



INSTRUCTIONS for writing the Evaluation Report of the candidate for academic promotion

Member of an evaluation panel writes an individual report based on the documentation of the candidate according to Slovenian Higher Education Act as follows:

a) Evaluation of Scientific Activities

Scientific activities of the candidate are evaluated. The candidate must have a doctoral degree and should demonstrate creativity and practical experience in their academic discipline. Two or three most important works of the candidate in the past election period must be specifically evaluated, as well as the candidate's recognition in national and international scientific community.

b) Evaluation of Professional Ability

Evaluation is based on candidate's professional performance, such as preparation of publications, projects, patents etc.

c) Evaluation of Educational Ability

Evaluation is based on candidate's educational performance.

RECOMMENDATION

Evaluator shall write a brief summary of the evaluation report, including recommended title and field of habilitation for the candidate.

The evaluator may not recommend the candidate for academic promotion.

SUBMISSION OF THE EVALUATION REPORT:

Evaluation Report shall be submitted as a signed electronic version via e-mail to the address info@mps.si.



SHORT SUMMARY OF HABILITATION REGULATIONS

INTRODUCTION

The academic ranks of faculty members (university teachers) are, in descending order: Full Professor (*ordinarius*), Associate Professor (*extraordinarius*), Assistant Professor (*docent*).

Full professors are elected by the senate for an indefinite period (full tenure). Associate Professors and Assistant Professors are elected by the senate for 5 years.

The promotion procedure starts with the candidate's application for an academic rank within an academic discipline. The application includes the candidate's biography and bibliography.

The senate appoints 3 or more reviewers. A reviewer can be a university teacher with a rank higher or equal to the rank of the candidate in the application.

The reviewers should submit their reports within one month. The reports are confidential.

To be elected to an academic rank as Full Professor, Associate Professor or Assistant Professor, a doctoral degree is a prerequisite. Criteria refer to the research achievements, teaching ability and professional performance of the candidate.

Assistant Professor

For the rank of **Assistant Professor**, the qualitative criteria include:

- the ability to efficiently solve research and professional problems;
- a bibliography in the academic discipline;
- publishing or presenting their work in a form accessible to the professional community;
- a demonstration of teaching skills; and
- a positive evaluation by the reviewers.

Quantitative criteria require at least three contributions in journals with impact factor with first authorship.

Associate Professor

For the rank of **Associate Professor**, the qualitative criteria include:

- the ability for independent research or professional activity, creating new knowledge in the academic discipline;
- a bibliography relevant to the academic discipline;
- publishing or presenting their achievements in a form accessible to the professional;
- at least 3 months of continuous research or teaching activity at a foreign university or research institute;
- engagement in the education of future academic staff documented as one of the following:
 - supervision or co-supervision of a completed Doctoral thesis;
 - supervision of a completed thesis at any level that received a national or international prize;
 - supervision of two completed Master degree theses.
- proven success in the education or research guidance of students; and
- a positive evaluation by the reviewers and by the students.

Quantitative criteria require at least 7 publications in journals with impact factor with first or leading authorship, of which at least 4 since the last election in the previous academic rank.



Full Professor

For the rank of **Full Professor (Professor)**, the qualitative criteria include:

- the creation of new knowledge at the frontline of the academic discipline;
- publishing or presenting their opus which is of national importance and has international significance;
- contributions to the national culture and global knowledge in the academic discipline;
- proven global recognition;
- an ability for leading and directing research or professional activity in the academic discipline;
- proven care for the development and material basis of their academic discipline;
- a pertinent bibliography or presentations as a leading author in a form accessible to the professional community at home and abroad;
- proven care for the education of future academic staff: successful supervision of a completed PhD thesis or equivalent achievements;
- proven achievements in the training or research guidance of students;
- the transfer of academic experiences from abroad: at least 3 months' activity at a foreign academic institution; and
- a positive evaluation by the reviewers and by the students.

Quantitative criteria require at least 14 publications with impact factor (of which at least 7 since the last election in the previous academic rank) with first or leading authorship.

Second and further elections to the same academic rank

For second and further elections in the same academic rank, the candidate must fulfill at least half of the quantitative requirements for a given rank since the last election to this rank.