1 year had passed since the rejection of his application.

The decision on the appointment to rank, issued by Dean of FUDŠ as Chairman of the Senate, consists of the following:

- the preliminary notes,
- the operative part,
- the statement of reasons, and
- legal instruction.

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Prior to the promotion to rank, a Full Professor gives a public inaugural lecture.

No appeal is possible against the Senate's decision, however, there is the possibility of an action as part of an administrative dispute.

**H – Procedure for the Conversion and Recognition of Rank**

*Article 45 (conversion of rank)*

If they meet the research criteria, University Teachers and Associates may also be appointed to the equivalent ranks of Researchers and Research Associates.

If they meet the teaching criteria, Associates and Research Associates may also be appointed to the equivalent ranks of University Teachers and Associates.

Attained ranks of University Teachers and Associates are converted to ranks of Researchers and Research Associates, and vice versa.

Upon the conversion of one rank to another, both ranks are valid for the duration of appointment to the rank that was converted.

*Article 46 (application for the conversion of rank)*

The application submitted by the candidate for conversion must include:

- the candidate's resume, with an emphasis on his teaching (or research) experience and with a table of his teaching or scientific work,
- a bibliography,
- a valid decision on the candidate's appointment to a teaching or scientific rank,
- the proposal made by the Senate of FUDŠ determining the expert field for the rank, provided that the conversion in question is a conversion of a research rank to a teaching rank.

*Article 47 (description of the procedure for the conversion of rank)*

RAC checks whether the application is complete and sends a proposal to the Senate of the faculty.

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When the conversion of the research rank is also the first appointment to a teaching rank, the candidate must also complete a public trial lecture. Upon RAC's proposal, the Senate appoints expert rapporteurs. The report on the trial lecture is addressed to the Personnel Services of the faculty.

In case shortcomings are identified in the fulfilment of individual criteria, the RAC may issue a request for the application to be supplemented or instead issue a negative opinion.

The Personnel Services forward the candidate's application to be decided upon by the Senate.

I – Granting of the "Venia Legenti et Examinandi" Right to an Assistant

Article 48
(venia legendi et examinandi)

Upon RAC's proposal, the Senate grants the venia legendi et examinandi right to an Associate – Assistant – who had completed his doctoral studies, for the term of 1 academic year and without possibility to be granted to the same person again.

Article 49
(procedure for obtaining the venia legendi et examinandi right)

Upon the Dean's proposal, RAC makes a proposal to the Senate to grant the venia legendi et examinandi right to an Assistant.

The proposal is accompanied by the following documents:
- a record of the candidate's data,
- a brief resume (biography),
- the candidate's abridged bibliography (without the Scoresheet).

After the RAC considers the proposal and the candidate's submitted documents, it states its opinion on the granting of the right in question and forwards the matter to be further decided upon by the Senate.

J – Withdrawal of Application, Suspension of Procedure and Extension of Validity of Rank

Article 50

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These Criteria come into force on the day following their adoption at the session of the Senate and are published in the University Information System of the faculty.

The candidate may withdraw his whole application or part of it at any time during the procedure until he is served the decision. In such cases, the Senate issues a decision to suspend the procedure.

Pursuant to FUDŠ Statute and Criteria, the candidate initiates the procedure for the extension of the validity of appointment period for the time of parental leave or extended sick leave using a written application for the extension of the validity of rank submitted to the faculty that has issued the decision on appointment. Based on the application and supporting documents, the Senate rules upon the extension of the validity of appointment period.

VIII. TRANSITIONAL AND FINAL PROVISIONS

Article 51

The terms used in these Criteria in masculine form are to be understood as neutral and applying to both genders.

Article 52
(conclusion of open procedures)

Procedures for the appointment to ranks initiated prior to these Criteria are concluded in accordance with FUDŠ terms and criteria pursuant to which they had been initiated.

Article 53
(reappointment to same or higher rank according to previous criteria)

The candidate whose procedure had been concluded prior to the entry into force of these Criteria, may request to be reappointed to equal or higher rank in accordance with the criteria in force at the time of his last appointment to his current rank. The same applies to Assistants who wish to be appointed to the rank of Assistant or University Teacher upon their next habilitation.

Article 54
(validity of standards)

These Criteria come into force on the day following their adoption at the session of the Senate and are published in the University Information System of the faculty.

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The requirement of 50 or more net citations in WOK in order to be appointed to the rank of Full Professor, specified by Article 21 of these regulations, comes into force 10 years after the date of adoption of these criteria. Until then, the requirement is 20 or more net citations in WOK.

In determining whether a candidate meets the requirements for the appointment to the rank of Associate Professor, Full Professor, Senior Research Associate or Research Adviser, net citations are all citations of the candidate's scientific articles published in journals indexed by WOK or WOS that are not self-citations.

Article 55

Upon next habilitation, every member of the Faculty of FUDŠ must meet the requirements set out by these Criteria unless it is possible for them to be appointed in accordance with previous criteria.

FUDŠ will recognise habilitations based on criteria equal to or stricter than these Criteria.

Assoc. Prof. Dr. Matevž
Dean

Implementing documents:

MODEL 1: Application for Appointment to Rank
MODEL 2: Candidate's resume
MODEL 3: Bibliography example
MODEL 4: Minutes of the public trial lecture
MODEL 5: Record of the Application for Appointment to Rank with candidate's data
Appendix 1: List of valid certificates of proficiency in a foreign language

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Appendix 2: List of fields of appointment

Appendix 3: Scoresheet

**MODEL 1:**

Name and surname of the candidate:

Candidate's address:

Place and date:

To the Senate of the School of Advanced Social Studies in Nova Gorica:

**Subject: APPLICATION FOR APPOINTMENT TO RANK**

I, ________________, request an appointment/reappointment to the rank of ________________ for ________________ for

(name and surname)

the field of ________________.

Candidate's signature: ___________________
MODEL 2:

CANDIDATE'S RESUME

1–2 pages of prose in third-person singular, covering:

- birth data,
- date of graduation (field), master's degree, doctoral degree (with title of thesis and mentor's name),
- listing of previous appointments with fields, dates, places,
- awards and accolades, scholarships, participation at international conventions, guest lectures,
- description of jobs done by the candidate in the past and presently, along with their locations (accurate listing of previous employments relevant to the field for which the candidate is applying to be appointed).

Candidate's signature:

__________________
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**MODEL 3:**

**JOHN EXAMPLE [00001]**

*Personal bibliography for years 1996–2003*

PPW – Points Per Work
PPC – Points Per Candidate

**ARTICLES AND OTHER ELEMENTS**

**1.01 Original scientific article**

   
   **PPW = 8**  
   **PPC = 8**

   
   **PPW = 4**  
   **PPC = 2 = 4/2**

   
   **PPW = 8**  
   **PPC = 4 = 8/2**

   
   **PPW = 4**  
   **PPC = 4**

**1.04 Technical article**


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1.08 Published conference paper


2.01 Scientific monograph

MODEL 4:
To the Personnel Services of the School of Advanced Social Studies in Nova Gorica:

Date:

Subject: Minutes of the public trial lecture

The undersigned members of the expert committee appointed to evaluate the inaugural lecture by

(name and surname of candidate), who had requested appointment to the rank of ____________, have attended the lecture in question and give the following opinion:

Name, surname of candidate gave an inaugural lecture on (date) with the subject: (title).

Description of lecture and evaluation of the candidate’s teaching competence:

In his lecture, the candidate:

– presented …
– showed teaching competence …
– demonstrated broad knowledge of the field of his teaching work …
– demonstrated an ability to solve scientific, artistic and technical problems …

Conclusion

In light of the above, the members of the expert committee find that the candidate (name and surname) possesses / does not possess the required teaching competence to be appointed to the rank he is seeking.

List of expert committee members along with their signatures:

NOTE:

Rapporteurs – committee members may format the minutes differently, however, it **The operation is partially co-financed by the European Union, namely the European Social Fund and the Ministry of Education, Science and Sport. The operation is performed under the Operational Programme for Human Resources Development for the period 2007-2013, the development priority 3: Human resource development and lifelong learning; priority guidelines 3.3: Quality, competitiveness and responsiveness of higher education.**
must include statements that can form the basis for the candidate's appointment to his desired rank. The minutes should have 1–2 pages.
MODEL 5:

School of Advanced Social Studies in Nova Gorica

RECORD

of the Application for Appointment to Rank

with candidate's data

<table>
<thead>
<tr>
<th>(name and surname in block capitals)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Proposal for appointment to rank</td>
</tr>
<tr>
<td>2. Statement of field of appointment in the candidate's application</td>
</tr>
<tr>
<td>3. Birth data</td>
</tr>
<tr>
<td>4. Existing rank</td>
</tr>
<tr>
<td>Date of appointment</td>
</tr>
<tr>
<td>5. Existing position of employment</td>
</tr>
<tr>
<td>6. Data on attained education levels with dates (diploma, master's degree, doctoral degree)</td>
</tr>
<tr>
<td>7. Date of recognition of diplomas obtained outside Slovenia</td>
</tr>
<tr>
<td>8. Appointment/reappointment data with accurate dates</td>
</tr>
<tr>
<td>9. Members of the committee for the evaluation of the candidate's professional</td>
</tr>
</tbody>
</table>

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competence along with titles, title validity and field of appointment.

10. Date of decision by FUDŠ Senate (provided by Senate)

11. List of attachments to the proposal:

- Candidate's application
- Resume
- Categorised bibliography of all published works, Overview of employment and the proposed Scoresheet
- Decision of FUDŠ Senate appointing the committee for the evaluation of the candidate's competence (provided by Senate)
- Certificate of proficiency in a foreign language, if applicable, upon first appointment to a rank
- Individual reports by members of the committee for the evaluation of the candidate's professional competence (provided by rapporteurs)
- Report on the candidate's public trial lecture (provided by rapporteurs)
- Opinion of FUDŠ Student Council (provided by RAC)

Date: _____________

FUDŠ Personnel Services:

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