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On the basis of the Article 55, section 8 of the Higher Education Act (Ur. l.(Official Gazette) RS no. 67/93, 99/99, 64/01, 100/03 and 63/04) and article 253, point 17 of the Statute of the University of Maribor (Statute UM-UPB6, Ur. l. RS, no. 90/2008) the Senate of the University of Maribor, on.....adopted the

CRITERIA FOR APPOINTMENT TO THE TITLES OF UNIVERSITY TEACHERS, SCIENTISTS AND EMPLOYEES OF HIGHER EDUCATION UPB 1

Article 1

By this act, the University of Maribor (hereinafter: the university) determines the exact conditions and minimum criteria for appointment to the titles of university teachers, scientists and employees in higher education (hereinafter: the Criteria).

Article 2

Educational, scientific, artistic and professional work, in higher education institutions, is carried out by the university teachers, scientists and employees in higher education.

THE TITLES OF UNIVERSITY TEACHERS IN HIGHER EDUCATION ARE:

- full professor,
- associate professor,
- assistant professor,
- lector

for carrying out vocational higher education programmes, also

- senior lecturer,
- lecturer.

THE TITLES OF SCIENTIST ARE:

- scientific consultant,
- senior scientist,
- scientist.

THE TITLES OF EMPLOYEES IN HIGHER EDUCATION ARE:

- assistant,
- librarian,
- professional consultant,
- senior professional employee,

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- professional employee,
- teacher of skills (foreign language teacher, sports teacher).

Article 3

Candidates, who beside the conditions determined by the law, proven scientific or artistic, educational and professional work, scientific or educational creativity, pedagogical and professional competence, professional experience in adequate practice determined by each member of the University and actively speak at least one world language, may be appointed to the titles of university teachers, scientists and employees of higher education.

Pedagogical competence is not to be established for scientists.

Article 4

For the title:

1. a full professor, associate professor, assistant professor, scientific consultant, senior scientist and scientist may be appointed a person with a title of doctor of science;
2. a full professor, associate professor and assistant professor of arts disciplines may be appointed a person who has completed at least the second cycle study programme and has recognized artistic works. The artistic competence or creativity of teachers from point 2 of this article has to be recognized in the way and after the criteria for the recognition of important artistic works, adopted by the Senate of the University upon the prior expertise of the senates of single members, for the teaching of subjects, where for the competence of teachers, the artistic competence is more important than the scientific competence;
3. a lector may be appointed a person who has completed at least the second cycle study programme of linguistic orientation and fulfills the conditions of the Article 17 of these Criteria and other conditions of these Criteria;
4. a senior lecturer may be appointed a person who has completed at least the second cycle study programme and has 10 years of professional experience in the adequate practice;
5. a lecturer may be appointed a person who has completed at least the second cycle study programme and has five years of professional experience in the adequate practice;
6. an assistant may be appointed a person who has completed at least the second cycle study programme in the appropriate orientation and has been extremely successful during the study, as well as during the re-appointment with the projects, publications or public presentations that

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prove the capability for scientific or artistic work. The university member defines the criteria of success during the study in detail, in the more demanding criteria of the university member, determined in the Article 29;

7. a professional consultant may be appointed a person who has completed at least the second cycle study programme of the appropriate orientation and has 15 years of professional experience in the adequate practice;
8. a senior professional employee may be appointed a person who has completed at least the second cycle study programme of the appropriate orientation and has 10 years of professional experience in the adequate practice;
9. a professional employee may be appointed a person:
 - ✓ who has completed at least the second cycle study programme of the appropriate orientation and has two years of professional experience in the adequate practice;
 - ✓ who has completed at least the first cycle study programme of the appropriate orientation, where a university education is not being carried out and has five years of professional experience in the adequate practice;
- 10.a teacher of skills may be appointed a person who has completed at least the second cycle study programme of the appropriate orientation and as a rule has five years of professional experience in the adequate practice. Among teachers of skills are also included language teachers at the nonlinguistic study orientation and sports teachers;
- 11.a librarian may be appointed a person who has completed at least the second cycle study programme in the appropriate orientation, librarian examination, and has three years of adequate practice.

Article 5

Candidates may be appointed to the titles of university teachers and higher education employees for the scientific, professional and artistic disciplines of the members of the University of Maribor or for the fields determined by study programmes and the study fields of the members of the University of Maribor.

Article 6

For the assessment of creativity as a criterion for the appointment or re-appointment to the title, the candidate's scientific and research or artistic and professional activities are taken into consideration.

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With cooperation from the adequate practice outside the university, the candidate's employment in the field of appointment and the realization of scientific and professional achievements in the practical field of activity, in which graduates of the field of study are employed, is taken into consideration.

For the assessment of scientific research activity for the appointment, the following is taken into consideration:

1. published scientific research works and granted patents from the field of appointment;
2. cooperation in research projects (international, national, regional and local);
3. international reputation (citations) in scientific literature;
4. international and national recognitions and awards for scientific research work;
5. membership in international and national academies of science;
6. successful solving of scientific problems, development of scientific methods and equipment;
7. heading of a research group (programmatic group at the ministry or programmatic core at the university) or active collaboration in it;
8. transfer of experiences onto young researchers (mentorships for doctoral and master candidates)
9. active work in the formation of research policy (international and national);
10. cooperation in international scientific committees of European and global consultations;
11. cooperation in international editorial boards of scientific journals;
12. Review work (articles, books, projects) in international and national milieu.

For the assessment of artistic activities, for the appointment, the following is taken into consideration:

1. public performance, publication or presentation of the artistic work defined by the profession as top achievement in the international sphere;
2. public performance, publication or presentation of the artistic work defined by the profession as an important achievement in the international sphere;
3. public performance, publication or presentation of the artistic work at the important exhibitions of national importance;
4. public performance, publication or presentation of the artistic work defined by the profession as an important achievement of national importance;
5. public performance, publication or presentation of the artistic work at an international level;

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6. public performance, publication or presentation of the artistic work with a published art review;
7. public performance or presentation of the artistic work.

For the assessment of professional activity, for the appointment, the following is taken into consideration:

1. published professional works and realized patents from the field of the appointment;
2. cooperation in professional projects (international, national, regional, local, entrepreneurial);
3. cooperation in national councils, governmental or state administrative organs;
4. successful solving of professional problems, development of professional methods and equipment;
5. realization of professional projects, investments, development and equipping;
6. realized innovations, organizational and technical improvements in economic or service organizations outside education and research;
7. international and national recognitions and awards for professional work;
8. membership in international and national professional associations and functions within the same;
9. heading of professional groups in economic and service organizations outside education and research;
10. transfer of experience onto the young professionals (mentorships in economic or service organizations outside education and research);
11. cooperation in editorial boards of professional journals.

For the assessment of cooperation in the appropriate practice outside the university, for the appointment, the following is taken into consideration:

1. working experience (employment) in the business or service organizations outside education and research in the professional field of appointment;
2. working experience in research organizations outside the University of Maribor, especially abroad;
3. realized research and development projects in economic or service organizations outside education and research;
4. leading of economic or service organizations outside education or research;
5. leading of organizational units, boards, committees, works and activities in education, research or in a field of art;
6. organization of international and national meetings (scientific, professional or artistic) in education, research or in a field of art.

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Article 7

For the assessment of pedagogical competence, for the appointment, the following is taken into consideration:

1. well versed in the field, in which the candidate carries out educational work;
2. capability to organize educational work, innovation, contemporaneity, understandability and successful lectures, practices, seminars, consultations and examinations;
3. development of study programmes, orientations, subjects, laboratories...;
4. dedication and effectiveness in introducing students to scientific, artistic and professional work;
5. mentorship at diploma, specialization, master and doctorate works, as additional or other postgraduate education;
6. relation to colleagues and students, stimulate and support, especially, younger colleagues in scientific, artistic, pedagogic and professional work as well as in publishing and public reporting on their work, care for rising teachers;
7. students' opinion on pedagogic work;
8. professional, pedagogic and methodical value of pedagogical help, mainly textbooks.

Article 8

Candidates for the appointment to the title of university teacher have to be adequately pedagogically qualified in accordance with the Article 7 of these Criteria.

At the first appointment to the titles of university teachers, the pedagogic competence is established by a public test appearance for the adequate title within the framework of the University.

For the first appointment to one of the titles at the University, the candidate has to prove that he or she actively speaks at least one world language, which is important for the profession.

At the further appointments, in the time after the first appointment, the candidates have to prove themselves through successful educational work and adequate international experiences.

At the re-appointment to the same title, in the period from the last appointment, the candidates have to fulfill at least 50% of points for appointment to the higher title for every activity, with granted points necessary for first appointment to the higher title.

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Article 9

Before the declaration of the title, a full professor has an inaugural lecture at the university.

Teachers of art disciplines, instead of the lecture, may publically present their artistic work.

As a rule, the inaugural lecture is held upon the appointment at the Senate of the University, in one-month time.

Article 10

The Senate of the University appoints full professors and scientific consultants for an unlimited period of time.

Associate professors, assistant professors, senior lecturers, lecturers, lectors, higher scientific employees and scientific employees are appointed by the senate of the member of the university for a period of five years after previously acquired consensus from the Senate of the University.

To the title of professional consultant, senior professional employee, professional employee, teacher of skills (foreign language teacher, sports teacher) and librarian are firstly appointed for a period of three years upon previously acquired consensus from the Senate of the University, in further appointments for a period of five years.

Assistant is appointed to the title for a period of three years.

To the title, the assistant is appointed the second time (after three years), if he or she proved successful in the educational, scientific or artistic work, has proof of pedagogical competence and has completed all obligations except the master thesis in accordance with the programme for acquiring the master degree or other concluding obligations in the postgraduate study.

The assistant may be appointed to the title for the third time (after six years), if he or she has at least a master or specialization equal to master degree in accordance with the programme for acquiring the education, or is enrolled in the third year of a unique doctoral study, and for the fourth appointment (after nine years) a doctorate of science is necessary and previous consensus from the Senate of the University.

The assistant in artistic disciplines may be appointed to the title the third time, if he or she is creative in the artistic field, the fourth time if he or she has recognized artistic works and acquires previous consensus from the Senate of the University.

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The Mandate of the university teachers, scientific employees and employees in higher education may be extended for the time of absence from work due to a maternity leave, military service or if a person has long lasting health problems. In regards to the latter, it is necessary to obtain an opinion of the senate of the university member in which the person is employed. The decision on extending the mandate issues the dean of the university member, in which he or she is appointed, based on the recommendation of university teacher, scientific employee or employee in higher education.

(QUALITATIVE AND QUANTITATIVE EVALUATION)

Article 11

The value of scientific, artistic or professional work is primarily evaluated by the quality and quantitatively by granting points. For the complete presentation of the activity, and as an aid in writing a biography and bibliography, "INSTRUCTIONS for carrying out Criteria for appointment to the titles of university teachers, scientific employees and employees in higher education", are used.

Article 12

To the title of assistant, a person may be appointed if he or she fulfils all the following conditions:

1. has a university education of the appropriate orientation;
2. has shown competence for professional, scientific or artistic work;
3. has a positive assessment from at least three members of the expert committee.

Article 13

To the title of a librarian, a person may be appointed if he or she fulfils all the following conditions:

1. has a university education of the appropriate orientation, a librarian exam and three years of appropriate practice;
2. has shown competence for independent professional work;
3. has a positive assessment from at least three members of the expert committee.

Article 14

To the title of lecturer, a person may be appointed who fulfils all the following conditions:

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1. has completed the second cycle study programme of the appropriate orientation and has five years of professional experience in the appropriate practice;
2. has gained recognition in his or her discipline or in the field for which he or she wants to be appointed;
3. completes a public preliminary lecture;
4. has a positive assessment from at least three members of the expert committee.

Article 15

To the title of senior lecturer, a person may be appointed who fulfils all the following conditions:

1. has 10 years of professional experience in the appropriate practice and has completed at least the second cycle study programme;
2. has professional works that prove candidate's recognition in the field in which he or she wishes to be appointed;
3. has an appropriate bibliography for the field in which he or she wishes to be appointed;
4. has a positive assessment of the pedagogic work and completes a public preliminary lecture, if it is the first appointment;
5. has a positive assessment from at least three members of the expert committee.

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Candidate for the appointment to the title of senior lecturer in regards to the extent (quantity) fulfils the condition from the Article 15, points 2 and 3, in case, during the assessment of published works, he or she cumulatively obtains 16 points.

Article 17

To the title of lector, a person may be appointed who fulfils all the following conditions:

1. has three years of appropriate pedagogic practice and at least three months of activity in the appropriate linguistic surrounding, except in the case of classical languages;
2. has shown competence for professional and pedagogic work;
3. has a positive assessment from at least three members of the expert committee.

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Article 18

To the title of assistant professor, scientific employee, a person may be appointed who fulfils all the following conditions:

1. has a doctorate of science or a decision on recognized artistic works;
2. has a positive student evaluation (in case if he or she previously cooperated in pedagogical process and the student survey has been conducted);
3. is successful in solving scientific, artistic or professional problems;
4. has an appropriate bibliography for the field in which he or she wishes to be appointed;
5. has published or publically presented works in a form recognized by the profession in domestic and international professional public in the field in which he or she wishes to be appointed;
6. fulfils conditions for active researcher in the project group in accordance with the rules of the competent ministry, if the candidate is appointed for the field of scientific discipline;
7. successfully cooperates with appropriate profession outside the university;
8. has a positive assessment from at least three members of the expert committee.

To the title of assistant professor a person may be appointed who fulfils all conditions from section 1 of this article, and following additional conditions:

1. has a verified pedagogic activity, or performs a public preliminary lecture, if it is the first appointment.

Article 19

The candidate for the appointment to the title of assistant professor has to fulfill the qualitative and quantitative conditions. At least three scientific works have to be published (and artistic works presented) in a way that the field of expertise recognizes international importance and importance for the national or state identity or culture in accordance with the Article 24 of these Criteria. In three works (from previously mentioned three works) the candidate has to be the first or the leading author.

The candidate for the appointment to the title of assistant professor in the extent (quantity) fulfils the conditions from the Article 18, section 1, point 2, 3 and 4, if he or she attains cumulatively 20 points in the assessment of the published works, from which at least 10 points from scientific or artistic, and at least five points from the professional activity.

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Article 20

To the title of associate professor, senior scientific employee, a person may be appointed who fulfils all the following conditions:

1. has a doctorate of science or a decision on the recognition of the artistic work;
2. is competent to independently work and create new scientific or artistic knowledge or creations in his or her field;
3. has an appropriate bibliography for the field in which he or she wishes to be appointed;
4. has published or publically presented works in a form recognized by the profession for the establishment in the domestic and international professional public from the field, in which he or she wishes to be appointed, and other publications, professional critics subjected to scientific or artistic work;
5. fulfils conditions for a responsible carrier of projects and the mentor of young researchers in accordance with the rules by the competent ministry, if the candidate is appointed for the field of scientific discipline;
6. cares for scientific or artistic new generation as a mentor, co-mentor or reviewer at the I., II., or III cycle of studies;
7. has evident leadership organizational skills;
8. successfully cooperates with the appropriate practice outside the university;
9. has an evident international reputation and international cooperation;
10. has a positive assessment from at least three members of the expert committee;
11. successful pedagogical or research or artistic work with students.

To the title of associate professor, may be appointed a person who fulfils all conditions from section 1 of this article, and following additional conditions:

1. has verified pedagogic activity (for the past appointment period)
2. has a positive student opinion.

Article 21

A candidate for the appointment to the title of associate professor has to fulfill qualitative and quantitative conditions. At least six scientific works have to be published (and artistic works presented) in a way that the field of expertise recognizes international importance and importance for the national or state identity or culture in accordance with the Article 24 of these Criteria (of which at least three works after the last appointment). In three works (from previously mentioned six works) the candidate has to be the first or the leading author.

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The candidate for the appointment to the title of associate professor in the extent (quantity) fulfills the conditions from the Article 20, section 1, point 2, 3, 4, 5 and 6, if he or she attains cumulatively 50 points in the assessment of the published works, and of which at least 25 points from scientific or artistic and at least 12.5 points from pedagogic and 12.5 points from the professional activity (or 30 points from the last appointment of which 15 points from scientific or artistic activities, at least 7.5 points from pedagogical and at least 7.5 points from the professional activity).

Article 22

To the title of full professor and scientific consultant may be appointed a person who fulfils all the following conditions:

1. has a doctorate of science or a decision on the recognition of the artistic work;
2. scientifically or creatively works to achieve top new knowledge or in the field of artistic creativity;
3. publishes works or creations in the international sphere and nationally important works;
4. deepens and completes scientific or artistic achievements as well as cares for their application or enrichment of Slovenian and international knowledge and culture;
5. has evident international reputation and international cooperation;
6. is competent to resolve the most difficult scientific, artistic or top professional problems;
7. has a competence to lead research or artistic groups;
8. cares for the development and equipment of his/her field;
9. has an adequate bibliography for the field, in which he or she wishes to be appointed, in which have to be stated independent (is first author) scientific or complete artistic works, which are important for the development of the profession in the international and national frameworks;
10. fulfils the conditions for a responsible carrier of projects and the mentor to young researchers, in accordance to the rules of the competent ministry;
11. has published or publically presented works in the form recognized by the profession for the establishment in domestic and international professional public in the field for which he or she wishes to be appointed;
12. has been a mentor to graduates in I. and II. and mentor or commentator to graduates of III cycle of studies.
13. successfully cooperates with an adequate practice outside the university;
14. has a positive assessment from at least three members of the expert committee;

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15. successful pedagogical or scientific or artistic work with students at the university.

To the title of full professor a person may be appointed who fulfils all the conditions from section 1 of this article and following additional conditions:

1. has an evident pedagogical activity (for the entire past appointment period);
2. has a positive student opinion.

Article 23

A candidate for the appointment to the title of full professor has to fulfill qualitative and quantitative conditions. At least 12 scientific works have to be published (and artistic works presented) in a way that the field of expertise recognizes international importance and importance for the national or state identity or culture, in accordance with the Article 24 of these Criteria (of which at least six works after the last appointment). In six works (from previously mentioned 12 works) the candidate has to be the first or the leading author.

The candidate for the appointment to the title of full professor in the range (quantity) fulfills the conditions from the Article 22, section 1, point 2, 3, 8, 9, 10, 11 and 12, if he or she attains cumulatively 80 points in the assessment of the published works, and of which at least 40 points from scientific or artistic and at least 20 points from pedagogic and 15 points from the professional activity (or 30 points from the last appointment of which 15 points from scientific or artistic activities, at least 7.5 points from pedagogic and at least 7.5 points from the professional activity).

Article 24

Scientific works with international importance recognized by the profession are:

1. a scientific monograph;
2. an independent scientific article within a monograph;
3. an original scientific article in journals with an impact factor (JCR) or in journals indexed in SCI, SSCI or A&HCI databases;
4. Original scientific articles in the journals outside SCI, SSCI or A&HCI, with an international board of reviewers listed in international bibliographic databases, which were confirmed by the Senate of the UM on the suggestion from the member of the university.

Scientific works with national importance (for national branches – Slovenian and Hungarian language departments) recognized by the profession are:

1. a scientific monograph;

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2. an independent scientific article within a monograph;
3. an original scientific article in journals with an impact factor (JCR) or in journals indexed in SCI, SSCI or A&HCI databases, or in journals, which list is confirmed by the Senate of the UM based on the proposal of the senate of the member;
4. original scientific articles in journals outside SCI, SSCI or A&HCI, with an international board of reviewers listed in international bibliography databases. The scientific experts on fields of Slovenian and Hungarian language prepare a proposals of the most important international indexed databases confirmed by the Senate of the UM, based on the proposal of the senate of a member.

(EVALUATION)

Article 25

SCIENTIFIC RESEARCH ACTIVITY is evaluated in the following way:

1.	Scientific monograph	
1.1.	published by a publishing house with its headquarters in the country that is a member of OECD with international bookselling network	up to 15 points
1.2.	published by a national publishing house (for national branches – Slovenian and Hungarian language)	up to 15 points
1.3.	published by a national or other publishing house	up to 10 points

2.	Independent scientific article in a monograph	
2.1.	published by a publishing house with its headquarters in the country that is a member of OECD with international bookselling network	up to 8 points
2.2.	published by a national publishing house (for national branches – Slovenian and Hungarian language). Scientific fields of Slovenian and Hungarian language prepare a proposal of the most important national publishing houses, which on the proposal of the senate of the university member approves the Senate of the UM.	up to 8 points
2.3.	published by the national publishing house	up to 6 points

3.	Published scientific contributions in their entirety at conferences	
3.1.	invited introductory or plenary lecture at the international conference	up to 5 points
3.2.	usual lecture at the international conference	up to 2 points

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3.3.	invited introductory or plenary lecture at the national conference	up to 2 points
3.4.	usual lecture at the national conference	up to 0.5 points
4.	Reviewed original scientific articles	
4.1.	original scientific articles in journals Nature (ISSN 0028-0836) or Science (ISSN 0036-8075)	up to 15 points
4.2.	original scientific articles in journals, determined by Section 3 point 1 (or Section 2 of the national branch – Slovenian and Hungarian language) of the Article 24.	up to 8 points
4.3.	original scientific articles in journals, determined by Section 1 point 4 (or Section 2 of the national branch – Slovenian and Hungarian language) of the Article 24.	up to 4 points
4.4.	original scientific articles in the national journals outside SCI, SSCI or A&HCI	up to 2 points
4.5.	original scientific articles in journals with an editorial boards	up to 1 point
5.	Reviewed other scientific articles	
5.1.	examined scientific article	100% in regards to categorization of journals (4 pt.)
5.2.	short scientific contribution	50% in regards to categorization of journals (4 pt.)
6.	Patent, the product of scientific research work	
6.1.	European, American, Japanese	up to 12 points
6.2.	domestic and other	up to 5 points
7.	Project reports	
7.1.	framework programmes of the EU, EUREKA, NATO, OECD, WTO, WB, IMF	up to 4 points
7.2.	bilateral international programmes	up to 2 points
7.3.	annual national programmes	up to 1 point
7.4.	entrepreneurial programmes or programmes of local communities	up to 0.5 points

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Article 26

ARTISTIC ACTIVITY is evaluated in the following way:

1.	Public performance, presentation of an artistic work defined as a top achievement in the international sphere by the profession	up to 15 points
2.	Public performance, publication or presentation of an artistic work, defined as an important achievement in the international sphere by the profession	up to 12 points
3.	Public performance, publication or presentation of an artistic work at the important presentations of national importance	up to 10 points
4.	Public performance, publication or presentation of an artistic work defined by the profession as an important achievement of national importance	up to 8 points
5.	Public performance, publication or presentation of an artistic work on an international level	up to 5 points
6.	Public performance, publication or presentation of an artistic work with a published review	up to 2 points
7.	Public performance or presentation of an artistic work	up to 0.5 points

Article 27

PEDAGOGICAL ACTIVITY is evaluated in the following way:

1.	University textbook	
1.1.	textbook with a review published by an international publishing house	up to 12 points
1.2.	textbook with a review published by a national publishing house	up to 8 points
1.3.	Script	up to 6 points
1.4.	Lecture notes	up to 4 points
1.5.	collected material	up to 2 points
2.	Other textbooks	
2.1.	school, elementary school or other textbook with a review, published abroad	up to 8 points
2.2.	secondary school, elementary school or other textbooks with a review	up to 5 points
3.	Other learning material	up to 1 point

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4.	Popular scientific and popular professional articles	up to 0.5 points
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5.	Postdoctoral education in the duration of at least half a year	up to 10 points
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6.	Lecture	
6.1.	guest lecturer at a university abroad	up to 10 points
6.2.	lecture to foreign students at the UM	up to 4 points

7.	Mentorship	
7.1.	at diploma seminar works (in double major study programmes)	up to 0,3 points
7.2.	at diploma works	up to 0,5 points
7.3.	at student research thesis or student artistic projects	up to 0,5 points
7.4.	at awards at the faculties	up to 1 point
7.5.	mentorship for foreign students	up to 1,5 points
7.6.	at specialized works	up to 1,5 points
7.7.	at Parlach Awards at the UM, company awards, expert associations, state organs	up to 2 points
7.8.	at masters works	up to 2 points
7.9.	at doctorates	up to 3 points
7.10.	at nationally awarded works abroad	up to 3 points
7.11.	at international awarded works abroad	up to 4 points

Mentorship stated under the points 7.1., 7.2., 7.3., 7.4., 7.6., 7.8. or 7.9., performed at a university abroad, receive double points.

Article 28

PROFESSIONAL ACTIVITY is evaluated in the following way:

1.	Professional monograph	
1.1.	published by an international publishing house	up to 6 points
1.2.	published by a national publishing house	up to 3 points

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		points
2.	Independent professional contribution in a monograph	
2.1.	published by an international publishing house	up to 3 points
2.2.	published by a national publishing house	up to 1 point
3.	Manual, dictionary, lexicon, atlas, map	up to 8 points
4.	Bibliography	up to 3 points
5.	Published professional contributions at conferences	up to 1 point
6.	Editor or a co-editor of a journal, monograph	
6.1.	published by an international publishing house	up to 5 points
6.2.	published by a national publishing house, institution or association	up to 3 points
7.	Reviewer of a monograph or a textbook	
7.1.	published by an international publishing house	up to 2 points
7.2.	published by the national publishing house	up to 1 point
8.	Translator of a monograph	up to 4 points
9.	Professional article	
9.1.	in publications with an impact factor (JCR) or in publications indexed in SCI, SSCI or A&HCI databases	up to 3 points
9.2.	in other publications	up to 1 point
10.	Review, book presentation, critique	
10.1	in publications with an impact factor (JCR) or in publications indexed in SCI, SSCI or A&HCI databases	up to 3 points
10.2.	in other publications	up to 1 point
11.	Project documentation	up to 1 point
12.	Final report on research results or student art	up to 1 point

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	project	
13.	Expert's detailed report, preliminary study, study	up to 1 point
14.	Software	up to 2 points
15.	Expert opinion, arbitrary ruling	up to 1 point
16.	Scientific film, sound or video recording or documentary recording of an artistic project	up to 1 point
17.	Exhibition	up to 2 points
18.	Other documented professional activity upon a judgment of expert committees.	altogether up to 20 points

Article 29

More demanding criteria from Articles 16, 19, 21 and 23 may be proposed by the senate of the members of the University, and are further adopted by the Senate of the University. In regards to the previous, the criterion of the international importance and reputation has to be consistently taken into consideration.

More demanding criteria, which can be proposed by the university member are:

- placement or minimal rank of defined number of scientific or artistic works,
- different valuing of number of points from the Articles 25 to 28 of the Criteria on considering known and authentic factors,
- for associate and full professors, a defined number and type of citations and defined information source, which is respected for citations,
- for associate and full professors, a defined number and type of university textbooks (Article 27 point 1 of this Criteria),
- for associate and full professors, a defined number of mentorships or co-mentorships at a defined level of study, which is easily replaced with scientific or artistic works (Article 27 point 7 of this Criteria),
- a higher number of scientific or artistic works and/or higher number of points (Article 16, 19, 21, 23 of this Criteria).

In the university member Criteria, the latter can propose that, as a rule, only a quarter of publishings at the most, taking into consideration sharpened

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placement or rank and the higher number from the previous paragraph, can be substituted:

- with defined number of mentorships in the third cycle study, and/or
- with defined mentorships in the second cycle study, and/or
- with defined number of accepted patents in EU, USA, Canada, Japan, Australia, and/or
- with coordinating an international project in defined extent (overall project extent), and/or
- with leading international project work with defined extent (portion in the project), and/or
- with research or lectures on research institute abroad or in the developing department of a well known foreign enterprise with defined number of months of uninterrupted research, and/or
- with a project in defined extent.

Criteria in regards to scientific or artistic works from the Article 24, section 1 or 2, point 4 of the Criteria of the UM, in regards to a previous section, the university member cannot sharpen them and they cannot be substituted.

Numbers and extents from the third section defines the senate of the university member in the criteria of the university member, on the basis of equivalent work necessary for publishing of an original scientific article in publications with an impact factor.

University members can, in the framework of more demanding criteria, define the order, length and type of testing of professional experiences in the adequate practice for every field individually.

Article 30

The proceeding for the appointment or re-appointment to the title of university teacher, scientific employee and employee in higher education begins after the candidate files in an application personally.

At the re-appointment and the appointment for a higher title, the proposal or the application has to be filed within six months at least, before the end of the mandate.

The proposal or the application for appointment is too early, if it is filed earlier than nine months before the mandate runs out.

Article 31

In the proposal or application the subject field for which the candidate wishes to obtain a title has to be named and all necessary documents and evidence, defined in the separate rules, have to be attached.

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If the application or the attachments are incomplete, there are misunderstandings or it is wrongly composed, the service competent for personnel affairs of the member of the university calls the candidate to correct the imperfections within a certain period of time.

If the candidate does not correct the imperfections in the defined period of time, it is assumed that he or she has withdrawn the application.

Time period for completion of the application is at least 15 and at the latest 30 days.

Article 32

The senate of the member of the university handles the candidate's application, and within one month after the filing of the proposal or application, a committee, of a minimum three members for the making of an expert report on the candidate's fulfillment of the conditions for the appointment to the appropriate title, is appointed.

The committee must be constituted of university teachers and scientific employees who have equal or higher title than the title for which the candidate is applying for.

There has to be at least two university teachers in the committee with a title in the field, for which the candidate is being appointed. At least one of the members of the committee has to be from another faculty or college and at least one member from the university member where the candidate is being appointed. For candidates for assistant professors, associate professors, full professors, scientific employees, senior scientific employees or scientific consultants, there has to be at least one member of the committee from another university. In the committee, one retired teacher or one scientific employee may also cooperate.

The committee can have five members at the most.

Article 33

Expert reporters, each for himself or herself, prepare an independent report for university teachers and scientific employees and one joint report for employees in higher education on how the candidate fulfills the conditions regarding the professional competence, scientific or artistic creativity, practical experience in the profession as well as regarding the pedagogical

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competence, and they suggest the title to which the candidate shall be appointed.

For a candidate, where pedagogical competence is established by a preliminary test lecture, the committee, in accordance with the candidate, determines the theme and the date of the preliminary test lecture and evaluates the preliminary test lecture. The president of the committee hands in a special written report on this.

Article 34

The members of the committee, each for himself or herself, elaborate their independent report for university teachers and scientific employees in higher education and a joint report for employees in higher education and give a proposal for the appointment to an appropriate title, when they study the proposal and receive the documentation that always contains the students' opinion. The report is prepared at the latest, within three months from the nomination of the committee.

The report has to contain:

1. the opinion on the scientific or artistic creativity of the candidate;
2. the opinion on the professional competence and professional activity of the candidate;
3. the opinion on the professional experience of the candidate in the appropriate practice and the adequateness of it;
4. the opinion on the pedagogical competence and success of the candidate, especially also the students' opinion;
5. the opinion, to which extent the candidate's innovativeness, artistic or research activity is based on the achievements of contemporary science or arts and the field of expertise;
6. the opinion on the candidate's organizational competence and work within the University;
7. the proposal of the title to which the candidate shall be appointed.

Article 35

At all time during the proceeding, all the documentation, which has been the basis for making of report and issuing of a rule for the appointment, must be made accessible to the candidate.

The reports with the complete documentation and eventual remarks of the candidate are then forwarded for discussion and decision making to the senate of the member of the university.

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If the candidate is being appointed to the title or a higher title for the first time, the senate of the member of the university has to previously obtain a consensus from the Senate of the University. For example, if consensus is not reached, process presumptions do not exist for continuation of the proceeding of the appointment, and the dean of the university member is obliged to issue an order to suspend the proceeding.

Decision of the senate of the university member or the university senate in regards for the appointment to the title is an electoral decision and not a decision made at one's discretion.

Article 36

The opinion on the pedagogical capabilities is formed on the basis of the opinion of the reporters or the committee at the inaugural lecture and the student survey carried out every year after the lectures are finished.

Article 37

University teachers are appointed to the titles in one of the following orders:

1. lecturer, assistant professor, associate professor and full professor;
2. assistant professor, associate professor and full professor.

At the higher education vocational program of the I. cycle, higher education teachers may be appointed to the titles in the following order as well:

1. lecturer and senior lecturer.

Scientific employees are appointed to the titles in the following order: scientific employee, senior scientific employee, and scientific consultant.

Scientific employees, upon fulfilling the pedagogical conditions, may also be appointed for the adequate titles of university teachers.

The senate of the university member and the University Senate upon the appointment to the pedagogical title of the candidate, appoints also to the adequate scientific or research title, irrespective of the candidate's application:

Adequate titles are

Assistant professor > scientist,

Associate professor > senior scientist,

Full professor > scientific consultant,

Senior lecturer, professional consultant > independent developer

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Lector, lecturer, senior professional employee > senior developer

Assistant (with the 1st cycle diploma) > assistant (researcher)

Assistant (with the 2nd cycle diploma) > assistant with masters

Assistant (with the 3rd cycle diploma) > assistant with doctorate

Professional consultant > independent developer

Senior professional employee > senior developer

Professional employee > developer

Teacher of skills > developer

Librarian > developer

Appointment period for pedagogic employees to the research title is equal to the appointment period to the pedagogical title.

The proceeding for an early appointment to the title, based on extraordinary achievements of the candidate may be started by three full professors from the candidate's field of expertise, who write three independent arguments. This provision is also logically applied for the skipping of a title.

Extraordinary achievements of the candidate, based on the section 5 of this Article, are important generally known international awards, extraordinarily important works with proven great reputation locally and abroad, an essential contribution to the development of a totally new field of research or artistic activity.

Untimely reaching of the qualitative and quantitative criteria is not automatically sufficient for an early appointment or the skipping of a title.

The Senate of the University, based on the proposal of the senate of the member and the opinion of the Habilitation Committee of the University, decides on the extraordinary and early appointment and the skipping of the title.

Article 38

University teachers, scientific employees and employees in higher education may be appointed to a higher title, even before the mandate expires, if they obtain a master, specialization or doctor of science or recognition of important artistic works after the appointment, and fulfill all requested conditions for the appointment to the higher title.

University teachers, even before the mandate expires, may be appointed to a higher title only if they reached a lower title for at least one complete mandate, and fulfill all required conditions for the appointment to the higher title.

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Article 39

Retired teachers, scientific employees and employees in higher education keep the title they had at the time of retirement.

Article 40

Habilitations obtained abroad, are recognized by the University of Maribor if the candidate presents appropriate evidence from which it derived that the habilitation obtained abroad is equal or comparable to the criteria demanded for the appointment to the appropriate title at the University of Maribor.

At other Slovenian universities and independent higher education institutes as well as habilitations obtained abroad are accepted by the University of Maribor, in case if the habilitation is used for performing temporary pedagogical, scientific or artistic work at the University of Maribor, or in the proceeding of obtaining accreditation from higher education institute established by the University of Maribor, or in the proceeding of accreditation the study programme of the University of Maribor at the Council of RS for higher education.

In case the habilitation is necessary for occupation of the working position, candidate may file in the application for recognition of habilitation at the university member. The application is handled according to the criteria, measures and proceeding, which are expected for the first appointment to the title.

TRANSITIONAL AND FINAL PROVISIONS

Article 41

Proceedings started before the validity of these Criteria are to be finished upon the "Criteria", adopted by the University Senate on 19.11.1996.

Article 42

Candidates, who do not fulfill the conditions for the appointment to a higher title, according to these criteria, may be re-appointed for the same title when they fulfill the conditions for the re-appointment to the title according to the "Criteria" from 19.11.1996.

The proceeding for the appointment to a higher title after these Criteria may start immediately, when the conditions for the appointment are fulfilled.

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Transitional and final provisions on the enforcement of Changes and completions of Criteria for appointment to the titles of university teachers, scientists and employees of higher education on 6.10.2006

Article 43
(cessation of validity of other acts)

On the day of validity of changes and completions of the Criteria, the Article 16 of Instructions for carrying out the Criteria for appointments to the titles of university teachers, scientists and employees in higher education ceases to be valid (Reports of the UM, no. XXIII-1-2005).

On the day of validity of these changes and completions of the Criteria, Obligatory interpreting of Criteria for appointment to the titles of university teachers, scientists and employees in higher education, which was adopted at the 24th session of the University Senate on 24.1.2006, ceases to be valid,

Article 44
(publication and validity of the regulations book)

These Changes and completions of the criteria for the appointments to the titles are published in the Report of the University of Maribor and come to force the following day upon its publication.

Transitional and final provisions on the enforcement of Changes and completions of Criteria for appointment to the titles of university teachers, scientists and employees of higher education on 22.11.2007

Article 45

Proceedings, started before putting into force the changes and completions of the Criteria for appointments to the titles of university teachers, scientists and employees in higher education (in the following: criteria) come to an end after the Criteria for appointments to the titles of university teachers, scientists

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and employees in higher education that were valid before these modifications and applications of criteria were put to force.

Article 46

(publication and validity of the regulations book)

These changes and supplements of the criteria for the appointments to the titles are published in the Reports of the University of Maribor and come to force the following day upon its publication.

Article 47

Criteria for appointment to the titles of university teachers, scientists and employees of higher education accepts the University Senate and comes into force the following day upon its publication in the Reports of the University of Maribor or on the web pages of the UM.

Rector of the University of Maribor
Prof. Dr. Ivan Rozman