



REGULATIONS

*CONCERNING CONDITIONS AND APPOINTMENT PROCEDURES
FOR
RESEARCH AND TEACHING POSITIONS
AT THE UNIVERSITY OF NOVA GORICA*

Nova Gorica, May 2021

Recipients: Deans of schools
 Programme directors
 Heads of institutes, laboratories and centres
 Rector

	Name or body	Date
<i>Prepared by</i>	Tina Krušec, LLB	22. 10. 2008
<i>Approved by</i>	Administrative Board	27. 10. 2008
<i>Signed by</i>	Professor Danilo Zavrtanik	28. 10. 2008
<i>Publication</i>	-	4. 11. 2009

Amendment Article 18 of Regulations

	Name or body	Date
<i>Prepared by</i>	Tina Krušec, LLB	8. 7. 2009
<i>Approved by</i>	Administrative Board	29. 10. 2009
<i>Signed by</i>	Professor Danilo Zavrtanik	12. 11. 2009
<i>Publication</i>	-	

Amendment Article 4 of Regulations

	Name or body	Date
<i>Prepared by</i>	Tina Krušec, LLB	17. 3. 2010
<i>Approved by</i>	Administrative Board	18. 5. 2010
<i>Signed by</i>	Professor Danilo Zavrtanik	27. 5. 2010
<i>Publication</i>	-	

Amendment Article 4 d and 4 e of Regulations
 Articles 7, 9, 12 and 20 (adjustments to Statutes)

	Name or body	Date
<i>Prepared by</i>	Tina Krušec, LLB	7. 9. 2010
<i>Approved by</i>	Administrative Board	14. 1. 2011
<i>Signed by</i>	Professor Danilo Zavrtanik	26. 1. 2011
<i>Publication</i>	-	

Amendment Articles 4 and 10 of Regulations

	Name or body	Date
<i>Prepared by</i>	Tina Krušec, LLB	01.04.11
<i>Approved by</i>	Administrative Board	24.08.11
<i>Signed by</i>	Professor Danilo Zavrtanik	29.08.11
<i>Publication</i>	-	

Amendment Article 4, par 1, of Regulations

	Name or body	Date
<i>Prepared by</i>	Borut Lavrič, LLB	22.05.13
<i>Approved by</i>	Administrative Board	09.07.13
<i>Signed by</i>	Professor Danilo Zavrtanik	09.07.13
<i>Publication</i>	-	

Amendments: Article 3, par č, d, e, f; Article 4, new par g; and Articles 5, 6, 7, 17 and 18 of Regulations

	Name or body	Date
<i>Prepared by</i>	Tina Krušec, LLB	05.11.14
<i>Approved by</i>	Administrative Board	26.11.14
<i>Signed by</i>	Professor Danilo Zavrtnik	27.11.14
<i>Publication</i>	-	

Amendments: Article 3

	Name or body	Date
<i>Prepared by</i>	Tina Krusec, LLB	23.3.2015
<i>Approved by</i>	Administrative board	9.4.2015
<i>Signed by</i>	Professor Danilo Zavrtnik	14.4.2015

Amendments: Article 3 (new points a and b), Articles 4, 6 and 18

	Name or body	Date
<i>Prepared by</i>	Tina Krusec, LLB	28.5.2015
<i>Approved by</i>	Administrative board	27.6.2018
<i>Signed by</i>	Professor Danilo Zavrtnik	5.7.2018

Amendment: Articles 3 and 12

	Name or body	Date
<i>Prepared by</i>	Tina Krušec, univ. dipl. prav.	16 April 2021
<i>Approved by</i>	Governing Board	5 May 2021
<i>Adopted by</i>	prof. dr. Danilo Zavrtnik	18 May 2021

Pursuant to Article 33 of the Statute of the University of Nova Gorica and with the prior consent of the Senate, on 5 May 2021 the Governing Board of the University of Nova Gorica adopted the following

**REGULATIONS
CONCERNING CONDITIONS AND APPOINTMENT PROCEDURES
FOR RESEARCH AND TEACHING POSITIONS
AT THE UNIVERSITY OF NOVA GORICA**

Article 1

These regulations determine the conditions, measures and criteria to be fulfilled by the research and teaching faculty members in order to be assigned the titles of research and teaching faculty members, as well as the appointment procedures carried out by the Senate of the University of Nova Gorica (referred to as »the Senate of the University«).

The male gender grammatical form used in the text is meant as a neutral designation for both feminine and masculine gender.

Article 2

Research and teaching faculty members (referred to as »candidates«) may be awarded titles in the fields of science, arts and teaching which are defined by the study programmes of the schools of the University of Nova Gorica (referred to as »University«).

The titles of research associates, university teachers and associates may be obtained by candidates who must, besides fulfilling legal conditions, have scientific, artistic, teaching or other professional qualifications and have practical experience in their professional fields by exhibiting a high degree of expertise.

The candidates who fulfil the criteria for obtaining the titles of teaching faculty members are, besides the aforementioned titles, also awarded the corresponding scientific titles.

Article 3

Scientific, educational, artistic and professional work at the University is performed by research associates, higher education teachers and associates in the following titles:

- Research Counsellor or Professor;
- Senior Research Fellow or Associate Professor;
- Research Fellow or Assistant Professor;
- Associate Lecturer;
- Honorary Professor;
- Senior Lecturer;
- Lecturer;
- Assistant;
- Junior Expert;
- Senior Expert;
- Instructor;
- Lector;

The titles of research associates and higher education teachers and associates referred to in Article 4 of these Rules, except for the title of Associate Lecturer, are awarded to associates employed at the University, and the title of Associate Lecturer to associates who work with the University under civil law contracts.

The number of positions of Research Counsellors and Professors is limited. Their number shall be determined by the University Senate on the proposal of the Rector of the University, taking into account the appropriate representation in all scientific and artistic disciplines in which the University operates, provided that the number of Professors who are in a supplementary employment relationship at the University may not exceed the number of Professors who are full-time employees in a particular field.

Article 4

To obtain the title of research associate, higher education teacher or associate, the candidates should meet, apart from the Minimum standards for the appointment of the titles of higher education teachers, research associates and higher education associates at higher education institutions endorsed by the Slovenian Quality Assurance Agency for Higher Education Council on 18 November 2010, the following professional conditions, standards and criteria:

a) Junior Expert

- * first level degree or university degree
- * Minimum 3 years' experience in a professional field.

b) Senior Expert

- * second level degree or university degree
- * Minimum 10 years' experience in a professional or scientific field.

c) Assistant

- * university second level degree or first degree
- * Average grade of minimum 8.0
- * Research work, whereby in the field of arts the candidates must be active in their professional fields.

č) Lecturer

- * university second level degree or first degree
- * Minimum 10 years' experience in a professional or scientific field
- * Professional or research achievements, whereby in the field of arts the candidates must show artistic achievements and be active in their professional fields.

d) Senior Lecturer

- * university second level degree or Master's degree
- * Minimum 10 years' experience in a professional or scientific field
- * Professional or research achievements, whereby in the field of arts the candidates must be active in their chosen professional fields
- * Professional or scientific publications, or works of art in the field of arts.

e) Research Associate or Assistant Professor

Mandatory conditions

- * Doctoral degree, or university first or second level degree in the fields of arts
- * Evidence of the candidate's ability to autonomously perform his research, artistic or professional work
- * International publications or acknowledged works of art
 - o Quality and number of scientific works, whereby in the field of arts the presence of the candidate's works of art at relevant places/events (exhibitions, festivals, publications etc.)
 - o Number of citations or other types of feedback on the candidate's works
- * Contemporaneous nature of the candidate's field of work, and the research group's reputation on the post-doctoral level
- * The candidate's acclaim in the national and international professional context.

Additional criteria

- * *Pedagogical work (textbooks, lectures etc.)*
- * *Awards*
- * *Membership in professional and scientific associations*
- * *Organisational skills (projects leadership)*
- * *Involvement in an international context of activities.*

f) Senior Research Associate or Associate Professor

Mandatory conditions

- * Doctoral degree, or university first degree or second level degree in the fields related to arts
- * Evidence of the candidate's ability to autonomously perform research, artistic or professional activities
- * International publications or acknowledged works of art
 - o Quality and number of scientific works, whereby in the field of arts the presence of the candidate's works of art at relevant places/events is considered (exhibitions, festivals, publications etc.)
 - o Number of citations or other types of feedback on the candidate's works
- * Contemporaneous nature of the candidate's field of work
- * Cooperation with international institutions and groups
- * Projects leadership, including financial responsibility
- * Supervision of diploma, masters or doctoral theses.

Additional criteria

- * *Pedagogical work (textbooks, lectures etc.)*
- * *Awards*
- * *New or improved products or technologies*
- * *Cooperation with the business sector, whereby in the field of arts the candidate must be involved in multidisciplinary activities and take part in national and international cultural and art events at various levels of involvement*
- * *Membership in professional and scientific associations*
- * *Organisational skills (projects and groups leader, head of study programmes, schools and bodies, etc).*

g) Research Advisor or Full Professor

Mandatory conditions

- * Doctoral degree, or university first degree or second level degree in the fields related to arts
- * Evidence of the candidate's ability to perform top-level research, artistic or professional work
- * Publications in the very best international scientific journals or publications, with the acclaimed international publishers, or internationally acknowledged works of art
 - o Quality and number of scientific works, whereby in the field of arts the presence of the candidate's works of art at relevant places/events is considered (exhibitions, festivals, publications etc.)
 - o A more than average number of citations, or of other types of international feedback on the candidate's work
 - o At least a few works with a very high number of citations
- * Professional leadership and financial responsibility for the candidate's research group working within the candidate's scientific field

- * Contemporaneous nature of the candidate's field of work
- * Cooperation with international institutions and groups
- * Projects leadership, including financial responsibility, at the University
- * Supervision of diploma, masters and doctoral theses, and number and quality of doctoral theses supervised
- * Experience of leading bigger research or artistic groups, laboratories, centres or university faculties.

Additional criteria

- * *Pedagogical work (textbooks, lectures at international universities or presentations of works of arts abroad, etc.)*
- * *Awards*
- * *New or improved products or technologies*
- * *Cooperation with the business sector, whereby in the field of arts the candidate must be involved in multidisciplinary activities and take part in national and international cultural and art events at various levels of involvement*
- * *Membership in professional, scientific or arts associations.*

h) Adjunct Professor

Mandatory conditions

- * Doctoral degree, or university first degree or second level degree in the fields related to arts
- * Internationally acclaimed excellence in one's profession, science or art
- * International publications, or internationally acknowledged works of art or evidence of top-level professional achievements
 - o Quality and number of works, whereby in the field of arts the presence of the candidate's works of art at relevant places/events is considered (exhibitions, festivals, publications etc.)
 - o Number of citations or other types of feedback on the candidate's works
- * Contemporaneous nature of the candidate's field of work
- * Cooperation with international institutions and groups
- * Projects leadership with financial responsibility.

Additional criteria

- * *Pedagogical work (supervision, number and quality of doctoral theses supervised, in the field of arts diploma theses, textbooks, lectures at foreign universities or presentations of works of arts abroad, etc.)*
- * *Awards*
- * *New or improved products or technologies*
- * *Cooperation with the business sector, whereas in the field of arts the candidate must be involved in multidisciplinary activities and take part in national and international cultural and art events at various levels of involvement*
- * *Membership in professional, scientific or arts associations*
- * *Organisational skills (projects and groups leader, head of study programmes, schools and bodies, etc.)*

i) Honorary Professor

Mandatory criteria

- * Internationally acknowledged reputation and excellence as a scientist or artist
- * An invitation to the candidate from the University to take part in the teaching process for a certain period of time.

j) Lector/Language Teacher

- * University first degree or second level degree in language studies
- * Three years of teaching experience
- * Minimum three months of teaching in an appropriate linguistic environment
- * Ability to perform professional and educational work.

k) Skills Teacher

- * University first degree or second level degree in a relevant field
- * Preferably five years of appropriate experience.

Article 5

A view of the quality of one's teaching work is formed on the basis of a students' survey. The survey is carried out at the respective school, where the candidate teaches, annually at the end of lectures.

A view of the quality of one's teaching work is not considered for candidates who have applied for their academic title for the first time.

Schools of the University are responsible for carrying out the annual student survey for each subject at the end of each course. The aim of the survey is to assess the staff in research, academic and associate positions within each study programme.

The students answer the questionnaire as defined in Article 5 on an anonymous and voluntary basis.

Article 6

The titles awarded are valid for the following periods of time:

* Research Associate or Assistant Professor		5 years
* Senior Research Associate or Associate Professor	5 years	
* Research Advisor Professor or Full Professor	unlimited	
* Adjunct Professor	5 years, or until end of cooperation with the University	
* Honorary Professor		unlimited
* Lector / Language teacher	5 years	
* Senior Lecturer		5 years
* Lecturer	5 years	
* Assistant	3 years	
* Junior Expert	3 years	
* Senior Expert	3 years	
* Skills Teacher	3 years	

Article 7

The title of research associate, university teacher or associate can be obtained by a candidate who meets the required professional conditions and who takes part or is involved in carrying them out at the University.

The appointment procedure commences upon a proposal issued by the Dean and the Rector's invitation.

Article 8

The appointment procedure for research-, academic- or associate staff positions is carried out by the school whereas the decision about the awarding of titles is reached by the Senate of the University.

Article 9

The procedure of promoting or renewing of titles commences no later than 6 months before the title's validity expiry date.

Should the candidate present extraordinary achievements and results, the Dean of a respective school or the Head of laboratory, institute or centre may, upon prior agreement with the Rector, at any time, propose the awarding of a title of a higher rank to the aforementioned candidate.

Article 10

The applications for obtaining the titles of research-, academic- or associate staff are to be delivered to the University in a written form.

The application should contain the following enclosures:

- a) CV containing the description of the candidate's professional, scientific, artistic and pedagogical activities,
- b) evidence of the fulfilment of the conditions for obtaining the title as stated under the conditions and additional criteria for obtaining the aforementioned titles,
- c) bibliography, whereas in the field of arts the appearance of the candidate's works of art and the candidate's contribution as author,
- d) list of 10 items of bibliography of highest importance, classified according to appointment periods,
- e) a copy of the decision on awarding the current title if the candidate was appointed at another institution of higher education.

In the application the field in which the candidate desires to obtain the title may be stated by the candidate.

Article 11

Should the University consider the application or documentation incomplete or inappropriately written, the candidate will be informed of it within 15 days so as to make the required amendments. The candidate should provide the amendments to the application within 15 days.

Should the candidate fail to provide the amendments within the set deadline, his application will be considered withdrawn.

Article 12

The Rector of the University shall be obliged to submit the candidate's application to the senate of the competent faculty or school for consideration within 15 days of its completion.

The application of a candidate who, as an outworker under a civil law contract, is involved in educational or research work at the University and has been habilitated at another higher education institution for the same title, shall be submitted by the Rector of the University to the University Senate, which shall consider the candidate's application with reasonable application of individual provisions of these Rules.

The University Senate may recognize a habilitation title obtained abroad for newly employed associates on the basis of submitting appropriate proof, from which it follows that the title obtained at a foreign higher education institution is equivalent or comparable to the professional conditions and criteria set out in these Rules.

Newly employed associates whose habilitation title obtained abroad was recognized by the University Senate in accordance with the previous paragraph must apply for the appropriate title of research associate, higher education teacher or associate in accordance with these Rules within two weeks of the decision.

Recognition of a habilitation title obtained abroad shall be valid until the completion of the procedure for awarding the appropriate title of research associate, higher education teacher or associate in accordance with these Rules.

Article 13

The candidate's application will be considered by the Senate of the respective school at the first coming meeting. Should the appointment procedure not be stopped due to the candidate's inappropriate application, a three-member committee in the relevant field is appointed in order to form the evaluation report on the candidate's meeting of the criteria for appointment (referred to as: »evaluation«).

The committee defined in the previous paragraph must consist of a member of the respective school of the University and at least one member from another university. When appointing an Assistant Professor, Associate Professor or Full Professor, the committee must consist of at least one member from a foreign university.

At least two members of the committee referred to in the first paragraph of this article must be university teaching or research staff members whose titles are of a higher degree compared to the title applied for. Also, the committee must consist of at least two university teaching or research staff members whose titles are in the field of research closely related to the candidate's. One of the members of the committee may have a title related to a broader field of research than the candidate's field.

Article 14

For the titles of university teachers and research associates, the members of the committee will write their individual, independent evaluation reports; for the titles of university associates, the committee will write a single evaluation report on the candidate's application, namely, to what degree the candidate meets the conditions concerning professional qualifications, scientific and artistic creativity, practical experience in his field, and his teaching abilities.

The evaluation report shall be prepared within one month after the appointment of the evaluation committee.

Article 15

The evaluation report defined in the first paragraph of Article 13 of these regulations must comprise:

- * a view concerning the candidate's work in the fields of science, research or arts
- * a view concerning the candidate's professional qualifications and work
- * a view concerning the candidate's professional experience in the context of practice and the adequacy of this experience
- * an evaluation of the candidate's innovativeness, or his artistic or research work, and to what extent these are based on the achievements in contemporary science, or arts, or the relevant profession
- * a view concerning the candidate's organisational abilities and work done at the University
- * a view concerning the candidate's meeting the specific conditions stated in Article 4 of these Regulations.

In the evaluation report, the committee members may propose that the candidate is awarded a title they consider appropriate.

Article 16

Following a review of the evaluation and the entire documentation at the first coming meeting, the Senate of the respective school submits the evaluation report, the full documentation, and the proposal to the University Senate.

The Senate of the respective school may advise the University Senate to

- * reject the candidate's application due to its inadequateness,
- * to award the proposed title to the candidate.

Article 17

The final decision on the appointment of the candidate and on the field of appointment is reached by the University Senate at the first coming meeting on the basis of the evaluation of all documents, views, the committee's proposal, the students' views, and upon the University's rules and standards.

Should the application, the documentation, the view and the proposal of the committee, and the students' views indicate that the conditions for obtaining the proposed title have not been met, the Senate of the University may

- * reject the candidate's application
- * in accordance with the provisions of Article 18 of these regulations, award the same title to the candidate once again. For the re-appointment into the same title, the candidate should meet, within the period since his last appointment, at least half of mandatory conditions and additional conditions needed for the appointment into a higher title.

Article 18

To candidates who have been proposed for the award of the titles of

- * Senior Research Associate or Associate Professor

the University Senate may award the same title a number of times.

To candidates who have been proposed for the award of the titles of

- * Research Associate or Assistant Professor

the University Senate may award the same title maximum two times in a row.

To candidates who have been proposed for the award of the title of

- * Assistant

the University Senate may award the same title maximum three times in a row.

For the third appointment to the position of assistant, the candidate, along with complying with the conditions from point c) of Article 4 of these Regulations, must also have a PhD.

To candidates who have been proposed for the award of the titles of

- * Junior Expert
- * Senior Expert
- * Adjunct Professor
- * Skills Teacher
- * Lector / Language Teacher
- * Lecturer
- * Senior Lecturer

the same title may be awarded a number of times.

Article 19

Should the validity of the candidate's title expire during the procedure of obtaining his new title, the former title's validity is prolonged until the end of the appointment procedure.

On the basis of the candidate's application, the validity of his title may be prolonged in case of a serious longer illness. The prolonged period of the title will be the same as the period of the candidate's absence due to his illness, or as the period of parental leave.

Article 20

The final decision concerning awarding a title or rejecting the candidate's application, as well as the decision concerning stopping the appointment procedure, is issued by the Rector.

Article 21

All procedures started before the day of the implementation of these regulations shall continue and be terminated in accordance with the rules that were in use before the implementation of these regulations.

Article 22

The Regulations concerning the conditions and the procedure for awarding titles of research associates and university teachers at the University of Nova Gorica shall become valid the first day after their publication.

Rector

A handwritten signature in black ink, appearing to read 'D. Zavrtnik', with a long horizontal flourish extending to the right.

prof. dr. Danilo Zavrtnik

