

Pursuant to Article 44 of the Minimum Standards for Appointment to the Titles of Higher Education Teachers, Researchers and Faculty Assistants at Higher Education Institutions (Official Gazette of the Republic of Slovenia, No. 95/2010, 17/2011) and Article 16 of the Statute of the International School for Social and Business Studies (Number: 28/2020-Statute), the Senate of the ISSBS at its 127th session on 24 June 2021 adopted the following

CRITERIA FOR APPOINTMENT TO THE TITLES OF HIGHER EDUCATION TEACHERS, RESEARCHERS, AND FACULTY ASSISTANTS OF THE INTERNATIONAL SCHOOL FOR SOCIAL AND BUSINESS STUDIES

1. INTRODUCTORY PROVISIONS

Article 1

With Criteria for Appointment to the Titles of Higher Education Teachers, Researchers, and Faculty assistants of the International School for Social and Business Studies (hereinafter referred to as the Criteria), the International School for Social and Business Studies (hereinafter ISSBS) establishes detailed conditions for appointment to the titles of higher education teachers, researchers, and faculty assistants.

Guidance on the Implementation of the Criteria (hereinafter the Guidance) is an integral part of the Criteria.

Article 2

The criteria are based on the following documents:

- Higher Education Act (Official Gazette of the Republic of Slovenia, No. 32/2012, ZViS-UPB7),
- Minimum Standards for Appointment to the Titles of Higher Education Teachers, Researchers and Faculty Assistants at Higher Education Institutions (Official Gazette of the Republic of Slovenia, No. 95/2010, 17/2011),
- the Statute of the ISSBS.

Article 3

The terms used in the Criteria, referring to persons and written in the masculine grammatical form, are used as neutral for both the female and the male gender.

2. TITLES, FIELDS AND DURATION OF THE TITLE

Article 4 (titles)

Educational, scientific-research, artistic and professional work is performed by higher education teachers, researchers, and higher education associates.

The titles of higher education teachers are:

- full professor (redni profesor),
- associate professor (izredni profesor),
- assistant professor (docent),
- lector (for conducting language classes) (lektor);

for the implementation of professional higher education study programmes also:

- senior lecturer (višji predavatelj),
- lecturer (predavatelj).

The titles of researchers are:

- research counsellor (znanstveni svetnik),
- senior research associate (višji znanstveni sodelavec),
- research associate (znanstveni sodelavec).

The titles of higher education associates are:

- teaching assistant (asistent),
- librarian (bibliotekar),
- expert counsellor (strokovni svetnik),
- senior expert (višji strokovni sodelavec),
- junior expert (strokovni sodelavec);
- instructor (učitelj veščin).

Article 5
(fields for election to the title)

Candidates may be elected to the titles of higher education teachers and assistants for scientific fields, disciplines or subject areas determined by the ISSBS Senate (hereinafter the Senate, Annex 1).

A candidate may be appointed to the title in one or more fields.

Article 6
(duration of the title)

Higher education teachers, adjunct professors and scientific and artistic associates, with the exception of full professors and research counsellors, are appointed to the title for a period of five years (hereinafter: the appointment period).

They may be reappointed to the same title and for the same appointment period according to the conditions for reappointment.

Teaching assistants are appointed for a period of three years.

Full professors and research counsellors are appointed to titles for an indefinite period.

Retired higher education teachers and faculty assistants retain the title they held upon full (100%) retirement.

Article 7
(teaching and research title ratio)

A researcher may be appointed to the title of a higher education teacher if they meet all the conditions for the appointment to the appropriate title of higher education teacher/faculty assistant.

Under the condition stipulated in the first paragraph, a research counsellor may be appointed to the title of full professor, a senior research associate may be appointed to the title of associate professor, while a research associate may be appointed to the title of assistant professor. In this case, the teaching title is valid until the expiry of the research title on the basis of which the person was appointed to the title of a higher education teacher.

Article 8

Higher education teachers may be appointed to titles in the following order:

- assistant professor, associate professor, full professor.

Researchers may be appointed to titles in the following order:

- research associate, senior research associate, research counsellor.

3. MINIMUM STANDARDS FOR APPOINTMENT TO THE TITLE

Article 9
(cumulative compliance with the minimum standards)

A candidate for appointment to the title has to cumulatively meet the basic, general, and special minimum standards for appointment to the title.

The basic minimum standards for appointment to the title are the conditions that have to be met by each candidate for appointment to the title.

At each election of a higher education teacher and faculty assistant to a higher title, or at re-election, the candidate has to submit the opinion of the Student Council, based on the results of the student survey or other instruments of verification of their teaching competence.

3.1 Basic minimum standards for appointment to the title

Article 10 (basic minimum standards for appointment to the title)

The basic minimum standards for appointment to the title are:

- adequate education or adequate scientific or professional title,
- capacity for professional and pedagogical work,
- active knowledge of at least one widely spoken foreign language,
- a positive assessment of the candidate's competence by most rapporteurs.

Article 11 (demonstration of competence)

The candidate demonstrates qualifications for professional work with documented publications of scientific and professional works, documented research and professional achievements, documented participation in scientific or professional projects, granted patents, and other documented achievements that are considered proof of originality and quality in an individual field.

In the procedure of a candidate's first appointment to the title of a higher education teacher, teaching competence is demonstrated by a trial public lecture.

Candidates for first time appointment to the titles of researcher, expert counsellor, senior expert, junior expert, librarian, and assistant are not obliged to demonstrate their teaching competence.

Article 12 (demonstration of active knowledge of one widely spoken foreign language)

Active knowledge of one widely spoken foreign language shall be demonstrated by proof from the institution responsible for issuing such certificates or by an internationally recognised certificate of knowledge of a specific language and other relevant certificates demonstrating active knowledge of a widely spoken foreign language.

A candidate for appointment to the title having obtained a bachelor's, master's, or doctoral degree from a foreign university according to a programme conducted in one of the widely spoken foreign languages and who has also written a diploma or a master's thesis or a doctoral dissertation in that language is not obliged to submit evidence of active knowledge of a widely spoken foreign language.

Knowledge of a widely spoken foreign language is demonstrated only at the first appointment to the title.

3.2 General minimum standards for appointment to the title

Article 13 (general minimum standards for appointment to the title)

General minimum standards are formal conditions that, in addition to the basic minimum standards, have to be met by a candidate for appointment to an individual title. They relate to education, work experience, and qualifications in the field of appointment to the title.

Article 14
(education and work experience)

The title of:

1. full professor, associate professor, assistant professor, research counsellor, senior research associate, and research associate may be awarded to a holder of a doctoral degree;
2. senior lecturer may be awarded to a holder of at least a second level education;
3. lecturer may be awarded to a holder of at least a second level education with five years of relevant professional work in practice (e.g., working in the content field of the study programme in the domestic and, in the case of a foreign language, also a foreign language environment)
4. lector may be awarded to a holder of a second level education with three years of pedagogical practice;
5. assistant may be awarded to a holder of at least a second level education who has achieved an average grade of at least very good (8) during their studies;
6. expert counsellor may be awarded to a holder of at least a second level education with fifteen years of relevant professional practice in a field related to the field of appointment to the title;
7. senior expert may be awarded to a holder of at least a second level education with ten years of relevant practice in a field related to the field of appointment to the title;
8. junior expert may be awarded to a holder of at least a second level education with one year of relevant professional practice in a field related to the field of appointment to the title;
9. instructor may be awarded to a holder of at least a first level education with five years of relevant practice in a field related to the field of appointment to the title;
10. librarian may be awarded to a holder of at least a second level education with three years of relevant practice and demonstrated ability for independent professional work.
11. adjunct professor / researcher may be awarded to a holder of a third level education.

3.2.1 Elements of qualification for the field of appointment to the title

Article 15
(content elements of qualification for the field of appointment to the title)

Substantive elements for the assessment of qualifications for the field of appointment to the title are:

- success in solving scientific, research and development or professional problems in the field of appointment;
- activity in an international context,
- experience in working in a professional environment in the field of appointment, etc.

Qualification in the field of appointment to the title is demonstrated by:

- relevant publications of the candidate's work in the field of appointment,
- evidence of successful cooperation in an international context or the international visibility of the candidate's work,
- demonstrable citations of the candidate's works in the scientific literature from the field of appointment.

Article 16
(publication of candidate's work)

Candidate's work has to be published or presented in a way that is recognised by the profession as suitable for recognition by the domestic and international professional public in the field of appointment.

Article 17

(authorship)

The first author of a publication is the author who is listed in the first place among the authors, or being agreed upon as such by all co-authors, in writing. In the case of a first authorship agreement, a statement from all co-authors giving consent to such an agreement has to be attached. For written works, published from 2020 onwards, such a statement has to be signed by all co-authors within six months following the publication of the work.

If the first authorship is demonstrated in a different way, or if the authors are listed in alphabetical order, the candidate's contribution shall be evident from the attached statement signed by all co-authors. The first authorship is assessed by the rapporteurs on the basis of the statement.

Article 18

(international visibility of the candidate's work)

A candidate demonstrates international visibility of their work by the following indicators of international recognition:

- a) demonstrable citations in the scientific literature (number of citations within the international databases Scopus and Web of Science),
- b) invitations to lectures at international scientific meetings (number: invitations, extracts, etc.),
- c) memberships in editorial boards of international journals (number of extracts),
- d) memberships in foreign academies (number of extracts),
- e) being the subject holder in international undergraduate or postgraduate programmes (number of extracts), and
- f) participation in the implementation of undergraduate or postgraduate study programmes at foreign higher education institutions, in the amount of at least five hours per visit (number of visits).

In order to be appointed to the title, a candidate has to demonstrate the achievement of:

- a) for election to associate professor and senior research associate
 - at least two (2) indicators of international visibility in the last election period in the total volume of at least four (4) units, whereby for indicator f, one unit equals a visit with at least five hours of participation,
- b) for election to full professor and research counsellor
 - at least three (3) indicators of international visibility in the last election period in the total volume of at least nine (9) units, whereby for indicator f, one unit equals a visit with at least five hours of participation.

3.2.2 Elements of pedagogical qualification

Article 19

(assessment of pedagogical qualification)

The elements for the assessment of the candidate's pedagogical qualification for appointment to a title are:

- comprehensibility and systematic nature of lectures, exercises, seminars, consultations, and knowledge evaluations;
- successful mentoring of bachelor's degrees, specialisations, master's degrees, doctoral degrees, life-long learning and postgraduate study, mentoring of exchange students and student research work,
- attitude towards students;
- encouragement to pursue scientific, pedagogical and professional work;
- preparation and professional, pedagogical, and methodical or didactic value of teaching aids, study materials, and textbooks;
- development of laboratories or other specialised units, supporting the pedagogical process;
- pedagogical training supported by evidence and obtained according to general programmes for pedagogical training or individual programmes of a higher education institution.

3.3 Special minimum standards for appointment to the title

Article 20
(special minimum standards for appointment to the title)

Special minimum standards are, in addition to the basic and general minimum standards, the qualitative and quantitative conditions that have to be met by a candidate for appointment to the title.

Full professor and research counsellor

1. Article 21
(full professor and research counsellor)

A candidate may be appointed to the title of full professor and research counsellor if, in addition to the basic and general minimal standards, they also fulfil the following special minimal standards:

Quality conditions:

- is able to independently perform scientific and research and development work in the field of appointment, to contribute new knowledge or creative work and to demonstrate the international visibility of their work;
- has, since completing their doctoral studies, acted in a research and pedagogical capacity at a foreign university or research institution for at least three continuous months,
- furthers and enhances scientific achievements and provides for their application, and therefore enriches Slovenian and international knowledge;
- has acted as a mentor of at least one successfully defended doctoral thesis or co-mentor of two, where mentoring also counts in the case of a reasonably rejected doctoral dissertation;
- has published scientific works (monograph, book, textbook) that are important for the development of the discipline in an international as well as national framework;
- has led research projects;
- has the consent of the commission for appointment to the title.

Quantitative conditions:

- has published at least fourteen articles (at least seven of which since the last appointment to a lower title), of which he is the first author (or prove that their contribution to the article is equivalent to the contribution of the first author); among those articles at least six have to be published in journals indexed in SSCI, SCI, AHCI with an impact factor greater than 0.

The candidate may replace a maximum of eight articles from the first indent of the previous paragraph, which, however, do not replace mandatory articles published in journals indexed in SSCI, SCI, AHCI with an impact factor greater than 0, with a scientific monograph, part of a scientific monograph, textbook or professional achievement. The authorship of the scientific monograph may replace two articles. The authorship of part of a scientific monograph may replace one article. Two of the articles that are being replaced with a scientific monograph or a part of a scientific monograph may be replaced by a peer-reviewed university textbook. The authorship of a peer reviewed university textbook counts as one article. One of the articles that the candidate replaces with a scientific monograph or a part of a scientific monograph may be replaced by a top research or professional achievement (technology transfer, granted patent with a test, etc.).

Articles from the above paragraph may be replaced by articles published in journals that are indexed in the Scopus database with an impact factor (SNIP) greater than 0 and belong to the content areas of the ISSBS study programmes or to the research areas of the faculty.

Article 22
(public lecture)

A candidate for appointment to the title of full professor has to give a public trial lecture prior to appointment.

Associate professor and senior research associate

Article 23

(Associate professor and senior research associate)

A candidate may be appointed to the title of associate professor and senior research associate if, in addition to the basic and general minimal standards, they also fulfil the following special minimal standards:

Quality conditions:

- is able to work independently in scientific or research and development for which they are being elected, and to contribute new knowledge or creations. This ability is demonstrated by appropriate bibliography in the field of appointment to the title;
- has worked successfully in a professional environment;
- provides evidence of international visibility of their work;
- has, since completing their doctoral studies, acted in research or pedagogical capacity at a foreign university or research institution for at least three continuous months, mentoring students who achieve international recognition at international competitions or at international events, which are extremely important given the place and place of the event is valued in the same way as working at a foreign university,
- has acted as a co-mentor for at least one successfully defended doctoral thesis, where co-mentoring also counts in the case of a reasonably rejected doctoral dissertation; or has otherwise made an appropriate contribution to the education of experts in their field. The following shall be regarded as such a contribution:
 - successfully completed mentorship of at least one student work awarded with a university award or a national professional, or an international award;
 - main mentoring for two completed master's theses; mentoring also counts in the case of a reasonably rejected master's thesis;
 - leadership of a research project;
- has the consent of the commission for appointment to the title.

Quantitative conditions:

- has published at least seven articles (of which at least four since the last election to a lower title), of which they have to be the first author (or prove that their contribution to the article is equivalent to the contribution of the first author), of which at least three articles have to be published in journals indexed in SSCI, SCI, AHCI with an impact factor greater than 0.

The candidate may replace a maximum of four articles from the first indent of the previous paragraph (which, however, do not replace the mandatory articles published in journals indexed in the SSCI, SCI, AHCI with an impact factor greater than 0) by a scientific monograph, part of a scientific monograph, textbook, research, or professional achievement (technology transfer, granted patent, etc.). The authorship of a scientific monograph replaces two articles, and the authorship of a part of a scientific monograph replaces one article. One of the articles that are being replaced by the candidate with a scientific monograph or part of a scientific monograph may be replaced by a peer-reviewed university textbook. One of the articles that the candidate replaces with a scientific monograph or part of a scientific monograph may be replaced by top research, professional or sports achievement.

Articles from the above paragraph may be replaced by articles published in journals that are indexed in the Scopus database with an impact factor (SNIP) greater than 0 and belong to the content areas of the ISSBS study programmes or to the research areas of the faculty.

Article 24 (Adjunct professor)

A candidate who, in addition to the basic and general minimum standards of the SQAA, also meets the following quality conditions may be elected to the title of adjunct professor:

- Modernity of the field of work.
- Cooperation with the economy.
- Cooperation with foreign institutions and groups.
- Internationally recognised excellence in the profession or science.
- Membership in professional and scientific associations.
- Organisational skills (leading research and development projects and groups, etc.).
- Publications on an international scale or documented top works in the field.
- Number of citations or other responses to the candidate's work.
- Pedagogical work (mentoring, lecturing at domestic and foreign higher education institutions, etc.).

Assistant professor and research associate

Article 25

(assistant professor and research associate)

A candidate may be appointed to the title of associate professor and research associate if, in addition to the basic and general minimal standards, they also fulfil the following special minimal standards:

Quality conditions:

- Is successful in resolving scientific, research-development, or professional issues;
- Is active internationally (participation in international scientific conferences, conferences, study exchanges, lectures abroad, etc.);
- Has the consent of the commission for appointment to the title.

Quantitative conditions:

- Has published at least three articles (of which two in the last five years since the submission of the application for appointment), of which he was the first author; among those, at least one article has to be published in journals indexed in SSCI, SCI, AHCI with an impact factor greater than 0.

The candidate may replace a maximum of two articles from the first indent of the previous paragraph (which do not replace the mandatory article published in a journal indexed in SSCI, SCI, AHCI with an impact factor greater than 0) with a scientific monograph or part of a scientific monograph. The authorship of a scientific monograph replaces two articles, and the authorship of a part of a scientific monograph replaces one article.

Articles from the above paragraph may be replaced by articles published in journals that are indexed in the Scopus database with an impact factor (SNIP) greater than 0 and belong to the content areas of the ISSBS study programmes or to the research areas of the faculty.

Senior lecturer

Article 26

(senior lecturer)

A candidate may be appointed to the title of senior lecturer if they have:

- provided evidence of professional work and publications proving they are professionally well-established in the field of appointment to the title,
- demonstrated their pedagogical abilities.

Lecturer

Article 27

(lecturer)

A candidate may be appointed to the title of lecturer if they are professionally established in the field of appointment to the title and receive positive evaluations from the majority of the rapporteurs.

Lector

Article 28 (lector)

A candidate may be appointed to the title of lector if they have:

- three years of relevant pedagogical practice and, in the case of living languages, at least three months of continuous professional or pedagogical activity in an appropriate language environment;
- an appropriate bibliography comprising works and creations recognised by the profession as an appropriate means of presentation in the field of appointment to the title;
- exhibited capacity for professional and pedagogical work, and
- demonstrated their pedagogical abilities.

Assistant

Article 29 (assistant)

A candidate may be appointed to the title of assistant if they have:

- completed the last study with an average grade of at least very good (8), provided that the calculation of the average takes into account the grades of all passed exams, exercises, and other assessed study obligations;
- received at least grade 8 for their final work, provided it has been a prerequisite for the completion of the study;
- demonstrated ability for professional, scientific or research and development work.

4. Minimum standards for re-election

Article 30 (re-appointment to the title of higher education teacher and researcher)

When re-elected to the title of higher education teacher and researcher for the same field of appointment, the candidate has, since the last appointment to the title, met at least half of the conditions required by the institution for the first appointment to the title.

Article 31 (appointment to a lower title)

If a candidate does not meet the conditions for re-election, they may apply for appointment to a lower title if they have been appointed to that title previously. In doing so, they have to meet the conditions necessary for re-appointment to a lower title.

Article 32 (re-appointment to the title of assistant)

If the assistant has proved accomplishments in educational and scientific-research or artistic work and has evidence of pedagogical competence, they may be appointed to the same title three times. A doctoral degree is required for further elections.

Article 33 (extension of the validity of the existing title for the duration of the procedure)

A candidate holding a valid title and aiming at the appointment to the same or another title, who wants the existing title to be considered valid until the final decision on the application, has to submit the application at least six months prior to the expiry of the valid title.

If a higher education teacher, researcher or a faculty assistant submits an application for appointment to the title on time (no later than six months before the expiry of the appointment), they may continue performing their current teaching and research work until the finality of the title awarding procedure, despite the expiration of their current appointment.

If the candidate does not submit the application in time, but still holds a valid appointment to the title, the Senate may, based on the opinion of the Habilitation commission and the candidate's proposal, issue a decision to allow the candidate to perform previous pedagogical and research work, until completion of the appointment process. The candidate has to state the reasons why the application was not submitted in time.

5. Early appointment to the title and out-of-sequence appointment to the title

Article 34

(early appointment to the title and out-of-sequence appointment to the title)

Exceptionally, a candidate may be appointed to the title before the expiry of the valid title or to a title in which the order of titles is not taken into account.

A higher education teacher who has been appointed to a certain title for at least one appointment period may at any time submit an application for an appointment to a higher title, even if their re-appointment has not yet expired.

For early appointment to the title or out-of-sequence appointment, the candidate has to have outstanding achievements. Outstanding achievements for early appointment have to be demonstrated in the first election period only.

An outstanding achievement of a candidate is considered to be the award of an important, well-known international prize, extremely important works with proven high visibility at home and abroad, or a decisive contribution to the development of an important new field of research or artistic activity.

Article 35

(procedure for appointment to the title after termination of the title validity)

The validity of a title at a faculty is terminated if more than one year has passed since the expiry of the validity of the last title at the faculty. If, upon expiry of validity of the title at the faculty, the candidate applies for appointment to the title they last held before the expiry of the title, or for appointment to a lower title, they apply for the first appointment to the title and have to meet the conditions set for the first appointment set by these Criteria.

Article 35 (title of visiting distinguished professor / researcher):

The title »*Visiting distinguished professor / researcher*« is awarded to an individual who, through his teaching, research and other work, has significantly contributed to the development and reputation of the ISSBS and has the appropriate valid habilitation of the relevant other higher education institution or research institution.

Title »*Visiting distinguished professor / researcher*« is awarded upon the proposal of the Dean by the Senate for the calendar year.

The proposal contains: justification and indication of the reasons for the appointment of a visiting distinguished professor or researcher with an indication of their achievements and contributions to the development and strengthening of the reputation of the ISSBS in the field of education, research and other. The proposal must be accompanied by proof of a valid habilitation of the parent institution, as referred to in the first paragraph of this Article.

Article 36

(determining the equivalence of titles obtained abroad)

For higher education teachers who have been appointed to the title abroad, a procedure for determining the adequacy of the title obtained by the candidate at another higher education institution abroad is carried out on the basis of minimum standards. The Habilitation commission, on the basis of the documentation obtained from the candidate (application; curriculum vitae; bibliography; evidence of diplomas, appointments, employment, important scientific works, citations and educational qualifications) and a description of the procedure for obtaining the title at a foreign institution, performs the process of recognition of the adequacy of the title and proposes to the faculty Senate the award of the title in the relevant field. In the event that the Habilitation commission assesses an additional expert opinion to be required for an individual candidate, depending on the field of appointment, the Habilitation commission may appoint a rapporteur who would then prepare an appropriate report on the assessment of the candidate. After having obtained the report of the Habilitation commission, which carries out the procedure of recognising the suitability of the title, it proposes to the Senate of the faculty to award the title in the appropriate field. The Senate, based on the proposal of the Habilitation commission and the procedure for recognising the adequacy of the title, awards the title and the field of election to the title. Recognition of an equivalent title is valid for the same period as the appointment to the relevant teaching title.

Article 37
(election to research titles)

To appoint researchers to the title of a researcher, The Rules on Research Titles (Official Gazette of the Republic of Slovenia, No. 126/2008, 41/2009 and further amendments) is used.

6. Transitional and final provisions

Article 38
(extension of the validity of the title - COVID-19)

In appointment procedures, the suspension of operation at a foreign university, research, or art institution due to the COVID-19 pandemic shall not be considered as a suspension within the meaning of the requirement from the Criteria for continuous operation abroad. In the application, the candidate should explain that they had to suspend the planned continuous operation due to the COVID-19 pandemic.

A candidate holding the valid title of senior lecturer, lecturer, assistant professor, associate professor, full professor, research associate, senior research associate or research counsellor may apply for an extension of the valid title for a period of up to 1 year under the following conditions and in accordance with the procedure:

1. The candidate submits an application for extension of the appointment period to the ISSBS. In the application, they have to state the conditions for appointment which they expect not to meet by the application deadline (6 months before the expiry of the title), explain the reasons for each of these conditions for the non-compliance with the COVID-19 pandemic, and attach relevant evidence (e.g., a hosting agreement at a foreign university that could not be realised due to the COVID-19 pandemic).
2. The Office for administrative and general affairs shall forward the application to the Habilitation commission.
3. If the Habilitation commission consents to the extension of the appointment period, it shall inform the ISSBS Senate, which shall issue a decision determining the extension of the appointment period to the current title for up to one year.
4. If the Habilitation commission does not give its consent to the extension, it shall inform the ISSBS Senate, which shall issue a decision rejecting the application. There is no appeal against this decision.
5. If the candidate missed the submission of the application six months before the expiry of the election period due to the duration of the decision-making process, the candidate shall be deemed to have submitted the application in time if they submit it within fourteen days upon receiving the ISSBS Senate decision.
6. Deadline for submission of applications: Candidates have to submit an application at least six months prior to the expiry of the current title. The deadline for the submission of applications shall be three months following the cessation of the exceptional circumstances which had been the basis for the

adoption of these provisions. The date of the cessation of exceptional circumstances shall be determined by a resolution of the ISSBS senate.

Article 39

In order to harmonise the terminology, in the Rules on Honorary Titles and Commendations of the ISSBS (Number: 24/2018-PNagrade), a third paragraph is added to the Honorary Title of Distinguished Professor in Article 5, namely: *The title of Professor Emeritus is awarded to professors (citizens of the Republic of Slovenia) upon retirement.*

Article 40

(validity and application of criteria)

These criteria enter into force on the day following their adoption by the ISSBS Senate and are published in NOVIS.

Article 41

On the day of entry into force of the Criteria, the procedures, active on the day of the application of the criteria or started before the criteria enter into force shall be completed in accordance with the provisions of the Criteria Number: 9/2021-MerilaHab. with the annex from 26 May 2021 or according to the Criteria that are more appropriate for the applicant.

Upon adoption of these Criteria, the Criteria Number: 9/2021-MerilaHab, with the annex from 26 May 2021 shall expire.

Doc. Dr. Srečko Natek
Dean of the ISSBS

Annex 1: Scientific fields, disciplines or subject areas of the ISSBS

Annex 2: Guidelines for the implementation of the criteria.

In Celje, 14 June 2021

Number: 14/2021-MerilaHab.

Annex 1: Scientific fields, disciplines or subject areas of the ISSBS

The ISSBS Senate accepts the following scientific fields, disciplines or subject areas for appointment to the title:

1. Economic sciences
2. Information science
3. Management
4. Mathematics
5. Business sciences
6. Law
7. Research methodology
8. Foreign language of the profession
9. Sociology

and reserves the right to supplement those areas.

Annex 2:

INSTRUCTIONS FOR IMPLEMENTATION OF CRITERIA FOR APPOINTMENT TO THE TITLES OF HIGHER EDUCATION TEACHERS, FACULTY ASSISTANTS, RESEARCHERS AND RESEARCH ASSOCIATES OF INTERNATIONAL SCHOOL FOR SOCIAL AND BUSINESS STUDIES

1. APPOINTMENT PROCEDURE

The appointment procedure is started by the candidate by a written application for appointment to the title. The candidate submits the application to the Office for administrative and general affairs.

The candidate starts the procedure for appointment to the title at least six months before the expiry of the valid title.

2. CONTENT OF THE APPLICATION

The application contains the following documents:

(1) **Application** indicating the field of appointment (Sample 1).

(2) **Short biography** (Sample 2).

(3) **Bibliography**

- extract from the COBISS bibliography for researchers and junior experts,
- extract from the SICRIS database (only "Evaluation of bibliographic indicators of research performance according to the ARRS methodology"),
- works published in the last election period should be printed in bold.

(4) **Evidence**

- **Evidence of diplomas, election and employment**

During the first election procedure, the candidate also submits diplomas and possible nostrification of diplomas obtained abroad, evidence of previous appointments and evidence of previous employment.

- **Evidence of important scientific work**

Candidates for assistant professors, associate professors and full professors, as well as research associates, senior research associates and research counsellors submit their most important works, as required in the Criteria. These works shall be additionally evaluated in writing by the members of the commission in terms of their importance for the development of science in the field of the candidate's scientific work.

- **Evidence of citation**

The candidate submits a review of citations based on an extract from international databases (Scopus, Web of Science) and other evidence.

- **Evidence of educational competence**

Upon the first appointment to the title of a teacher, the commission determines the candidate's educational qualifications through a public trial lecture, and upon re-election and election to a higher title the candidate has to obtain the opinion of the ISSBS Student Council.

3. PROFESSIONAL REPORT OF THE MEMBERS OF THE CANDIDATE ASSESSMENT COMMISSION

Each member of the evaluation committee:

- reviews the candidate's application,
- within a period that may not exceed two months, submits to the Habilitation commission of the ISSBS an independent assessment (Sample 4), which has to highlight:
- the most important works of the candidate and their importance for the development of science on a domestic and international scale,
- candidate's performance in the profession,

- educational qualification of the candidate,
- proposal for appointment to the title.

4. TRIAL PUBLIC LECTURE

In agreement with the candidate applying for the title of higher education teacher for the first time, the members of the commission also determine the topic and date of the trial public lecture, evaluate the performance of the lecture and prepare a special report (Sample 3).

At least two members of the evaluation commission have to be present at the trial lecture.

5. STUDENT OPINION

The ISSBS Student Council gives an opinion on educational qualifications in the procedures for election to the title of higher education teachers and faculty assistants within a period that may not exceed one month.

6. ROLE OF THE HABILITATION COMMISSION, AND THE OFFICE FOR ADMINISTRATIVE AND GENERAL AFFAIRS OF THE ISSBS

6.1. The Habilitation Commission of the ISSBS

The Habilitation commission of the ISSBS is a working commission of the Senate of the ISSBS, which prepares material for applications for appointment to the requested titles at the ISSBS.

It consists of higher education teachers and researchers in accordance with the statute of the ISSBS, who elect a president from among themselves. The president of the Habilitation commission is invited to a session of the ISSBS senate, namely to the "Appointment to titles" part, and in case of justified absence, is replaced by the present member of the ISSBS senate, who is also a member of the ISSBS Habilitation commission.

6.2 The Office for administrative and general affairs:

The tasks of the Office for administrative and general affairs are:

- It monitors the due date of the appointment of the ISSBS staff and informs the candidates about the timely submission of the application.
- Reviews the application received.
- Completes the application with the evaluations of the members of the Evaluation Commission, the opinion of the Student Council, or minutes of the trial lecture.
- Keeps the application and the necessary documentation.

7. DESCRIPTION OF THE ELECTION PROCEDURE

During the procedure for appointment to titles, the General Administrative Procedure Act (Official Gazette of the Republic of Slovenia, No. 80/99, 70/00, 22/02, 119/05, 24/06 and other amendments and supplements).

1. The candidate has to submit an application to the Office for administrative and general affairs.
2. Upon receiving the application, the Office for administrative and general affairs shall determine whether the application is complete. If the application is incomplete, the candidate is invited to complete it within 15 days. If the candidate fails to remedy the deficiencies within the given time limit from the receipt of the notification, the proposal shall be deemed to have been withdrawn.
3. The Office for administrative and general affairs then:
 - forwards the application to the Habilitation commission,
 - invites the Student Council of the ISSBS to prepare and send an opinion on the candidate's educational qualifications within one month.
4. The Habilitation commission proposes the appointment of three members of the commission for the evaluation of the candidate (hereinafter: the commission). Each member of the commission

has to state their appointed title, the validity of the title, the field of their appointment and the status if they are not employed at the ISSBS. The committee members:

- can, in addition to ISSBS teachers, also be retired teachers and researchers, as well as foreign university teachers and researchers holding an appropriate title,
 - have to have the same or a higher title than the one requested by the candidate,
 - two of the commission members have to have a title in the field for which the candidate is applying,
 - in the case of election to the title of full professor or research counsellor, at least one member of the commission has to be from another higher education institution or another university,
 - in interdisciplinary areas, the commission has to include representatives of the relevant disciplines.
5. The ISSBS Senate (hereinafter the Senate) decides on the composition of the commission.
 6. After the approval of the commission by the Senate, the Office for administrative and general affairs sends to the members of the commission:
 - decisions on their appointment to the commission,
 - the application of the candidate,
 - a call to prepare and send an assessment of the candidate to the Office for administrative and general affairs within a period which may not exceed two months.

The members of the commission have to be reminded that the evaluation is an official secret, and they should mark the evaluation letter accordingly before forwarding it to the Office for administrative and general affairs.

7. In the case of the first appointment of a candidate for the title of higher education teacher, the Office for administrative and general affairs invites the members of the commission to determine the topic and date of the trial public lecture in agreement with the candidate, and prepare a special record (report).
8. The Office for administrative and general affairs sends the applications of candidates for appointment to the titles of higher education teachers and researchers together with the reports of the members of the commission, the opinion of the students, the minutes of the test lecture, etc. to the Habilitation commission.
9. Within two months, the Habilitation commission submits an opinion on the fulfilment or non-fulfilment of conditions for appointment to the title to the Senate.
10. The Senate shall decide on the appointment of a candidate for the title within one month of receiving the opinion of the Habilitation commission.
11. A candidate who has not been appointed in the election procedure may not re-apply for appointment to this title or to this field before the expiry of one year period from the date of the negative decision regarding their application.
12. Prior to the announcement of the title at the ISSBS, the full professor has a public inauguration lecture.

8. DURATION AND WITHDRAWAL FROM THE PROCEDURE

The candidate may withdraw his application in part or in full at any time during the procedure. In this case, the panel issues a decision to stop the procedure.

9. ANNEXES TO THE INSTRUCTIONS

SAMPLE 1: Application for appointment to the title

SAMPLE 2: Curriculum vitae of the candidate

SAMPLE 3: Minutes of the trial public lecture

SAMPLE 4: Draft report for the appointment of a higher education teacher

Sample 1

Name and surname of the candidate:

Address of the candidate:

Place and date:

To the ISSBS Senate:

Subject Title: APPLICATION FOR APPOINTMENT TO THE TITLE

I, the undersigned _____ apply for:

- the first / re-appointment to an educational title (circle as appropriate)

for the field _____,

- for simultaneous appointment to the scientific title

_____.

Candidate's signature:

Mandatory annexes:

- Curriculum Vitae
- Bibliography (COBISS, SICRIS)
- Evidence (published works and other, art. 4. of the instructions)

Sample 2

Curriculum vitae of the candidates (1-2 pages):

- date and place of birth,
- date of diploma (field), master's degree, doctorate (with work title, name of mentor),
- indication of previous appointments, field, date, place,
- awards and recognitions, scholarships and participation in international meetings and visits,
- description of the works that are or were performed by the candidate and where they performed them (exact indication of past employments that are relevant for the field of appointment to the title).

Candidate's signature:

Sample 3

Office for administrative and general affairs:

Date:

Subject: Minutes of the trial public lecture

Candidate:

Lecture topic:

Lecture date:

Lecture description:

Conclusion

The members of the expert commission determine that the candidate is **appropriately / inappropriately** educationally qualified for appointment to the requested title.

Indication of the members of the expert commission with their signatures:

Sample 4 Official Secret - Candidate Assessment!

NAME AND SURNAME OF THE RAPPORTEUR

Appointment to the title:

Pursuant to the decision of the ISSBS Senate on the appointment of an expert commission to prepare an expert report on fulfilling the conditions of the candidate _____, I, the undersigned was, at the _____ session of the ISSBS Senate on _____, appointed a member of the commission for the preparation of an expert report for appointment to the title of higher education teacher of the candidate

_____ Name and surname _____ to the educational title _____ (title) for the field of _____ and simultaneous appointment to the scientific title _____.

Based on the material received from the ISSBS on _____, I conclude the following.

1. Information on the candidate

- 1.1 Name and surname:
- 1.2 Date and place of birth:
- 1.3 Position:
- 1.4 Employment
- 1.5 Undergraduate study (institution):
- 1.6 Achieved undergraduate education:
- 1.7 Scientific title:
- 1.8 Knowledge of foreign languages:
- 1.9 Master / PhD information:

2. Assessment of professional qualifications and practical experience in the profession

Description of work experience and implementation of knowledge in practice.

3. Assessment of scientific research competence

Description of scientific research achievements.

4. Assessment of pedagogical competence

Assessment based on pedagogical experience.

5. Assessment of a trial public lecture

Assessment based on a trial public lecture.

6. Proposal

On the basis of the review of the candidate's application with annexes and on the basis of the Criteria for Appointment to the Titles of Higher Education Teachers and faculty assistants, and researchers and research associates of the ISSBS, I conclude that the candidate

_____ meets the conditions for appointment to the title _____ for the field _____ and simultaneous appointment to the scientific title _____.

Signature

Place and date