



Technical University in Zvolen

Organizational Directive

No. 2/2023

General criteria and specific conditions for the appointment of the academic positions at the TU in Zvolen

- A:** General criteria for the appointment of the positions of professors, associate professors, assistant professors, assistants and lecturers and specific conditions for the appointment of the positions of professors, associate professors, assistant professors, assistants and lecturers at the Faculty of Forestry of the Technical University in Zvolen

- B:** General criteria for the appointment of the positions of professors, associate professors, assistant professors, assistants and lecturers and specific conditions for the appointment of the positions of professors, associate professors, assistant professors, assistants and lecturers at the Faculty of Wood Sciences and Technology of the Technical University in Zvolen

- C:** General criteria for the appointment of the positions of professors, associate professors, assistant professors, assistants and lecturers and specific conditions for the appointment of the positions of professors, associate professors, assistant professors, assistants and lecturers at the Faculty of Ecology and Environmental Sciences of the Technical University in Zvolen

- D:** General criteria for the appointment of the positions of professors, associate professors, assistant professors, assistants and lecturers and specific conditions for the appointment of the positions of professors, associate professors, assistant professors, assistants and lecturers at the Faculty of Technology of the Technical University in Zvolen

- E:** General criteria for the appointment of the positions of assistant professors, assistants and lecturers and specific conditions for the appointment of the positions of assistant professors, assistants and lecturers at the Institute of Foreign Languages and the Institute of Physical Education and Sport of the Technical University in Zvolen

Zvolen 2023

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Come into force: by approval in AS TUZVO on 16 October 2023

Organizational Directive

No. 2/2023

General criteria and specific conditions for the appointment of the academic positions at the TU in Zvolen

Common introductory and final provisions for points A, B, C, D and E

- (1) On the basis of the proposals of the Scientific Boards of the faculties of the TU in Zvolen and the Scientific Board of the TUZVO submitted in accordance with § 12 (1) (g) and (h) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as the "Act on Higher Education"), the Scientific Board of the TUZVO and the Academic Senate of the TUZVO approved new General criteria for the appointment of the positions of professors, associate professors, assistant professors, assistants and lecturers and Specific conditions for the appointment of the positions of professors, associate professors, assistant professors, assistants and lecturers at the TU in Zvolen, namely at the Faculty of Forestry of the TU in Zvolen, at the Faculty of Wood Sciences and Technology of the TU in Zvolen, at the Faculty of Ecology and Environmental Sciences of the TU in Zvolen, and at the Faculty of Technology of the TU in Zvolen and General criteria for the appointment of the positions of assistant professors, assistants and lecturers and Specific conditions for the appointment of the positions of assistant professors, assistants and lecturers at the Institute of Foreign Languages and the Institute of Physical Education and Sport (hereinafter referred to as "General criteria and specific conditions for the appointment of the academic positions"), which are the content of the new Organizational Directive No. 2/2023.
- (2) The adoption of the new Organizational Directive No. 2/2023 General criteria and specific conditions for the appointment of the academic positions at the TU in Zvolen cancels the Organizational Directive No. 3/2022, i.e., the current General criteria and specific conditions for the appointment of academic positions at the TU in Zvolen, including points A, B, C, D, E, which was approved by the Scientific Board of the TUZVO on 6 December 2022 and by the Academic Senate of the TUZVO on 8 December 2022.
- (3) Organizational Directive No. 2/2023 General criteria and specific conditions for the appointment of the academic positions at the TU in Zvolen, including points A, B, C, D, E, was approved by the Scientific Board of the TUZVO on 25 September 2023 and by the Academic Senate of the TUZVO on 16 October 2023, and come into force and effect on this date.

A: General criteria for the appointment of the positions of professors, associate professors, assistant professors, assistants and lecturers and specific conditions for the appointment of the positions of professors, associate professors, assistant professors, assistants and lecturers at the Faculty of Forestry of the Technical University in Zvolen

No. R-6898/2023

Introductory provision

On the basis of § 12 (1) (g) and (h) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as the "Higher Education Act"), the Scientific Board of the Technical University in Zvolen (hereinafter referred to as the "SB TUZVO"), on the proposal of the Scientific Board of the Faculty of Forestry of the Technical University in Zvolen (hereinafter referred to as the "SB LF"), approved the General criteria for the appointment of the positions of professors, associate professors, assistant professors, assistants and lecturers and the Specific conditions for the appointment of the positions of professors, associate professors, assistant professors, assistants and lecturers at the Faculty of Forestry of the TU in Zvolen.

Article 1

General criteria for the appointment of the positions of professors, associate professors, assistant professors, assistants and lecturers

- (1) The qualification prerequisite for appointing the position of professor is the fulfilment of the currently valid minimum threshold values of the criteria for the inauguration proceeding in the field of study to which the position is linked or in a related field of study.
- (2) The qualification prerequisite for appointing the position of associate professor is the fulfilment of the currently valid minimum threshold values of the criteria for the habilitation proceeding in the field of study to which the position is linked or in a related field of study.
- (3) Depending on the specific content of the work tasks, a second or third higher education qualification is a prerequisite for the position of assistant professor.
- (4) A second higher education qualification is a prerequisite for the performance of the activity of a university teacher in the position of assistant. The TUZVO shall provide the assistant teacher with the opportunity to train to obtain a third higher education qualification.
- (5) Depending on the specific content of the work tasks, the qualification prerequisite for the performance of the activity of a university teacher in the post of lecturer is a first or second higher education qualification.
- (6) In assessing a candidate for the position of professor, the following shall be evaluated:
 - a) teaching activity, in particular conducting lectures, courses, and seminars, evaluating students, supervising and reviewing final theses, participating in committees to defend final theses, and

- consultations for students and PhD. students, testing at state exams, further the ability to guarantee the quality of preparation and implementation of teaching, guiding the qualification growth of workplace members, creating study programmes, publishing activities in the field of education and meeting the relevant conditions defined in Art. 2 of this regulation,
- b) scientific activity, in particular the ability to affect trends and concepts in the field of science and technology, the ability to conduct research and development activity and publish the results in journals and media and at scientific or professional events of international importance, the ability to lead research teams and organizing scientific events, the ability to intensify relations with foreign institutions, etc. and fulfilment of the relevant conditions defined in Art. 2 of this regulation,
 - c) prerequisites for responsibility for ensuring the quality and development of study programmes of the 2nd or 3rd degree and responsibility for the development and quality assurance of the field of habilitation and inauguration proceedings,
 - d) in terms of personality, where his/her recognition by the scientific and pedagogical community and the evaluation of his/her teaching activity by students are evaluated
- (7) In assessing a candidate for the position of associate professor, the following shall be evaluated:
- a) teaching activity, in particular conducting lectures, tutorials, and seminars, evaluating students, supervising, and reviewing final theses, participation in committees for the defence of final theses, consultations for students and PhD. students, providing excursions and professional internships for students and testing in state exams, further, the ability to guarantee the quality of training, and teaching, guiding the qualification growth of workplace members, co-creating study programmes, publishing activities in the field of education and meeting the relevant conditions defined in Art. 2 of this regulation,
 - b) scientific activity, especially his ability, in cooperation with the professor, to contribute to the development of knowledge in the field of study to which the position is related, the ability of research or development activity and the publication of the results in journals, and media and at scientific or professional events of international importance, the ability to lead research teams and organize scientific events, the ability to intensify relations with foreign institutions, etc. and fulfilment of the relevant conditions defined in Art. 2 of this regulation,
 - c) prerequisites for responsibility for ensuring the quality and development of study programmes from the 1st to 3rd degree of study,
 - d) in terms of personality, his/her scientific recognition by the artistic-pedagogical community and evaluation of the teaching activity by students are evaluated.
- (8) In assessing a candidate for the position of assistant professor, the following shall be evaluated:
- a) teaching activity if the candidate has a higher education of 2nd degree, in particular conducting seminars and tutorials, evaluating students and supervising, and reviewing final theses at the first degrees of higher education, creating study materials, consultations for students and providing excursions and professional internships for students,
 - b) teaching activity if the candidate has a 3rd-degree higher education, in particular conducting lectures in selected chapters, conducting seminars and tutorials, evaluating students and supervising, and reviewing final theses at the first two degrees of higher education, testing in state exams in the first degree, second degree and study programmes combining the first and

- second degree, creating study materials, consulting for students and providing excursions and professional internships for students,
- c) scientific activity, in particular participation in the research or development activity of the department and publication of the results in journals and at scientific or professional events, and cooperation in organising scientific events.
- (9) In assessing a candidate for the position of assistant, the following shall be evaluated:
- a) teaching activity, in particular conducting practical tutorials, evaluating students, participating in the provision of other teaching activities and in the creating of study materials,
- b) scientific activity, in particular participation in research or development activity and the publication of the results and participation in organising scientific or professional events.
- (10) In assessing a candidate for the position of lecturer, the following shall be evaluated:
- a) teaching activity, in particular conducting tutorials, evaluating students, participating in the provision of other teaching activities and in the creating of study materials,
- b) active participation in research or development is not required.

Article 2

Specific conditions for the appointment of the positions of professors, associate professors, assistant professors, assistants and lecturers

- (1) Specific conditions for appointing the positions of professors, associate professors, assistant professors, assistants and lecturers (hereinafter referred to as "specific conditions") are defined for the study fields Forestry and Economics and Management at the Faculty of Forestry of the TU in Zvolen. The specific conditions referred to in sections 2 to 10 of this Article must have been fulfilled during the last period of not more than 5 years before applying for the post.
- (2) A candidate for the position of professor or associate professor must demonstrate compliance with the applicable minimum threshold criteria for the commencement of the habilitation and inauguration proceedings for appointing the position in the field of study to which it is linked or in a related field of study and demonstrate activities in the following areas:
- a) training of PhD. students and supervising final theses,
- b) publication activity,
- c) responses to scientific work,
- d) innovation of the provided subjects from the results of own scientific research work,
- e) conducting scientific and educational projects.
- (3) A candidate for the position of professor must demonstrate that he/she meets the applicable minimum threshold criteria for the commencement of the inauguration proceedings and the specific conditions for appointing the position in the field of Forestry or a related field of study, i.e., that he/she:
- a) has trained or is training at least one doctoral student in the study programme in the 3rd degree and supervised or is supervising at least 1 final thesis at 1st or 2nd degree,
- b) demonstrated scientific activity, expressed by at least co-authorship of 2 publications in the 1st or 2nd quartile according to the Web of Science database and at the same time co-authorship

- of 2 publications registered in Web of Science or Scopus. A publication in the 1st or 2nd quartile according to the Web of Science database can be replaced by co-authorship or a patent or utility model,
- c) demonstrated an increase of 30 citations registered in Web of Science or Scopus without self-citations, and citations with affiliation in the Slovak Republic,
 - d) demonstrated the innovation of the provided subjects from the results of their own scientific and research work,
 - e) demonstrated conducting at least one completed or one conducted scientific research project of basic or applied research in the position of a researcher, or researcher of an activity in projects from structural funds or researcher for the Technical University of a project from foreign sources.
- (4) A candidate for the position of associate professor must demonstrate that he/she meets the applicable minimum threshold criteria for the commencement of the habilitation proceedings and the specific conditions for appointing the position in the field of Forestry or a related field of study, i.e., that he/she:
- a) has supervised or is supervising at least 2 final theses in the 1st or 2nd degree of studies,
 - b) demonstrated scientific activity, expressed by at least co-authorship of 2 publications in the 1st or 2nd quartile according to the Web of Science database and at the same time co-authorship of 1 publication registered in Web of Science or Scopus. A publication in the 1st or 2nd quartile according to the Web of Science database can be replaced by co-authorship of a patent or utility model,
 - c) demonstrated an increase of 15 citations registered in Web of Science or Scopus without self-citations and citations with affiliation in the Slovak Republic,
 - d) demonstrated innovation of the provided subjects from the results of own scientific research work,
 - e) demonstrated conducting at least one completed or one conducted scientific research project of basic or applied research in the position of a researcher, or principal investigator in projects from structural funds, or an investigator for the Technical University of a project from foreign sources.
- (5) A candidate for the position of assistant professor must demonstrate that he/she meets the specific conditions for appointing the position in the field of Forestry or a related field of study, i.e., that he/she:
- a) supervised or is supervising at least 1 final thesis in the 1st or 2nd degree of studies,
 - b) demonstrated scientific activity, expressed by co-authorship of at least 2 publications in Web of Science or Scopus. A publication in Web of Science or Scopus may be replaced by co-authorship of a patent or utility model.
- (6) A candidate for the position of assistant and lecturer must demonstrate that he/she meets the specific conditions for appointing the position in the field of Forestry or a related field of study, i.e.:
- a) professional prerequisites for the provision of the required subjects, as documented by a completed higher education degree.

- (7) A candidate for the position of professor must demonstrate that he/she meets the applicable minimum threshold criteria for the commencement of the inauguration proceedings and the specific conditions for appointing the position in the field of Economics and Management or a related field of study, i.e., that he/she:
- a) trained or is training at least one doctoral student in a study programme in the 3rd degree and supervised at least 2 completed final theses in 1st or 2nd degree,
 - b) demonstrated activity, expressed by co-authorship of at least 1 publication in the 1st or 2nd quartile according to Web of Science and co-authorship of 1 Web of Science or Scopus publication,
 - c) demonstrated an increase of 20 citations registered in Web of Science or Scopus without self-citations and citations with TUZVO affiliation,
 - d) demonstrated innovation of the provided subjects from the results of own scientific research work,
 - e) demonstrated conducting at least one completed or one conducted scientific research project of basic, applied or educational research, or the management of activities in projects from structural funds or the position of an investigator for the Technical University of a project from foreign sources.
- (8) A candidate for the position of associate professor must demonstrate that he/she meets the applicable minimum threshold criteria for the commencement of the habilitation proceedings and the specific conditions for appointing the position in the field of Economics and Management or a related field of study, i.e., that he/she:
- a) supervised at least 3 completed final theses in the 1st or 2nd degree of studies,
 - b) demonstrated scientific activity, expressed by at least co-authorship of 1 publication in the 1st or 2nd quartile according to Web of Science and co-authorship of 1 Web of Science or Scopus publication,
 - c) demonstrated an increase of 10 citations registered in Web of Science or Scopus without self-citations and citations with the TUZVO affiliation,
 - d) demonstrated innovation of the provided subjects from the results of own scientific research work,
 - e) demonstrated conducting at least one completed or one conducted scientific research project of basic, applied or educational research in the position of a researcher or the solution of activities in projects from structural funds or the position of a researcher for the Technical University of the project from foreign sources.
- (9) A candidate for the position of assistant professor must demonstrate that he/she meets the specific conditions for appointing the position in the field of Economics and Management or a related field of study, i.e., that he/she:
- a) completed or started doctoral studies in the field or a related field,
 - b) participation in at least one funded scientific research project or practice-based project,
 - c) scientific activity expressed at least by co-authorship of a Web of Science or Scopus publication accepted by the publisher, or co-authorship of a work with an accepted industrial property right application.

- (10) A candidate for the position of assistant and lecturer must demonstrate that he/she meets the specific conditions for appointing the position in the field of Economics and Management or a related field of study, i.e.:
- a) professional prerequisites for providing the required subjects, as documented by a completed higher education degree.
- (11) The prerequisite for the performance of the activity of a university teacher at the position of professor, associate professor, assistant professor, assistant and lecturer is the continuous fulfilment of the actual criteria and activities referred to in Article 1 of this Internal Regulation.
- (12) A university teacher who consistently fulfils the currently valid minimum threshold values of the criteria for the inauguration proceeding in the field of study to which the position is linked or in a related field of study may, based on a single selection procedure, hold the position of professor for a maximum of 5 years, except for § 77 (6) of the Higher Education Act.
- (13) A university teacher who consistently meets the currently valid minimum threshold criteria for the habilitation proceeding in the field of study to which the position is linked or in a related field of study may, based on a single selection procedure, hold the position of associate professor for a maximum of 5 years, except for § 77 (6) of the Higher Education Act.
- (14) A university teacher who holds a second university degree and fulfils the specific conditions for appointing a position may, based on a single selection procedure, serve as an assistant professor for a maximum of 5 years. In the case of an assistant professor, the degree of fulfilment of the minimum thresholds for the habilitation procedure shall be additionally assessed.
- (15) The appointment of the positions of professors and associate professors is carried out according to the internal regulation "Principles of the selection procedure for appointing the positions of university teachers, positions of researchers, positions of professors and associate professors and positions of senior staff of the Technical University in Zvolen".

Article 3

Self-evaluation of university teachers and monitoring

- (1) The self-evaluation of university teachers of the TUZVO at the position of professor, associate professor and assistant professor is carried out as of 31 October of the current calendar year for the period of the last 5 years according to the field of study or the related field of study of the field of activity. The self-evaluation of university teachers of the TUZVO does not apply to university teachers at the position of assistant and lecturer.
- (2) University teachers, who fulfil the criteria for the appointment to a position in the current calendar year, perform the following self-evaluation after 5 calendar years.
- (3) University teachers who do not meet the criteria for the appointment to a position in the current calendar year perform the following self-evaluation in the subsequent calendar year.

- (4) In connection with the self-evaluation of university teachers of the TUZVO it is necessary to update the form of Scientific/artistic-pedagogical characteristics of a person (VUPCH) in the University Information System (UIS) as of 31 October of the current calendar year of each university teacher.
- (5) With the self-evaluation of the university teachers of the TUZVO it is necessary to update all Outputs of Creative Activity (VTC) in the University Information System (UIS) by 31 October of the current calendar year. The updating of creative activity outputs is carried out according to the Organizational Directive No. 9/2021 on evaluating creative activities at the Technical University in Zvolen and other generally binding legal regulations and internal regulations of the TUZVO.
- (6) The self-evaluation of university teachers of the TUZVO in the field of study Forestry or in a related field of study at the position of professor, associate professor and assistant professor shall be evaluated according to Article 2 (3) to (6) of this Directive and according to the Minimum Threshold Values of the Criteria for the Commencement of the Habilitation proceeding (HP) and the Inauguration proceeding (IP) in the field of Forestry at the Faculty of Forestry (OS No. 7/2021, point A). The self-evaluation report of these university teachers can be found in Annex A1.
- (7) Self-evaluation of university teachers of the TUZVO in the study field of Economics and Management or related study field at the functional position of professor, associate professor and assistant professor is evaluated according to Article 2 (7) to (10) of this Directive and according to the Minimum Criteria for obtaining the title of associate professor and the title of professor at the FEM SPU in Nitra for the field of habilitation and inauguration proceeding and for the field of habilitation and inauguration proceeding Sectoral and Cross-Sectoral Economics. The self-evaluation report of these university teachers can be found in Annex A2.
- (8) Self-evaluation is the responsibility of the individual university teacher to indicate whether they meet the requirements for the position of professor, associate professor, assistant professor or assistant.
- (9) The Head of the Department shall comment on the evaluation report within 7 working days at the latest. The Head of the Department evaluates the fulfilment of the criteria in 3 ways: being in compliance, exceeding or not in compliance. If the staff member meets the criteria for HP or IP, the Head of the Department, in consultation with the Dean of the Faculty, will recommend that the staff member apply for HP or IP. If the staff member does not meet the requirements for the post in which he/she is placed, the Head of the Department shall, after a personal interview, make recommendations in writing for improvement in meeting the requirements. The Head of the Department shall inform the individual university teacher of his/her comments.
- (10) The Dean of the Faculty of Forestry shall comment on the evaluation report no later than 1 month after the Head of Department's statement. The Dean has three options: agree without comments, agree with comments or disagree. If the Dean agrees with the comments made in the report, or if he/she disagrees with the self-evaluation or the Head of Department's comments, he/she will state the reason in the report and propose measures. If the staff member continues to fail to fulfil the requirements for the position in which he/she is appointed over a period of 3 years, the Dean shall propose his/her reassignment to an appropriate position. The Dean shall inform the head of

the department and the university teacher concerned of his/her opinion. The Dean shall be responsible for ensuring that the proposed measures are carried out.

- (11) Documents from the self-evaluation of university teachers are archived at the Dean's Office of the Faculty of Forestry for at least 5 years.
- (12) The assessment of the teaching load of university teachers is systematically monitored at the TUZVO:
- a) to ensure the provision of study programmes, the TUZVO has teachers whose qualifications, workload distribution, level of results of creative activities, practical experience, pedagogical skills and transferable competences enable the achievement of learning outcomes and whose number and working capacity correspond to the number of students,
 - b) the distribution of the workload of university teachers enables the provision and development of the quality of study programmes, the provision of teaching and other related educational activities, the provision of student assessment, the management and assessment of final theses, participation in creative activities and other activities related to their professional development and the fulfilment of the mission of the university to the extent and in proportions that correspond to the working time and the nature of the position they hold.
- (13) The teaching load of university teachers is defined by an annual workload of 1,600 hours per teaching staff member, with 45% of the time spent on direct and indirect teaching, 45% on science and research, and 10% on other activities. The recommended average weekly number of hours of direct teaching (lectures, consultations, tutorials, seminars, major tutorials, other practical tutorials, examinations) is 8 hours for a professor, 10 hours for an associate professor, 14 hours for an assistant professor and 18 hours for an assistant.
- (14) Teaching load is determined by means of conversion coefficients per 1 hour of teaching by educational activity as follows: lecture 3, tutorial 1.5, seminar 2, consultation of part-time, full-time and other studies 3, main tutorials and other practical tutorials 1.5.
- (15) The teaching load for semester, state and doctoral examinations is set at 1 hour per student.
- (16) The teaching load for other educational activities is determined as follows: course supervision 20 hours, bachelor supervision 30 hours, graduate supervision 60 hours, doctoral student supervisor 60 hours, doctoral student specialist supervisor 20 hours, supervisor of the ŠVOČ thesis 20 hours for one thesis in the faculty round, seminar thesis supervisor 6 hours, teaching and consulting in the course of doctoral studies for fewer than 10 students 30 hours. In the case of the entrance examination, the total number of hours of the admission procedure shall be distributed proportionally to the individual teachers according to their share of the total number of hours of the admission procedure, according to the share they have contributed to the preparation of materials, supervision, test correction, judging of works of art, etc.
- (17) Teaching load is evaluated in the University Information System and in the evaluation of the educational activities of the Faculties and the TUZVO for each academic year per employee and Faculty.

- (18) The research workload is based on hourly capacities on research projects and publications.
- (19) The research load is evaluated in the University Information System and in the evaluation of the research activities of the Faculties and the TUZVO for each calendar year per employee and Faculty.

Article 4 **Final provisions**

- (1) General criteria for appointing the position of professors, associate professors, assistant professors, assistants and lecturers and specific conditions for appointing the position of professors, associate professors, assistant professors, assistants and lecturers at the Faculty of Forestry of the TU in Zvolen No. R-6989/2023 (hereinafter referred to as "General criteria and specific conditions for appointing the positions at the LF TU in Zvolen") has faculty scope.
- (2) Legal relations not specified in the General criteria and specific conditions for the appointment of positions at the LF TU in Zvolen are subject to § 75 and § 77 as well as other provisions of the Higher Education Act, as well as other generally binding legal regulations and internal regulations of the TUZVO.
- (3) An integral part of the General criteria and specific conditions for the appointment of positions at the LF TU in Zvolen is **Annex A1** Self-evaluation of university teachers at the position of professor, associate professor and assistant professor at the TUZVO – study field Forestry and **Annex A2** Self-evaluation of university teachers at the position of professor, associate professor and assistant professor at the TUZVO – study field Economics and Management.
- (4) General criteria for appointing the position of professors, associate professors, assistant professors, assistants and lecturers and specific conditions for appointing the position of professors, associate professors, assistant professors, assistants and lecturers at the LF TU in Zvolen No. R-6989/2023 were approved by the SB TUZVO on 25 September 2023 and by the Academic Senate of the TUZVO on 16 October 2023, in accordance with § 12 (1) (g) and (h) of the Higher Education Act, on the basis of the proposal of the SB LF on 24 August 2023 and they came into force and effect on this date.
- (5) The General criteria for the appointment of positions of professors, associate professors and assistant professors and specific conditions for the appointment of positions of professors, associate professors and assistant professors at the LF TU in Zvolen No. R-10563/2022, which were approved by the SB TUZVO on 6 December 2022 and by the Academic Senate of the TUZVO on 8 December 2022, on the basis of the proposal of the SB LF on 11 November 2022, are hereby cancelled.

Dr. h. c. prof. Ing. Rudolf Kropil, PhD.
Rector and Chairman of the Scientific
Board of the TUZVO

prof. Ing. Ján Tuček, CSc.
Chairman of the Academic Senate
of the TUZVO

Annex A1 Self-evaluation of university teachers at the position of professor, associate professor and assistant professor at the TUZVO – field of study Forestry

Date of self-evaluation	31 October of the current calendar year
Assessment period	for the last 5 years as of 31 October of the current calendar year

I Basic data	
I.1 Surname	
I.2 Name	
I.3 Titles	
I.4 Year of birth	
I.5 Workplace	Technical University in Zvolen Faculty Department
I.6 Academic position	professor / associate professor / assistant professor
I.7 E-mail address	xxx@tuzvo.sk
I.8 Hyperlink to the Register of University Staff	
I.9 Main field of study	Forestry

II Specific conditions for appointing positions in the field of study Forestry (OS No. 2/2023 Point A, Article 2 (3) to (6))				
Criterion	Professor	Associate Professor	Assistant Professor	Fulfilment
II.1 Number of PhD. students trained or in training	1	-	-	
II.2 Number of conducted or defended final theses in the 1st or 2nd degree of study	1	2	1	
II.3 Co-authorship of WoS publications in Q1 or Q2 (can be replaced by a patent or utility model)	2	2	-	
II.4 Co-authorship of WoS or Scopus publications (for assistant professors this may be replaced by a patent or utility model)	2	1	2	
II.5 Number of citations in WoS or Scopus without self-citations and without citations with affiliation in SR	30	15	-	
II.6 Number of completed or ongoing basic or applied research projects in the position of principal investigator	1	1	-	

III Minimum threshold values of the criteria for the initiation of habilitation (HP) and inauguration (IP) proceedings in the field of study Forestry (OS No. 7/2021 point A)			
Criterion	HP	IP	Fulfilment
III.1 Pedagogical activity			
III.1a Experience in years since obtaining the degree of PhD. (HP) or assoc. prof. (IP)	3	3	
III.1b Script (min. author's share of 3 author's sheets in each publication)	1	-	

III. 1c University textbook (min. author's share of 3 author's sheets in each publication)	-	1	
III. 1d Supervisor of defended final theses of 1 st and 2 nd degree (can be replaced by theses according to III.1e)	10+5	5+10	
III. 1e Supervisor of defended thesis of the 3 rd degree	-	2	
III.2 Publication activity			
III.2a Scientific monograph (can be replaced by 2 chapters in WoS or SCOPUS scientific monographs with min. author's share of 1 author 'sheets, or 5 scientific papers published in ISI indexed journals)	1	2	
III.2b Scientific works in ISI indexed journals, in journals of the WoS and SCOPUS databases, registered national and international patents, utility models, designs	10	20	
from III.2b scientific papers in the last 3 years	1	1	
from III.2b scientific papers in peer-reviewed journals	6	12	
from III.2b scientific papers in Q1 and Q2 according to WoS	3	6	
from III.2b minimum sum of authors' shares (according to CREPČ)	2	4	
from III.2b scientific papers as the first author or as corresponding author or as the last author if the first author is the doctoral student	2	4	
III.3 Citations			
III.3a In WoS and Scopus without self-citations and citations with TUZVO affiliation	50	100	
from III.3a publications of authors without Slovak affiliation and not publications from conferences registered in WoS and SCOPUS	25	50	
III.4 Project activity			
III.4a Principal investigator of a completed agency scientific research project of basic or applied research and development (the representative of the responsible investigator can be taken into account up to 2 times with a value of 0.5)	1	2	
from III.4a number of projects carried out in the last 3 years	0.25	0.25	

IV Evaluation			
	Titles, First name, Last name	Signature	Date
IV.a <u>Self-evaluation of the evaluated person:</u> During the evaluation period I fulfil the requirements for the position of professor */ associate professor */ assistant professor */ assistant *			dd/mm/yyyy
IV.b <u>Statement by the Head of the Department:</u> Values of the criteria evaluated - are in conformity* with the requirements for the position currently occupied,			

<p>- exceed* the requirements of the position currently occupied, I recommend that you apply for a HP/IP,</p> <p>- do not comply* with the requirements for the position currently occupied. Recommendations for improvement formulated after the personal interview are listed below.</p>			
<p><u>IV.c Statement of the Dean:</u></p> <p>- I agree* with the self-evaluation and the Head of Department's statement without comments,</p> <p>- I agree* with the self-evaluation and the Head of Department's statement with comments</p> <p>- I disagree* with the self-evaluation and/or the Head of Department's statement.</p>			

Proposal for measures to improve the fulfilment of the requirements for the appointment of the position:

DD/MM/YYYY

signature of the evaluated

signature of the Head of the Department

Reason for Dean's disapproval:

DD/MM/YYYY

Dean's final statement:

signature of the evaluated

signature of the Head of the Department

signature of the Dean

* Delete those that do not fit

Annex A2 Self-evaluation of university teachers at the position of professor, associate professor and assistant professor at the TUZVO – field of study Economics and Management

Date of self-evaluation	31 October of the current calendar year
Assessment period	for the last 5 years as of 31 October of the current calendar year

I Basic data	
I.1 Surname	
I.2 Name	
I.3 Titles	
I.4 Year of birth	
I.5 Workplace	Technical University in Zvolen Faculty Department
I.6 Academic position	professor / associate professor / assistant professor
I.7 E-mail address	xxx@tuzvo.sk
I.8 Hyperlink to the Register of University Staff	
I.9 Main field of study	Economics and Management

II Specific conditions for appointing positions in the field of study Economics and Management (OS No. 2/2023, Point A, Article 2 (7) to (10))

Criterion	Professor	Associate Professor	Assistant Professor	Fulfilment
II.1 Number of PhD. students trained or in training	1	-	-	
II.2 Number of conducted or defended final theses in the 1st or 2nd degree of study	2	3	-	
II.3 Co-authorship of WoS publications in Q1 or Q2	1	1	-	
II.4 Co-authorship of WoS or Scopus publications	1	1	1	
II.5 Number of citations in WoS or Scopus without self-citations and without citations with TUZVO affiliation	20	10	-	
II.6 Number of completed or ongoing basic, applied or educational research projects in the position of principal investigator	1	1	1	

III Minimum criteria for obtaining the title of associate professor and the title of professor at FEM SPU in Nitra for the field of habilitation and inauguration proceedings Economics and Management of Enterprise and for the field of habilitation and inauguration proceedings Sectoral and Cross-sectional Economics.

Criterion	HP	IP	Fulfilment
III.1 Pedagogical activity			
III.1a Time interval (PhD. – assoc. prof.; assoc. prof. – prof.) (years)	3	3	
III.1b University textbooks – pcs/AH	0/0	1/3	
III. 1c Scripts and teaching texts (can be replaced by A2) – pcs/AH	1/3	2/6	
III. 1d Conducting final theses (defended) 1 st and 2 nd degree	10	20	
III.2 Research School/Projects			

III.2a	Number of completed PhD. students (completion/post-dissertation exam)	-	1/1	
III.2b	Participation in successfully completed projects (research, research-educational, artistic)/of which principal investigator or his/her representative	3/1	6/2	
III.2c	Participation in international projects (research, research-educational, artistic)	-	1	
III.3 Outputs of scientific and artistic activities – publications				
III.3a	Outputs in categories A+, A, A- and B / of which outputs in categories A+ and A	25/5	50/10	
III.4 Responses to publications (self-citations are excluded)				
III.4a	Citations registered in WoS or Scopus	15	30	
III.5 Additional criteria will be determined by the faculties' Scientific Boards, taking into account the specifics of the field of habilitation and inauguration proceedings				
III.5a	Demonstration of international recognition by written references from leading international experts – professors from at least three different countries outside the Slovak Republic	-	3	

IV Evaluation			
	Titles, First name, Last name	Signature	Date
IV.a <u>Self-evaluation of the evaluated:</u> During the evaluation period I fulfil the requirements for the position of professor*/ associate professor*/ assistant professor*/ assistant*			dd/mm/yyyy
IV.b <u>Statement by the Head of the Department:</u> Values of the criteria evaluated - are in conformity* with the requirements for the position currently occupied, / - exceed* the requirements of the position currently occupied, I recommend that you apply for a HP/IP, / - do not comply* with the requirements for the position currently occupied. Recommendations for improvement formulated after the personal interview are listed below.			
IV.c <u>Statement of the Dean:</u> - I agree* with the self-evaluation and the Head of Department's statement without comments , - I agree* with the self-evaluation and the Head of Department's statement with comments			

- I disagree* with the self-evaluation and/or the Head of Department's statement.			
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Proposal for measures to improve the fulfilment of the requirements for the appointment of the position:

DD/MM/YYYY

signature of the evaluated

signature of the Head of the Department

Reason for Dean's disapproval:

DD/MM/YYYY

Dean's final statement:

signature of the evaluated

signature of Head of the Department

signature of the Dean

* Delete those that do not fit

B: General criteria for the appointment of the positions of professors, associate professors, assistant professors, assistants and lecturers and specific conditions for the appointment of the positions of professors, associate professors, assistant professors, assistants and lecturers at the Faculty of Wood Sciences and Technology of the Technical University in Zvolen

No. R- 7296/2023

Introductory provision

On the basis of § 12 (1) (g) and (h) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as the "Higher Education Act"), the Scientific Board of the Technical University in Zvolen (hereinafter referred to as the "SB TUZVO"), on the proposal of the Scientific and Artistic Board of the Faculty of Wood Sciences and Technology (hereinafter referred to as the "VUR Faculty of Wood Sciences and Technology "), approved the General criteria for the appointment of the positions of professors, associate professors, assistant professors, assistants and lecturers and the Specific conditions for the appointment of the positions of professors, associate professors, assistant professors, assistants and lecturers at the Faculty of Wood Sciences and Technology of the Technical University in Zvolen.

Article 1

General criteria for the appointment of the positions of professors, associate professors, assistant professors, assistants and lecturers

- (1) The qualification prerequisite for appointing the position of professor is the fulfilment of the currently valid minimum threshold values of the criteria for the inauguration proceeding in the field of study to which the position is linked or in a related field of study.
- (2) The qualification prerequisite for appointing the position of associate professor is the fulfilment of the currently valid minimum threshold values of the criteria for the habilitation proceeding in the field of study to which the position is linked or in a related field of study.
- (3) Depending on the specific content of the work tasks, a second or third higher education qualification is a prerequisite for the position of assistant professor.
- (4) The qualification prerequisite for the performance of the activity of a university teacher in the position of assistant is a second higher education qualification. The TUZVO shall provide the assistant teacher with the opportunity for training with a view to obtaining a third higher education qualification.
- (5) Depending on the specific content of the work tasks, the qualification prerequisite for the performance of the activity of a university teacher in the post of lecturer is a first or second higher education qualification.

- (6) In assessing a candidate for the position of professor, the following shall be evaluated:
- a) teaching activity, in particular conducting lectures, courses, and seminars, evaluating students, supervising and reviewing final theses, participating in committees for the defense of final theses, and consultations for students and PhD. students, providing excursions and professional internships for students and testing at state exams, further the ability to guarantee the quality of preparation and implementation of teaching, guiding the qualification growth of workplace members, creating study programmes, publishing activities in the field of education and meeting the relevant conditions defined in Art. 2 of this regulation,
 - b) scientific or artistic activity, in particular the ability to affect trends and concepts in the field of science and technology or art, the ability to conduct research, development or artistic activity and publish the results in journals and media and at scientific, professional or artistic events of international importance, the ability to lead research or artistic teams and organizing scientific or guaranteeing artistic events, the ability to intensify relations with foreign institutions, etc. and fulfilment of the relevant conditions defined in Art. 2 of this regulation,
 - c) prerequisites for responsibility for ensuring the quality and development of study programmes of the 2nd or 3rd degree and responsibility for the development and quality assurance of the field of habilitation and inauguration proceedings,
 - d) in terms of personality, where his/her recognition by the scientific or artistic-pedagogical community and the evaluation of his/her teaching activity by students are evaluated.
- (7) In assessing a candidate for the position of associate professor, the following shall be evaluated:
- a) teaching activity, in particular conducting lectures, tutorials, and seminars, evaluating students, supervising, and reviewing final theses, participation in committees for the defence of final theses, consultations for students and PhD. students, providing excursions and professional internships for students and testing in state exams, further, the ability to guarantee the quality of training, and teaching, guiding the qualification growth of workplace members, co-creating study programmes, publishing activities in the field of education and meeting the relevant conditions defined in Art. 2 of this regulation,
 - b) scientific or artistic activity, especially his/her ability, in cooperation with the professor, to contribute to the development of knowledge in the field of study to which the position is related, the ability of research, development or artistic activity and the publication of the results in journals, and media and at scientific, professional or artistic events of international importance, the ability to manage research or artistic teams and organize scientific or artistic events, the ability to intensify relations with foreign institutions, etc. and fulfilment of the relevant conditions defined in Art. 2 of this regulation,
 - c) prerequisites for responsibility for ensuring the quality and development of study programmes in the 1st to 3rd degree of study,
 - d) in terms of personality, where his/her recognition by the scientific or artistic-pedagogical community and the evaluation of his/her teaching activity by students are evaluated.
- (8) In assessing a candidate for the position of assistant professor, the following shall be evaluated:
- a) teaching activity if the candidate has a higher education of the 2nd degree, in particular conducting seminars and tutorials, evaluating students and supervising, and reviewing final theses in the 1st degree of higher education, creating study materials, consultations for students and providing excursions and professional internships for students,

- b) teaching activity if the candidate has a 3rd degree of higher education, in particular conducting lectures in selected chapters, conducting seminars and tutorials, evaluating students and supervising, and reviewing final theses in the first two degrees of higher education, testing in state exams in the 1st degree, 2nd degree and study programmes combining the 1st degree and 2nd degree, creating study materials, consulting for students and providing excursions and professional internships for students,
 - c) scientific or artistic activity, in particular participation in the research, development or artistic activity of the department and publication of the results in journals and at scientific, professional, or artistic events, and cooperation in organising scientific or artistic events.
- (9) In assessing a candidate for the position of assistant, the following shall be evaluated:
- a) teaching activity, in particular conducting practical tutorials, evaluating students, participating in the provision of other teaching activities and in the creating of study materials,
 - b) scientific activity, in particular participation in research or development activity and the publication of the results and participation in organising scientific or professional events.
- (10) In assessing a candidate for the position of lecturer, the following shall be evaluated:
- a) teaching activity, in particular conducting tutorials, evaluating students, participating in the provision of other teaching activities and in the creating of study materials,
 - b) active participation in research or development is not required.

Article 2

Specific conditions for the appointment of the positions of professors, associate professors, assistant professors, assistants and lecturers

- (1) Specific conditions for appointing the positions of professors, associate professors, assistant professors, assistants and lecturers (hereinafter referred to as "specific conditions") are defined for the study fields of Wood Sciences and Technology, Economics and Management, Safety and Security Sciences and Art at the Faculty of Wood Sciences and Technology at the TU in Zvolen. The specific conditions referred to in section 2 to 18 of this Article must have been fulfilled during the last period of not more than 5 years prior to applying for the post.
- (2) A candidate for the position of professor or associate professor must demonstrate compliance with the applicable minimum threshold criteria for the commencement of the habilitation and inauguration proceedings for appointing the position in the field of study to which it is linked or in a related field of study and demonstrate activities in the following areas:
- a) training of PhD. students and supervision of final theses,
 - b) publication and artistic activity,
 - c) responses to scientific or artistic work,
 - d) innovation of the provided subjects from the results of own scientific research or artistic work,
 - e) solution of scientific and educational projects or artistic and design research.
- (3) A candidate for the position of professor must demonstrate that he/she meets the applicable minimum threshold criteria for the commencement of the inauguration proceedings and the specific conditions for appointing the position in the field of study Wood Sciences and Technology, i.e., that he/she:

- a) has trained or is training at least one doctoral student in the study programme in the 3rd degree and has supervised at least 2 completed final theses at 1st or 2nd degree,
 - b) demonstrated activity, expressed by at least co-authorship of 1 publication in the 1st or 2nd quartile according to Web of Science and co-authorship of 1 Web of Science or Scopus publication or co-authorship of 2 patents or 2 utility models,
 - c) demonstrated an increase of 10 citations registered in Web of Science or Scopus without self-citations and citations with the TUZVO affiliation,
 - d) demonstrated the innovation of the provided subjects from the results of their own scientific and research work,
 - e) demonstrated the solution of at least one completed or one conducted scientific research project of basic, applied or educational research, or the management of activities in projects from structural funds or the position of an investigator for the Technical University of a project from foreign sources.
- (4) A candidate for the position of associate professor must demonstrate that he/she meets the applicable minimum threshold criteria for the commencement of the habilitation proceedings and the specific conditions for appointing the position in the field of study Wood Sciences and Technology, i.e., that he/she:
- a) supervised at least 3 completed final theses in the 1st or 2nd degree of studies,
 - b) demonstrated scientific activity, expressed by at least co-authorship of 1 publication in the 1st or 2nd quartile according to Web of Science and co-authorship of 1 Web of Science or Scopus publication or co-authorship of 2 patents or 2 utility models,
 - c) demonstrated an increase of 5 citations registered in Web of Science or Scopus without self-citations and citations with TUZVO affiliation,
 - d) demonstrated the innovation of the provided subjects from the results of their own scientific and research work,
 - e) demonstrated the investigation of at least one completed or one conducted scientific research project of basic, applied or educational research in the position of a researcher or the solution of activities in projects from structural funds or the position of a researcher for the Technical University of the project from foreign sources.
- (5) A candidate for the position of assistant professor must demonstrate that he/she meets the specific conditions for appointing the position in the field of study Wood Sciences and Technology, i.e., that he/she:
- a) completed or started doctoral studies in the field or a related field,
 - b) participation in at least one funded scientific research project or practice-based project,
 - c) scientific activity expressed at least by co-authorship of a Web of Science or Scopus publication accepted by the publisher, or co-authorship of a work with an accepted industrial property right application.
- (6) A candidate for the position of assistant and lecturer must demonstrate that he/she meets the specific conditions for appointing the position in the field of study Wood Sciences and Technology or a related field of study, i.e., that:
- a) professional prerequisites for the provision of the required subjects, as documented by a completed higher education degree.

- (7) A candidate for the position of professor must demonstrate that he/she meets the applicable minimum threshold criteria for the commencement of the inauguration proceedings and the specific conditions for appointing the position in the field of study Economics and Management, i.e., that he/she:
- a) trained or is training at least one doctoral student in a 3rd-degree study programme and supervised at least 2 completed final theses in the 1st or 2nd degree,
 - b) demonstrated activity, expressed by co-authorship of at least 1 publication in the 1st or 2nd quartile according to Web of Science and co-authorship of 1 Web of Science or Scopus publication,
 - c) demonstrated an increase of 20 citations registered in Web of Science or Scopus without self-citations and citations with TUZVO affiliation,
 - d) demonstrated innovation of the provided subjects from the results of own scientific research work,
 - e) demonstrated the solution of at least one completed or one conducted scientific research project of basic, applied or educational research, or the management of activities in projects from structural funds or the position of an investigator for the Technical University of a project from foreign sources.
- (8) A candidate for the position of associate professor must demonstrate that he/she meets the applicable minimum threshold criteria for the commencement of the habilitation proceedings and the specific conditions for appointing the position in the field of study Economics and Management, i.e., that he/she:
- a) supervised at least 3 completed final theses in the 1st or 2nd degree of studies,
 - b) demonstrated scientific activity, expressed by at least co-authorship of 1 publication in the 1st or 2nd quartile according to Web of Science and co-authorship of 1 Web of Science or Scopus publication,
 - c) demonstrated an increase of 10 citations registered in Web of Science or Scopus without self-citations and citations with the TUZVO affiliation,
 - d) demonstrated innovation of the provided subjects from the results of own scientific research work,
 - e) demonstrated the solution of at least one completed or one conducted scientific research project of basic, applied or educational research in the position of a researcher or the solution of activities in projects from structural funds or the position of a researcher for the Technical University of the project from foreign sources.
- (9) A candidate for the position of assistant professor must demonstrate that he/she meets the specific conditions for appointing the position in the field of study Economics and Management, i.e., that:
- a) completed or started doctoral studies in the field or a related field,
 - b) participation in at least one funded scientific research project or practice-based project,
 - c) scientific activity expressed at least by co-authorship of a Web of Science or Scopus publication accepted by the publisher, or co-authorship of a work with an accepted industrial property right application.

- (10) A candidate for the position of assistant and lecturer must demonstrate that he/she meets the specific conditions for appointing the position in the field of study Economics and Management or a related field of study, i.e., that:
- a) professional prerequisites for the provision of the required subjects, as documented by a completed higher education degree.
- (11) A candidate for the position of professor must demonstrate that he/she meets the applicable minimum threshold criteria for the commencement of the inauguration proceedings and the specific conditions for appointing the position in the field of Safety and Security Sciences, i.e., that he/she:
- a) has trained or is training at least one doctoral student in the 3rd-degree study programme in the field of study Safety and Security Sciences and has supervised at least 2 defended final theses at the 2nd degree,
 - b) demonstrated scientific activity, expressed by co-authorship of at least 2 publications in the 1st or 2nd quartile according to Web of Science and at the same time co-authorship of 2 Web of Science or Scopus publications or co-authorship of 2 patents or 2 utility models,
 - c) demonstrated an increase of 20 citations registered in Web of Science or Scopus without self-citations and citations with the TUZVO affiliation,
 - d) demonstrated the innovation of the provided courses from the results of their own scientific and research work,
 - e) demonstrated the solution of at least one completed or one conducted scientific-research project of basic, applied or educational research, or the management of activities in projects from the ESIF or the position of a project investigator from foreign sources for the Technical University.
- (12) A candidate for the position of associate professor must demonstrate that he/she meets the applicable minimum threshold criteria for the commencement of the habilitation proceedings and the specific conditions for appointing the position in the field of study Safety and Security Sciences, i.e., that he/she:
- a) supervised at least 3 defended final theses in the 2nd degree of studies,
 - b) demonstrated scientific activity, expressed by co-authorship of at least 2 publications in the 1st or 2nd quartile according to Web of Science and at the same time co-authorship of 2 Web of Science or Scopus publications or co-authorship of 2 patents or 2 utility models,
 - c) demonstrated an increase of 10 citations registered in Web of Science or Scopus without self-citations and citations with the TUZVO affiliation,
 - d) demonstrated the innovation of the provided subjects from the results of their own scientific and research work,
 - e) demonstrated the solution of at least one completed or one conducted scientific-research project of basic, applied or educational research, or the management of activities in projects from the ESIF or the position of a project investigator from foreign sources for the Technical University.
- (13) A candidate for the position of assistant professor must demonstrate that he/she meets the specific conditions for appointing the position in the field of Safety and Security Sciences, i.e., that he/she:

- a) completed or started doctoral studies in the field or a related field,
 - b) participation in at least one funded scientific research project or practice-based project,
 - c) scientific activity expressed at least by co-authorship of a Web of Science or Scopus publication accepted by the publisher, or co-authorship of a work with an accepted industrial property right application.
- (14) A candidate for the position of assistant and lecturer must demonstrate that he/she meets the specific conditions for appointing the position in the field of study Safety and Security Sciences or a related field of study, i.e., that:
- a) professional prerequisites for the provision of the required subjects, as documented by a completed higher education degree.
- (15) A candidate for the position of professor must demonstrate that he/she meets the applicable minimum threshold criteria for the commencement of the inauguration proceedings and the specific conditions for appointing the position in the field of Art, i.e., that he/she:
- a) has trained or is training at least one doctoral student in the study programme in the 3rd degree and has supervised at least 2 completed final theses at 1st or 2nd degree,
 - b) has demonstrated artistic activity expressed by authorship or co-authorship of at least one excellent artistic output, or authorship or co-authorship of two major outputs, or authorship or co-authorship of an appropriate number of standard works. At least one artistic performance should have been presented at a reputable event (institution, gallery, exhibition, fair or conference),
 - c) demonstrated an increase of 3 references about the author and his/her artistic and pedagogical activities published in exhibition catalogues or in professional journals, including electronic ones and audio-visual media, at home or abroad. Also accepted as a reference is an exhibited supervised design work of a student or a PhD. student, where the name of the teacher who supervised the final work is published,
 - d) demonstrated the innovation of the provided subjects from the results of their own scientific and research or artistic work,
 - e) demonstrated authorship/co-authorship of the protected design or designs intended for application in production or his/her own art and design research.
- (16) A candidate for the position of associate professor must demonstrate that he/she meets the applicable minimum threshold criteria for the commencement of the habilitation proceedings and the specific conditions for appointing the position in the field of study Art, i.e. that he/she:
- a) supervised at least 3 completed final theses in the 1st or 2nd degree of studies,
 - b) has demonstrated artistic activity expressed by co-authorship of at least one excellent artistic output or authorship or co-authorship of one major output. At least one performance should have been presented at a reputable event (institution, gallery, exhibition, fair or conference),
 - c) demonstrated 2 references about the author and his/her artistic and pedagogical activities published in exhibition catalogues or professional journals, including electronic and audio-visual media, at home or abroad. A student's or doctoral student's exhibited supervised design work is also accepted as a reference, where the name of the teacher who supervised the final work is published,

- d) demonstrated the innovation of the provided subjects from the results of their own scientific and research or artistic work,
 - e) demonstrated authorship/co-authorship of the protected design or designs intended for application in production or his/her own art and design research.
- (17) A candidate for the position of assistant professor must demonstrate that he/she meets the specific conditions for appointing the position in the field of study Art, i.e., that he/she:
- a) completed or started doctoral studies in the field or a related field,
 - b) participation in at least one funded scientific research project or artistic project or practice-based project,
 - c) scientific activity expressed at least by co-authorship of a Web of Science or Scopus publication accepted by the publisher or co-authorship of a work with an accepted industrial property right application, or the performance or realisation of a major work of art or artistic performance carried out abroad or in a domestic environment, or their presentation in renowned foreign or internationally recognised domestic institutions and events.
- (18) A candidate for the position of assistant and lecturer must demonstrate that he/she meets the specific conditions for appointing the position in the field of study Art or a related field of study, i.e., that:
- a) professional prerequisites for the provision of the required subjects, as documented by a completed higher education degree.
- (19) The prerequisite for the performance of the activity of a university teacher at the position of professor, associate professor, assistant professor, assistant and lecturer is the continuous fulfilment of the actual criteria and activities referred to in Article 1 of this Internal Regulation.
- (20) A university teacher who consistently fulfils the currently valid minimum threshold values of the criteria for the inauguration proceeding in the field of study to which the position is linked or in a related field of study may, based on a single selection procedure, hold the position of professor for a maximum of 5 years, except for § 77 (6) of the Higher Education Act.
- (21) A university teacher who consistently meets the currently valid minimum threshold criteria for the habilitation proceeding in the field of study to which the position is linked or in a related field of study may, based on a single selection procedure, hold the position of associate professor for a maximum of 5 years, except for § 77 (6) of the Higher Education Act.
- (22) A university teacher who holds a second university degree and fulfils the specific conditions for appointing a position may, based on a single selection procedure, serve as an assistant professor for a maximum of 5 years. In the case of an assistant professor, the degree of fulfilment of the minimum thresholds for the habilitation procedure shall be additionally assessed.
- (23) The appointment of the positions of professors and associate professors is carried out according to the internal regulation "Principles of the selection procedure for appointing the positions of university teachers, positions of researchers, positions of professors and associate professors and positions of senior staff of the Technical University in Zvolen".

Article 3
Self-evaluation of university teachers and monitoring

- (1) The self-evaluation of university teachers of the TUZVO at the position of professor, associate professor and assistant professor is carried out as of 31 October of the current calendar year for the period of the last 5 years according to the field of study or the related field of study. The self-evaluation of university teachers of the TUZVO does not apply to university teachers at the position of assistant and lecturer.
- (2) University teachers, who fulfil the criteria for the appointment to a position in the current calendar year, perform the following self-evaluation after 5 calendar years.
- (3) University teachers who do not meet the criteria for the appointment to a position in the current calendar year, perform the following self-evaluation in the subsequent calendar year.
- (4) In connection with the self-evaluation of university teachers of the TUZVO it is necessary to update the form of Scientific/artistic-pedagogical characteristics of a person (VUPCH) in the University Information System (UIS) as of 31 October of the current calendar year of each university teacher.
- (5) With the self-evaluation of the university teachers of the TUZVO it is necessary to update all Outputs of Creative Activity (VTC) in the University Information System (UIS) as of 31 October of the current calendar year. The updating of creative activity outputs is carried out according to the Organizational Directive No. 9/2021 on the evaluation of creative activities at the Technical University in Zvolen and other generally binding legal regulations and internal regulations of the TUZVO.
- (6) The self-evaluation of university teachers of the TUZVO in the field of study Wood Sciences and Technology or in a related field of study at the position of professor, associate professor and assistant professor shall be evaluated according to Article 2 (3) to (6) of this Directive and according to the Minimum Threshold Values of the Criteria for the Commencement of the Habilitation proceeding (HP) and the Inauguration proceeding (IP) in the field of study Wood Sciences and Technology at the Faculty of Wood Sciences and Technology (OS No. 7/2021, point B). The self-evaluation report of these university teachers can be found in Annex B1.
- (7) Self-evaluation of university teachers of the TUZVO in the study field of Economics and Management or related study field at the functional position of professor, associate professor and assistant professor is evaluated according to Article 2 (7) to (10) of this Directive and according to the Minimum Criteria for obtaining the title of associate professor and the title of professor at the FEM SPU in Nitra for the field of habilitation and inauguration proceeding Economics and Management of Enterprise and for the field of habilitation and inauguration proceeding Sectoral and Cross-Sectoral Economics. The self-evaluation report of these university teachers can be found in Annex B2.
- (8) The self-evaluation of university teachers of the TUZVO in the field of study Safety and Security Sciences or in a related field of study at the position of professor, associate professor and assistant

professor shall be evaluated according to Article 2 (11) to (14) of this Directive and according to the Minimum Threshold Values of the Criteria for the Commencement of the Habilitation proceeding (HP) and the Inauguration proceeding (IP) in the field of study Safety and Security Sciences at the Faculty of of Wood Sciences and Technology (OS No. 7/2021, point C). The self-evaluation report of these university teachers can be found in Annex B3.

- (9) The self-evaluation of university teachers of the TUZVO in the field of study Art or a related field of study at the position of professor, associate professor and assistant professor shall be evaluated according to Article 2 (15) to (18) of this Directive and according to the Minimum Thresholds of the FAD STU in Bratislava for the field of habilitation and inauguration proceedings Design. The self-evaluation report of these university teachers can be found in Annex B4.
- (10) Self-evaluation is the responsibility of the individual university teacher who indicates whether he or she meets the requirements for the position of professor, associate professor, assistant professor or assistant.
- (11) The Head of the Department shall comment on the evaluation report within 7 working days at the latest. The Head of the Department evaluates the fulfilment of the criteria in 3 ways: complying, exceeding or not in compliance. If the staff member exceeds the fulfilment of the criteria, the Head of the Department will recommend that the staff member apply for HP or IP. If the staff member does not meet the requirements for the post in which he is assigned, the Head of the Department shall, after a personal interview, make recommendations in writing for improvement in meeting the requirements. The Head of the Department shall inform the individual university teacher of his/her comments.
- (12) The Dean of the Faculty of Faculty of Wood Sciences and Technology shall comment on the evaluation report no later than 1 month after the Head of Department's statement. The Dean has three options: agree without comments, agree with comments or disagree. If the Dean agrees with the comments made in the report, or if he/she disagrees with the self-evaluation or the Head of Department's comments, he/she will state the reason in the report and propose measures. If the staff member continues to fail to fulfil the requirements for the position in which he/she is appointed over a period of 3 years, the Dean shall propose his/her reassignment to an appropriate position. The Dean shall inform the Head of the department and the university teacher concerned of his/her opinion. The Dean shall be responsible for ensuring that the measures proposed are carried out.
- (13) Documents from the self-evaluation of university teachers are archived at the Dean's Office of the Faculty of Wood Sciences and Technology for at least 5 years.
- (14) The assessment of the teaching load of university teachers is systematically monitored at the TUZVO:
 - a) to ensure the provision of study programmes, the TUZVO has teachers whose qualifications, workload distribution, level of results of creative activities, practical experience, pedagogical skills and transferable competences enable the achievement of learning outcomes and whose number and working capacity corresponds to the number of students,

- b) the distribution of the workload of university teachers enables the provision and development of the quality of study programmes, the provision of teaching and other related educational activities, the provision of student assessment, the management and assessment of final theses, participation in creative activities and other activities related to their professional development and the fulfilment of the mission of the university to the extent and in proportions that correspond to the working time and the nature of the position they hold.
- (15) The teaching load of university teachers is defined by an annual workload of 1,600 hours per teaching staff member, with 45% of the time spent on direct and indirect teaching, 45% on science and research, and 10% on other activities. The recommended average weekly number of hours of direct teaching (lectures, consultations, tutorials, seminars, major tutorials, other practical tutorials, examinations) is 8 hours for a professor, 10 hours for an associate professor, 14 hours for an assistant professor and 18 hours for an assistant.
- (16) Teaching load is determined by means of conversion coefficients per 1 hour of teaching by educational activity as follows: lecture and studio 3, tutorial 1.5, seminar 2, consultation of part-time, full-time and other studies 3, main tutorials and other practical tutorials 1.5.
- (17) The teaching load for semester, state and doctoral examinations is set at 1 hour per student.
- (18) The teaching load for other educational activities is determined as follows: course supervision 20 hours, bachelor supervision 30 hours, graduate supervision 60 hours, doctoral student supervisor 60 hours, doctoral student specialist supervisor 20 hours, supervisor of the ŠVOČ thesis 20 hours for one thesis in the faculty round, seminar thesis supervisor 6 hours, teaching and consulting in the subject of doctoral studies for fewer than 10 students 30 hours. In the case the entrance examination, the total number of hours of the admission procedure shall be distributed proportionally to the individual teachers according to their share of the total number of hours of the admission procedure, according to the share they have contributed to the preparation of materials, supervision, correction of tests, judging of works of art, etc.
- (19) Teaching load is evaluated in the University Information System and in the evaluation of the educational activities of the Faculties and the TUZVO for each academic year per employee and Faculty.
- (20) The research workload is based on hourly capacities on research projects and publications.
- (21) The research load is evaluated in the University Information System and in the evaluation of the research activities of the Faculties and the TUZVO for each calendar year per employee and faculty.

Article 4 **Final provisions**

- (1) General criteria for appointing the position of professors, associate professors, assistant professors, assistants and lecturers and specific conditions for appointing the position of professors, associate professors, assistant professors, assistants and lecturers at the Faculty of

Wood Sciences and Technology of the TU in Zvolen No. R-7296/2023 (hereinafter referred to as "General criteria and specific conditions for appointing the positions at the Faculty of Wood Sciences and Technology TU in Zvolen") has faculty scope.

- (2) Legal relations not specified in the General Criteria and Specific Conditions for the Appointment of Positions at the Faculty of Wood Sciences and Technology TU in Zvolen are subject to § 75 and § 77 as well as other provisions of the Higher Education Act, as well as other generally binding legal regulations and internal regulations of the TUZVO.
- (3) An integral part of the General criteria and specific conditions for the appointment of positions at the Faculty of Wood Sciences and Technology TU in Zvolen is **Annex B1** Self-evaluation of university teachers at the position of professor, associate professor and assistant professor at the TUZVO – study field Wood Sciences and Technology, **Annex B2** Self-evaluation of university teachers at the position of professor, associate professor and assistant professor at the TUZVO – study field Economics and Management, **Annex B3** Self-evaluation of university teachers at the position of professor, associate professor and assistant professor at the TUZVO – study field Safety and Security Sciences and **Annex B4** Self-evaluation of university teachers at the position of professor, associate professor and assistant professor at the TUZVO – study field Art.
- (4) General criteria for appointing the position of professors, associate professors, assistant professors, assistants and lecturers and specific conditions for appointing the position of professors, associate professors, assistant professors, assistants and lecturers at the Faculty of Wood Sciences and Technology TU in Zvolen No. R-7296/2023 were approved by the SB TUZVO on 25 September 2023 and by the Academic Senate of the TUZVO on 16 October 2023, in accordance with § 12 (1) (g) and (h) of the Higher Education Act, on the basis of the proposal of the VUR Faculty of Wood Sciences and Technology on 23 August 2023 and they came into force and effect on this date.
- (5) General criteria for the appointment of positions of professors, associate professors and assistant professors and specific conditions for the appointment of positions of professors, associate professors and assistant professors at the Faculty of Wood Sciences and Technology TU in Zvolen No. R-11444/2022, which were approved by the SB TUZVO on 6 December 2022 and by the Academic Senate of the TUZVO on 8 December 2022, on the basis of the proposal of the VUR Faculty of Wood Sciences and Technology on 10 November 2022, are hereby cancelled.

Dr. h. c. prof. Ing. Rudolf Kropil, PhD.
Rector and Chairman of the Scientific
Board of the TUZVO

prof. Ing. Ján Tuček, CSc.
Chairman of the Academic Senate
of the TUZVO

Annex B1 Self-evaluation of university teachers at the position of professor, associate professor and assistant professor at the TUZVO – field of study Wood Sciences and Technology

Date of self-evaluation	31 October of the current calendar year
Assessment period	for the last 5 years as of 31 October of the current calendar year

I Basic data	
I.1 Surname	
I.2 Name	
I.3 Titles	
I.4 Year of birth	
I.5 Workplace	Technical University in Zvolen Faculty of Wood Sciences and Technology Department
I.6 Academic position	professor / associate professor / assistant professor
I.7 E-mail address	xxx@tuzvo.sk
I.8 Hyperlink to the Register of University Staff	
I.9 Main field of study	Wood Sciences and Technology

II Specific conditions for appointing positions in the field of study Wood Sciences and Technology (OS No. 2/2023 Point B, Article 2 (3) to 6)) *				
Criterion	Professor	Associate Professor	Assistant Professor	Fulfilment
II.1 Number of PhD. students trained or in training in the field of study Wood Sciences and Technology	1	-	-	
II.2 Number of defended final theses in the 1st or 2nd degree of study	2	3	-	
II.3 Co-authorship on WoS publications ranked Q1 or Q2/ co-authorship on other WoS or Scopus publications or co-authorship of works subject to industrial property rights protection	1/1 2	1/1 2	0/1 1	
II.4 Number of citations in WoS or Scopus without self-citations and without citations with TUZVO affiliation	10	5	-	
II.5 Number of scientific research projects in basic, applied or educational research	1	1	1	

* The last 5 years are evaluated

III Minimum criteria for obtaining the title of associate professor and the title of professor at the Faculty of Wood Sciences and Technology TUZVO for the field of habilitation and inauguration proceedings Wood Sciences and Technology **			
Criterion	HP	IP	Fulfilment
III.1 Pedagogical activity			
III. 1a Time interval (PhD. – assoc. prof.; assoc. prof. – prof.) (years)	3	3	

III. 1b Scripts and teaching texts – pcs/AH	1/3	1/3	
III. 1c University textbooks - pcs/AH	-	1/3	
III. 1d Conducting final theses (defended) 1 st and 2 nd degree	10	20	
III. 1e Conducting final theses (defended) 3 rd degree	-	2	
III. 2 Outputs of scientific and artistic activities – publications			
III. 2a Scientific monographs - pcs/AH	1/3	2/6	
III. 2a Outputs in WoS and Scopus journals, patents, utility models, designs	6	12	
from 2a outputs in the last 3 years	1	2	
from 2a outputs in Q1 or Q2 according to JCR in the year of publication	2	4	
from 2a sum of author's shares	1	2	
from 2a outputs as the first author	2	4	
III. 3 Publication responses			
III. 3a Citations registered in WoS or Scopus without self-citations and citations with TUZVO affiliations	10	20	
III. 4 Project activity			
III. 4a Principal Investigator of the funded project (the representative of the Principal Investigator will be taken into account up to a maximum of twice with a value of 0.5)	1	2	
III. 5 Additional criteria will be determined by the faculties' scientific boards, taking into account the specifics of the habilitation and inauguration proceedings			
III. 5a Demonstration of international recognition by written references from leading international experts - professors from at least three different countries outside the Slovak Republic	-	3	

** Lifetime activity is evaluated

IV Evaluation			
	Titles, First name, Last name	Signature	Date
IV.a <u>Self-evaluation of the evaluated person:</u> During the evaluation period I fulfil the requirements for the position of professor*/ associate professor */ assistant professor */ assistant */			DD/MM/YYYY
IV.b <u>Statement by the Head of the Department:</u> Values of the criteria of the evaluated person - are in conformity* with the requirements for the position currently occupied, - exceed* the requirements of the position currently occupied, I recommend that you apply for a HP/IP, - do not comply* with the requirements for the position currently occupied. Recommendations for improvement formulated after the personal interview are listed below.			

<p><u>IV.c Statement of the Dean:</u></p> <p>- I agree* with the self-evaluation and the Head of Department's statement without comment,</p> <p>- I agree* with the self-evaluation and the Head of Department's statement with comments,</p> <p>- I disagree* with the self-evaluation and/or the Head of Department's statement.</p>			
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Proposal for measures to improve the fulfilment of the requirements for the appointment of the position:

DD/MM/YYYY

signature of the evaluated

signature of the Head of the Department

Reason for Dean's disapproval:

DD/MM/YYYY

Dean's final statement:

signature of the evaluated

signature of Head of the Department

signature of the Dean

* Delete those that do not fit

Annex B2 Self-evaluation of university teachers at the position of professor, associate professor and assistant professor at the TUZVO – field of study Economics and Management

Date of self-evaluation	31 October of the current calendar year
Assessment period	for the last 5 years as of 31 October of the current calendar year

I Basic data	
I.1 Surname	
I.2 Name	
I.3 Titles	
I.4 Year of birth	
I.5 Workplace	Technical University in Zvolen Faculty Department
I.6 Academic position	professor / associate professor / assistant professor
I.7 E-mail address	xxx@tuzvo.sk
I.7 Hyperlink to the Register of University Staff	
I.8 Main field of study	Economics and Management

II Specific conditions for appointing positions in the field of study Economics and Management (OS No. 2/2023, Point B, Article 2 (7) to (10)) *				
Criterion	Professor	Associate Professor	Assistant Professor	Fulfilment
II.1 Number of PhD. students trained or in training in the field of study Economics and Management	1	-	-	
II.2 Number of defended final theses in the 1st or 2nd degree of study	2	3	-	
II.3 Co-authorship on WoS publications ranked Q1 or Q2/ co-authorship on other WoS or Scopus publications or co-authorship of works subject to industrial property rights protection	1/1 -	1/1 -	0/1 1	
II.4 Number of citations in WoS or Scopus without self-citations and without citations with TUZVO affiliation	20	10	-	
II.5 Number of scientific research projects in basic, applied or educational research	1	1	1	

* The last 5 years are evaluated

III Minimum criteria for obtaining the title of associate professor and the title of professor at FEM SPU in Nitra for the field of habilitation and inauguration proceedings Economics and Management of Enterprise and for the field of habilitation and inauguration proceedings Sectoral and Cross-sectional Economics. **			
Criterion	HP	IP	Fulfilment
III.1 Pedagogical activity			
III.1a Time interval (PhD. - assoc. prof.; assoc. prof. - prof.) (years)	3	3	

III.1b University textbooks - pcs/AH	0/0	1/3	
III. 1c Scripts and teaching texts (can be replaced by A2) - pcs/AH	1/3	2/6	
III. 1d Conducting final theses (defended) 1 st and 2 nd degree	10	20	
III.2 Research School/Projects			
III.2a Number of completed PhD. students (completion / post-dissertation exam)	-	1/1	
III.2b Participation in successfully completed projects (research, research-educational, artistic) / of which principal investigator or his/her representative	3/1	6/2	
III.2c Participation in international projects (research, research-educational, artistic)	-	1	
III.3 Outputs of scientific and artistic activities – publications			
III.3a Outputs in categories A+, A, A- and B / of which outputs in categories A+ and A	25/5	50/10	
III.4 Responses to publications (self-citations are excluded)			
III.4a Citations registered in WoS or Scopus	15	30	
III.5 Additional criteria will be determined by the faculties' Scientific Boards, taking into account the specifics of the field of habilitation and inauguration proceedings			
III.5a Demonstration of international recognition by written references from leading international experts - professors from at least three different countries outside the Slovak Republic.	-	3	

** Lifetime activity is evaluated

IV Evaluation			
	Titles, First name, Last name	Signature	Date
IV.a <u>Self-evaluation of the evaluated person:</u> During the evaluation period I fulfil the requirements for the position of professor*/ associate professor*/ assistant professor*/ assistant*			DD/MM/YYYY
IV.b <u>Statement by the Head of the Department:</u> Values of the criteria of the evaluated person - are in conformity* with the requirements for the position currently occupied, - exceed* the requirements of the position currently occupied, I recommend that you apply for a HP/IP, - do not comply* with the requirements for the position currently occupied. Recommendations for improvement formulated after the personal interview are listed below.			
IV.c <u>Statement of the Dean:</u> - I agree* with the self-evaluation and the Head of Department's statement without comment,			

<p>- I agree* with the self-evaluation and the Head of Department's statement with comments,</p> <p>- I disagree* with the self-evaluation and/or the Head of Department's statement.</p>			
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Proposal for measures to improve the fulfilment of the requirements for the appointment of the position:

DD/MM/YYYY

signature of the evaluated

signature of the Head of the Department

Reason for Dean's disapproval:

DD/MM/YYYY

Dean's final statement:

signature of the evaluated

signature of Head of the Department

signature of the Dean

* Delete those that do not fit

Annex B3 Self-evaluation of university teachers at the position of professor, associate professor and assistant professor at the TUZVO – field of study Safety and Security Sciences

Date of self-evaluation	31 October of the current calendar year
Assessment period	for the last 5 years as of 31 October of the current calendar year

I Basic data	
I.1 Surname	
I.2 Name	
I.3 Titles	
I.4 Year of birth	
I.5 Workplace	Technical University in Zvolen Faculty of Wood Sciences and Technology Department
I.6 Academic position	professor / associate professor / assistant professor
I.7 E-mail address	xxx@tuzvo.sk
I.7 Hyperlink to the Register of University Staff	
I.8 Main field of study	Safety and Security Sciences

II Specific conditions for appointing positions in the field of study Safety and Security Sciences (OS No. 2/2023 Point B, Article 2 (11) to (14)) *				
Criterion	Professor	Associate Professor	Assistant Professor	Fulfilment
II.1 Number of PhD. students trained or in training in the field of study Safety and Security Sciences	1	-	-	
II.2 Number of defended final theses in the 1st or 2nd degree of study	2	3	-	
II.3 Co-authorship on WoS publications ranked Q1 or Q2/ co-authorship on other WoS or Scopus publications	1/1	1/1	0/1	
or co-authorship of works subject to industrial property rights protection	2	2	1	
II.4 Number of citations in WoS or Scopus without self-citations and without citations with TUZVO affiliation	10	5	-	
II.5 Number of scientific research projects in basic, applied or educational research	1	1	1	

* The last 5 years are evaluated

III Minimum criteria for obtaining the title of associate professor and the title of professor at the Faculty of Wood Sciences and Technology TUZVO for the field of habilitation and inauguration proceedings Safety and Security Sciences **			
Criterion	HP	IP	Fulfilment
III.1 Pedagogical activity			
III. 1a Time interval (PhD. - assoc. prof.; assoc. prof. - prof.) (years)	3	3	

III. 1b Scripts and teaching texts - pcs/AH	1/3	1/3	
III. 1c University textbooks - pcs/AH	-	1/3	
III. 1d Conducting final theses (defended) 1 st and 2 nd degree	10	20	
III. 1e Conducting final theses (defended) 3 rd degree	-	2	
III. 2 Outputs of scientific and artistic activities – publications			
III. 2a Scientific monographs - pcs/AH	1/3	2/6	
III. 2a Outputs in WoS and Scopus journals, patents, utility models, designs	6	12	
from 2a outputs in the last 3 years	1	2	
from 2a outputs in Q1 or Q2 according to JCR in the year of publication	2	4	
from 2a sum of author's shares	1	2	
from 2a outputs as the first author	2	4	
III. 3 Publication responses			
III. 3a Citations registered in WoS or Scopus without self-citations and citations with TUZVO affiliations	10	20	
III. 4 Project activity			
III. 4a Principal Investigator of the funded project (the representative of the Principal Investigator will be taken into account up to a maximum of twice with a value of 0.5)	1	2	
III. 5 Additional criteria will be determined by the faculties' scientific boards, taking into account the specifics of the habilitation and inauguration proceedings			
III. 5a Demonstration of international recognition by written references from leading international experts - professors from at least three different countries outside the Slovak Republic	-	3	

** Lifetime activity is evaluated

IV Evaluation			
	Titles, First name, Last name	Signature	Date
IV.a <u>Self-evaluation of the evaluated person:</u> During the evaluation period I fulfil the requirements for the position of professor*/ associate professor */ assistant professor */ assistant */			DD/MM/YYYY
IV.b <u>Statement by the Head of the Department:</u> Values of the criteria of the evaluated person - are in conformity* with the requirements for the position currently occupied, - exceed* the requirements of the position currently occupied, I recommend that you apply for a HP/IP, - do not comply* with the requirements for the position currently occupied. Recommendations for improvement formulated after the personal interview are listed below.			

<p><u>IV.c Statement of the Dean:</u></p> <p>- I agree* with the self-evaluation and the Head of Department's statement without comment,</p> <p>- I agree* with the self-evaluation and the Head of Department's statement with comments,</p> <p>- I disagree* with the self-evaluation and/or the Head of Department's statement.</p>			
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Proposal for measures to improve the fulfilment of the requirements for the appointment of the position:

DD/MM/YYYY

signature of the evaluated

signature of the Head of the Department

Reason for Dean's disapproval:

DD/MM/YYYY

Dean's final statement:

signature of the evaluated

signature of Head of the Department

signature of the Dean

* Delete those that do not fit

Annex B4 Self-evaluation of university teachers at the position of professor, associate professor and assistant professor at the TUZVO – field of study Art

Date of self-evaluation	31 October of the current calendar year
Assessment period	for the last 5 years as of 31 October of the current calendar year

I Basic data	
I.1 Surname	
I.2 Name	
I.3 Titles	
I.4 Year of birth	
I.5 Workplace	Technical University in Zvolen Faculty of Wood Sciences and Technology Department
I.6 Academic position	professor / associate professor / assistant professor
I.7 E-mail address	xxx@tuzvo.sk
I.7 Hyperlink to the Register of University Staff	
I.8 Main field of study	Art

II Specific conditions for appointing positions in the field of study Art (OS No. 2/2023 Point B, Article 2 (15) to (18)) **

Criterion	Professor	Associate Professor	Assistant Professor	Fulfilment
II.1 Number of PhD. students trained or in training in the field of study Art	1	-	-	
II.2 Number of defended final theses in the 1st or 2nd degree of study	2	3	-	
II.3 co-authorship of an excellent artistic output or major artistic outputs	1 2	1 1	1* 1*	
II.4 Number of responses published in catalogues or journals	3	2	-	
II.5 co-authorship of a work subject to the protection of industrial rights or artistic and design research	1	1	1*	
II. 6 participations in the project	-	-	1	

* For assistants professor, criteria II.3 and II.5 are interchangeable

** The last 5 years are evaluated

III Minimum criteria for obtaining the title of associate professor and the title of professor at STU in Bratislava for the field of habilitation and inauguration proceedings Design ***

Criterion	HP	IP	Fulfilment
III.1 Pedagogical activity			
III. 1a Time interval (PhD. - assoc. prof; assoc. prof. - prof.) (years)	3	3	
III. 1b University textbooks - pcs/AH or scripts and teaching texts - pcs/AH	- 1/3	1/3 2/3	
III. 1c Conducting final theses (defended) 1 st and 2 nd degree	2	4	

III. 2 Scientific research or creative artistic activity			
III. 2a Outputs in categories A+, A, A- and B (overall/last 5 years) of which in categories A+ and A	21/2 3/1	41/4 6/1	
III. 3 Publication or artistic activity responses			
III. 3a Total responses (total/last 5 years) of which registered in WoS or Scopus	15/2 1/1	31/4 2/2	
III. 4 Scientific School			
III. 4a Education of doctoral students completed/after dissertation examination	-	2 1/1	
III. 4b Participant/project leader	2/0	5/3	

*** Lifetime activity is evaluated

IV Evaluation			
	Titles, First name, Last name	Signature	Date
IV.a <u>Self-evaluation of the evaluated person:</u> During the evaluation period I fulfil the requirements for the position of professor*/ associate professor*/ assistant professor*/ assistant*			DD/MM/YYYY
IV.b <u>Statement by the Head of the Department:</u> Values of the criteria of the evaluated person - are in conformity* with the requirements for the position currently occupied, - exceed* the requirements of the position currently occupied, I recommend that you apply for a HP/IP, - do not comply* with the requirements for the position currently occupied. Recommendations for improvement formulated after the personal interview are listed below.			
IV.c <u>Statement of the Dean:</u> - I agree* with the self-evaluation and the Head of Department's statement without comment , - I agree* with the self-evaluation and the Head of Department's statement with comments , - I disagree* with the self-evaluation and/or the Head of Department's statement.			

Proposal for measures to improve the fulfilment of the requirements for the appointment of the position:

DD/MM/YYYY

signature of the evaluated

signature of the Head of the Department

Reason for Dean's disapproval:

DD/MM/YYYY

Dean's final statement:

signature of the evaluated

signature of Head of the Department

signature of the Dean

* Delete those that do not fit

C: General criteria for the appointment of the positions of professors, associate professors, assistant professors, assistants and lecturers and specific conditions for the appointment of the positions of professors, associate professors, assistant professors, assistants and lecturers at the Faculty of Ecology and Environmental Sciences of the Technical University in Zvolen

No. R-7297/2023

Introductory provisions

On the basis of § 12 (1) (g) and (h) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as the "Higher Education Act"), the Scientific Board of the Technical University in Zvolen (hereinafter referred to as the "SB TUZVO"), on the proposal of the Scientific Board of the Faculty of Ecology and Environmental Sciences (hereinafter referred to as the "SB FEE"), approved the General criteria for the appointment of the positions of professors, associate professors, assistant professors, assistants and lecturers and the Specific conditions for the appointment of the positions of professors, associate professors, assistant professors, assistants and lecturers at the Faculty of Ecology and Environmental Sciences of the Technical University in Zvolen.

Article 1

General criteria for the appointment of the positions of professors, associate professors, assistant professors, assistants and lecturers

- (1) The qualification prerequisite for appointing the position of professor is the fulfilment of the currently valid minimum threshold values of the criteria for the inauguration proceeding in the field of study to which the position is linked or in a related field of study.
- (2) The qualification prerequisite for appointing the position of associate professor is the fulfilment of the currently valid minimum threshold values of the criteria for the habilitation proceeding in the field of study to which the position is linked or in a related field of study.
- (3) Depending on the specific content of the work tasks, a second or third higher education qualification is a prerequisite for the position of assistant professor.
- (4) The qualification prerequisite for the performance of the activity of a university teacher in the position of assistant is a second higher education qualification. The TUZVO shall provide the assistant teacher with the opportunity for training with a view to obtaining a third higher education qualification.
- (5) Depending on the specific content of the work tasks, the qualification prerequisite for the performance of the activity of a university teacher in the post of lecturer is a first or second higher education qualification.

- (6) In assessing a candidate for the position of professor, the following shall be evaluated:
- a) teaching activity, in particular conducting lectures, courses, and seminars, evaluating students, supervising and reviewing final theses, participating in committees for the defense of final theses, consultations for students and PhD. students, providing excursions and professional internships for students and testing at state exams, further the ability to guarantee the quality of preparation and implementation of teaching, guiding the qualification growth of workplace members, creating study programmes, publishing activities in the field of education and meeting the relevant conditions defined in Art. 2 of this regulation,
 - b) scientific or artistic activity, in particular the ability to affect trends and concepts in the field of science and technology or art, the ability to conduct research, development or artistic activity and publish the results in journals and media and at scientific, professional or artistic events of international importance, the ability to lead research or artistic teams and organizing scientific or guaranteeing artistic events, the ability to intensify relations with foreign institutions, etc. and fulfilment of the relevant conditions defined in Art. 2 of this regulation,
 - c) prerequisites for responsibility for ensuring the quality and development of study programmes of the 2nd or 3rd degree and responsibility for the development and quality assurance of the field of habilitation and inauguration proceedings,
 - d) in terms of personality, where his/her recognition by the scientific or artistic-pedagogical community and the evaluation of his/her teaching activity by students are evaluated.
- (7) In assessing a candidate for the position of associate professor, the following shall be evaluated:
- a) teaching activity, in particular conducting lectures, tutorials, and seminars, evaluating students, supervising, and reviewing final theses, participation in committees for the defence of final theses, consultations for students and PhD. students, providing excursions and professional internships for students and testing in state exams, further, the ability to guarantee the quality of training, and teaching, guiding the qualification growth of workplace members, co-creating study programmes, publishing activities in the field of education and meeting the relevant conditions defined in Art. 2 of this regulation,
 - b) scientific or artistic activity, especially his/her ability, in cooperation with the professor, to contribute to the development of knowledge in the field of study to which the position is related, the ability of research, development or artistic activity and the publication of the results in journals, and media and at scientific, professional or artistic events of international importance, the ability to lead research or artistic teams and organize scientific or artistic events, the ability to intensify relations with foreign institutions, etc. and fulfilment of the relevant conditions defined in Art. 2 of this regulation,
 - c) prerequisites for responsibility for ensuring the quality and development of study programmes from the 1st to 3rd degree of study,
 - d) in terms of personality, where his/her recognition by the scientific or artistic-pedagogical community and the evaluation of his/her teaching activity by students are evaluated.
- (8) In assessing a candidate for the position of assistant professor, the following shall be evaluated:
- a) teaching activity if the candidate has a higher education of the 2nd degree, in particular conducting seminars and tutorials, evaluating students and supervising, and reviewing final theses in the 1st degree of higher education, creating study materials, consultations for

- students and providing excursions and professional internships for students, and fulfilment of the relevant conditions defined in Art. 2 of this regulation,
- b) teaching activity if the candidate has a 3rd-degree higher education, in particular conducting lectures in selected chapters, conducting seminars and tutorials, evaluating students and supervising, and reviewing final theses in the first two degrees of higher education, testing in state exams in the 1st degree, 2nd degree and study programmes combining the 1st degree and 2nd degree, creating study materials, consulting for students and providing excursions and professional internships for students, and fulfilment of the relevant conditions defined in Art. 2 of this regulation,
 - c) scientific or artistic activity, in particular participation in the research, development or artistic activity of the department and publication of the results in journals and at scientific, professional, or artistic events, and cooperation in organising scientific or artistic events, and fulfilment of the relevant conditions defined in Art. 2 of this regulation.
- (9) In assessing a candidate for the position of assistant, the following shall be evaluated:
- a) teaching activity, in particular conducting practical tutorials, evaluating students, participating in the provision of other teaching activities and in the creating of study materials,
 - b) scientific activity, in particular participation in research or development activity and the publication of the results and participation in organising scientific or professional events.
- (10) In assessing a candidate for the position of lecturer, the following shall be evaluated:
- a) teaching activity, in particular conducting tutorials, evaluating students, participating in the provision of other teaching activities and in the creating of study materials,
 - b) active participation in research or development is not required.

Article 2

Specific conditions for the appointment of the positions of professors, associate professors, assistant professors, assistants and lecturers

- (1) Specific conditions for appointing the positions of professors, associate professors, assistant professors, assistants and lecturers (hereinafter referred to as "specific conditions") are defined for the field of study Ecological and Environmental Sciences of TU in Zvolen. The specific conditions referred to in section 2 to 6 of this Article must have been fulfilled during the last period of not more than 5 years prior to applying for the post.
- (2) A candidate for the position of professor or associate professor must demonstrate compliance with the applicable minimum threshold criteria for the commencement of the habilitation and inauguration proceedings for appointing the position in the field of study to which it is linked or in a related field of study and demonstrate activities in the following areas:
- a) training of PhD. students and supervision of final theses,
 - b) publication activity,
 - c) responses to scientific work,
 - d) innovation of the provided subjects from the results of own scientific research work,
 - e) solution of scientific and educational projects.

- (3) A candidate for the position of professor must demonstrate that he/she meets the applicable minimum threshold criteria for the commencement of the inauguration proceedings in the field of Ecological and Environmental Sciences or a related field of study, i.e., that he/she:
- a) has trained or is training at least one doctoral student in the study programme in the 3rd degree and supervised or is supervising at least 2 final theses at 1st or 2nd degree,
 - b) demonstrated activity, expressed by co-authorship of at least 2 publications in 1st or 2nd quartile according to Web of Science and co-authorship on 2 publications registered in Web of Science or Scopus or co-authorship on 2 patents or 2 utility models,
 - c) demonstrated an increase of 30 citations registered in Web of Science or Scopus without self-citations,
 - d) demonstrated the innovation of the provided subjects from the results of their own scientific and research work,
 - e) demonstrated the solution of at least one completed or one conducted scientific research project of basic or applied research in the position of a researcher, or researcher of an activity in projects from structural funds or researcher for the Technical University of a project from foreign sources.
- (4) A candidate for the position of associate professor must demonstrate that he/she meets the applicable minimum threshold criteria for the commencement of the habilitation proceedings in the field of study Ecological and Environmental Sciences or a related field of study, i.e. that he/she:
- a) has supervised or is supervising at least 2 final theses in the 1st or 2nd degree of studies,
 - b) demonstrated scientific activity, expressed by co-authorship of at least 2 publications in the 1st or 2nd quartile according to Web of Science and co-authorship of 2 Web of Science or Scopus publications or co-authorship of 2 patents or 2 utility models,
 - c) demonstrated an increase of 15 citations registered in Web of Science or Scopus without self-citations,
 - d) demonstrated innovation of the provided subjects from the results of own scientific research work,
 - e) demonstrated the solution of at least one completed or one conducted scientific research project of basic or applied research in the position of a researcher, or researcher of an activity in projects from structural funds or researcher for the Technical University of a project from foreign sources.
- (5) A candidate for the position of assistant professor must demonstrate that he/she meets the specific conditions for appointing the position in the field of study Ecological and Environmental Sciences or a related field of study, i.e., that he/she:
- a) supervised or is supervising at least 1 final thesis in the 1st or 2nd degree of studies,
 - b) demonstrated scientific activity, expressed by co-authorship of at least 1 publication in the 1st or 2nd quartile according to Web of Science and at the same time co-authorship of 1 Web of Science or Scopus publication or co-authorship of 1 patent or 1 utility model,
- (6) A candidate for the position of assistant and lecturer must demonstrate that he/she meets the specific conditions for appointing the position in the field of study Ecological and Environmental Sciences or a related field of study, i.e., that:
- a) professional prerequisites for the provision of the required subjects, as documented by a completed higher education degree.

- (7) The prerequisite for the performance of the activity of a university teacher at the position of professor, associate professor, assistant professor, assistant and lecturer is the continuous fulfilment of the actual criteria and activities referred to in Article 1 of this Internal Regulation.
- (8) A university teacher who consistently fulfils the currently valid minimum threshold values of the criteria for the inauguration proceeding in the field of study to which the position is linked or in a related field of study may, based on a single selection procedure, hold the position of professor for a maximum of 5 years, except for § 77 (6) of the Higher Education Act.
- (9) A university teacher who consistently meets the currently valid minimum threshold criteria for the habilitation proceeding in the field of study to which the position is linked or in a related field of study may, based on a single selection procedure, hold the position of associate professor for a maximum of 5 years, except for § 77 (6) of the Higher Education Act.
- (10) A university teacher who holds a 2nd or 3rd level university degree and fulfils the specific conditions for appointing positions may, following a selection procedure, serve as an assistant professor and assistant for a maximum of 5 years. In the case of a university teacher in the position of assistant professor, the degree of fulfilment of the minimum thresholds for the habilitation procedure shall be additionally assessed.
- (11) The appointment of the positions of professors and associate professors is carried out according to the internal regulation "Principles of the selection procedure for appointing the positions of university teachers, positions of researchers, positions of professors and associate professors and positions of senior staff of the Technical University in Zvolen".

Article 3

Self-evaluation of university teachers and monitoring

- (1) The self-evaluation of university teachers of the TUZVO at the position of professor, associate professor and assistant professor is carried out as of 31 October of the current calendar year for the period of the last 5 years according to the field of study or the related field of study of the field of activity. The self-evaluation of university teachers of the TUZVO does not apply to university teachers at the position of assistant and lecturer.
- (2) University teachers, who fulfil the criteria for the appointment to a position in the current calendar year, perform the following self-evaluation after 5 calendar years.
- (3) University teachers who do not meet the criteria for the appointment to a position in the current calendar year, perform the following self-evaluation in the subsequent calendar year.
- (4) In connection with the self-evaluation of university teachers of the TUZVO it is necessary to update the form of Scientific/artistic-pedagogical characteristics of a person (VUPCH) in the University Information System (UIS) as of 31 October of the current calendar year of each university teacher.

- (5) With the self-evaluation of the university teachers of the TUZVO it is necessary to update all Outputs of Creative Activity (VTC) in the University Information System (UIS) as of 31 October of the current calendar year. The updating of creative activity outputs is carried out according to the Organizational Directive No. 9/2021 on the evaluation of creative activities at the Technical University in Zvolen and other generally binding legal regulations and internal regulations of the TUZVO.
- (6) The self-evaluation of university teachers of the TUZVO in the field of study Ecological and Environmental Sciences or a related field of study at the position of professor, associate professor and assistant professor shall be evaluated according to Article 2 (3) to (6) of this Directive and according to the Minimum Threshold Values of the Criteria for the Commencement of the Habilitation proceeding (HP) and the Inauguration proceeding (IP) in the field of study Ecological and Environmental Sciences at the Faculty of Ecology and Environmental Sciences (OS No. 7/2021, point C). The self-evaluation report of these university teachers can be found in Annex C1.
- (7) Self-evaluation is the responsibility of the individual university teacher who indicates whether he or she meets the requirements for the position of professor, associate professor, assistant professor or assistant.
- (8) The Head of the Department shall comment on the evaluation report within 7 working days at the latest. The Head of the Department evaluates the fulfilment of the criteria in 3 ways: complying, exceeding or not in compliance. If the staff member exceeds the fulfilment of the criteria, the Head of the Department will recommend that the staff member apply for HP or IP. If the staff member does not meet the requirements for the post in which he is assigned, the Head of the Department shall, after a personal interview, make recommendations in writing for improvement in meeting the requirements. The Head of the Department shall inform the individual university teacher of his/her comments.
- (9) The Dean of the Faculty of Faculty of Ecology and Environmental Sciences shall comment on the evaluation report no later than 1 month after the Head of Department's statement. The Dean has three options: agree without comments, agree with comments or disagree. If the Dean agrees with the comments made in the report, or if he/she disagrees with the self-evaluation or the Head of Department's comments, he/she will state the reason in the report and propose measures. If the staff member continues to fail to fulfil the requirements for the position in which he/she is appointed over a period of 3 years, the Dean shall propose his/her reassignment to an appropriate position. The Dean shall inform the Head of the department and the university teacher concerned of his/her opinion. The Dean shall be responsible for ensuring that the measures proposed are carried out.
- (10) Documents from the self-evaluation of university teachers are archived at the Dean's Office of the Faculty of Ecology and Environmental Sciences for at least 5 years.
- (11) The assessment of the teaching load of university teachers is systematically monitored at the TUZVO:

- a) to ensure the provision of study programmes, the TUZVO has teachers whose qualifications, workload distribution, level of results of creative activities, practical experience, pedagogical skills and transferable competences enable the achievement of learning outcomes and whose number and working capacity corresponds to the number of students,
 - b) the distribution of the workload of university teachers enables the provision and development of the quality of study programmes, the provision of teaching and other related educational activities, the provision of student assessment, the management and assessment of final theses, participation in creative activities and other activities related to their professional development and the fulfilment of the mission of the university to the extent and in proportions that correspond to the working time and the nature of the position they hold.
- (12) The teaching load of university teachers is defined by an annual workload of 1,600 hours per teaching staff member, with 45% of the time spent on direct and indirect teaching, 45% on science and research, and 10% on other activities. The recommended average weekly number of hours of direct teaching (lectures, consultations, tutorials, seminars, major tutorials, other practical tutorials, examinations) is 8 hours for a professor, 10 hours for an associate professor, 14 hours for an assistant professor and 18 hours for an assistant.
- (13) Teaching load is determined by means of conversion coefficients per 1 hour of teaching by educational activity as follows: lecture and studio 3, tutorial 1.5, seminar 2, consultation of part-time, full-time and other studies 3, main tutorials and other practical tutorials 1.5.
- (14) The teaching load for semester, state and doctoral examinations is set at 1 hour per student.
- (15) The teaching load for other educational activities is determined as follows: course supervision 20 hours, bachelor supervision 30 hours, graduate supervision 60 hours, doctoral student supervisor 60 hours, doctoral student specialist supervisor 20 hours, supervisor of the ŠVOČ thesis 20 hours for one thesis in the faculty round, seminar thesis supervisor 6 hours, teaching and consulting in the subject of doctoral studies for fewer than 10 students 30 hours. In the case the entrance examination, the total number of hours of the admission procedure shall be distributed proportionally to the individual teachers according to their share of the total number of hours of the admission procedure, according to the share they have contributed to the preparation of materials, supervision, correction of tests, judging of works of art, etc.
- (16) Teaching load is evaluated in the University Information System and in the evaluation of the educational activities of the Faculties and the TUZVO for each academic year per employee and Faculty.
- (17) The research workload is based on hourly capacities on research projects and publications.
- (18) The research load is evaluated in the University Information System and in the evaluation of the research activities of the Faculties and the TUZVO for each calendar year per employee and faculty.

Article 4 **Final provisions**

- (1) General criteria for appointing the position of professors, associate professors, assistant professors, assistants and lecturers and specific conditions for appointing the position of professors, associate professors, assistant professors, assistants and lecturers at the Faculty of Ecology and Environmental Sciences of the TU in Zvolen No. R-7297/2023 (hereinafter referred to as "General criteria and specific conditions for appointing the positions at the FEE TU in Zvolen") has faculty scope.
- (2) Legal relations not specified in the General Criteria and Specific Conditions for the Appointment of Positions at the FEE TU in Zvolen are subject to § 75 and § 77 as well as other provisions of the Higher Education Act, as well as other generally binding legal regulations and internal regulations of the TUZVO.
- (3) An integral part of the General criteria and specific conditions for the appointment of the positions at the FEE TU in Zvolen is **Annex C1** Self-evaluation of university teachers at the position of professor, associate professor and assistant professor at TUZVO – study field Ecological and Environmental Sciences.
- (4) General criteria for appointing the position of professors, associate professors, assistant professors, assistants and lecturers and specific conditions for appointing the position of professors, associate professors, assistant professors, assistants and lecturers at the FEE TU in Zvolen No. R-7297/2023 were approved by the SB TUZVO on 25 September 2023 and by the Academic Senate of the TUZVO on 16 October 2023, in accordance with § 12 (1) (g) and (h) of the Higher Education Act, on the basis of the proposal of the SB FEE on 21 August 2023 and they came into force and effect on this date.
- (5) General criteria for the appointment of professors and associate professors and specific conditions for the appointment of professors and associate professors at the Faculty of Ecology and Environmental Sciences of the TU in Zvolen No. R-11445/2022, which were discussed in the SB FEE on 10 November 2022, approved by the SB TUZVO on 6 December 2022 and by the Academic Senate of the TUZVO on 8 December 2022, are hereby cancelled.

Dr. h. c. prof. Ing. Rudolf Kropil, PhD.
Rector and Chairman of the Scientific
Board of the TUZVO

prof. Ing. Ján Tuček, CSc.
Chairman of the Academic Senate
of the TUZVO

Annex C1 Self-evaluation of university teachers at the position of professor, associate professor and assistant professor at the TUZVO – field of study Ecological and Environmental Sciences

Date of self-evaluation	31 October of the current calendar year
Assessment period	for the last 5 years as of 31 October of the current calendar year

I Basic data	
I.1 Surname	
I.2 Name	
I.3 Titles	
I.4 Year of birth	
I.5 Workplace	Technical University in Zvolen Faculty Department
I.6 Academic position	professor / associate professor / assistant professor
I.7 E-mail address	xxx@tuzvo.sk
I.8 Hyperlink to the Register of University Staff	
I.9 Main field of study	Ecological and Environmental Sciences

II Specific conditions for appointing positions in the field of study Ecological and Environmental Sciences (OS No. 2/2023 Point C, Article 2 (3) to 6) *				
Criterion	Professor	Associate Professor	Assistant Professor	Fulfilment
II.1 Number of PhD. students trained or in training	1	-	-	
II.2 Number of supervised or defended final theses in the 1st or 2nd degree of study	2	2	1	
II.3 Co-authorship on WoS publications Q1 and Q2	2	2	1	
II.4 Co-authorship of WoS and Scopus publications or patents and utility models	2	2	1	
II.5 Number of citations in WoS or Scopus without self-citations - increase	30	15	-	
II.6 Number of completed or ongoing basic or applied research projects in the position of researcher	1	1	-	

III Minimum threshold values of the criteria for the initiation of habilitation (HP) and inauguration (IP) proceedings in the field of study Ecological and Environmental Sciences (OS No. 7/2021, point C)			
Criterion	HP	IP	Fulfilment
III.1 Pedagogical activity			
III.1a experience in years since obtaining the degree of PhD. (HP) or assoc. prof. (IP) ^a	3	3	
III.1b scriptum-sum AH ^{b,c}	3	6	
III. 1c university textbook (min. author's share of 3 AH in each publication) ^d	-	1	

III. 1d supervisor of defended final theses of 1 st and 2 nd degree (can be replaced by theses according to III.1e) ^e	10/5	10/10	
III. 1e supervisor of defended final theses of the 3 rd degree/PhD. students after the dissertation exam ^e	-	1/1	
III.2 Publication activity			
III.2a scientific monograph (min. author's share of 3 author's sheets in each publication) ^{d,f}	1	2	
III.2b scientific output (article) in WoS and Scopus journals, patent, utility model/ of which works in peer-reviewed journals ^d	8/4	14/7	
from III.2b outputs in the last 3 years ^d	1	3	
from III.2b outputs in Q1, Q2 or Q3 according to JCR in the year of publication (in the third quartile only with IF more than 1 ^d)	2	5	
from III.2b minimum sum of authors' shares (according to CREPČ) ^g	1,5	3	
from III.2b outputs as first author or corresponding author ^d	2	4	
III.3 Citations			
III.3a in WoS and Scopus without self-citations and citations and semicitations/in which in publications registered in Web of Science	30/15	60/30	
III.4 Project activity			
III.4a leader of an international project or coordinator of an international project for the University of the Slovak Republic or leader of a scientific research project or leader of an educational project or project from structural funds, or a representative of the scientific research project leader or project researcher ^{h, i, j, k}	1,5	3	

a – educational activity for at least 3 years before the start of the specified weekly working time as a university teacher

b – scripts and teaching texts can be replaced by a textbook

c – the sum of the author's sheets is counted, and no distinction is made as to whether the author's sheets will be in one publication or split across multiple publications

d – number of outputs

e – the education of completed bachelors can be replaced by the education of completed graduates, the education of completed graduates can be replaced by the education of completed doctoral students and the education of doctoral students after the dissertation examination can be replaced by the education of completed doctoral students

f – a scientific monograph can be replaced by 2 chapters in scientific monographs registered in Web of Science or Scopus

g – the author's share is calculated according to the CREPČ records or as the value of 1 divided by the number of authors

h – the leader of the completed international project or the coordinator of the completed international project for the university of the Slovak Republic is taken into account with the value of 2

i – the leader of a completed research project is taken into account with a value of 1

j – the representative of the leader of a completed scientific research project, the leader of a completed educational project or the activity of a completed structural funds project is taken into account with a value of 0.5

k – membership in the research team of completed projects is taken into account by 0.25

IV Evaluation			
	Titles, First name, Last name	Signature	Date
IV.a <u>Self-evaluation of the evaluated person:</u> During the evaluation period I fulfil the requirements for the position of professor*/ associate professor */ assistant professor */ assistant */			DD/MM/YYYY
IV.b <u>Statement by the Head of the Department:</u> Values of the criteria of the evaluated person - are in conformity* with the requirements for the position currently occupied, - exceed* the requirements of the position currently occupied, I recommend that you apply for a HP/IP, - do not comply* with the requirements for the position currently occupied. Recommendations for improvement formulated after the personal interview are listed below.			
IV.c <u>Statement of the Dean:</u> - I agree* with the self-evaluation and the Head of Department's statement without comment , - I agree* with the self-evaluation and the Head of Department's statement with comments , - I disagree* with the self-evaluation and/or the Head of Department's statement.			

Proposal for measures to improve the fulfilment of the requirements for the appointment of the position:

DD/MM/YYYY

signature of the evaluated

signature of the Head of the Department

Reason for Dean's disapproval:

DD/MM/YYYY

Dean's final statement:

signature of the evaluated

signature of Head of the Department

signature of the Dean

* Delete those that do not fit

D: General criteria for the appointment of the positions of professors, associate professors, assistant professors, assistants and lecturers and specific conditions for the appointment of the positions of professors, associate professors, assistant professors, assistants and lecturers at the Faculty of Technology of the Technical University in Zvolen

No. R-7073/2023

Introductory provisions

On the basis of § 12 (1) (g) and (h) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as the "Higher Education Act"), the Scientific Board of the Technical University in Zvolen (hereinafter referred to as the "SB TUZVO"), on the proposal of the Scientific Board of the Faculty Technology (hereinafter referred to as the "SB FT"), approved the General criteria for the appointment of the positions of professors, associate professors, assistant professors, assistants and lecturers and the Specific conditions for the appointment of the positions of professors, associate professors, assistant professors, assistants and lecturers at the Faculty of Technology of the Technical University in Zvolen.

Article 1

General criteria for the appointment of the positions of professors, associate professors, assistant professors, assistants and lecturers

- (1) The qualification prerequisite for appointing the position of professor is the fulfilment of the currently valid minimum threshold values of the criteria for the inauguration proceeding in the field of study to which the position is linked or in a related field of study.
- (2) The qualification prerequisite for appointing the position of associate professor is the fulfilment of the currently valid minimum threshold values of the criteria for the habilitation proceeding in the field of study to which the position is linked or in a related field of study.
- (3) Depending on the specific content of the work tasks, a second or third higher education qualification is a prerequisite for the position of assistant professor.
- (4) The qualification prerequisite for the performance of the activity of a university teacher in the position of assistant is a second higher education qualification. The TUZVO shall provide the assistant teacher with the opportunity for training with a view to obtaining a third higher education qualification.
- (5) Depending on the specific content of the work tasks, the qualification prerequisite for the performance of the activity of a university teacher in the post of lecturer is a first or second higher education qualification.
- (6) In assessing a candidate for the position of professor, the following shall be evaluated:

- a) teaching activity, in particular conducting lectures, courses, and seminars, evaluating students, supervising and reviewing final theses, participating in committees for the defense of final theses, and consultations for students and PhD. students, providing excursions and professional internships for students and testing at state exams, further the ability to guarantee the quality of preparation and implementation of teaching, guiding the qualification growth of workplace members, creating study programmes, publishing activities in the field of education and meeting the relevant conditions defined in Art. 2 of this regulation,
 - b) scientific or artistic activity, in particular the ability to affect trends and concepts in the field of science and technology or art, the ability to conduct research, development or artistic activity and publish the results in journals and media and at scientific, professional or artistic events of international importance, the ability to lead research or artistic teams and organizing scientific or guaranteeing artistic events, the ability to intensify relations with foreign institutions, etc. and fulfilment of the relevant conditions defined in Art. 2 of this regulation,
 - c) prerequisites for responsibility for ensuring the quality and development of study programmes of the 2nd or 3rd degree and responsibility for the development and quality assurance of the field of habilitation and inauguration proceedings,
 - d) in terms of personality, where his/her recognition by the scientific or artistic-pedagogical community and the evaluation of his/her teaching activity by students are evaluated.
- (7) In assessing a candidate for the position of associate professor, the following shall be evaluated:
- a) teaching activity, in particular conducting lectures, tutorials, and seminars, evaluating students, supervising, and reviewing final theses, participating in committees for the defence of final theses, consultations for students and PhD. students, providing excursions and professional internships for students and testing in state exams, further, the ability to guarantee the quality of training, and teaching, guiding the qualification growth of workplace members, co-creating study programmes, publishing activities in the field of education and meeting the relevant conditions defined in Art. 2 of this regulation,
 - b) scientific or artistic activity, especially his/her ability, in cooperation with the professor, to contribute to the development of knowledge in the field of study to which the position is related, the ability of research, development or artistic activity and the publication of the results in journals, and media and at scientific, professional or artistic events of international importance, the ability to lead research or artistic teams and organize scientific or artistic events, the ability to intensify relations with foreign institutions, etc. and fulfilment of the relevant conditions defined in Art. 2 of this regulation,
 - c) prerequisites for responsibility for ensuring the quality and development of study programmes in the 1st to 3rd degree of study,
 - d) in terms of personality, where his/her recognition by the scientific or artistic-pedagogical community and the evaluation of his/her teaching activity by students are evaluated.
- (8) In assessing a candidate for the position of assistant professor, the following shall be evaluated:
- a) teaching activity if the candidate has a higher education 2nd degree, in particular conducting seminars and tutorials, evaluating students and supervising, and reviewing final theses in the 1st degree of higher education, creating study materials, consultations for students and providing excursions and professional internships for students,

- b) teaching activity if the candidate has a 3rd-degree higher education, in particular conducting lectures in selected chapters, conducting seminars and tutorials, evaluating students and supervising, and reviewing final theses in the first two degrees of higher education, testing in state exams in the 1st degree, 2nd degree and study programmes combining the 1st degree and 2nd degree, creating study materials, consulting for students and providing excursions and professional internships for students,
 - c) scientific or artistic activity, in particular participation in the research, development or artistic activity of the department and publication of the results in journals and at scientific, professional, or artistic events, and cooperation in organising scientific or artistic events.
- (9) In assessing a candidate for the position of assistant, the following shall be evaluated:
- a) teaching activity, in particular conducting practical tutorials, evaluating students, participating in the provision of other teaching activities and in the creating of study materials,
 - b) scientific activity, in particular participation in research or development activity and the publication of the results and participation in organising scientific or professional events.
- (10) In assessing a candidate for the position of lecturer, the following shall be evaluated:
- a) teaching activity, in particular conducting tutorials, evaluating students, participating in the provision of other teaching activities and in the creating of study materials,
 - b) active participation in research or development is not required.

Article 2

Specific conditions for the appointment of the positions of professors, associate professors, assistant professors, assistants and lecturers

- (1) Specific conditions for appointing the positions of professors, associate professors, assistant professors, assistants and lecturers (hereinafter referred to as "specific conditions") are defined for the field of study Mechanical Engineering at the Faculty of Technology of the TU in Zvolen. The specific conditions referred to in section 2 to 6 of this Article must have been fulfilled during the last period of not more than 5 years prior to applying for the post
- (2) A candidate for the position of professor or associate professor must demonstrate compliance with the applicable minimum threshold criteria for the commencement of the habilitation and inauguration proceedings for appointing the position in the field of study to which it is linked or in a related field of study and demonstrate activities in the following areas:
- a) training of PhD. students and supervision of final theses,
 - b) publication and artistic activity,
 - c) responses to scientific or artistic work,
 - d) innovation of the provided subjects from the results of own scientific research or artistic work,
 - e) solution of scientific and educational projects or artistic and design research.
- (3) A candidate for the position of professor must demonstrate that he/she meets the applicable minimum threshold criteria for the commencement of the inauguration proceedings and the

specific conditions for appointing the position in the field of study Mechanical Engineering or a related field of study, i.e. that he/she:

- a) has trained or is training at least one doctoral student in the study programme in the 3rd degree and has supervised at least 2 completed final theses at the 1st or 2nd degree,
- b) demonstrated scientific activity expressed by co-authorship of at least 2 publications in the 1st or 2nd quartile according to Web of Science and co-authorship on 2 outputs registered as Web of Science, SCOPUS, patent or utility model,
- c) demonstrated an increase of 10 citations registered in Web of Science or Scopus without self-citations,
- d) demonstrated the innovation of the provided subjects from the results of their own scientific and research work,
- e) demonstrated the solution of at least one completed or one conducted scientific research project of basic or applied research or educational project in the position of a researcher, or researcher of an activity in projects from structural funds or researcher for the Technical University of a project from foreign sources.

(4) A candidate for the position of associate professor must demonstrate that he/she meets the applicable minimum threshold criteria for the commencement of the habilitation proceedings and the specific conditions for appointing the position in the field of study Mechanical Engineering or a related field of study, i.e. that he/she:

- a) has supervised at least 3 completed final theses in the 1st or 2nd degree of studies,
- b) demonstrated scientific activity, expressed by co-authorship of at least 1 publication in the 1st or 2nd quartile according to Web of Science and co-authorship on 1 output registered as Web of Science, SCOPUS, patent or utility model,
- c) demonstrated an increase of 5 citations registered in Web of Science or Scopus without self-citations,
- d) demonstrated innovation of the provided subjects from the results of own scientific research work,
- e) demonstrated the solution of at least one completed or one conducted scientific research project of basic or applied research or educational project in the position of a researcher, or researcher of an activity in projects from structural funds or researcher for the Technical University of a project from foreign sources.

(5) A candidate for the position of assistant professor must demonstrate that he/she meets the specific conditions for appointing the position in the field of study Mechanical Engineering or a related field of study, i.e. that he/she:

- a) supervised at least 1 final thesis in the 1st or 2nd degree of studies,
- b) demonstrated scientific activity, expressed by co-authorship of at least 1 publication in the 1st or 2nd quartile according to Web of Science and co-authorship on 1 output registered as Web of Science, SCOPUS, patent or utility model,
- c) demonstrated an increase of 3 citations registered in Web of Science or Scopus without self-citations,
- d) demonstrated the solution of at least one scientific research project of basic or applied research or educational project.

- (6) A candidate for the position of assistant and lecturer must demonstrate that he/she meets the specific conditions for appointing the position in the field of study Mechanical Engineering or a related field of study, i.e. that:
 - a) professional prerequisites for the provision of the required subjects, as documented by a completed higher education degree.
- (7) The prerequisite for the performance of the activity of a university teacher at the position of professor, associate professor, assistant professor, assistant and lecturer is the continuous fulfilment of the actual criteria and activities referred to in Article 1 of this Internal Regulation.
- (8) A university teacher who consistently fulfils the currently valid minimum threshold values of the criteria for the inauguration proceeding in the field of study to which the position is linked or in a related field of study may, based on a single selection procedure, hold the position of professor for a maximum of 5 years, except for § 77 (6) of the Higher Education Act.
- (9) A university teacher who consistently meets the currently valid minimum threshold criteria for the habilitation proceeding in the field of study to which the position is linked or in a related field of study may, based on a single selection procedure, hold the position of associate professor for a maximum of 5 years, except for § 77 (6) of the Higher Education Act.
- (10) A university teacher who holds a second university degree and fulfils the specific conditions for appointing a position may, based on a single selection procedure, serve as an assistant professor for a maximum of 5 years. In the case of an assistant professor, the degree of fulfilment of the minimum thresholds for the habilitation procedure shall be additionally assessed.
- (11) The appointment of the positions of professors and associate professors is carried out according to the internal regulation "Principles of the selection procedure for appointing the positions of university teachers, positions of researchers, positions of professors and associate professors and positions of senior staff of the Technical University in Zvolen".

Article 3

Self-evaluation of university teachers and monitoring

- (1) The self-evaluation of university teachers of the TUZVO at the position of professor, associate professor and assistant professor is carried out as of 31 October of the current calendar year for the period of the last 5 years according to the field of study or the related field of study of the field of activity. The self-evaluation of university teachers of the TUZVO does not apply to university teachers at the position of assistant and lecturer.
- (2) University teachers, who fulfil the criteria for the appointment to a position in the current calendar year, perform the following self-evaluation after 5 calendar years.
- (3) University teachers who do not meet the criteria for the appointment to a position in the current calendar year, perform the following self-evaluation in the subsequent calendar year.

- (4) In connection with the self-evaluation of university teachers of the TUZVO it is necessary to update the form of Scientific/artistic-pedagogical characteristics of a person (VUPCH) in the University Information System (UIS) as of 31 October of the current calendar year of each university teacher.
- (5) With the self-evaluation of the university teachers of the TUZVO it is necessary to update all Outputs of Creative Activity (VTC) in the University Information System (UIS) as of 31 October of the current calendar year. The updating of creative activity outputs is carried out according to the Organizational Directive No. 9/2021 on the evaluation of creative activities at the Technical University in Zvolen and other generally binding legal regulations and internal regulations of the TUZVO.
- (6) The self-evaluation of university teachers of the TUZVO in the field of study Mechanical Engineering or in a related field of study at the position of professor, associate professor and assistant professor shall be evaluated according to Article 2 (3) to (6) of this Directive and according to the Minimum Threshold Values of the Criteria for the Commencement of the Habilitation proceeding (HP) and the Inauguration proceeding (IP) in the field of study Mechanical Engineering at the Faculty of Technology (OS No. 7/2021, point E). The self-evaluation report of these university teachers can be found in Annex D1.
- (7) Self-evaluation is the responsibility of the individual university teacher who indicates whether he or she meets the requirements for the position of professor, associate professor or assistant professor.
- (8) The Head of the Department shall comment on the evaluation report within 7 working days at the latest. The Head of the Department evaluates the fulfilment of the criteria in 3 ways: complying, exceeding or not in compliance. If the staff member exceeds the fulfilment of the criteria, the Head of the Department will recommend that the staff member apply for HP or IP. If the staff member does not meet the requirements for the post in which he is assigned, the Head of the Department shall, after a personal interview, make recommendations in writing for improvement in meeting the requirements. The Head of the Department shall inform the individual university teacher of his/her comments.
- (9) The Dean of the Faculty of Faculty of Wood Sciences and Technology shall comment on the evaluation report no later than 1 month after the Head of Department's statement. The Dean has three options: agree without comments, agree with comments or disagree. If the Dean agrees with the comments made in the report, or if he/she disagrees with the self-evaluation or the Head of Department's comments, he/she will state the reason in the report and propose measures. If the staff member continues to fail to fulfil the requirements for the position in which he/she is appointed over a period of 3 years, the Dean shall propose his/her reassignment to an appropriate position. The Dean shall inform the Head of the department and the university teacher concerned of his/her opinion. The Dean shall be responsible for ensuring that the measures proposed are carried out.
- (10) Documents from the self-evaluation of university teachers are archived at the Dean's Office of the Faculty of Technology for at least 5 years.

- (11) The assessment of the teaching load of university teachers is systematically monitored at the TUZVO:
- a) to ensure the provision of study programmes, the TUZVO has teachers whose qualifications, workload distribution, level of results of creative activities, practical experience, pedagogical skills and transferable competences enable the achievement of learning outcomes and whose number and working capacity corresponds to the number of students,
 - b) the distribution of the workload of university teachers enables the provision and development of the quality of study programmes, the provision of teaching and other related educational activities, the provision of student assessment, the management and assessment of final theses, participation in creative activities and other activities related to their professional development and the fulfilment of the mission of the university to the extent and in proportions that correspond to the working time and the nature of the position they hold.
- (12) The teaching load of university teachers is defined by an annual workload of 1,600 hours per teaching staff member, with 45% of the time spent on direct and indirect teaching, 45% on science and research, and 10% on other activities. The recommended average weekly number of hours of direct teaching (lectures, consultations, tutorials, seminars, major tutorials, other practical tutorials, tutorials, examinations) is 8 hours for a professor, 10 hours for an associate professor, 14 hours for an assistant professor and 18 hours for an assistant.
- (13) Teaching load is determined by means of conversion coefficients per 1 hour of teaching by educational activity as follows: lecture and studio 3, tutorial 1.5, seminar 2, consultation of part-time, full-time and other studies 3, main tutorials and other practical tutorials 1.5.
- (14) The teaching load for semester, state and doctoral examinations is set at 1 hour per student.
- (15) The teaching load for other educational activities is determined as follows: course supervision 20 hours, bachelor supervision 30 hours, graduate supervision 60 hours, doctoral student supervisor 60 hours, doctoral student specialist supervisor 20 hours, supervisor of the ŠVOČ thesis 20 hours for one thesis in the faculty round, seminar thesis supervisor 6 hours, teaching and consulting in the subject of doctoral studies for fewer than 10 students 30 hours. In the case the entrance examination, the total number of hours of the admission procedure shall be distributed proportionally to the individual teachers according to their share of the total number of hours of the admission procedure, according to the share they have contributed to the preparation of materials, supervision, correction of tests, judging of works of art, etc.
- (16) Teaching load is evaluated in the University Information System and in the evaluation of the educational activities of the Faculties and the TUZVO for each academic year per employee and Faculty.
- (17) The research workload is based on hourly capacities on research projects and publications.
- (18) The research load is evaluated in the University Information System and in the evaluation of the research activities of the Faculties and the TUZVO for each calendar year per employee and faculty.

Article 4
Final provisions

- (1) General criteria for appointing the position of professors, associate professors, assistant professors, assistants and lecturers and specific conditions for appointing the position of professors, associate professors, assistant professors, assistants and lecturers at the Faculty of Technology of the TU in Zvolen No. R-7073/2023 (hereinafter referred to as "General criteria and specific conditions for appointing the positions at the FT TU in Zvolen") has faculty scope.
- (2) Legal relations not specified in the General Criteria and Specific Conditions for the Appointment of Positions at the FT TU in Zvolen are subject to § 75 and § 77 as well as other provisions of the Higher Education Act, as well as other generally binding legal regulations and internal regulations of the TUZVO.
- (3) An integral part of the General criteria and specific conditions for the appointment of positions at the FT TU in Zvolen is **Annex D1** Self-evaluation of university teachers at the position of professor, associate professor and assistant professor at TUZVO – study field Mechanical Engineering.
- (4) General criteria for appointing the position of professors, associate professors, assistant professors, assistants and lecturers and specific conditions for appointing the position of professors, associate professors, assistant professors, assistants and lecturers at the Faculty of Technology of the TU in Zvolen No. R-7073/2023 were approved by the SB TUZVO on 25 September 2023 and by the Academic Senate of the TUZVO on 16 October 2023, in accordance with § 12 (1) (g) and (h) of the Higher Education Act, on the basis of the proposal of the SB FT on 21 August 2023 and they came into force and effect on this date.
- (5) General criteria for the appointment of positions of professors, associate professors and assistant professors and specific conditions for the appointment of positions of professors, associate professors and assistant professors at the Faculty of Technology of the TU in Zvolen No. R-11446/2022, which were approved by the SB TUZVO on 6 December 2022 and by the Academic Senate of the TUZVO on 8 December 2022, on the basis of the proposal of the SB FT on 14 November 2022, are hereby cancelled.

Dr. h. c. prof. Ing. Rudolf Kropil, PhD.
Rector and Chairman of the Scientific
Board of the TUZVO

prof. Ing. Ján Tuček, CSc.
Chairman of the Academic Senate
of the TUZVO

Annex D1 Self-evaluation of university teachers at the position of professor, associate professor and assistant professor at the TUZVO – field of study Mechanical Engineering

Date of self-evaluation	31 October of the current calendar year
Assessment period	for the last 5 years as of 31 October of the current calendar year

I. Basic data	
I.1 Surname	
I.2 Name	
I.3 Titles	
I.4 Year of birth	
I.5 Workplace	Technical University in Zvolen Faculty Department
I.6 Academic position	professor / associate professor / assistant professor
I.7 E-mail address	xxx@tuzvo.sk
I.8 Hyperlink to the Register of University Staff	
I.9 Main field of study	Mechanical Engineering

II Specific conditions for appointing positions in the field of study Mechanical Engineering (OS No. 2/2023 Point D, Article 2 (3) to (6))				
Criterion	Professor	Associate Professor	Assistant Professor	Fulfilment
II.1 Number of PhD. students trained or in training in the field of study Mechanical Engineering	1	-	-	
II.2 Number of defended final theses in the 1st or 2nd degree of study at the position of supervisor	2	3	1	
II.3 Co-authorship on WoS publications Q1 and Q2	2	1	1	
II.4 Co-authorship of WoS and Scopus publications or patents and utility models	2	1	1	
II.5 Number of citations in WoS or Scopus without self-citations	10	5	3	
II.6 Number of completed or ongoing basic or applied research or educational projects	1	1	1	

III Minimum threshold values of the criteria for the initiation of habilitation (HP) and inauguration (IP) proceedings in the field of study Mechanical Engineering (OS No. 7/2021 point E)			
Criterion	HP	IP	Fulfilment
III.1 Pedagogical activity			
III.1a Experience in years since obtaining the degree of PhD. (HP) or assoc. prof. (IP)	3	3	
III.1b Script (min. author's share of 3 author 'sheets in each publication)	1	1	

III. 1c University textbook (min. author's share of 3 author 'sheets in each publication)	-	1	
III. 1d Supervisor of defended final theses of 1 st and 2 nd degree (can be replaced by theses according to III.1e)	10/5	10/10	
III. 1e Supervisor of defended final theses of the 3 rd degree/PhD. students after the dissertation exam	-	1/1	
III.2 Publication activity			
III.2a Scientific monograph	1	2	
III.2b scientific output (article) in WoS and Scopus journals, patent, utility model	6	12	
from III.2b outputs in the last 3 years	1	3	
from III.2b papers in peer-reviewed journals	2	4	
from III.2b outputs in Q1 or Q2 according to JCR in the year of publication	1	2	
from III.2b minimum sum of author's shares (according to CREPČ)	1	2	
from III.2b outputs as first or corresponding author	1	2	
III.3 Citations			
III.3a in WoS and Scopus without self-citations	10	20	
III.4 Project activity			
III.4a Principal investigator of a completed agency scientific research project of basic or applied research and development or educational project (the representative of the responsible investigator can be taken into account up to 2 times with a value of 0.5)	1	2	

To date, I confirm that I have:

1. updated form of the Scientific/Artistic and Pedagogical Characteristics of my person (VUPCH) in the University Information System (UIS),
2. updated all Outputs of Creative Activities (VTC) in the University Information System (UIS) according to OS No. 9/2021 on the evaluation of creative activities at the Technical University of Zvolen.

IV Evaluation			
	Titles, First name, Last name	Signature	Date
IV.a <u>Self-evaluation of the evaluated person:</u> During the evaluation period I fulfil the requirements for the position of professor */ associate professor */ assistant professor */ assistant *			DD/MM/YYYY
IV.b <u>Statement by the Head of the Department:</u> Values of the criteria evaluated - are in conformity* with the requirements for the position currently occupied, - exceed* the requirements of the position currently occupied, I recommend that you apply for a HP/IP,			

<p>- do not comply* with the requirements for the position currently occupied. Recommendations for improvement formulated after the personal interview are listed below.</p>			
<p><u>IV.c Statement of the Dean:</u> - I agree* with the self-evaluation and the Head of Department's statement without comments,</p> <p>- I agree* with the self-evaluation and the Head of Department's statement with comments</p> <p>- I disagree* with the self-evaluation and/or the Head of Department's statement.</p>			

Proposal for measures to improve the fulfilment of the requirements for the appointment of the position:

DD/MM/YYYY

signature of the evaluated

signature of the Head of the Department

Reason for Dean's disapproval:

DD/MM/YYYY

Dean's final statement:

signature of the evaluated

signature of Head of the Department

signature of the Dean

* Delete those that do not fit

E: General criteria for the appointment of the positions of assistant professors, assistants and lecturers and specific conditions for the appointment of the positions of assistant professors, assistants and lecturers at the Institute of Foreign Languages and the Institute of Physical Education and Sport of the Technical University in Zvolen

No. R-7298/2023

Introductory provision

On the basis of § 12 (1) (g) and (h) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as the "Higher Education Act"), the Scientific Board of the Technical University in Zvolen (hereinafter referred to as the "SB TUZVO") approved the General criteria for the appointment of the positions of assistant professors, assistants and lecturers and the Specific conditions for the appointment of the positions of assistant professors, assistants and lecturers at the Institute of Foreign Languages and the Institute of Physical Education and Sport of the Technical University in Zvolen.

Article 1

General criteria for the appointment of the positions of assistant professors, assistants and lecturers

- (1) Depending on the specific content of the work tasks, a second or third higher education qualification is a prerequisite for the position of assistant professor.
- (2) The qualification prerequisite for the performance of the activity of a university teacher in the position of assistant is a second higher education qualification. The TUZVO shall provide the assistant teacher with the opportunity for training with a view to obtaining a third higher education qualification.
- (3) Depending on the specific content of the work tasks, the qualification prerequisite for the performance of the activity of a university teacher in the post of lecturer is a first or second higher education qualification.
- (4) In assessing a candidate for the position of assistant professor, the following shall be evaluated:
 - a) teaching activity if the candidate has a higher education of the 2nd degree, in particular conducting seminars and tutorials, evaluating students and supervising, and reviewing final theses at the first degrees of higher education, creating study materials, consultations for students and providing excursions and professional internships for students,
 - b) teaching activity if the candidate has a 3rd-degree higher education, in particular conducting lectures in selected chapters, conducting seminars and tutorials, evaluating students and supervising, and reviewing final theses at the first two degrees of higher education, testing in state exams in the first degree, second degree and study programmes combining the first

- degree and second degree, creating study materials, consulting for students and providing excursions and professional internships for students,
- c) scientific or artistic activity, in particular participation in the research, development or artistic activity of the department and publication of the results in journals and at scientific, professional, or artistic events, and cooperation in organising scientific or artistic events.
- (5) In assessing a candidate for the position of assistant, the following shall be evaluated:
- a) teaching activity, in particular conducting practical tutorials, evaluating students, participating in the provision of other teaching activities and in the creating of study materials,
- b) scientific activity, in particular participation in research or development activity and the publication of the results and participation in organising scientific or professional events.
- (6) In assessing a candidate for the position of lecturer, the following shall be evaluated:
- a) teaching activity, in particular conducting tutorials, evaluating students, participating in the provision of other teaching activities and in the creating of study materials,
- b) active participation in research or development is not required.

Article 2
Specific conditions for the appointment of the positions
of assistant professors, assistants and lecturers

- (1) Specific conditions for appointing the positions of assistant professors, assistants and lecturers (hereinafter referred to as "specific conditions") are defined for the study field of Philology for the Institute of Foreign Languages and the study field of Sport Sciences for the Institute of Physical Education and Sport of the TU in Zvolen. The specific conditions referred to in section 2 to 3 of this Article must have been fulfilled during the last period of not more than 5 years prior to applying for the post.
- (2) A candidate for the position of assistant professor must demonstrate that he/she meets the specific conditions for appointing the position in the field of study Philology or a related field of study and for appointing the position in the field of study Sport Sciences or a related field of study, i.e., that he/she:
- a) produced at least 3 reviews, project reviews, expert opinions or final thesis/qualification works reviews,
- b) demonstrated scientific activity expressed by authorship/co-authorship of at least 5 original scientific outputs (article in scientific proceedings, in scientific and professional journals, editorship of scientific proceedings or journal issue, authorised translation, editorship of terminology database), of which 1 scientific output is in the category of indexed outputs in the Web of Science or Scopus databases or 1 monograph or 1 coursebook,
- c) demonstrated a solution to at least 1 scientific, educational or development project,
- d) demonstrated membership in a professional organisation or the editorial board of a scientific or professional journal.
- (3) A candidate for the position of assistant and lecturer must demonstrate that he/she meets the specific conditions for appointing the position in the field of study Philology for the Institute of

Foreign Languages or a related field of study and Sport Sciences for the Institute of Physical Education and Sport or a related field of study, i.e., that:

- a) professional prerequisites for the provision of the required subjects, as documented by a completed higher education degree.
- (5) The prerequisite for the performance of the activity of a university teacher at the position of assistant professor, assistant and lecturer is the continuous fulfilment of the actual criteria and activities referred to in Article 1 of this Internal Regulation.
 - (6) A university teacher who holds a second university degree and fulfils the specific conditions for appointing a position may serve as an assistant professor for a maximum of 5 years based on a single selection procedure. In the case of an assistant professor, the degree of fulfilment of the minimum thresholds for the habilitation procedure shall be additionally assessed.
 - (7) The appointment of the positions of assistant professors is carried out according to the internal regulation "Principles of the selection procedure for appointing the positions of university teachers, positions of researchers, positions of professors and associate professors and positions of senior staff of the Technical University in Zvolen".

Article 3

Self-evaluation of university teachers and monitoring

- (1) The self-evaluation of university teachers of the TUZVO at the position of assistant professor is carried out as of 31 October of the current calendar year for the period of the last 5 years according to the field of study or the related field of study of the field of activity. The self-evaluation of university teachers of the TUZVO does not apply to university teachers at the position of assistant and lecturer.
- (2) University teachers, who fulfil the criteria for the appointment to a position in the current calendar year, perform the following self-evaluation after 5 calendar years.
- (3) University teachers who do not meet the criteria for the appointment to a position in the current calendar year, performs the following self-evaluation in the subsequent calendar year.
- (4) In connection with the self-evaluation of university teachers of the TUZVO it is necessary to update the form of Scientific/artistic-pedagogical characteristics of a person (VUPCH) in the University Information System (UIS) as of 31 October of the current calendar year of each university teacher.
- (5) The self-evaluation of university teachers of TUZVO in the field of study Philology or related field of study at the position of assistant professor shall be evaluated according to Article 2 (2) and (3) of this Directive and according to the Criteria for Habilitation and Inauguration Proceedings at the FF UCM – Obligatory Criteria (field of study Foreign Languages and Cultures). The self-evaluation report of these university teachers can be found in Annex E1.

- (6) The self-evaluation of university teachers of the TUZVO in the field of study Sport Sciences or in a related field of study at the position of assistant professor shall be evaluated according to Article 2 (2) and (3) of this Directive and according to the Minimum Criteria for obtaining the title of associate professor and the title of professor at the Faculty of Physical Education and Sport of Comenius University in Bratislava. The self-evaluation report of these university teachers can be found in Annex E2.
- (7) Self-evaluation is the responsibility of the individual university teacher who indicates whether he or she meets the requirements for the position of assistant professor or assistant.
- (8) The Head of the Institute shall comment on the evaluation report within 7 working days at the latest. The Head of the Institute evaluates the fulfilment of the criteria in 3 ways: being in compliance, exceeding or not in compliance. If the staff member exceeds the fulfilment of the criteria, the Head of the Institute shall recommend that the staff member submit a request to the HC. If the staff member does not meet the requirements for the post in which he/she is placed, the Head of the Department shall, after a personal interview, make recommendations in writing for improvement in meeting the requirements. The Head of the Institute shall inform the individual university teacher of his/her comments.
- (9) Rector of the TU in Zvolen shall comment on the evaluation report no later than 1 month after the Head of Institute's statement. The Rector has three options: agree without comments, agree with comments or disagree. If the Rector agrees with the comments made in the report, or if he/she disagrees with the self-evaluation or the Head of Institute's comments, he/she will state the reason in the report and propose measures. If the staff member continues to fail to fulfil the requirements for the position in which he/she is appointed over a period of 3 years, the Rector shall propose his/her reassignment to an appropriate position. The Rector shall inform the Head of the department and the university teacher concerned of his/her opinion. The Rector shall be responsible for ensuring that the measures proposed are carried out.
- (10) Documents from the self-evaluation of university teachers are archived at the Rector's Office, Pedagogical Department for at least 5 years.
- (11) The assessment of the teaching load of university teachers is systematically monitored at the TUZVO:
- a) to ensure the provision of study programmes, the TUZVO has teachers whose qualifications, workload distribution, level of results of creative activities, practical experience, pedagogical skills and transferable competences enable the achievement of learning outcomes and whose number and working capacity corresponds to the number of students,
 - b) the distribution of the workload of university teachers enables the provision and development of the quality of study programmes, the provision of teaching and other related educational activities, the provision of student assessment, the management and assessment of final theses, participation in creative activities and other activities related to their professional development and the fulfilment of the mission of the university to the extent and in proportions that correspond to the working time and the nature of the position they hold.

- (12) The teaching load of university teachers is defined by an annual workload of 1,600 hours per teaching staff member, with 45% of the time spent on direct and indirect teaching, 45% on science and research, and 10% on other activities. The recommended average weekly number of hours of direct teaching (lectures, consultations, tutorials, seminars, major tutorials, other practical tutorials, tutorials, examinations) is 8 hours for a professor, 10 hours for an associate professor, 14 hours for an assistant professor and 18 hours for an assistant.
- (13) Teaching load is determined by means of conversion coefficients per 1 hour of teaching by educational activity as follows: lecture 3, tutorial 1.5, seminar 2, consultation of part-time, full-time and other studies 3, main tutorials and other practical tutorials 1.5.
- (14) The teaching load for semester, state and doctoral examinations is set at 1 hour per student.
- (15) The teaching load for other educational activities is determined as follows: course supervision 20 hours, bachelor supervision 30 hours, graduate supervision 60 hours, doctoral student supervisor 60 hours, doctoral student specialist supervisor 20 hours, supervisor of the ŠVOČ thesis 20 hours for one thesis in the faculty round, seminar thesis supervisor 6 hours, teaching and consulting in the subject of doctoral studies for fewer than 10 students 30 hours. In the case the entrance examination, the total number of hours of the admission procedure shall be distributed proportionally to the individual teachers according to their share of the total number of hours of the admission procedure, according to the share they have contributed to the preparation of materials, supervision, correction of tests, judging of works of art, etc.
- (16) Teaching load is evaluated in the University Information System and in the evaluation of the educational activities of the TUZVO for each academic year per employee. The supervision of final theses by the pedagogical staff of ÚCJ and ÚTVŠ at an external workplace is taken into account in the teaching load at UIS TUZVO.
- (17) The research workload is based on hourly capacities on research projects and publications.
- (18) The research load is evaluated in the University Information System and in the evaluation of the research activities of the TUZVO for each calendar year per employee.

Article 4 **Final provisions**

- (1) General criteria for appointing the positions of assistant professors, assistants and lecturers and the Specific conditions for appointing the positions of assistant professors, assistants and lecturers at the Institute of Foreign Languages and the Institute of Physical Education and Sport of the Technical University in Zvolen No. R-7298/2023 (hereinafter referred to as "General criteria and specific conditions for appointing the positions at the ÚCJ and ÚTVŠ TU in Zvolen") have university scope.
- (2) Legal relations not specified in the General criteria and specific conditions for the appointment of positions at the Institute of Foreign Languages and Institute of Physical Education and Sport TU in

Zvolen are subject to § 75 and § 77 as well as other provisions of the Higher Education Act, as well as other generally binding legal regulations and internal regulations of the TUZVO.

- (3) An integral part of the General criteria and specific conditions for the appointment of positions at the Institute of Foreign Languages and Institute of Physical Education and Sport TU in Zvolen is **Annex E1** Self-evaluation of university teachers at the position of assistant professor at the TUZVO – study field Philology and **Annex E2** Self-evaluation of university teachers at the position of assistant professor at the TUZVO – study field Sport Sciences.
- (4) General criteria for appointing the position of assistant professors, assistants and lecturers and specific conditions for appointing the position of assistant professors, assistants and lecturers at the Institute of Foreign Languages and the Institute of Physical Education and Sport of the TU in Zvolen No. R-7298/2023 were approved by the SB TUZVO on 25 September 2023 and by the Academic Senate of the TUZVO on 16 October 2023, in accordance with § 75 and § 77 of the Higher Education Act and they came into force and effect on this date.
- (5) General criteria for the appointment of positions of assistant professors and specific conditions for the appointment of positions of assistant professors at the Institute of Foreign Languages and the Institute of Physical Education and Sport of the TU in Zvolen No. R-11447/2022, which were approved by the SB TUZVO on 6 December 2022 and by the Academic Senate of the TUZVO on 8 December 2022, are hereby cancelled.

Dr. h. c. prof. Ing. Rudolf Kropil, PhD.
Rector and Chairman of the Scientific
Board of the TUZVO

prof. Ing. Ján Tuček, CSc.
Chairman of the Academic Senate
of the TUZVO

Annex E1 Self-evaluation of university teachers at the position of assistant professor at the TUZVO – field of study Philology

Date of self-evaluation	31 October of the current calendar year
Assessment period	for the last 5 years as of 31 October of the current calendar year

I Basic data	
I.1 Surname	
I.2 Name	
I.3 Titles	
I.4 Year of birth	
I.5 Workplace	Technical University in Zvolen Institute
I.6 Academic position	assistant professor
I.7 E-mail address	xxx@tuzvo.sk
I.8 Hyperlink to the Register of University Staff	
I.9 Main field of study	Philology

II Specific conditions for appointing positions in the field of study Philology (OS No. 2/2023 Point E, Article 2 (2) and (3))		
Criterion	Assistant Professor	Fulfilment
II.1 Number of reviews, project reviews, expertise or thesis/qualification reviews	3	
II.2 Authorship/co-authorship of original scientific outputs	5	
from II.2 scientific output in WoS or Scopus category or monograph or teaching text	1	
II.3 Number of scientific, educational or development projects in progress	1	
II.4 Membership of professional organisations or editorial boards of journals	1	

III Criteria for Habilitation and Inauguration Proceedings at the FF, UCM - Obligatory Criteria (Study Field Foreign Languages and Cultures) in the Study Field Philology			
Criterion	HP	IP	Fulfilment
III.1 Pedagogical activity			
III.1a Experience in years since obtaining the degree of PhD. (HP) or Assoc. Prof. (IP)	3	3	
III.1b Successful conducting of final theses	5	10	
III.2 Publication activity			
III.2a A synthesizing scientific work (scientific monograph) that represents a scientific contribution in the given field of study	1	2	
III.2b Textbook for universities, scripts, teaching texts, e-learning forms of preparation in a given field of study or relevant and demonstrable field of study	1	2	
III.2c Original scientific publications in scientific monographs, edited books, periodicals, and scientific proceedings in a given field of study	20	40	
from III.2c publications abroad in the world language	10	20	

from III.2c publications at least in the category of indexed outputs in the Web of Science and Scopus databases	1	3	
III.2d Demonstrated average level of scientific creative activity A- (international level)	3	5	
III.3 Citations			
III.3a Citations and references, without reviews	15	40	
from III.3a foreign citations and references	8	20	
from III.3a citations registered in WoS/Scopus	3	5	
III.4 Project activity			
III.4a Leadership of a successfully completed domestic project awarded in a relevant grant scheme (as Principal Investigator or Deputy Principal Investigator)	1	2	
III.4b Participation in a successfully completed international project	-	1	
III.5 Form of scientific school			
III.5a Training of doctoral students in a given field of study (completed/post-dissertation)	-	1/1	

IV Evaluation			
	Titles, First name, Last name	Signature	Date
IV.a <u>Self-evaluation of the evaluated person:</u> During the evaluation period I fulfil the requirements for the position of assistant professor */ assistant *			DD/MM/YYYY
IV.b <u>Statement by the Head of the Department:</u> Values of the criteria evaluated - are in conformity* with the requirements for the position currently occupied, - exceed* the requirements of the position currently occupied, I recommend that you apply for a HP, - do not comply* with the requirements for the position currently occupied. Recommendations for improvement formulated after the personal interview are listed below.			
IV.c <u>Statement of the Rector:</u> - I agree* with the self-evaluation and the Head of Department's statement without comments , - I agree* with the self-evaluation and the Head of Department's statement with comments ,			

- I disagree* with the self-evaluation and/or the Head of Department's statement.			
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Proposal for measures to improve the fulfilment of the requirements for the appointment of the position:

DD/MM/YYYY

signature of the evaluated

signature of the Head of the Institute

Reason for Rector's disapproval:

DD/MM/YYYY

Rector's final statement:

signature of the evaluated

signature of Head of the Institute

signature of the Rector

* Delete those that do not fit

Annex E2 Self-evaluation of university teachers at the position of assistant professor at the TUZVO – field of study Sport Sciences

Date of self-evaluation	31 October of the current calendar year
Assessment period	for the last 5 years as of 31 October of the current calendar year

I Basic data	
I.1 Surname	
I.2 Name	
I.3 Titles	
I.4 Year of birth	
I.5 Workplace	Technical University in Zvolen Institute
I.6 Academic position	assistant professor
I.7 E-mail address	xxx@tuzvo.sk
I.7 Hyperlink to the Register of University Staff	
I.8 Main field of study	Sport Sciences

II Specific conditions for appointing positions in the field of study Sport Sciences (OS No. 2/2023 Point E, Article 2 (2) and (3))		
Criterion	Assistant Professor	Fulfilment
II.1 Number of reviews, project reviews, expertise or thesis/qualification reviews	3	
II.2 Authorship/co-authorship of original scientific outputs in publications	5	
from II.2 scientific output in WoS or Scopus category or monograph or teaching text	1	
II.3 Number of scientific, educational or development projects in progress	1	
II.4 Membership of professional organisations or editorial boards of journals	1	

III Minimum criteria for obtaining the title of Associate Professor and the title of Professor at the Faculty of Physical Education and Sport of Comenius University in Bratislava in the field of study Sport Sciences			
Criterion	HP	IP	Fulfilment
III.1 Educational activities and development of study materials			
III.1a experience in years since obtaining the degree of PhD. (HP) or Assoc. Prof. (IP)	3	3	
III. 1b theses defended under the supervision of the candidate	10	20	
III. 1c University textbook or textbook, scripts (AH share)	6 AH	9 AH	
III. 1d Professional works of pedagogical and methodological character	10	-	
III. 2 Scientific research activity			
III. 2a Scientific monograph	1	2	
III. 2b Scientific papers /of which	20	35	
from III. 2b published abroad	5	10	

from III. 2b registered in WOS or SCOPUS	1	3	
III. 3 Responses to publications			
III. 3a Total responses	30	60	
from III. 3a abroad	10	20	
from III. 3a registered in WOS or SCOPUS	3	5	
III. 4 Scientific School			
III. 4a Education of doctoral students (completed/post-dissertation)	-	1/1	
III. 4b Successfully completed research projects	2	4	
from III. 4b in the case of Assoc. Prof. as project leader or deputy project leader, in case of Prof. only project leader	1	2	

IV Evaluation			
	Titles, First name, Last name	Signature	Date
IV.a <u>Self-evaluation of the evaluated person:</u> During the evaluation period I fulfil the requirements for the position of assistant professor */ assistant *			dd/mm/yyyy
IV.b <u>Statement by the Head of the Department:</u> Values of the criteria evaluated - are in conformity* with the requirements for the position currently occupied, / - exceed* the requirements of the position currently occupied, I recommend that you apply for a HP, / - do not comply* with the requirements for the position currently occupied. Recommendations for improvement formulated after the personal interview are listed below.			
IV.c <u>Statement of the Rector:</u> - I agree* with the self-evaluation and the Head of Department's statement without comments , - I agree* with the self-evaluation and the Head of Department's statement with comments , - I disagree* with the self-evaluation and/or the Head of Department's statement.			

Proposal for measures to improve the fulfilment of the requirements for the appointment of the position:

DD/MM/YYYY

signature of the evaluated

signature of the Head of the Institute

Reason for Rector's disapproval:

DD/MM/YYYY

Rector's final statement:

signature of the evaluated

signature of Head of the Institute

signature of the Rector

* Delete those that do not fit