

CROATIAN RECTORS' CONFERENCE

Based on the article 105, paragraph 4, sub-paragraph 1 of the Act on the Scientific Activity and Higher Education («Official Gazette» 123/03, 198/03, 105/04, 2/07 - Decision of the Constitutional Court of the Republic of Croatia 174/04, 46/07, 45/09, 63/11, 94/13 and 139/13, Decision of the Constitutional Court of the Republic of Croatia 101/14 and Decision of the Constitutional Court of the Republic of Croatia 60/15), and in accordance with the article 5, paragraph 2 of the Procedures of the Croatian Rectors' Conference, on its 12th session in the academic year 2016/2017 held on 25 September 2017, and by the consent of the National Council for Science, Higher Education and Technological Development dated 15 November 2017, the Croatian Rectors' Conference makes the following

DECISION

ON THE NECESSARY REQUIREMENTS FOR EVALUATION OF TEACHING AND SCIENTIFIC-PROFESSIONAL ACTIVITY WITHIN THE PROCEDURE FOR APPOINTMENT TO SCIENTIFIC-TEACHING TITLES

GENERAL PROVISIONS

Article 1

This decision defines the requirements for evaluation of teaching and scientific-professional activity of candidates within the procedure for appointment to scientific-teaching titles.

There are general and special requirements that a candidate needs to fulfill within the procedure for appointment to scientific-teaching titles.

General requirements are determined as obligatory requirements that a candidate must fulfill in order to be appointed to appropriate scientific-teaching title.

Special requirements are divided according to three groups of criteria of evaluating teaching, scientific-professional and institutional work of a candidate (A, B, C). Minimum number of special requirements that a candidate has to fulfill to be appointed to appropriate scientific-teaching title is determined separately according to each criterion, and within each group of criteria.

Unless otherwise defined by a special provision, general and special requirements are to be fulfilled cumulatively, i.e. not only from the last appointment to scientific-teaching title.

GENERAL REQUIREMENTS

Article 2

Candidates appointed for the first time to scientific-teaching title of an assistant professor have to obtain a positive evaluation of the public inaugural lecture held in presence of teachers and students.

Form and method of inaugural lecture for the scientific-teaching title of assistant professor is determined by the Croatian Rectors' Conference, upon consent of the National Council for Science, Higher Education and Technological Development.

Article 3

Candidates appointed to higher scientific-teaching titles have to fulfill a general requirement of performing teaching as a teacher (full-time or visiting) at a higher education institution:

- in a total of at least 300 standard hours for appointment to the title of associate professor
- in a total of at least 600 standard hours for appointment to the title of full professor
- in a total of at least 900 standard hours for appointment to the title of full professor with tenure

Article 4

Candidates who are in the procedure of appointment to higher titles must submit the positive results of institutional assessment on the quality of their teaching performance or positive results of student survey carried out by a higher education institution.

SPECIAL REQUIREMENTS

Article 5

Criteria for assessment of teaching and scientific-professional activity are:

- A. criterion of teaching contribution;
- B. criterion of scientific-professional contribution;
- C. criterion of institutional contribution.

Institutional contribution refers to the scientific-professional contribution of a candidate to activities of university or other academic institutions.

Within one criterion of assessment of teaching and scientific-professional activity, a candidate has to fulfill a minimum number of special requirements for appointment to certain scientific-teaching title, as defined in the following table:

TABLE

MINIMUM NUMBER OF SPECIAL REQUIREMENTS ACCORDING TO CRITERIA FOR APPOINTMENT TO SCIENTIFIC-TEACHING TITLES

Scientific-teaching title	A. Criterion of teaching contribution	B. Criterion of scientific-professional contribution	C. Criterion of institutional contribution
Assistant professor	1	1	0
	It is possible to fulfill both requirements in one group		
Associate professor	2	2	0
Full professor	3	3	1
Full professor with tenure	4	4	2

Special requirements are described in the article 6 of this decision.

Article 6

A. Criterion of teaching contribution

1. Requirement of mentorship or co-mentorship within preparation of final or graduation theses

- A candidate has to be mentor or co-mentor within preparation of at least two defended final or graduation theses (**requirement for appointment to the title of assistant professor**), i.e. after appointment to assistant professor, a candidate has to be mentor or co-mentor for at least 5 final or graduation theses or postgraduate professional theses (**requirement for appointment to the higher scientific-teaching titles**).

2. Requirement of publishing a paper in co-authorship with student within the topic of final or graduation thesis

- in co-authorship with a student, to whom a candidate was a mentor or co-mentor for preparation of defended final or graduation theses, a candidate has to publish at least one scientific or professional paper within the topic of final or graduation thesis (**requirement for appointment to the title of assistant professor**), i.e. after appointment to assistant professor, a candidate has to publish in co-authorship with a student, to whom a candidate was a mentor or co-mentor for preparation of

defended final or graduation thesis or postgraduate professional thesis at least one scientific or professional paper within the topic of final or graduation thesis or postgraduate professional thesis (**requirement for appointment to the higher scientific-teaching title**).

3. Requirement of professional training in the scientific field or in profession or in teaching

- Upon graduation, a candidate has to participate in training related to corresponding scientific field, profession or teaching at higher education or scientific institutions in the country or abroad, including also the stay abroad within postgraduate (professional or doctoral) study, in total duration of at least three months (**requirement for appointment to the title of assistant professor**), i.e. a candidate has to participate in training related to corresponding scientific field, profession or teaching higher education or scientific institutions abroad in total duration of at least six months (**requirement for appointment to the title of associate professor**), i.e. in total duration of nine months (**requirement for appointment to the title of full professor**), i.e. in total duration of one year (**requirement for appointment to full professor with tenure**).

4. Requirement of publishing scientific book, university textbook or university manual as an author or co-author

- Before being appointed to the title of assistant professor or after appointment to preceding scientific-teaching title, a candidate, as either author or co-author, has to publish a scientific book, university textbook or university manual.

5. Requirement of innovating the teaching content

- A candidate has to participate in the innovation of teaching content in at least one of the following ways:
 - participation in a committee for development of a new accredited study program;
 - implementation of a new course accepted by the competent expert body of a higher education institution;
 - publication of reviewed teaching materials on a web site or on the e-learning platform for at least one course, accepted by the competent expert body of a higher education institution;
 - introduction of new experimental or practical teaching methods in undergraduate, graduate or postgraduate studies with the approval of competent expert body of a higher education institution.

6. Requirement of mentorship for preparation of doctoral dissertations

- after appointment to preceding scientific-teaching title, a candidate has to act as a mentor or co-mentor for at least one defended doctoral dissertation.

7. Requirement of publishing a paper in co-authorship with student within the topic of doctoral dissertation

- after appointment to preceding scientific-teaching title, and in co-authorship with a student, to whom a candidate was a mentor or co-mentor for preparation of defended doctoral dissertation, or a teacher at one course within doctoral study, a candidate has to publish at least one scientific or professional paper within the topic of doctoral dissertation.

8. Requirement of reviewing study programs, or acting as a member in the committees for reaccreditation of study programs

- a candidate has to be a reviewer (reporter) for at least one study program, i.e. a candidate has to act as a member in at least one committee for reaccreditation of a study program.

9. Requirement of reviewing scientific book, university textbook or university manual

- prior to the appointment to the title of assistant professor or after appointment to preceding scientific-teaching title, a candidate has to review at least one scientific book, university textbook or university manual.

10. Requirement of coordinating cooperation with teaching bases

- a candidate has to institutionally coordinate cooperation with teaching bases or networks of teaching bases (experimental stations, placements in schools, practices in hospitals, practices in bodies and institutions of public and state administration, of local self-government, of cultural institutions, companies, etc.).

B. Criterion of scientific-professional contribution

1. Requirement of presenting papers at scientific or professional meetings (national and international)

- as either author or co-author, a candidate has to present at least three papers on posters or orally at national and international scientific or professional meetings (**requirement for appointment to the title of assistant professor**), i.e. after appointment to preceding scientific-teaching title, a candidate has to present, as either author or co-author, at least five papers on posters or orally at scientific or professional conferences, of which at least two papers have to be presented at international scientific or professional meetings (**requirement for appointment to the higher scientific-teaching titles**).

As of this criterion (requirements B1 and B2), an international meeting refers to a meeting that is held abroad, and if it is held in Croatia, then it is required that a scientific activity and presentation is held in at least one world language.

2. Requirement of invited lecturing at international scientific or professional meeting

- prior to the appointment to the title of assistant professor or after appointment to preceding scientific-teaching title, a candidate has to be an invited lecturer at least one international scientific or professional meeting.

3. Requirement of coordinating of or participating in scientific-research projects supported by the Ministry of Science and Education of the Republic of Croatia (refers to the scientific-research projects realized until the end of 2014 with the financial support of the Ministry of Science, Education and Sports) and other scientific-research projects.

- in the status of young researcher or researcher, a candidate has to participate in realization of a scientific-research project supported by the Ministry or in other scientific-research projects financed by the European Science Foundation, by state administration, Croatian and foreign foundations, etc. (**requirement for appointment to the title of assistant professor**), i.e. a candidate has to act as a coordinator of a scientific-research project supported by the Ministry or of other scientific-research projects financed by the European Science Foundation, by state administration, Croatian and foreign foundations, etc. (**requirement for appointment to the higher scientific-teaching titles**).

4. Requirement of coordinating of or participating in realization of a scientific program within the scientific centers of excellence, European and internationally competitive projects and projects of the Croatian Science Foundation.

- a candidate has to be a coordinator or has to participate as an associate in the scientific program of a scientific center of excellence, i.e. a candidate has to be a coordinator of or a participant in a European and an internationally competitive project or a project of the Croatian Science Foundation.

5. Requirement of editing the proceedings

- a candidate has to be an editor of at least one proceedings of a scientific conference or editor of a scientific book or a guest editor for a special issue of a scientific journal.

6. Requirement of reviewing articles in journals and proceedings

- a candidate has to review at least 3 papers in scientific or professional journals, proceedings of scientific conferences or in collections of scientific publications (**requirement for appointment to the title of assistant professor**), i.e. after appointment to preceding scientific-teaching title, a candidate has to review at least

5 papers in scientific or professional journals, proceedings of scientific conferences or in collections of scientific publications (**requirement for appointment to the higher scientific-teaching titles**).

7. Requirement of reviewing projects

- a candidate has to be a reviewer (reporter) for at least one competitive project at national or international level in the category of research, development or professional projects or a candidate has to be a reviewer (reporter) in the scientific panel of the Croatian Science Foundation.

8. Requirement of membership in organizational or scientific board of a scientific meeting

- a candidate has to be a member of an organizational or scientific board of an international scientific meeting (i.e. of a meeting that gathers professionals from at least three countries, and an organizational or scientific board consists of members from three countries), or a candidate has to be a president of an organizational or scientific board of a national scientific meeting.

9. Requirement of publishing professional papers

- as either author or co-author, a candidate has to publish at least three professional papers (**requirement for appointment to the title of assistant professor**), i.e. after appointment to preceding scientific-teaching title, a candidate has to publish at least three professional papers or papers in the proceedings of a scientific-professional meeting (**requirement for appointment to the higher scientific-teaching titles**).

10. Requirement of obtaining international or prominent national awards or awards for scientific, teaching or professional work

- a candidate has to obtain an international award or acknowledgement or a prominent national award or acknowledgement for scientific or teaching or professional work. As of this requirement, a prominent national award or acknowledgement refers to awards or acknowledgements that are awarded by state bodies, as well as by national scientific and cultural institutions.

11. Requirement of participating in programs of science popularization

- a candidate has to participate in activities of science popularization that are aimed to promote a dialog between scientific community and a target audience about science and scientific education (popular-scientific lectures, forums, workshops, festival of science, occasional manifestations, engagement in journals for popularization of science, educational projects, appearance in media, etc.).

C. Criterion of institutional contribution

1. Requirement of performing leadership duties

- a candidate has to perform a leadership duty at a higher education institution or act as a head of vocational or scientific association affiliated with a candidate's scientific field at national or international level, or perform a leadership duty in a wider academic community. Leadership duties at a higher education institution refer to positions of rector, vice-rector, dean, vice-dean, head of university department, deputy-head of university department and commissioner for specific scope of work at university department.

2. Requirement of performing head duties at an organizational unit of a higher education institution

- a candidate has to act as a head of an organizational unit of a higher education institution (head of the office, faculty center, center, department, chair and similar organizational units).

3. Requirement of acting as a member in university bodies or as a president of bodies at a university constituent

- a candidate has to be elected for at least one office term as a member of bodies of the Croatian Rectors' Conference, university bodies or act as a president of bodies at a university constituent (boards, committees, working groups, etc.) or act as a coordinator of postgraduate university or professional study.

4. Requirement of coordinating or participating in realization of university development project or other professional projects

- a candidate has to act as a coordinator or associate in a university development project or other professional project, which objective is to transfer knowledge and technologies, to develop interinstitutional cooperation and to connect academic community with social and economic community.

5. Requirement of coordinating alumni associations

- a candidate has to act as a member of university bodies affiliated with the alumni association or coordinate alumni association at a university constituent.

6. Requirement of participation in preparation and/or performance of lifelong learning programs

- a candidate has to act as a chairperson of a committee for preparation and/or performance of an accepted lifelong learning program

7. Requirement of participation in preparation and performance of programs of technology and knowledge transfer

- a candidate has to participate in preparation and performance of programs of technology and knowledge transfer.

8. Requirement of membership in international or national bodies for science and higher education

- a candidate has to be a member of international or national bodies for science and higher education (National Council for Science, Higher Education and Technological Development, Accreditation Council of the Agency for Science and Higher Education, national scientific councils, master committees and other bodies responsible for science and higher education that are appointed by the state administration).

9. Requirement of memberships in editorial boards of scientific and professional journals

- a candidate has to be a member of an editorial board of scientific or professional journal or other serial scientific or professional publications for at least three years.

10. Requirement of obtaining an award or acknowledgement by academic institutions and associations

- a candidate has to obtain an award or acknowledgement awarded by university, university constituents, academic institutions and vocational, scientific or scientific-professional associations.

TRANSITIONAL AND FINAL PROVISIONS

Article 7.

(1) This decision enters into force on the 8th day after being published in the »Official Gazette«.

(2) On the day of the entry into force of this Decision, the former Decision on the necessary requirements for evaluation of teaching and professional activity within the procedure for appointment to scientific-teaching titles (»Official Gazette« 106/06 and 127/06) cease to be valid.

(3) Only exceptionally, if a candidate is for the first time in the procedure of appointment to the scientific-teaching title of assistant professor within 30 months after entry to force of this Decision, or if a candidate was appointed to the scientific-teaching title of assistant professor or associate professor for a period longer than at least 30 months since the day of the entry to force of this Decision, then a candidate can request the application of the provisions stated in the former Decision on the necessary requirements for evaluation of teaching and professional activity within the procedure for appointment to scientific-teaching titles (»Official Gazette« 106/06 and 127/06).

(4) If there is a period of at least 30 months passed since the last appointment to the scientific-teaching title of full professor and the adoption of this Decision, a candidate who is in the procedure

of appointment to the scientific-teaching title of full professor with tenure has to fulfill more than half of requirements that are defined for the related scientific-teaching title as defined in this Decision.

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