



FULL TEXT OF DIRECTIVE NO. 202

elaborated on 23 March 2023

Criteria for Appointment to the Posts of Professors and Associate Professors and Rules for Appointment to the Posts of Visiting Professors

Discussed by:

Approved by: UNIZA Scientific Board on 23 March 2023

Effective as of: the date of approval

Article 1 Introductory Provisions

1. The Scientific Board of the University of Žilina (hereinafter referred to as the UNIZA SB) approves this internal directive of the University of Žilina pursuant to Section 12, par. 1, letters g) and h) and par. 2 of Act No. 131/2002 Coll. on Higher Education and on Amendments and Supplements to Certain Acts, as amended (hereinafter referred to as the Higher Education Act).

Article 2 Basic Provisions

1. This Directive regulates:
 - a) general criteria for the appointment to the posts of professors,
 - b) general criteria for the appointment to the posts of associate professors,
 - c) specific requirements for the appointment to the posts of professors,
 - d) rules for the appointment to the posts of visiting professors.
2. The posts of professors and associate professors shall be appointed via a selection procedure, in accordance with UNIZA Directive No. 237 Principles of the Selection Procedure for Staffing the Posts of University Teachers, Research Staff, Professors and Associate Professors and Senior Staff.
3. General criteria for appointing the posts of professors and associate professors are regulated by UNIZA Directive No. 222 as a part of study programmes' internal quality assurance system of individual faculties and parts of UNIZA in relation to the valid standards of the Slovak Accreditation Agency for Higher Education, as well as the UNIZA Long-Term Plan.
4. Scientific-pedagogical or artistic-pedagogical titles cannot be a prerequisite for filling the post of professor or associate professor.

Article 3 General Criteria for the Appointment to the Posts of Professors

1. General criteria for the appointment to the posts of professors are governed by the provisions of Section 75 of the Higher Education Act.
2. The qualification for the post of professor is
 - a) **fulfilment of the valid criteria for obtaining the title of professor**, approved by the UNIZA Scientific Board in the standards for habilitation proceedings and inauguration proceedings pursuant to Section 23 par. 7 of Act No. 269/2018 Coll. on Quality Assurance of Higher Education, as amended, as defined in **UNIZA Directive No. 211** Procedure for Obtaining the Scientific-Pedagogical Titles and Artistic-Pedagogical Titles Associate Professor and Professor at the University of Žilina, (hereinafter referred to as the "procedure for obtaining the titles"). A university teacher who acts in the post of professor may use the title "university professor".
 - b) the fulfilment of general criteria for appointment to the posts of professors and minimal criteria of pedagogical, research, development or artistic activity according to Section 77 par. 3. of Higher Education Act. Minimal criteria for pedagogical, research, development or artistic activity are issued by the Ministry of Education after consultation with the representative bodies of higher education institutions and the prior approval of the Slovak Accreditation Agency for Higher Education. The Agency shall assess the compliance of minimal criteria with the standards for habilitation proceedings and inauguration proceedings and, if they are consistent, shall consent to their issue. The Agency may establish and assess other criteria for the appointment to the posts of associate professors and professors."

3. The prerequisite for the university teacher's activities at the post of professor is the continuous fulfilment of the current criteria for holding the post of professor.
4. The post of UNIZA professor may only be filled by a candidate who demonstrates publication and scientific research activity outputs in accordance with the provisions of Section 75 of the Higher Education Act.
5. The candidate shall present an application for the selection procedure, evidence on fulfilment of qualification requirements and personal as well as professional characteristics (description), indicating the specific conditions pursuant to Article 5 for the past five years. The candidate shall also submit all necessary documents.
6. The selection procedure for the post of professor shall evaluate the fulfilment of the specific requirements for the appointment of the post of a professor in accordance with Article 5.
7. Based on the assessment of provided documents and the presentation of the candidates, the selection committee shall decide on the ranking of the candidates.

Article 4

General Criteria for the Appointment to the Posts of Associate Professors

1. General criteria for the appointment to the posts of associate professors are governed by the provisions of Section 75 of the Higher Education Act.
2. The qualification for the post of associate professor is
 - a) **fulfilment of the valid criteria for obtaining the title of associate professor**, approved by the UNIZA Scientific Board in the standards for habilitation proceedings and inauguration proceedings, pursuant to Section 23 par. 7 of Act No. 269/2018 Coll. on Quality Assurance of Higher Education, as amended, as defined in **UNIZA Directive No. 211** Procedure for obtaining the titles."
 - b) the fulfilment of general criteria for appointment to the posts of associate professors and minimal criteria of pedagogical, research, development or artistic activity according to Section 77 par. 3. of Higher Education Act. Minimal criteria for pedagogical, research, development or artistic activity are issued by the Ministry of Education after consultation with the representative bodies of higher education institutions and the prior approval of the Slovak Accreditation Agency for Higher Education. The Agency shall assess the compliance of minimal criteria with the standards for habilitation proceedings and inauguration proceedings and, if they are consistent, shall consent to their issue. The Agency may establish and assess other criteria for the appointment to the posts of associate professors and professors.
3. The prerequisite for the university teacher's activities at the post of associate professor is the continuous fulfilment of the current criteria for holding the post of associate professor.
4. The post of UNIZA associate professor may only be filled by a candidate who demonstrates publication and scientific research activity outputs in accordance with the provisions of Section 75 of the Higher Education Act.
5. The candidate shall present an application for the selection procedure, evidence on fulfilment of qualification requirements and personal as well as professional characteristics (description), indicating the candidate's pedagogical, research and organizational activity for the past five years. The candidate shall also submit all necessary documents.
6. The selection procedure shall evaluate the fulfilment of the qualification requirements and assess the candidate's activities in accordance with paragraph 2 of this Article. The provisions of Article 5, par. 4 and 5 may be applied accordingly to the evaluation of the above-mentioned activities.
7. Based on the assessment of provided documents and the presentation of the candidates, the selection committee shall decide on the ranking of the candidates.

Article 5

Specific Requirements for the Appointment to the Posts of Professors

1. These prerequisites are presented in accordance with Section 12, par. 1, letter h) of the Higher Education Act.
2. The candidate must fulfil all requirements set out in Article 3 General Criteria for the Appointment to the Posts of Professors.
3. In assessing a candidate, the following shall be evaluated:
 - a) **Pedagogical prerequisites**, in particular his/her ability to guarantee the quality of preparation and implementation of teaching and guiding the qualification growth of other members of the workplace, his/her own pedagogical activities, creation of strategies, study programmes, etc., design of teaching materials and publishing activities in the field of education.
 - b) **Scientific-research (artistic) prerequisites**, in particular his/her ability to set trends in scientific-research (artistic) work, responsibility for research in the relevant field, the design and solving of scientific-research (artistic) projects, the results of the projects carried out, the leadership and management of scientific-research teams, international cooperation, publishing activities, participation in conferences, etc.
 - c) **Organisational skills**, in particular his/her ability to lead a team, organise pedagogical and scientific-research (artistic) activities.
 - d) **Personal qualities**, where especially recognition by the scientific (artistic) pedagogical community is assessed. It is assessed whether the candidate is a well-known personality recognised by the scientific community.
4. In order to demonstrate achievement in the fields referred to in paragraph 4 of this Article, the committee shall assess the candidate's activities in the following structure:
 - a) **pedagogical activity**
 - teaching at all levels of higher education both in the native, as well as a foreign language,
 - supervising and opposing final theses in the first and second level of higher education,
 - publishing activity in the field of education and design of study literature,
 - design and provision of study programmes,
 - participation in educational training projects, an overview of courses and training to develop professional, linguistic, pedagogical, digital skills and transferable competencies, if the candidate has completed them,
 - success rate in obtaining educational projects,
 - pedagogical activities at the national and international levels,
 - other educational activities,
 - b) **scientific-research activity**
 - success in obtaining grants and projects at the national and international levels,
 - leading of research teams,
 - participation in scientific research projects and achieved results,
 - data on the scope of publication activity (list of the most important published scientific, professional, and artistic works, especially in high-impact journals registered in the WoS and SCOPUS databases, quotations, and reviews),
 - participation in conferences and publication of results in conference proceedings, especially in internationally indexed databases such as WoS and SCOPUS,
 - membership in scientific boards of faculties, universities, and other educational and scientific institutions,
 - guiding doctoral students as a supervisor, guiding, and opposing theses in the third level of higher education,
 - preparation of opinions on habilitation theses, membership in habilitation and inauguration commissions,
 - assessment of scientific papers, grants, etc.,

- other activities of a scientific research nature,
 - c) **organisational activity**
 - organizing pedagogical and scientific research events,
 - management of teams at the level of faculty, higher education institution, or national and international level,
 - other significant organisational activities,
 - d) **other activities**
 - membership in the editorial boards of scientific and professional journals,
 - membership of national and international committees, agencies, etc.,
 - awards and honours.
5. The condition for appointing the post of professor is the demonstrated activity in compliance with paragraph 5 of this Article for the past five years.

Article 6

Rules for Appointment to the Posts of Visiting Professors

1. The rector or the dean, if it is a post arranged at the faculty, may, for a period not exceeding **two years**, with the consent of the UNIZA SB, conclude an employment relationship with a distinguished expert for the post of a visiting professor.
2. The provisions of Section 75 of the Higher Education Act concerning professors apply to visiting professors. The provisions of Section 77 of the Higher Education Act shall not apply to the appointment to the posts of visiting professors.
3. The rector's proposals for appointing the posts of visiting professors at UNIZA are approved by the UNIZA SB in accordance with Section 12, par. 2 of the Higher Education Act. In the case of appointing the posts of visiting professors at a faculty, the UNIZA SB does so on the proposal of the faculty's Scientific Board.
4. In the case of appointing the posts of visiting professors with the competence within a part of UNIZA, the proposal for the appointment to the post of a visiting professor is submitted by the rector on the proposal of the director of the relevant UNIZA part.
5. In the case of appointing the posts of visiting professors at a faculty, the dean of the relevant faculty shall request the rector to submit this proposal to the UNIZA SB for approval after a discussion in the faculty's Scientific Board.
6. The post of a visiting professor may be filled at a faculty or part of UNIZA by a distinguished expert, if:
 - a) he/she is a demonstrably significant and recognised scientific or artistic personality in the relevant field, an expert with clearly demonstrable results of his/her previous scientific, pedagogical, or professional activities, which are comparable to the criteria for obtaining the title of a professor and approved by the UNIZA SB in the standards for habilitation and inauguration proceedings pursuant to Section 23 par. 7 of Act No. 269/2018 Coll. on Quality Assurance in Higher Education, as amended,
 - b) has completed 3rd level or equivalent level of higher education in accordance with the previous regulations,
 - c) performs pedagogical, scientific, or artistic activities at the faculty or at UNIZA part in the scope of at least one semester in the field of study in which the faculty/part provides education in the study programme of the first, second, or third level,
 - d) significantly contributes to raising the level of scientific, artistic, and pedagogical work at the faculty, institute, or other educational and research part of UNIZA.
7. A written proposal for appointing the post of a visiting professor must include:
 - a) a curriculum vitae of the candidate,
 - b) scientific, artistic, and professional activities, significant achievements in the field of activity,

- c) data on the extent of publication activity and a list of the most significant published scientific, professional, and artistic works, textbooks, teaching texts, projects, quotations, and reviews,
 - d) a summary of awards and honours received,
 - e) the time and content schedule of the visiting professor's activities,
 - f) the record of the relevant meeting of the faculty's Scientific Board, in the case of an institute or other educational and research part of UNIZA, the written opinion of the relevant director of the institute or part of UNIZA at which the nominee is to work.
8. If the UNIZA SB approves the proposal of the rector of UNIZA to fill the post of a visiting professor, the rector, or the dean if it is a post classified at the faculty, may conclude an employment relationship with the person proposed.
 9. If the rector's proposal to fill the post of a visiting professor is not approved by the UNIZA SB, the rector shall notify the relevant dean of the faculty, or the relevant part of UNIZA, where the proposed person was to work, of the rector's decision.
 10. Visiting professor is not a scientific-pedagogical title, but a time-limited activity at a specific post.
 11. The designation of this function is written after the surname, the academic title PhD or CSc., or the scientific rank D.Sc., separated by a comma, written in full and used at UNIZA for the duration of the employment relationship (e. g. Prof. Ing. Name and Surname, PhD, Visiting Professor).

Article 7 Final Provision

1. This internal regulation **determines the minimum conditions for the appointment** to the posts of **professors, associate professors, and visiting professors at UNIZA**.
2. Deans **are obliged to** update the General Criteria for the Appointment to the Posts of Professors and Associate Professors and the Specific Conditions for the Appointment to the Posts of Professors at the Faculty in accordance with this Directive and **to establish at least such general criteria and specific conditions as are set out in this Directive**.
3. Directive 25/2002 General Criteria for the Appointment of Professors and Associate Professors and Specific Conditions for the Appointment of Professors of Non-Faculty Units of the University of Žilina is repealed.
4. Directive No. 75/2007 Rules for Appointing University Teachers to the Position of Visiting Professor at the University of Žilina is repealed.
5. Amendments and additions to this internal regulation are subject to the approval of the UNIZA SB.
6. This Directive was approved by the UNIZA Scientific Board on 1 July 2021. As of this day, it enters into force and effect.
7. Amendment No. 1 was approved by the UNIZA Scientific Board on 23 March 2023. As of this day, it enters into force and effect.

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Rector