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REGULATIONS BOOK ON THE PROCEEDING FOR APPOINTMENT TO THE TITLE OF UNIVERSITY TEACHERS, SCIENTISTS, AND EMPLOYEES IN HIGHER EDUCATION NO. A9/2008 – 51 MT (REPORTS OF THE UM NO. XXVI-9-2008) – VALID FROM 30.12.2008

On the basis of article 190, section 2 of the Statute of the University of Maribor (Ur. 1. RS no. 90/2008 – Statute of the UM, UPB 6), the Senate of the University of Maribor on 16.12.2008 adopted the following

**Regulations book on the procedure for appointment to
the title of university teachers, scientists and employees
in higher education
No. A9/2008 – 51 MT**

Article 1
(purpose of the regulations book)

By this regulations book, a proceeding for appointment to the title of university teachers, scientists and employees in higher education is defined.

Article 2
(meaning of terms)

Organ, according to this regulations book, is the organ of the university, respectively the organ of the university member, which has been granted authority by the Statute of the University of Maribor or from this regulations book, to decide on the proceeding for appointment to the title.

Organ of the university, according to this regulations book, is the university senate.

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Organ of the university member, according to this regulations book, is the senate university member

Assessment body is the student council of the university member.

Liable person of the organ, according to this regulations book, is the chairperson of the individual organ.

Public officer is the person, who in accordance with the Statute of the University of Maribor or with this regulations book, is authorized for deciding or for performing individual actions in the proceeding for appointment to the title.

The candidate submits the application in the proceeding for appointment to the title.

Terms written as masculine nouns, are in the regulations book used as neutral for both men and women.

Article 3 (exclusions)

Liable person of the organ, member of the organ or authorized public officer cannot decide or perform individual actions in the proceeding:

1. if he or she is that candidate, expert or candidate's authorized person,
2. if he or she is blood related to the candidate or to the candidate's authorized person in the immediate and distant family up until fourth generation, if he or she is in marriage, although if marriage concluded (divorced) and if he or she lives or has lived in a cohabitation,
3. if he or she participated in deciding of the organ on the first level,
4. If he or she, as a university member of the student council, participated in deciding for a proceeding in assessing pedagogical work of the candidate.

The expert member of the committee in the proceeding for appointment to the title has by law, which manages the administrative procedure, a role of

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an expert and does not have to cooperate during the handling and deciding on the appointment to the title of the candidate for whom the committee report has been made, as well as for the senate member and the Senate of the UM.

Liable person of the organ or authorized public officer, who would decide on the proceeding for the appointment to the title, must immediately, when he or she finds out the reason for exclusion from the first section of this Article, stop further decision making of the matter and inform the competent body, which is responsible for exclusion.

Reason for exclusion is not valid for members of expert committees of the organ of the university and the university member.

Article 4

Candidate can demand the exclusion of the liable person of the organ or the authorized public officer, if he or she finds out the reason for exclusion from Article 3, section 1, as well as when other circumstances trigger a doubt on his or her impartiality. In that case, the candidate must state the circumstances because of which, according to his or her opinion, the reason for exclusion has been given.

Liable person of the organ or the authorized public officer, whose exclusion was requested by the candidate, until the release of decision on the request for exclusion, cannot perform any actions during the proceeding, except for those that cannot be postponed due to a time limit.

Article 5

Rector of the university decides on the exclusion of the authorized public officer. The rector, in the order to exclude the authorized public officer, appoints another authorized public officer who performs the duties in the proceeding for appointment to the title.

The liable person excludes himself/herself.

In case if the exclusion is not performed, organ of the member/university decides on the exclusion of the liable person with an order.

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Members of the organ exclude themselves. In case the exclusion is not performed, the liable person of the organ, with an order, decides on their exclusion.

Against the order, with which the exclusion of authorized public officer, liable person of the organ member/the university is demanded, it is allowed to complain at the organ of the university. Complaint against the released order on the exclusion does not hold back the carrying out of the proceeding.

In the proceeding for appointment to the title, it cannot demand exclusion of the collegiate organ, in other words more than half of the members of the collegiate organ.

Article 6

Articles on the exclusion are also applied to members of the organ member and the university.

Article 7 (submitting an application)

Proceeding for appointment or re-appointment to the title of university teacher, scientist and employee of higher education begins upon an individual request of the candidate who files in the request at the university rectorate.

The candidate must hand in a handwritten application on an already prepared form, which is attached to this regulations book and it is published

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on the university website. The form can also be submitted electronically, as long as the university organ has technical capabilities to receive it.

The candidate must hand in the proposal or the application for a regular proceeding six months at the latest and not before nine months before the expiration of the appointment period. The candidate is solely responsible for handing in the application on time.

The proceeding of untimely appointment to the title, respectively the proceeding to skip the title, manages the Statute of the University of Maribor or the Measures for appointment to the titles.

Article 8

The application must be complete and legible so it can be dealt with by an organ. In the application, subject field or the subject for which the candidate wishes to obtain the title must be stated, and the title that the candidate wishes to obtain. Along with the application, all the necessary documents and evidence, which are an integral part of the application, must be attached, defined in the separate guidelines.

Article 9

If the application is incomplete, incomprehensible or not composed correctly, expert service of the university contacts the candidate to correct the faults in the time period defined in the request for completion.

If the candidate does not correct the faults in the given time period, the application is considered withdrawn.

Article 10

(beginning of the proceeding)

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Proceeding for appointment can begin only upon a request by the candidate.

In three days from receiving a complete application from the candidate, an expert service of the university informs a member, in which the candidate would go for appointment to the title, and hands out a copy of complete documentation.

The senate of the member, at the latest of one month upon receiving a notice on the filing a complete application, appoints a committee of at least three members for making out a an expert report on candidate's fulfillment of conditions for appointment to the title and an additional member, who is available in case if one of already appointed members does not hand in a report.

Until the centrality of the individual field is not defined with an additional act, the candidate states, in the application, in which university member he or she wants to be appointed. In case the university member, stated in the candidate's application, determines that it is not competent for appointment, the authorized official forwards the application to the appropriate university member. In case if the university member that received the forwarded application believes that it is not appropriate either, it must immediately inform authorized official. In that case, the senate of the university decides, which university member would be appropriate.

The dean of the university member, on the basis of resolution of the members of the senate, releases a resolution on appointing a committee for creating an expert report. That resolution is prepared by expert services of the university. In case if the candidate, in the proceeding, is the dean, his or her duties, during the proceeding are performed by an authorized vice-dean.

At the time when senate members are on vacation, the proceeding is suspended and the deadline is still.

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Article 11

In case if the senate of the university member, in the given time period, does not appoint members of the committee from Article 10, Section 3, the rector of the university in eight days appoints, in consultations with the dean, members from the register of members for defined scientific/artistic field, who have been already members of the committee in the previous proceedings.

Article 12

Expert services of the university, in 8 days from receiving candidate's complete application, invite the student council of the university member to hand in the assessment and present the results of the student survey. If the student council of the university member does not hand in the assessment in one-month time from the appeal, the assessment counts as positive. Positive assessment of the student council is a procedural condition for continuation of the proceeding.

Expert services of the university present, to the competent student council of the university member, available results of the student survey for the complete latter appointment period. In case if the appointment of the candidate is held at the university member, which is not his or her central university member, the student surveys, obtained from all university members where the candidate performs a pedagogic work, are presented.

In case if the candidate does not perform pedagogic work at the University of Maribor, and due to such, the student survey results are not available, upon a completed proceeding without a student evaluation, a provisional decision for a period of 18 months is issued. During that time, a survey is conducted; therefore student evaluation is obtained. In case if the assessment is positive, candidate receives a definite decision. In case if the negative assessment is issued, the provision ceases to be valid.

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Article 13

In case if the student council of the university member presents a negative assessment on the candidate, the rector of the university issues a decision to suspend the proceeding.

Student council of the university member, in case of issuing a negative assessment must explain in detail the latter with the adequate evidence.

Article 14

For the candidate, for whom the pedagogic qualification is determined through preliminary test lecturing, the dean of the university member, in a period of 8 days from receiving the notice on candidate's complete application, appoints, with a resolution, a special committee that in agreement with the candidate, decides on the theme and date of the preliminary test lecture and assesses the success of preliminary test lecture, which must be completed in a period of 15 days from the date of appointing the committee.

In a period of three days upon a completed preliminary lecture, the committee makes out a special report on the successfulness of the lecture.

Article 15

Committee for making out an expert report creates a report on how the candidate fulfils the requirements in regards to professional and pedagogic qualification, scientific or artistic productivity as well as practical experience in the field. In the report, the committee proposes the title, into which the candidate may be appointed, and at that time when the committee investigates the proposal and receives other documentation, at the latest in two months from committee's appointing.

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Every member of the committee creates his or her own report, which must contain:

1. an opinion on candidate's professional qualification and on his or her scientific or artistic productivity,
2. an opinion on candidate's practical experiences and their adequateness,
3. an opinion on how much the candidate's entire activity is based on achievements of contemporary science,
4. opinion on candidate's organizational skills,
5. suggested title, into which the candidate would be appointed.

Article 16

In case the committee for making out an expert report, respectively an individual member, does not hand in a report, therefore making the report incomplete, the expert service of the university contacts the committee or the member to hand in the report and/or complete it. The committee or the member of the committee is given a strict time period to hand in the report.

In case the committee member does not hand in the report or its completion in a newly assigned time period, expert service of the university invites additional committee member to hand in the report.

Article 17

In three days upon receiving a report from the committee for making of expert report, the expert service of the university must hand in a complete report, respectively all the reports to the candidate along with an accompanying letter in which it states that he or she can turn in remarks in 15 days from receiving the report.

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Expert service of the university, in the process of handing in the remarks on his or her request, must enable candidate to access all documentation used as a basis for making of the report.

Article 18

In case the candidate filed in an application for re-appointment to the title, expert service of the university during the proceeding and deciding, presents a report with a complete documentation and eventual candidate's remarks to the senate of the university member.

Article 19

Senate of the university member must accept its decision on the candidate's application in a period of one month upon handing a complete documentation on behalf of expert service of the university, except in the time when senate members are on vacation.

The decision of the senate of the university member in regards to the appointment for a title is an electoral decision and not the decision based on one's discretion.

Article 20

Upon performed appointments at the senate of the university member, secretary of the university member forwards a complete documentation and a copy of a resolution from the senate of the university member to the expert service of the university to prepare a written order, signed by the dean of the university member.

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Expert service of the university, in the proceeding of the first appointment to the title, presents a documentation to a pleading habilitation committee of the university, and then taken into consideration the previous assessment of the university senate.

Upon the recommendation of the habilitation committee, the university senate accepts a suitable decision or a consensus that rejects the decision, the candidate who is appointing to the title of full professor or scientific consultant is appointed or can reject senate's decision.

The decision of the university senate, in regards to giving a consensus and appointment to the title is an electoral decision and not the decision based at one's discretion.

Article 22

If the habilitation committee requested a completion of the documentation for the appointment to the title, the completion must be done in a time period determined by the habilitation committee. Time limit for completions must not be more than two months.

Article 23

If the candidate does not complete the requested documentation in an assigned time period from previous article, proposal for appointment is considered withdrawn.

Article 24

If the university senate determines that it is necessary to further complete a report due to a need to research all the facts, the candidate or the committee member is asked to complete it in the time period determined by the university senate.

If the candidate does not correct the faults in assigned time period, the application is considered withdrawn.

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If the committee member completed the report, it is necessary, in accordance with the Article 18 of this regulations book, to let the candidate be aware of it.

Article 25

In the case when the university senate in the proceeding for the first appointment does not present a consensus, proceeding presumptions for continuation of the proceeding for appointment does not exist anymore. The rector of the university issues a decision to renounce candidate's consensus and issues an order to suspend the proceeding.

Article 26

In case the university senate passes previous consensus for appointment of the candidate, an expert service issues appropriate decision and hands in a complete documentation to the senate of the university member to decide. In the proceeding of the first appointment to the title, Articles 20, 21, and 22 of this regulations book are to be employed.

Article 27

In case of appointing a full professor and a scientific consultant, the proceeding concludes with an appointment to the title at the University Senate.

Article 28

A decision on the appointment to the title for a full professor and a scientific consultant is issued by the rector of the university.

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(appeal)

To object the decision, issued based on the proceeding at the senate of the university member, the candidate has a right to make a complaint at the University Senate.

The complaint is filed at the rectorate of the university, in 15 days.

Article 30

To object the decision, issued upon a proceeding at the University Senate, and objected again at the previous consensus and order to suspend the proceeding, the complaint is not possible.

To object the decision of the University Senate, issued during the appointment proceeding to the title, respectively in the proceeding for deprivation of the title, it can release an administrative dispute; however only in the work that is related to the carrying out of the proceeding.

Article 31

On the complaint, filed to object the decision, issued upon a proceeding at the senate of the university member, decides the University Senate.

Article 32

In the proceeding of accepting the habilitation, provisions of the articles of this regulations book are used, which are related with the first appointment to the title, except the articles, which are part of the appointing and the work of the committee for creating an expert report. Candidate, in the process of

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accepting habilitation, files in an application directly with reports, which he or she acquired during his or her appointment to the title outside of the University of Maribor. In case the candidate does not have reports from the committee members for creating of the expert report, he or she must gain a positive assessment from only one competent member of the committee.

The candidate holds an appointment to the title at the University of Maribor for the duration of his or her validated basic appointment to the title.

Article 33

(extending the deadlines)

If during the first appointment to the title, from objective or exceptional reasons (i.e. difficulty to obtain the documentation, extensive documentation, absence of the members of the committee for creating the expert report, illness, higher force) is not possible to conduct a proceeding for appointment in assigned period of time, the extension of the deadline is possible.

The senate of the university member or the expert service of the university, upon the authorization from the senate of the university member, decides on the extension of the deadlines.

Candidate is also informed on the extension of the deadlines.

Article 34

(candidate questioning)

During the proceeding of the appointment to the title, it is not possible to question the candidate.

The candidate is not invited at the chair meeting; however he or she can take part in the session, although he or she does not have a right to present remarks, to participate in discussion, except if the chairperson decides otherwise.

At the chair meeting, he or she can offer explanation only on the basis of already confirmed questions from the responsible chair person.

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Article 35

The candidate can submit only one application for appointment to the title for the same subject field until the final completion of the proceeding. In the initial application, the candidate can also request for subordinate appointment into the lower rank title.

The candidate can submit only one additional application for appointment to the title for another subject field until the final completion of the proceeding from the Article 1, section 1. Appointment for the additional subject field is valid during the time of his or her basic appointment.

In case the candidate submits a new application, it is considered that he or she withdrew the previous application. Expert service of the university releases an order to suspend the proceeding of the previously submitted application.

Article 36

(transitory and final provisions)

This regulations book is valid eight days upon its publication in the Reports of the University of Maribor, and starts to be valid on 1.1.2009

Expert services of the university prepare all the necessary enclosures for the realization of reports of this regulations book. Enclosures are published by the public officer on the university's webpage.

Rector of the University of Maribor

Prof. Dr. Ivan Rozman I.r.